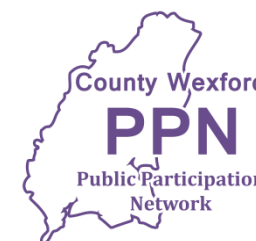


PPN Meeting Report



PPN Rep Name	n/a
Committee Name	Secretariat Meeting
Date of Meeting Specify in person or online	8 th November 2021 Commenced at 10.00 am In person. Council Chamber - Enniscorthy Presentation Centre

Other Reps who fed into this report (if applicable)
In attendance: Bernard O’Leary (Facilitator) BO’L Ann Lacey, AL David Doyle, DD Kevin Molloy, KM Noel Stacey, NS Thomas Cullen, TC Monica Gaynor, MG Philip Hickey, PH

Agenda Item	Notes	Outcome/Decisions Made	Actions Required - by Whom & When
1- Apologies	John Carr		
2- Minutes from previous meeting	Minutes of the meeting of 11 th October 2021.	Proposed by Ann Lacey Seconded Kevin Molloy	MG to update as Final Minutes.
3- Matters arising from minutes	Training	HR Training was discussed, MG gave advices on what may be involved having contacted various training providers. It appears the request need to be more specific regarding the needs of the PPN. Liaising Committee – Volunteers	MG to contact the Dept. regarding training that they may provide to PPNs. To be formed at next meeting of 22 nd November.
4- Correspondence	Membership Approval	Cleariestown Rathangan Built Heritage Group, Ballyhogue Men’s Shed Cavernoma Ireland The Ladies of Riverchapel & Courtown	Cleariestown Rathangan BHG and Ballyhogue Men’s Shed are to be contacted to confirm when they were established – Are not eligible at this time due to PPN criteria of

	MG advised that verbal notification from the Dept. had been received by her that the complainant had contacted them directly in regard to the counter complaint.	As the matter had now been passed to the Dept. it was agreed that the Secretariat would await contact from them.	duration in existence – to be held until established 6 months. Cavernoma Ireland - Are not eligible at this time due to PPN criteria ie be active with a postal address in County Wexford. The Ladies of Riverchapel & Courtown qualify and to be notified. None
5- Sub – Committee Reports	Finance Sub-Committee	To be discussed at meeting of 22 nd November when it is anticipated a full complement of the Secretariat will commence.	None
6- Election & Ballot Papers	The Secretariat elections took place on Friday the 5 th November 2021. NS & KM confirmed their attendance. Ballot papers tallied and both NS & KM were satisfied that the process ran smoothly.	It was agreed that the elected representatives would be invited to the next Secretariat Meeting of 22 nd November and that formal inductions will be provided in the coming weeks. Unsuccessful candidates will be contacted thanking them for their interest.	MG / PH will invite the successful candidates to the meeting of 22 nd November and will review the induction packs that they will be given. MG will write to unsuccessful candidates and thank them for their interest. MG will write to outgoing Secretariat Committee and thank them for their dedicated work.

7- Proposed Plenary Preparation	The required Plenary meeting will need to be deferred and will be discussed at the next meeting.	New Secretariat Committee to decide who will speak and organise same at meeting on the 22 nd November.	BOL to get available dates from the Riverside Park Hotel.
8- Municipal District Meetings	Again, these will need to be deferred until a full complement of the Secretariat is in place.	To be discussed at the meeting on the 22 nd November. Each MD will have 2 MD Meetings in 2022	None.
9- Finance Report	It was noted that a re-formatted report will be required at the next meeting as the Dept. will be inoperative from the 11 th December.	To be reviewed at the meeting on the 22 nd November.	MG will prepare the required report from Integra ahead of the meeting.
10-Staff Update	Welcomes were made to the PPN staff and a quick overview of the work and line of responsibility was given. PPN work only is to be carried out and not other duties of the Community Department. The Staff Liaison Committee	Staff Liaison Committee to be discussed at the meeting on the 22 nd November.	None None
11-Nominations for LCDC.	Vacancies have been notified by the Community Dept and have asked the PPN to seek nominations for 3 new members. 2 x Community and Voluntary and 1 x Social Inclusion.	Eligible groups will be contacted regarding nominations for the positions.	MG / PH will initiate the required nomination process.
12-Re-registrations of PPN members	It was advised that there will be a lot of work involved to prepare for the re-registrations and that training on Salesforce may not be completed until early December for the PPN workers.	It was suggested that along with the Salesforce invitations, that Wexford CC could be asked to publicise the requirement for members to re-register.	MG will contact David Minogue regarding the publicising the process in Council advertisements and other media outlets such as South East Radio.

13-A.O.B.	<ul style="list-style-type: none"> <li data-bbox="539 172 936 244">i. Communication from complainant <li data-bbox="539 360 922 392">ii. PPN Annual Report <li data-bbox="539 584 996 687">iii. SE Region PPN Environment Reps Meeting September 2021 <li data-bbox="539 767 996 839">iv. Schedule of Meetings for 2022. <li data-bbox="539 919 880 951">v. Duration of Term 	<p data-bbox="1041 172 1619 284">As the Dept. has been contacted by the complainant it was agreed that at this stage the matter could not be discussed.</p> <p data-bbox="1041 323 1615 427">It was suggested that a report should be compiled using the minutes of the Secretariat & other PPN committees.</p> <p data-bbox="1041 584 1615 647">John Carr attended the meeting and has submitted a report to MG.</p> <p data-bbox="1041 767 1615 871">To be discussed and agreed at the meeting on the 22nd November with new Secretariat Committee.</p> <p data-bbox="1041 919 1615 1094">It was discussed about the need to highlight Secretariat / Committee representatives' periods of allowed term of office as well as periods of time as a facilitator of meetings.</p>	<p data-bbox="1650 172 2056 244">Secretariat will await to hear further from the Dept.</p> <p data-bbox="1650 323 2134 499">MG / PH will investigate what was contained in the 2019 report and begin preparations of the 2020 report. NS agreed to help to confirm details.</p> <p data-bbox="1650 584 2130 647">MG will issue a copy of the report in the next meeting pack.</p> <p data-bbox="1650 767 1731 799">None</p> <p data-bbox="1650 919 2107 983">MG to put on the agenda for the meeting of the 22nd November.</p>
Other Comments/Actions required from PPN		An appreciation of Pat Rath & Jonathan King's tenure on the Secretariat was agreed by the attending members and a formal note of gratitude will be issued in early course to each of them.	

Date of next meeting	22 nd November 2021	Signed (PPN Rep)	Report compiled by Dated
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