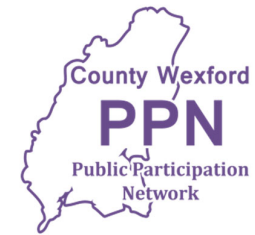


Ian Ludlow Sue Kent	Coordinator Development Officer
Committee Name	Secretariat October Meeting 2023
Date of Meeting Specify in person or online	9 th October 2023 @ 10am In-person / online facility in Block A First Floor County Hall Wexford.

In Attendance:
In attendance: Ann Lacey Breda Cahill Linda Sinnott Patrick Rochford



Agenda Item	Notes	Outcome / Decisions Made	Actions Required – By whom and when
1.	Welcome and apologies.	A quorum was achieved. Aislinn, Gerry & Bernard had sent apologies. Patrick Rochford as outgoing facilitator was thanked for his work and contribution in the role. Patrick stated that he enjoyed his term and said he saw the role as a contact person for the Secretariat, providing support to the members and enjoyed the working partnership with the coordinator, and thanked Ian for all the support during his term.	
2.	New Facilitator	Linda Sinnott had expressed an interest in the role and was proposed by Breda Cahill and seconded by Ann Lacey. Linda was deemed appointed.	

3.	Agreement of Minutes from the 10 th of July 2023.	Minutes were proposed Ann Lacey & seconded by Patrick Rochford.	
4.	Matters arising from the minutes	<p>The minutes of the September Secretariat meeting were reviewed and discussed. As there was no quorum for that meeting, the items formed part of this meeting's agenda and were to be discussed in further detail.</p> <p>A meeting with LEO had not yet been achieved.</p> <p>A meeting with the new Head of Finance Lynda Lacey regarding the hosting fee had not yet been achieved.</p> <p>Ian suggested that the Secretariat may need to intervene if a meeting could not be arranged.</p>	<p>Ian to follow up with LEO to arrange the meeting.</p> <p>Ian to arrange meeting and discuss Hosting options.</p>
5.	New Group Registrations	<p>The following 9 new groups were submitted for approval:</p> <ul style="list-style-type: none"> Meals on Wheels Gorey Wexford Active Retirement Group Independent Living Movement Ireland GlynnBarntown GAA Club Courtown Heritage Group Gorey Community Development Group Advocates For Autism Kilmore GAA Club Strikers Arts & Sports Club <p>A long discussion took place on group registrations and the processes involved.</p> <p>It was stressed that it was important for the MD rep to meet & link in with new groups, establishing contact and listening to their views and aims. This connection between groups reps and the Secretariat is something that must be encouraged and supported.</p>	<p>Ian had confirmed that Aislinn had concerns with Gorey Community Development Group not having a bank account/financial procedure in place.</p> <p>It was agreed that Aislinn would contact Gorey Development Group to assist in setting this up if required.</p>

		<p>It was agreed that Ian would make the first contact with new groups going forward, then arrange a contact with the MD Reps. It's crucial to ensure groups aren't formed solely for political reasons to expedite project approvals only to then disband, hindering meaningful consultation with the broader community.</p> <p>Patrick proposed that there was no reason to exclude groups and that we are not here to police groups, the information they provide to us must be taken as truthful.</p> <p>He asked what way the question is worded on the website application. Ian stated that there was a question regarding a bank account on the website with a yes or no option and groups have previously been accepted without having bank accounts.</p> <p>Ian also stressed the need for the PPN to follow its own rules in the Constitution, particularly when it comes to eligibility criteria for new groups. It was agreed that good governance was important for all groups, but this can take many different forms.</p> <p>Linda stated that governance was very important, and groups should have a bank account to fulfil the guidelines in the Handbook. Ann Lacey suggested that if previous groups had been accepted without a bank account or post office account there was no reason not to accept all the groups who have been waiting since July and this issue needed to be addressed at the Plenary for discussion.</p> <p>It was agreed that all groups be approved.</p> <p>Ian confirmed that he had spoken with Enniscorthy Credit Union and received information for groups who wished to open accounts with them. It was felt that local contact with Post Offices etc may be a better option for getting further info for groups.</p>	<p>Ian to convert groups on Salesforce.</p>
--	--	---	---

6.	Climate Action Update.	<p>Ian was invited to talk at the Climate Action info session at New Ross Library regarding the new funding coming on stream from the Department. It is due to launch in late October early November and will be 100% funded.</p> <p>There was a lot of interest in the funding which includes retrofitting buildings, insulation, solar panels, planting trees and rainwater harvesting. Information will be shared in our weekly bulletin to the member groups.</p> <p>It was proposed to investigate if the PPN could engage an expert through CCAP to assist Community Groups in getting projects together and apply for funding.</p> <p>Ian also confirmed that the PPN would now feature under the “Raising Awareness” objective of the County Council Climate Action Plan. The draft of the plan was due to be issued for consultation soon.</p>	<p>Ian to contact Climate Action Team to discuss.</p> <p>Ian to include consultation in bulletins.</p>
7.	MD & Plenary Meetings, Times of Meetings	<p>All 5 MD meetings in October, are organised and will take place in community halls and centres at the dates listed below.</p> <p>Oct 10th Wexford MD - High Meadows Community Hall Oct 11th New Ross MD – SWWFRC Ramsgrange Oct 12th Enniscorthy MD – Templeshannon Centre Oct 17th Rosslare MD – Our Lady’s Island Centre Oct 19th Gorey – Ballycanew Family Resource Centre</p> <p>Ian confirmed that the Climate Action Team had been invited to attend but unfortunately were not available due to busy schedules. It was felt that a better option would be the Plenary.</p> <p>Ian confirmed that a community garda or crime prevention officers in each district will attend the MD’s. It was also suggested an invitation would also be extended to each District Manager to attend the meetings.</p>	<p>Sue to send on copies of minutes of the last Municipal Meetings to all MD/Secretariat Reps.</p> <p>Ian to invite Climate Action Team to Plenary.</p>

		<p>A discussion took place in relation to the Plenary. Ian had again asked that a subcommittee be formed to help with the organising. Venues like Ballyfad and Oylgate were suggested as options for hosting. November 16th was agreed as a date for the Plenary.</p> <p>Breda suggested that an item at the Plenary to be discussed and voted on should be that asking the member groups to appoint two PPN delegates to attend the MD Meetings and bring forward issues from the groups and to report back regarding issues discussed at District Municipal Meetings. It was also suggested to add this as a requirement to the application form on the new website if passed at the Plenary.</p> <p>It was proposed that member groups could possibly re-register in person at a Plenary to ensure more people attending. It was important to maintain contact with the groups and encourage them to add more email contacts at registration and to share the bulletins with members.</p> <p>It was agreed that the Plenary would be a good opportunity to establish a thematic/linkage group for Climate Action. Ian also suggested that some stands be included like BHP, Clann Credo and local Credit Unions etc that would give practical advice to groups.</p> <p>A discussion took place in relation to the times of Secretariat meetings and that options should be explored to vary the method/times. It was agreed to host every second meeting online.</p>	
8.	Finance Update & surplus Funding Review	<p>Ian confirmed that a Finance subcommittee meeting had recently taken place and that one of the main items discussed was the potential spending of surplus funding related to the website design. Ian confirmed that he had spoken with the DRCD and that they would review a request to spend surplus funding based on the PPN submitting a business case and being reviewed by Senior Management in the DRCD.</p>	

		<p>Linda suggested that Aislinn prepare the business case.</p> <p>There was a conversation about possible use for the surplus funding. Some concerns were raised about purchasing equipment and Ian confirmed that the staff were happy with the current IT equipment (laptops, phones etc).</p> <p>Ian suggested that surplus funding be used for creating Policy Packs (Linda previously suggested) and for updating the PPN video for the website.</p> <p>An issue was raised about travel rates for Secretariat members and reps. It was explained that the PPN are bound to the travel system in place and emphasised that staff have no input over any payments made other than checking that the person submitting the claim attended the meeting or that the claim has not been duplicated in error.</p> <p>Each member is asked to submit their car registration book and based on the engine size the rates are paid. If a member travels more than 1500 kms the rate increases. It could happen that a member could be serving on another committee and as there is only one system, they could easily reach 1500kms in a calendar year. It is also prudent to mention that in some cases expenses were not sent in the correct calendar year but were owed and this could also affect the rate paid. It was hoped that this clarifies the situation for all members. Sue reminded members to submit any outstanding claims for this calendar year.</p> <p>Ian discussed the hosting fee paid to the council in the amount of €8000 he was hoping to have this fee withdrawn for next year.</p>	<p>Ian to contact Graphedia in relation to video creation and enquire with local print companies for packs.</p>
9.	Review of PPN Rep Vacancies / Election Results	Current PPN Vacancies were discussed:	

		<p>Ian confirmed that the Rosslare MD role and FLAG Rep role were both advertised but no nominations had been received.</p> <p>Bernadette Lacey had expressed interest in the vacant Environmental role on the Secretariat and was approved for the position. There was some interest in the vacant Secretariat Social Inclusion role, but no nomination had been received.</p> <p>Breda confirmed that she would fill the Town Centre First position in Enniscorthy, and that Tommy Cullen was interested in the vacant SPC position for Enterprise.</p> <p>It was agreed to readvertise vacant roles after the current round of MD meetings to see if any interest could be sought at the meetings. This included Kamal's previous role, and it was agreed to contact him in relation to filling the role.</p> <p>A discussion on current terms of Secretariat positions took place and it was noted that 4 terms would come to end in March 2024. The Handbook was referenced in relation to not having PPN election cycles at the same time as Council Election cycles, and that a plan must be put in place as soon as possible to avoid this. Ian confirmed that he had previously sent a proposal to the Secretariat on terms of office but that we could not avoid elections in 2024.</p> <p>A discussion on the recent Community & Voluntary election took place. Referring to the election policy some members felt that more information should be put on the ballot papers such as the district or PPN group numbers to give an overall view of where the vote is coming from and to use this information to target areas not engaging in the election process.</p>	<p>Ian to contact Kamal.</p>
--	--	---	------------------------------

		<p>According to the election policy, it states that “Co. Wexford PPN receives the votes, checks the membership group name against the PPN database and if everything is correct, the vote is accepted”. It was queried why this step was omitted, as it could have offered valuable feedback to the PPN as to what districts are engaging in the election and target areas that are not with more information and support.</p> <p>Ian explained the process that had taken place whereby only eligible members groups were included in the recent election. Any votes received were date stamped and only those received on time were presented to the two Secretariat members, Breda Cahill, and Bernard O’Leary on the day of the count. Breda, Bernard, and staff Ian & Sue then opened the envelopes, and all votes were checked for the embossed mark before the count took place.</p> <p>Ian confirmed that this process was in line with previous PPN elections.</p> <p>Ian raised concerns about the impact on the anonymous nature of elections that could result from the policy document and that an amendment should be proposed at the Plenary.</p>	
10.	Correspondence	<p>The meeting had run over by a long time, so the remaining items were only briefly discussed.</p> <p>Ian confirmed correspondence from DCRD in relation to surplus funding and a letter from Minister Joe O Brien in relation to PPN Communication (letter previously shared with Secretariat).</p>	
11.	Sub committee's Review	<p>Ian confirmed that the Staff Liaison Committee was now in place with Breda, Bernard, and Ann as members. A Terms of Reference had been drafted.</p>	<p>Ian to send Terms of Reference to committee for review.</p>

12.	CLG Feasibility Study	There was no update on the CLG feasibility study however there was a brief discussion about the idea of the PPN being externally hosted as a first step in the process.	
13.	Training for Reps /Groups	<p>There was a brief discussion about the recent Reps Training Workshop in Kilkenny and that another workshop was to be scheduled in Spring when new SPCs were formed.</p> <p>(Also discussed under Finance) Ian sought approval to proceed with four training workshops for member groups –</p> <ul style="list-style-type: none"> • Governance, • Social Media, Grant Writing & Sustainable Development Goals. <p>The estimated cost was around €2,500 and Ian would transfer IT funding to Training to cover this. It was agreed to proceed with this as members had identified these topics through the Training Needs Analysis.</p>	Ian to proceed with booking workshops.
14.	AOB.	Patrick asked if there was a draft copy of the Draft Implementation Road Map for Wexford Issued yet	Ian to enquire.
15.	Date of Next Meeting	The 13 th of November – 7pm to 9pm	Ian to arrange via Microsoft Teams