

## **Secretariat of Co. Wexford Public Participation Network (PPN)**

### **Minutes of the Secretariat Meeting of Co. Wexford Public Participation Network (PPN) Held on Monday 10 May 2021 at 10.00am by Zoom**

#### **Attendance:**

PPN Secretariat Members:

Mr. John Carr	Wexford Municipal District (Facilitator)
Mr. Jonathan King	Community & Voluntary Sector
Mr. Noel Stacey	Social Inclusion Sector
Ms. Ann Lacey	New Ross Municipal District
Mr. Kevin Molloy	Gorey Municipal District
Mr. Pat Rath	Community & Voluntary Sector
Ms. Dearbhla Ní Laighin	PPN Support Officer

Not Present:

David Doyle                                  Community & Voluntary Sector

#### **1. Welcome New Resource Worker**

The secretariat welcomed the new PPN support officer Dearbhla Ní Laighin

#### **2. Apologies**

Mr. Thomas Cullen	Social Inclusion
Mr. Bernard O'Leary	Enniscorthy Municipal District.

#### **3. Minutes of previous PPN Secretariat meeting 12 April 2021**

Anne Lacey proposed the minutes of the previous meeting. Noel Stacey seconded them. Pat Rath asked that his objection to passing the minutes be recorded as he had not received them. Jonathan King forwarded the minutes to Pat Rath. The minutes were shared and reviewed on screen by all present and Kevin Molloy proposed the minutes of 12 April. John Carr seconded them. John Carr asked that Dearbhla Ní Laighin arrange for the ppn website to be updated with the minutes.

#### **4. Matters arising from Minutes**

None

#### **5. Correspondence**

John Carr is to arrange a separate meeting to discuss a letter from Pat Rath.

#### **6. Finance Report**

The Finance Report was agreed at the PPN secretariat meeting of 29 April 2021. Jonathan King suggested a meeting of the finance committee be brought forward from July. He suggested that Dearbhla Ní Laighin bring a report of what the PPN has spent to date to the next secretariat meeting on 14 June 2021.

## **7. Staff Update**

Dearbhla Ní Laighin to ask WCC HR when the PPN support worker will be in place. Staff Liaison Committee to undertake management and HR training. Dearbhla Ní Laighin to ask HR if they have some suitable training to propose. Kevin Molloy suggested that Social Justice Ireland could provide training. John Carr said that the Department of Rural & Community Development (DRCD) is looking at training too and he will raise this with the DRCD at the national meeting on Thursday 13 May 2021.

## **8. Plenary Meeting & District meetings**

Jonathan King noted that five District meetings need to be held and suggested that they be scheduled from June onwards. Pat Rath suggested that a visit to the Clare PPN website is a good example of how to advertise meetings to members. Pat Rath said that the secretariat needs to urgently progress creation of linkage groups for disability and five other groups. The work plan specifies that a plenary meeting be held in October, and the district meetings need to be held beforehand. The plenary meeting subcommittee last met in November 2019. They will have to meet to arrange details of the October 2021 plenary meeting. The plenary meeting subcommittee members are John Carr, Jonathan King, Bernard O'Leary, Thomas Cullen, Ann Lacey, Pat Rath and Noel Stacey. Kevin Molloy has stepped back from this sub-committee.

## **9. Sub-Committee Reports**

The D, C & T (Development, Communications & Training) sub-committee discussed section 6 of the PPN handbook, and Noel Stacey sent a meeting outcome template to all secretariat members. John Carr to forward a copy to Dearbhla Ní Laighin. Noel Stacey suggested an item on the agenda for the next meeting be to prioritise actions drawn from the handbook synopsis of section 6. The Code of Conduct was mentioned. John Carr confirmed that all PPN policies are being updated from the new handbook. Kevin Molloy stated that certain things in the handbook and appendices must be in place.

Noel Stacey suggested that Ann Lacey forward the draft Terms of Reference for the D, C & T Development, Communications & Training sub-committee to the secretariat. Ann said that these Terms of Reference are guided by the handbook.

## **10. AOB**

Pat Rath proposed a thank you to Jonathan King for being minute-taker since November 2020, and he would like to note the appreciation of the secretariat. Kevin Molloy seconded this appreciation and also included John Carr in it.

## **11. Date for next meeting**

Next meeting Monday 14 June at 10am on Zoom