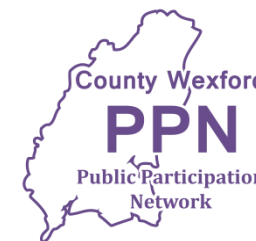


# PPN Meeting Report



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| <b>PPN Rep Name</b>                                   | n/a                            |
| <b>Committee Name</b>                                 | PPN Secretariat                |
| <b>Date of Meeting</b><br>Specify in person or online | 31 May 2021 at 10am<br>on zoom |

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| <b>In attendance:</b>  |
| Mr. Jonathan King, facilitator<br>Mr. Noel Stacey<br>Mr. Pat Rath<br>Mr. Kevin Molloy<br>Ms. Ann Lacey, joined at 10.14am<br>Ms. Dearbhla Ní Laighin |

| Agenda Item   | Notes  | Outcome/Decisions Made  | Actions Required - by Whom & When  |
|---|--|---|--|
| Apologies   | Philip Hickey, Resource Worker. Bernard O'Leary tried to join, but failed to connect.    |   | n/a  |
| Minutes from previous meeting                                       | None, as this was a special meeting re. facilitator resignation & annual report.         |   | n/a  |
| Matters arising from minutes  | n/a – as above   |   | n/a  |
| Correspondence from John Carr, Facilitator offering his resignation | 18/05/2021 JC submitted his resignation with effect from 30 May.                         | KM proposed to ask JC to reconsider his decision to resign from the secretariat & role as facilitator. NS & AL seconded that proposal.  | DNL to e-mail JC w/c 31/05/2021  |
| Rotation of new Facilitator   | JK: According to the facilitator rotation, the next facilitator would be Bernard O'Leary | JK reported that Bernard O'Leary has declined the position.<br>KM proposed that JK take the role of facilitator until the next rotation in place at the June secretariat meeting. NS seconded that proposal. JK accepted.<br>KM proposed that the process of secretariat nominations be an agenda item at the next meeting of the Secretariat.<br>KM proposed that the elections for vacancies due March 2021 be postponed until Sept. 2021 and that the people | Secretariat to agree new facilitator at next meeting 14/6/2021<br><br>DNL to add secretariat nominations to the agenda of 14/06/2021<br><br>31/05/2021: DNL e-mailed secretariat with link to Feb. 2020 version of current elected reps at <a href="https://wexfordppn.ie/wp-content/uploads/2020/03/PPN-">https://wexfordppn.ie/wp-content/uploads/2020/03/PPN-</a> |

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|   |  | currently in situ remain so until Sept. 2021.<br>NS seconded   | Secretariat-Elected-Reps-February-2020.pdf<br>DNL to email schedule of rotation to Secretariat before 14/06/2021   |
| Drafting of Annual Report 2020 to submit to DRCD<br>14 June 2021  | The annual report is on online Survey Monkey format.<br>It has 3 sections:<br>Section A (parts 1-8), Qs 1-104: PPN Resource Worker & Secretariat<br>Section B, Qs 105-116: Local Authority<br>Section C, Qs117-137: Both PPN & LA<br><br>Work began on filling in Section A of a draft copy of the annual report | Section A Questions 1 to 22 of the annual report were completed by those present. A meeting of the secretariat to continue work on the secretariat component of the report was proposed by AL on 4 June & seconded by JK.<br>Circulation of a shared MS Word version of the annual report was suggested. | 01/06/2021: DNL issued MS Teams meeting invite to secretariat for 04/06/2021 at 9.30am to continue work on annual report doc.<br><br>31/05/2021: DNL circulated a link to a shared MS Word version of the annual report on OneDrive to all secretariat members to work on. |
| Agree date of meeting with Paul L'Estrange re. Annual Report 2020 | To discuss completion of section B&C of annual report as above   | JK proposed meeting with PL'E re. annual report. NS seconded proposal. A few dates/times were agreed to propose to PL'E. PR advised he had a prior commitment all week.  | 01/06/2021: DNL issued MS Teams meeting invite to secretariat for meeting with PL'E on 03/06/2021 at 2pm re. LA section A & joint PPN&LA section C of annual report.   |
| Welcome New Resource Worker                                       | Philip Hickey started as PPN resource worker on 24 May. DNL advised that he was unable to attend today.  |  | n/a  |
| A.O.B   | Handbook<br><br>Zoom / MS Teams meetings. The zoom account used to date belongs to John Carr. Wx.Co.Co. does not support zoom.   | All future online meetings will be hosted on MS Teams.   | NS to review section 5 of the handbook<br><br>DNL to issue MS Teams invitations to future online meetings  |
| Date of Next Meetings   | Secretariat meeting 14/06/2021 at 10am (as previously agreed on 10 May 2021)   |  | DNL to send MS Team invite and agenda before 14/06/2021  |

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| Other Comments/Actions required from PPN | n/a |
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| Date of next meeting | Secretariat: 14/06/2021<br>Meeting with Paul L'Estrange 03/06/2021<br>Meeting re. annual report 04/06/2021 | Signed (PPN Rep) | Report compiled by Dearbhla Ní Laighin, PPN Support Officer, 01/06/2021 |
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