

Wexford Public Participation Network (PPN)

DRAFT Minutes of Meeting of the Secretariat of Wexford Public Participation Network (PPN)
Held on Monday 14 June 2021 at 10.00am using Microsoft Teams

In Attendance:

Jonathan King, (JK)	Community & Voluntary Sector and meeting Facilitator.
Kevin Molloy, (KM)	Gorey Municipal District.
Pat Rath, (PR)	Community & Voluntary Sector.
Until 11.30 a.m.	
Noel Stacey, (NS)	Social Inclusion Sector
Ann Lacey, (AL)	New Ross Municipal District.
David Doyle, (DD)	Community & Voluntary Sector.

Apologies:

Bernard O'Leary, (BOL)	Enniscorthy Municipal District.
John Carr, (JC)	Wexford Municipal District.
Tommy Cullen (TC)	Social Inclusion Sector.

Other attendees and apologies:

Ger Mackey, (GM) A/ Senior Executive Officer, Community Department, Wexford County Council.
GM left the meeting at 11.00 a.m.
Dearbhla Ní Laighin, (DNL) PPN Support Officer.

Apologies from Philip Hickey, (PH) PPN Resource Worker.

Technology difficulties:

Due to technical difficulties JK could not facilitate the meeting until 10.50am. KM facilitated until then.
DD could not access the meeting due to technical difficulties either.

1. Apologies:

BOL, JC & PH.

2. Minutes of previous PPN Secretariat meetings:

Minutes of meeting of 31 May 2021 as proposed by NS, seconded by AL and agreed.
Minutes of meeting of 10 May 2021 as proposed by KM, seconded by JK and agreed.

It was agreed that the meetings of 3rd & 4th June at which the DRCD PPN Annual Report 2020 was prepared should be minuted. DNL will prepare drafts as requested.

3. Matters arising from minutes:

None.

4. Correspondence:

The following items of correspondence were received:

17 May 2021 e-mail from Dept of Rural and Community Development (DRCD) re. PPN Annual Report 2020 which is due back to the Dept. by 14 June 2021. On the proposal of KM, seconded by NS it was agreed that the completed report, having previously been circulated, be adopted and forwarded to the Dept. DNL to arrange transmission of report.

25 May 2021 e-mail from DRCD re. payment of WxPPN 1st Tranche Funding, (€36,519.60 rcvd 31 May 2021).

2 June 2021 e-mail from DRCD re. PPN Structural Review Survey, closes 25 June 2021. This was circulated to the membership for completion and return.

18 May 2021 e-mail from JC tendering his resignation.

1 June 2021 e-mail from Secretariat to JC requesting that he reconsiders his decision

11 June 2021 e-mail from JC withdrawing his resignation, which was welcomed by the Secretariat.

11 June 2021 e-mail from JC (Rep on National Advisory Group (NAG)) on NAG update and tenure thereon.

It was agreed that JC would remain as NAG Rep until the proposed election process in Sept. 2021 at which stage the position of NAG Rep and position on National PPN Steering Committee will be examined in line with the election and approval outcomes and terms of office held.

E-mail from Tony Clyne (TC) dated 9 June 2021 with report of JPC meeting of 10 May 2021 was circulated.

E-mail from PR dated 30 May 2021 re. letter to him sent 20 May 2021.

GM offered his assistance in resolving this matter. It was agreed that he would have access to all the correspondence for review and seek advice if needed on issues raised.

DNL to provide the correspondence in this case.

Renewal of Wheel membership

As proposed by NS and seconded by AL, it was agreed to renew The Wheel membership.

DNL to check the file and arrange payment as needed.

5. Staff Update:

DNL updated the meeting on the current staffing situation in the PPN.

6. Profile and Representation of PPN:

The need to attract more young people to the PPN, as well as preparing for post-Covid community development, impact and membership increase promotion was noted.

7. Facilitator Rotation:

It was noted that the Facilitator rotation had reached full circle and that TC had turned down the position. On the proposal of NS, seconded by AL it was agreed to offer the position to BO'L for 6 months from July 2021. JK undertook to contact BO'L about the matter.

8. Secretariat Rotation / Vacancies / Elections:

KM referred to Secretariat minutes of 19 March 2020 confirming the 2020 Secretariat Rotation and Terms of Office.

As of June 2021, the position is as follows:

Wexford MD	John Carr	2020-2023
Enniscorthy MD	Bernard O'Leary, interim	2020-2021
New Ross MD	Ann Lacey, interim	2020-2022
Gorey MD	Kevin Molloy	2019-2022
Rosslare MD	vacant	
Social Inclusion Rep. 1.	Noel Stacey	2019-2021
Social Inclusion Rep. 2.	Thomas Cullen	2020-2023
Community & Voluntary Rep. 1.	Pat Rath, interim	2020-2021
Community & Voluntary Rep. 2.	Jonathan King, interim	2020-2021
Environment Rep. 1.	vacant	
Environment Rep. 2.	vacant	

Total Reps: 11.

Eight positions are due for election in 2021. Wexford & Gorey MDs' and Social Inclusion Rep 2 are not scheduled for election in 2021.

It was noted that elections were due in March 2021 but could not proceed due to not having had a staffing resource issue and the restrictions imposed by Covid19. It has been agreed to prepare to hold them in September 2021.

On the proposal of JK, seconded by NS it was agreed that the Development, Communications & Training subcommittee will manage the nomination and election process.

NS undertook to review Section 5 of the handbook entitled 'The Representatives', including the nominations and elections processes.

In relation to term of office it was noted that the current PPN Handbook states that a Rep. may serve a maximum of two 3-year terms, i.e., max. 6 years. Accordingly, an examination of the tenure of current Secretariat members and PPN Reps. on all committees and boards is needed.

PR confirmed that he will stand down this year as his 6-year term is up.

KM pointed out that DRCD circular CVSP 7/2020 dated 17 December 2020 states that 'the Handbook supersedes all versions of the previous PPN User Guides'.

9. Plenary & Municipal District meetings:

It was agreed to host 5 District meetings, online by Microsoft Teams, (MST) and the respective MD Rep or the Facilitator will facilitate the meetings as follows:

Monday 5 July at 7.30pm New Ross MD Ann Lacey
Tuesday 6 July at 7.30pm Rosslare MD Jonathan King
Monday 12 July at 7.30pm Gorey Kilmuckridge MD Kevin Molloy
Tuesday 13 July at 7.30pm Enniscorthy MD Bernard O'Leary
Monday 19 July at 7.30pm Wexford MD TBA

All PPN Reps should attend all MD meetings.

The agenda will be open to encourage engagement and promote participation at the elections in September.

DNL to request update from each Co. Co. District Manager for each meeting.

10. Sub-Committee Reports:

DC&T Terms of Reference for discussion / amendment / approval.

DNL to circulate DC&T ToR and request observations etc. in advance of next Secretariat meeting at which it may be adopted and include it in July's meeting.

Review of Handbook Section 6 The Secretariat and Review of Section 7 The PPN Workers will both be reviewed at DC&T meeting 21 June 2021 with a view to prioritising actions.

11. Formation of Linkage Groups:

The need to establish the purpose of linkage groups, what is required under the handbook, and how they can be developed was discussed. Salesforce contains a listing of members 'main interests' which can be used to communicate with these members. It is necessary to establish if non-members can become part of linkage groups where those organisations' main interests are similar to any Wexford PPN linkage group we establish.

DC&T to review Section 4 of the Handbook 'Linkage & Thematic Groups'.

12. A.O.B:

Grievance Procedure & Complaint:

No action required at present.

Formal induction of Social Inclusion Rep. SWWFRC.

Agreed to provide induction to Sharon Kennedy on Monday 12 July at 2pm via MS Teams. KM, DNL and NS to attend.

Condolences

The Secretariat offers its sincere condolences to Secretariat Member and Enniscorthy MD Rep. Bernard O'Leary on the passing of his Mother Margaret, on 3 June 2021. R.I.P.

Minutes of 2020 Secretariat meetings:

DNL checked dates of monthly Secretariat Meetings in 2020 to ensure they are all on the website. These are: 13th Jan, 10th & 14th Feb, 9th Mar, 15th June, 6th July, 7th Sept, 5th Oct, 9th Nov, 14th Dec. It was noted that no Secretariat meetings were held in April, May or August 2020.

Minutes of the meeting of 5th October 2020 were not approved as they were not circulated.

DNL to circulate a draft and include them for adoption at the July 2021 meeting.

14. Date of Next Meeting:

The next meeting will be held at 10 am on 12th July 2021 by MSTeams.
Facilitator to be as outlined above.

Meeting ended 12.30 pm.