

# Secretariat of Wexford Public Participation Network (PPN) Meeting on 21.02.2017

Minutes of Secretariat Meeting for the Wexford Public Participation Network (PPN)  
Held on Tuesday 21<sup>st</sup> February 2017 at 10:30 am in Block A,  
County Hall, Carricklawn, Wexford.

## Attendance:

PPN Secretariat Members:

Mr. John Carr	Wexford Municipal District (Facilitator)
Mr. Paddy Redmond	Enniscorthy Municipal District
Mr. Kevin Molloy	Gorey Municipal District
Mr. Pat Rath	Community & Voluntary Sector
Mr. Seán Quirke	Community & Voluntary Sector
Ms Sara Kelly	Environmental Sector

Other Attendees

Ms Annette Dupuy	PPN Support Officer
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## Apologies:

PPN Secretariat Members:

Ms Frances Ryan	New Ross Municipal District
Mr. Thomas Cullen	Social Inclusion Sector
Ms Susan Murphy	Social Inclusion Sector

## 1. Adoption of the Minutes:

The minutes of the PPN Secretariat meeting of the 7<sup>th</sup> February 2017 were proposed by Sean Quirke and seconded by Pat Rath.

## 2. Matters arising from the Minutes:

PPN SO advised of two outstanding items;

- Meeting With Carlow PPN postponed now 13<sup>th</sup> March & to include other South East PPNs also
- Details of CTEC trainer still outstanding.

## 3. Correspondence:

It was proposed by Kevin Molloy & Seconded by Sean Quirke that we accept the place offered to PPN SO for the Community Connects Conference in Waterford. It was proposed by Pat Rath & seconded by Sean Quirke that the two member sponsored places be left to Susan Murphy & Frances Ryan to fill from the New Ross membership and that these attending members be advised of the ability to claim a per diem payment to cover travel expenses to the event.

**Actions:** PPN SO to liaise with Susan Murphy & Frances Ryan to arrange same and to revert to conference organizer

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### **4. Finalising Plans for County Plenary**

PPN SO reviewed the document prepared which gave an update on event planning.

There were some minor revisions on same with the following decisions agreed:

- Decision to conduct sign in at Expo and to allocate table numbers to members and other reference to non-members to allow easy identification of non-members during the discussion session. **Action:** PPN SO to arrange same.
- Facilitator Email provided at the meeting for review - decision taken to identify group reporter at outset of discussion **Action:** PPN SO to revert to Facilitator
- Press Coverage **Action:** PPN SO to request both press reporter and photographer.
- Transport to Event - approach as set out agreed by all
- Dates agreed for District Meetings and to be provided at meeting; These are:
  - 24<sup>th</sup> April Wexford District Meeting
  - 25<sup>th</sup> April Enniscorthy District Meeting
  - 27<sup>th</sup> April Gorey District Meeting
  - w/c 1<sup>st</sup> May, New Ross District Meeting– date to be agreed with Frances Ryan and Susan Murphy.
  - All to be held at 8pm

**Action:** PPN to confirm New Ross date & to update dates for Plenary meeting

Updated expenses were reviewed with no query.

### **5. AOB**

- Pat Rath advised of significant queries received following his recent reps report and raised a concern over the practicality of Volunteer Reps being able to commit time to such a level of queries – many of which were outside of the Rep remit. Following a discussion it was agreed that the task of the Rep outside of specific committee business was to effectively sign-post groups to a contact who could deal with queries outside of this scope. It was proposed by Sean Quirke and seconded by John Carr that Wexford PPN request from the Wexford County Council a list of contacts for each Department for referring queries to - with name number and email address provided for each. To deal with current queries, Pat Rath to liaise with PPN SO to find suitable contacts to deal with outstanding queries. **Action:** PPN SO to revert to Wexford County Council regarding listing and to await contact from Pat Rath re outstanding query resolution.
- The group discussed the upcoming Radio Interview and the items for focus. It was proposed by Sean Quirke & seconded by Pat Rath that the Secretariat members attending the interview be paid a per diem to cover expenses.
- The PPN SO raised concern over ability to take leave with current PPN support requirements & meetings. All agreed that this would be a future consideration.
- PPN SO raised the need to review workplan and budget progress and for Secretariat to have more of an oversight role of same. She suggested that this could be facilitated with sub-committees for specific tasks – for example finance,

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communication, capacity building, representation etc. It was agreed that this will be an agenda item for discussion at the next meeting.

- A discussion was also held regarding Secretariat Seats and possible need for rotating terms. This is to be discussed at the next meeting also if time allows.
- PPN SO thanked Sara Kelly for work of Facebook and Twitter and reminded all to like and share.

The facilitator of the next meeting will be Paddy Redmond. The next meeting will be held at **10.30 on Tuesday 7<sup>th</sup> March 2017** in **meeting room 3, Block E, County Hall**.

This concluded the business of the meeting.

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Facilitator

Dated \_\_\_\_\_, 2017.

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Second Member