

**Secretariat of Wexford Public Participation Network (PPN)
Meeting on 07.02.2017**

**Minutes of Secretariat Meeting for the Wexford Public Participation Network (PPN)
Held on Tuesday 7th February 2017 at 10:30 am in Block A,
County Hall, Carricklawn, Wexford.**

Attendance:

PPN Secretariat Members:

Mr. Paddy Redmond	Enniscorthy Municipal District (Facilitator)
Mr. John Carr	Wexford Municipal District
Mr. Kevin Molloy	Gorey Municipal District
Ms Frances Ryan	New Ross Municipal District
Mr. Pat Rath	Community & Voluntary Sector
Mr. Seán Quirke	Community & Voluntary Sector
Mr. Thomas Cullen	Social Inclusion Sector
Ms Susan Murphy	Social Inclusion Sector
Ms Sara Kelly	Environmental Sector

Other Attendees

Ms Annette Dupuy	PPN Support Officer
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1. Adoption of the Minutes:

The minutes of the PPN Secretariat meeting of the 24th January 2017 were proposed by Sean Quirke and seconded by Thomas Cullen.

2. Matters arising from the Minutes:

There were no matters arising.

3. Correspondence:

PPN Support Officer reviewed correspondence received.

Actions

- PPN SO to revert to Aislinn Dunne re correspondence.
- PPN SO To provide Sara Kelly's details to Michael Ewing & to request permission from other Environment members.
- John Carr to man the PPN Stand at the Age Friendly Strategy launch with PPN SO & to receive Per Diem payment for same.

4. Representations

PPN SO advised of finalised Gorey Riverchapel LPF Reps - Joy L Rice already deemed elected. Gary Rice and Tony Clyne agreed as interim Reps

Action PPN SO to advise Gorey Riverchapel LPF Linkage Group of Reps & to arrange introduction meeting with Reps

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Secretariat reviewed and discussed the suggested schedule for SPC Elections. It was proposed by Sean Quirke and seconded by Frances Ryan that review of nominations would be completed by email. All other dates were agreed as set out. A discussion took place regarding the procedure for linkage group creation. It was agreed by the group that at the time of the upcoming nominations the PPN SO would remind members of the opportunity to join linkage groups for the upcoming elections. A decision taken at the meeting of 20th December 2016 to move to an opt-out method for linkage group formation was reversed, and a decision taken that the opt-in method remains.

Action: PPN SO to progress schedule as set out

5. Reps Charter & Report Template Sign Off

With no feedback received from either Secretariat or Reps the Reps Charter & Template was signed off. The Reps Charter is to be added to the list of items to be ratified at the Plenary meeting on 27th Feb

Action PPN SO to include Reps Charter in items to be ratified at Plenary

6. Reps Report Review

A discussion was held regarding the draft Reps Report. Pat Rath's 2016 report sent recently is to be included also and Sean Quirke to be referenced in the existing LCDC report. John Carr & Kevin Molloy to forward Sports Active report. PPN SO to add report received on SERDATF earlier this week and to include details of meetings for 2017, where known. Once all received and completed PPN SO to send to Reps for review before issuing to members.

Actions: Pat Rath to provide word version of his report issued to members yesterday. John Carr & Kevin Molloy to provide Sports Active report. PPN SO to add additional elements and to distribute to Reps for review before release to members.

7. WLD Agreement to Information Sharing

It was proposed by Sean Quirke & seconded by Kevin Molloy to include WLD on the information distribution and to advise them of key information such as nominations, elections, re-registration etc. WLD & Wexford PPN to work together also to reduce calendar clashes to maximize participation

Action: PPN SO to correspond with WLD to confirm agreement and seek current calendar of events from WLD.

8. Draft Newsletter Review & Feedback

The participants reviewed & discussed the draft provided by the PPN SO. Following this discussion it was proposed by Sean Quirke and seconded by Kevin Molloy that the draft newsletter be issued in advance of the Plenary meeting with minor revision to current content as discussed

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Action: PPN SO to make minor revisions and to issue to PPN prior to Plenary.

9. Planning for County Plenary

The group revised the Plenary Planning Update 6th Feb provided and agreed the following;

- **Event order and timing** – agreed as set out, with agreement to link in with the Arts Department - Artist in the Community engagement. This was proposed by John Carr & Seconded by Sean Quirke.
- **Keynote Speaker** – topic agreed as ‘Importance of Community - wellbeing, team-building, & supporting each other’ Sean Quirke to revert re payment procedure.
- **Items to be ratified** – following discussion it was agreed that the PPN SO would prepare a two page event overview including a list of items to be ratified. Items to be ratified were agreed as Reps Charter, Workplan & budget overview, Reps elected since last Plenary, decision to have one group one vote. These are to be issued to members in advance.
- **Venue** – Paddy Redmond & PPN SO to meet with Riverside to agree layout
- **Discussion Session** – The meeting reviewed materials provided by facilitator with some minor changes and clarifications.
- **Bus to event** – PPN SO to remind members again & arrange if necessary
- **Expo Participants** – reviewed and agreed
- **Communication & Promotion** – agreed to use email, print advert and local notes to promote in addition to spreading on personal facebook pages. It was proposed by Frances Ryan & seconded by Kevin Molloy to agree a spend of €200 on Community Diary radio advertising. Waiting for SE Radio to revert re interview. PPN SO to advise media of event and invite to cover.
- **Photographer** – John Carr & Sara Kelly agreed to look after taking photos on the evening
- **Task list** – draft reviewed with some revisions which will be issued to Secretariat once finalised
- **Expenses** – agreed as over budget but required as somewhat of a ‘launch’ event

Actions:

- PPN SO to work with Arts Department to link the two events
- Sean Quirke to revert re payment method for Davy Fitzgerald.
- PPN SO to prepare an event overview for distribution to members and to prepare ratification materials for review also in advance
- Paddy Redmond & PPN SO to meet with Riverside to agree layout
- PPN SO to revert to Facilitator with changes and to confirm costs
- PPN SO to remind members again re bus & arrange if necessary
- PPN SO to arrange radio advertising and follow up on interview.
- PPN SO to design print advert and arrange print advertising

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- PPN SO to advise media of event and invite them to attend
- PPN SO to finalise task list and distribute once complete

10. AOB

- Following an earlier discussion regarding Wexford PPN Facebook Sara Kelly agreed to set this up and act as the administrator. **Actions:** Sara Kelly to work with PPN SO to make the necessary arrangements.
- PPN SO advised of Michael Sheehan interest in coming to Plenary to discuss SPCs. **Actions:** Agreed PPN SO to advise him that Linkage group cluster meetings the appropriate means for same, not Plenary – and to advise of dates.
- PPN SO advised of library event ‘How to build your profile in the Media’ happening on 7th Feb. Proposed by Sean Quirke and seconded by Susan Murphy that PPN SO attend and receive time in lieu. **Action:** PPN SO to attend & report
- PPN SO took details of those interested in IT Up-skilling training – these are Sean, Kevin, Frances, Susan & Paddy. Frances asked for details of tutor. Proposed by John Carr and seconded by Susan Murphy that participants would receive per diem payment. **Actions:** PPN SO to book participants and to seek details of tutor
- PPN SO advised of upcoming meeting with counterpart in Carlow PPN to build local links and to discuss the County Council training they conducted recently – with a view to replicating in WCC.
- PPN SO advised of ongoing work within WCC to increase awareness of the role and to ensure information shared with her for distribution.
- It was agreed that Susan Murphy would attend the Community Connect conference in Waterford on March 1st. **Action:** PPN SO to Book

The facilitator of the next meeting will be Paddy Redmond. The next meeting will be held at **10.30 on Tuesday 21st February 2017** in upstairs meeting room Block A, County Hall.

This concluded the business of the meeting.

Facilitator

Dated _____, 2017.

Second Member