

**Secretariat of Wexford Public Participation Network (PPN)
Meeting on 03.09.2019**

**Minutes of Secretariat Meeting for the Wexford Public Participation Network (PPN)
Held on Tuesday 3rd September 2019 at 10.00am in Upstairs Meeting Room Block A,
County Hall, Carricklawn, Wexford.**

Attendance:

PPN Secretariat Members:

Mr. Jonathan King	Community & Voluntary Sector (Facilitator)
Ms. Ann Lacey	New Ross Municipal District
Mr. Kevin Molloy	Gorey Municipal District
Mr. John Carr	Wexford Municipal District
Mr. Pat Rath	Community & Voluntary Sector
Mr. Thomas Cullen	Social Inclusion Sector

Other Attendees

Ms. Annette Dupuy	PPN Support Officer
Mr. Brian Kett	PPN Support Worker

Apologies:

Mr. Noel Stacey	Social Inclusion Sector
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1. Welcome to New PPN Support Worker

On behalf of the meeting facilitator Jonathan King welcomed new temporary PPN Support Worker, Brian Kett.

2. Adoption of the Minutes:

The minutes of the PPN Secretariat meeting of the 16th July 2019 were approved as proposed by John Carr and seconded by Thomas Cullen.

3. Matters arising from the Minutes:

No matters arising

4. Correspondence:

Items not dealt with on the main agenda:

- a) CVSP 7/2019 - noted
- b) Wexford Parents Hub Launch invitation – 4th Oct. **Action:** Ann Lacey to attend representing Wexford PPN, with a per diem applying. Ann to RSVP directly
- c) Wheel Event – Dungarvan 26th Sept. – Decision taken not to attend.
- d) Art & Disability Ireland. – agreed to issue to all members in information bulletin – **Action:** Support Team to include in next information bulletin.
- e) SJI Reminder of Training Opportunities – noted.

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5. Representative & Secretariat Elections:

- Representative to WCC Committees Election Outcomes – PPN SO updated on Election Count outcomes. As agreed, drawing of lots for tied seat to be completed by Election Count team on Wed. 25th September at 2pm. Candidates (and/or alternate) to be invited to attend. **Action:** Support Team to schedule and advise candidates. PPN SO to advise WCC of Representatives agreed for ratification at September Council Meeting.
- Election Policy revision –PPN Election policy to be revised to specifically detail action in the event of election tie. **Action:** Support Team to draft for Secretariat approval, prior to Plenary approval
- Remaining vacant Representative seats for WCC committees –As proposed by Thomas Cullen & seconded by Pat Rath interim representatives to be sought from the membership, with a closing date of 27th September. **Action:** Support Team to advise members.
- Vacant Secretariat Seats – As proposed by Kevin Molloy and seconded by Jonathan King it was agreed that interim Secretariat Representatives be sought for vacant Secretariat seats (Enniscorthy District, Rosslare District, & Environment), with a closing date of 27th September. . **Action:** Support Team to advise members.
- Concern was raised over the Representative spread across the county. This is an item for the Secretariat to review in the future. **Action:** To be included on future agenda.

6. October Plenary

As proposed by PPN SO formation of a sub-committee to finalise the event scheduled for 8th October was agreed. All Secretariat members available for the planning meeting, to attend. The meeting was agreed for 10am on 10th Sept. It was agreed that the event should be MC'd by newer Secretariat or less well known Secretariat members, if possible **Action:** Support Team to arrange meeting location and advise.

7. Re-registration planning

- PPN SO outlined the process for re-registration this year using the Salesforce system. This will be a relatively simple process for members, but will be a learning curve and for the Support Team. Plan includes for re-registration reminders and follow-ups in advance of the 31st Oct re-registration deadline. **Action:** Support team to progress preparation and planning for re-registration.
- New PPN Support Worker to attend basic Salesforce training in Dublin on 30th September.

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8. PPN National Conference

- PPN SO advised that draft best practice example presentation by PPN SO has been prepared and forwarded to Department for review.
- PPN SO reminded attendees to book both hotel and conference attendance
- Agreed to support up to six Reps to attend also. **Action:** Support Team to notify Reps of the opportunity
- Agreed that new temporary PPN Support Worker should attend also. **Action:** PPN Support Worker to book event and accommodation.

9. Report from Disability Sub-committee Meeting

The meeting of 25th July was discussed and it was agreed that the sub-committee should meet again on Monday 9th September at 2pm. The agreed agenda is progression of issues raised at Public Disability Meeting in May and Make Way Day. **Action:** Support Team to schedule and advise all sub-committee members of meeting and agenda

10. Make Way Day

Following a discussion it was agreed to refer this item to the Disability Sub-Committee to progress. Members agreed to co-operate in the running of the event but that it was not possible for Wexford PPN to co-ordinate the event.

At this point Ann Lacey left the meeting.

11. Community Wellbeing Vision

Item to be postponed to next meeting **Action:** To be included on October Agenda.

12. Regional Collaboration – Social Enterprise & Social Inclusion#

PPN SO advised of possible regional collaboration:

- Social Enterprise – Senan Cooke looking to progress a Regional Social Enterprise network. This would require local identification of Social Enterprises initially among the membership. This can be progressed following re-registration.
- Social Inclusion – proposed regional event in early 2020 similar to Environment event in 2019. With concern over Social Inclusion agreed it should be added as item for discussion at next Secretariat. **Action:** to be added to October agenda

All positive to more regional collaboration and open in principle to above but await more information, when available.

13. Capacity Building & An Cosan Course.

- PPN SO advised that the Community Development course with An Cosán was not scheduled in her absence. Currently being followed up. **Action:** Support Team to follow up and progress.
- PPN SO advised of some other Community Development opportunities also including UCC course and WLD courses, which may impact on An Cosán course uptake.

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14. PPN Meeting with WCC

Members agreed that this should be scheduled for 12, on Tuesday 1st October, if this timing is suitable for Ms Byrne, Head of Community. **Action:** Support team to schedule

15. Wicklow PPN Fieldtrip to Wexford

Item to be postponed to next meeting **Action:** To be included on October Agenda.

16. Upcoming Events

PPN SO advised of upcoming events which included.

- PPN SO attendance at Rural Conversations Launch, 4th Sept, Dublin
- PPN SO attendance at PPN Resource Worker Meeting, 11th Sept, Dublin
- Ploughing Stand Cover (PPN SO 17th, Jonathan King 18th, Kevin Molloy 19th)
- PPN Conference 10th & 11th October – attendance as agreed earlier

17. AOB

- John Carr, PPN Secretariat Rep advised of next meeting of the National Secretariat Network on 12th September. As he is unavailable to attend it was agreed for Jonathan King to attend. **Action:** John Carr to advise of alternate and provide Jonathan King with materials for attendance.
- Concern was raised that the Finance Committee had not met in some time. Agreed that there will be a Finance Review meeting on Tuesday 10th September at 12, following the Plenary Planning meeting. All Secretariat members available to attend.
- Jonathan King reported on Tinahely Show attendance. Query was raised on the benefit of these shows for gaining feedback on knowledge and understanding of the PPN. PPN SO Advised that on initial review of feedback the events did not provide feedback on knowledge and understanding of the PPN but were a beneficial PR event.
- As agreed earlier in the meeting, a district meeting for Rosslare district will be held in November along with the other districts. This is provisionally scheduled for Monday 18th November .
- Thomas Cullen asked for PPN SO to help with further engagement in the Enniscorthy area. A provisional meeting date of 18th September was agreed - tbc

18. Date & Facilitator for next meeting

The facilitator of the next meeting is Noel Stacey. The next meeting will be held at **10.00 on Tuesday 1st October 2019** in County Hall, in upstairs meeting room in Block A.

This concluded the business of the meeting.

Facilitator

Dated _____, 2019.

Second Member