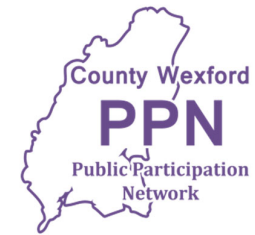


Ian Ludlow	Present
Sue Kent	Present
Committee Name	Secretariat Meeting
Date of Meeting Specify in person or online	4 th December 2023 @ 10am In person & online

In Attendance:
In attendance:
Patrick Rochford
Ann Lacey
Breda Cahill
Bernadette Lacey –
Online/phone



Agenda Item	Notes	Outcome / Decisions Made	Actions Required – By whom and when
1.	Welcome and apologies.	Bernard & David had sent apologies. Bernadette tried to log on but is attending via phone in agreement with the committee.	
2.	Election of a new Facilitator	As Linda Sinnott had resigned since the last meeting, a new Facilitator needed to be proposed. Breda proposed that Ann Lacey take on the role. Ann accepted and Patrick Rochford seconded the proposal.	New facilitator appointed.
3.	Agreement of Minutes from 6 th November 2023	Ann commended the accurate minutes from the previous meeting. Breda proposed to adopt minutes, Patrick seconded the proposal to adopt the minutes.	
4.	Matters arising out of the minutes	Patrick asked about the Staff Liaison Committee and HR Training for that committee. Ian advised that he had previously been in contact with the Wheel and that training would be provided for the Secretariat as soon as the new contract was signed with the DRCD. It was agreed that the Staff	HR Training to be arranged in 2024 for the Secretariat.

		<p>Liaison Committee would not meet until the HR Training had been completed.</p> <p>Ian and Breda mentioned that there was an employee handbook being drafted by the DRCD.</p>	
5.	New Groups	<p>Enniscorthy Indian Community Courtnacuddy Parish Hall Castledockrell Amenity Group Castletown Comm Dev Association Woolgreen Walking Club Oulart The Ballagh GAA Club Women's Shed Cois Croi Cushionstown Men's Shed Fastnet Rovers Executive Comm Wexford Normandy Cultural Association</p> <p>A nomination was received from Wexford Normandy Cultural Association and Ian tried to contact them by phone to discuss the registration but got no response. Patrick confirmed that he was happy to approve the group.</p> <p>It was agreed that Representatives contact details are to be emailed to the Groups in their respective Municipal District for them to introduce themselves.</p>	<p>Groups to be converted in Salesforce by Ian.</p> <p>Ian to send Rep's contact details to groups at registration.</p>
6.	Climate Action	<p>Frank Burke & Clinton Donovan from Wexford County Council's Climate Action Team joined the meeting to discuss the theme of their presentation at the upcoming Plenary on the 11th of December 2023.</p> <p>The Secretariat advised that although they were delighted that their members would be advised of the new fund available, they felt that the PPN could play a more involved role in the Climate Action Plan. It was asked of the possibility of setting up a Climate Action Thematic Group with the PPN. Mainly to share information and advice with our members groups from the Climate Action Team through our Representatives and then they would then be able to identify issues/challenges within</p>	<p>New Thematic Climate Action Group to be launched at the Plenary on the 11th of December to include all interested groups within the 3-pillar structure.</p>

		<p>communities bring them to the Thematic group and Climate Action Team to see if these issues/challenges could be resolved. This two-way collaboration it was felt would be of great benefit to all and the PPN would encourage their members across all 3 pillars to engage as Climate Action is a very important issue.</p> <p>Frank Burke stated that this interaction with local communities is key, and they would welcome this collaboration. Small actions taken within communities can have a great impact. With other Stakeholders the Farming Community for instance, have introduced Slow Water Ditches which can help to alleviate flooding in areas prone to flooding.</p> <p>Tirlan has agreed to support and promote this action among its members. If the PPN could promote this action among our member's that would have a snowball effect in help preventing flooding in low lying areas. The PPN could survey their members through the MD meetings, monthly bulletins to find out what the groups want to address, for instance, how to lower your carbon footprint in your community and in your home.</p> <p>It was agreed that the ideal opportunity to launch the new Thematic Group at the Plenary and to include this action in the Workplan in 2024.</p>	
7.	Finance Update	<p>The budget was reviewed, and Ian confirmed that €113k had been spent to date with another €6k being processed.</p> <p>Other payments like the Strategic Plan, Training workshops and Promotional merchandise were still outstanding. Ian confirmed that he was following up with suppliers to be included in this year's budget.</p> <p>The Secretariat confirmed that they were happy to proceed with a new PPN video for the website and that this could be paid by a pro forma invoice from the 2023 budget. Ian confirmed that he would contact Graphedia on this work.</p>	Ian to follow up with outstanding invoices to be paid.

		<p>Ian suggested that something similar could happen in relation to the next block of members training for 2024.</p> <p>It was agreed to hold a Workplan & Budget meeting on 16th January (10.00am to 4.00pm) to draft the 2024 workplan in County Hall.</p>	
8.	Plenary Update	<p>The Plenary is going ahead on Monday the 11th of December 2023. The venue booked is Oylegate Community Centre.</p> <p>It was suggested that coffee and tea be made available at 6.45pm and then tea, coffee and refreshments be served at 8pm.</p> <p>Confirmed Exhibitors are. BHP Insurances Clann Credo Enniscorthy Credit Union Local Link Healthy Wexford Slainte Care Wexford Volunteer Centre The Community Gardai have been invited.</p> <p>Invitations have also been extended to Mr Tom Enright CEO, Ms Carolyn Godkin, Director of Service, Ms Dymphna O'Connor, SEO</p> <p>Breda & Ann have agreed to launch the Strategic Plan and take any questions from members.</p> <p>Ian confirmed that Yvonne Byrne was unable to attend, and Sue agreed to present an update on Community Growers instead.</p> <p>Patrick was confirmed to launch the Thematic Group.</p>	Ian and Sue to continue prep work for the Plenary.
9.	PPN Vacancies Review	<p>There are now 5 Secretariat vacancies. 2 x Social Inclusion Representatives</p>	Ian to accept Patrick's resignation via email and accept his new position.

		<p>1 x Gorey MD Representative 1 x Community & Voluntary Representative 1 x Environmental Representative</p> <p>It was agreed to advertise all vacancies and mention them at the Plenary.</p> <p>Ann Lacey asked if Patrick would consider moving from the Wexford MD Representative role on the Secretariat to the Environment vacancy giving his huge interest in Environment and this would allow for the Wexford MD vacancy to be advertised. Patrick considered this and agreed to resign and take up the Environment position.</p> <p>Ian advised that Peter Doyle was on a panel for the Community & Voluntary seat and could be contacted and offered the vacancy.</p>	Ian to contact Peter Doyle to inform him of the vacancy.
10.	Sub- Committees Update	It was agreed earlier that the Staff Liaison Committee would not meet until the HR Training had been completed by all the Secretariat.	Ian to arrange HR Training through the Wheel
11.	AOB	<p>Arranging meetings going forward it was proposed that every second Secretariat meeting be held online and Ian advised that all meetings would have an online option as well.</p> <p>Also, it was agreed, if possible, with regard to training, and given the size of the county to hold two versions of each training session, one North and one South of the county to see if they could reach more community groups. Ian confirmed that he was arranging both in person and online sessions to try and cover all groups.</p>	
12.	Correspondence	<p>A discussion took place regarding an email received from a resigned Secretariat member asking it to be circulated among the PPN members. It was noted that the Secretariat did not agree with the content of the email and therefore were reticent in forwarding said email.</p> <p>While they agreed that they would like to acknowledge the Rep's work and contribution on behalf of the PPN, they concluded that they felt that</p>	Ian to send Secretariat response to Rep.

		they could not send out what was a very personal opinion which they did not agree with through the PPN.	
13.	Date of next meeting & annual leave	Ian advised that he would be on annual leave from the 15 th of December and would return on the 2 nd of January. Sue would be in the office until the 22 nd of December 2023 but would be taking some days in the first week in January. It was proposed to hold the next meeting on 11 th of January 2024.	