

# Secretariat of Wexford Public Participation Network (PPN) Meeting on 30.09.2016

Minutes of Secretariat Meeting for the Wexford Public Participation Network (PPN)  
Held on Friday, 30<sup>th</sup> September 2016 at 2pm. in Block A,  
County Hall, Carricklawn, Wexford.

## Attendance:

PPN Secretariat Members:

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

Other Attendees

Ms Annette Dupuy	PPN Support Officer
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## **1. Apologies:**

PPN Secretariat Members

Ms Frances Ryan	New Ross Municipal District
Ms Susan Murphy	Social Inclusion Sector

## **2. Introduction of Environmental College Rep**

Mr Quirke in the role of Facilitator welcomed Sara Kelly to the Secretariat. Ms Kelly introduced herself and thanked the Secretariat for the facilitating a change of meeting time.

## **3. Presentation from Ray Murphy, Wexford Fire Service re Community Resilience**

Mr Murphy gave a short presentation on the concept of Community Resilience and outlined his wish to progress this further with communities in Wexford and to commence a pilot project. It was suggested that this might be a topic for presentation at Municipal District meetings.

**Action** – To be discussed at Municipal District preparation session

## **4. Adoption of the Minutes:**

The minutes of the PPN Secretariat meeting of the 2<sup>nd</sup> September 2016 were proposed by Thomas Cullen and seconded by Kevin Molloy.

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### **5. Matters arising:**

- **New Ross Area Community Issues** meeting update – PPN Support Officer advised that this meeting was not yet held. PPN Support Officer to remind Mr Mackey about this meeting.
- **Community Text Alert** - Mr Redmond advised that the JPC has created three sub-committees to focus on key workplan topics. The Crime Prevention & Community Safety sub-committee will look after the Text Alert. However, none of the PPN Reps are on this committee. Secretariat asked PPN Support Officer to write to chair of JPC to ask that a PPN rep be included on this sub-committee.
- **Advice of Environment Seat** – PPN Support Officer to advise Environmental Pillar and wider member base of Sara Kelly role on Secretariat, following her attendance at this meeting.

### **6. Correspondence:**

PPN Support Officer reviewed correspondence received, all of which had been circulated in advance of the meeting.

### **7. Update on Representation Requests & Review of FLAG Rep Nominations**

PPN Support Officer referred members to the Department clarification regarding Representation and clarified the process and requirements in the event of dual representation. SE FLAG nominations (two received) were reviewed & confirmed appropriate.

**Action** – PPN Support Officer to organise postal elections.

PPN Support Officer recommended sending the new Formal Representation Request form to Sports Active Wexford as a follow up to the letter of 4<sup>th</sup> December 2015 in which the PPN requested specific details of the representation required.

**Action** – PPN Support Officer to write to Sports Active Wexford as recommended.

### **8. Registration Communication Plan**

PPN Support Officer reviewed the Draft Communication Plan. The plan was agreed with the following amends;

- John Carr to work with PPN Support Officer re Newspaper Feature
- PPN Support Officer to try and arrange radio interview on South East Radio to promote registration – Following discussion it was agreed that if successful interview to be attended by PPN Support Officer & Sean Quirke.
- Newspaper Advertising – decision to progress with free option of WCC page
- Decision not to progress with Credit Union screens
- Library Information desks – PPN Support Officer advised of provisional bookings and looked for cover from members. Details to be emailed to Secretariat to confirm cover.

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- Mr Carr advised that for data protection reasons WLD SICAP list cannot be provided to PPN. However, PPN Support Officer to get in touch with WLD to ask for them to promote registration and encourage membership.
- It was agreed to invest in new Roll Up Banners with new branding, for use in the library PPN Pop Up Sessions and other events. PPN Support Officer to arrange same

### **9. Planning for Municipal District Plenary Meetings**

PPN Support Officer advised that these should take place in November & suggested that these could be tied in with a public event to increase attendance. It was agreed that a sub-group would be formed including the MD Reps (Frances Ryan, Kevin Molloy, John Carr, Paddy Redmond) and that a planning meeting would be held.

**Action** – MD Plenary Planning Meeting to be held at Meeting Room 3, Block E, County Hall on Friday 7<sup>th</sup> Oct @ 10.30

### **10. Progressing Workplan & Structures (MOU & SLA)**

PPN Support Officer advised that not all one to ones have been completed and these will continue to be progressed. She recommended that the next Secretariat Meeting focus in detail on the workplan to ensure a plan is in place for 2017. A discussion was held regarding the MOU & SLA and the matter was referred to the Focus Group for progression.

**Action:** Meeting of Focus Group & PPN Support Officer @10.30 on Monday 24<sup>th</sup> October at Meeting Room 3 Block E, County Hall after which draft MOU & SLA will be sent to all Secretariat members for review.

### **11. AOB**

- Mr Quirke asked for ratification of the new PPN logo with unanimous agreement. Mr Quirke, on behalf of the Secretariat, acknowledged and thanked Mr Carr for his work on developing the logo.
- PPN Support Officer to attend National PPN Workers meeting at Custom House, Dublin on Tuesday 4<sup>th</sup> Oct.

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The facilitator of the next meeting will be Sean Quirke.

The Next meeting will be held on 10.30 a.m. on **Tuesday 8<sup>th</sup> November 2016** upstairs in Block A, County Hall.

This concluded the business of the meeting.

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Facilitator

Dated                   , 2016.

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Second Member