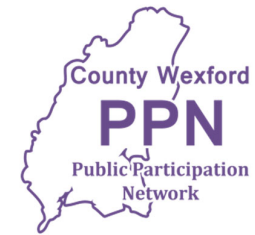


Ian Ludlow Sue Kent	On Leave Development Officer
Committee Name	Secretariat Online Meeting 2023
Date of Meeting Specify in person or online	6 th November 2023 @ 7pm Online facility

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



Agenda Item	Notes	Outcome / Decisions Made	Actions Required – By whom and when
1.	Welcome and apologies.	Bernard had sent apologies. Bernadette tried to log on but had technical issues.	
2.	Minutes from 9 th October 2023	Proposed by Patrick Rochford and seconded by Aislinn Dunne	
3.	Agreement of Minutes from the matters arising	Minutes were proposed by Ann Lacey & seconded by Patrick Rochford. Ian is out on sick leave and wished a speedy recovery.	Sue to follow up on the Hosting Fee with Wexford County and LEO
4.	Community Growers Event	Templeshannon is the venue for the “Garden Fork to Kitchen Fork” Event which was advertised in local papers and on Facebook. Camross/Adamstown ICA will carry out a Cookery Demonstration of seasonal vegetables and fruit making soup to serve on the night. They will also be making apple chutney. Jonathan King will introduce us to sustainable gardening and show us how to prepare pots and containers to grow food.	

		Breda & Sue organised the event which is sponsored by Healthy Wexford. All members wished them well, Linda said she would attend. This event is being held to try to re-establish the Community Growers Thematic Group in the Environment Pillar.	
5.	New Group Registrations	<p>Viking Bridge Club New Ross Bridge Club Brandon House Bridge Club</p> <p>Patrick asked if the Gorey Development Group issue was resolved.</p> <p>Aislinn stated that the group were now set up and had attended the Gorey MD meeting</p>	<p>Ann Lacey as New Ross Rep was aware of the clubs and had no issue with them.</p> <p>Sue said that she did not have access to the system to add the new groups, but it was something that would be completed on Ian's return.</p>
6.	Plenary Sub Committee	<p>The Plenary date of the 16th of November was booked and sent out via email and social media and bulletins on the 18th of October "Dates for your Diary".</p> <p>The venue booked is Oylegate Community Centre and guest speakers booked are Clinton Donovan from Climate Action. Refreshments will be provided @ €6 per head – 50 people asked to be catered for. The hire of the hall is €125.</p> <p>It was suggested that the role of the PPN Representative should be discussed at the Plenary and Aislinn agreed to take on that role.</p> <p>The Strategic Plan has been completed and Breda & Ann who worked on it agreed to introduce it at the Plenary.</p> <p>BHP Insurances and Clann Credo are supplying information stands.</p> <p>Motions from Community Groups received. None to date.</p> <p>Any proposed motions should be received no later than 14 days before the Plenary date and the agenda to be distributed to the groups 7 days before the date of the Plenary. With regard to this rule, it was agreed to move the Plenary to the 14th of December to allow for the correct procedure to be followed providing the venue is available – to be confirmed.</p>	<p>Sue to check if Oylegate can accommodate the new date and send out a group email advising groups that the Plenary was cancelled and that they would be notified of the new date. Sue to contact all speakers/groups taking part as well</p>

7.	Updated policy documents for ratification	<p>Linda & Aislinn had said that they had proposed amendments to some of the policy documents that needed to be ratified at the Plenary. While members of the Secretariat thanked them for their work, the members felt that these documents should be given a suitable amount of time to be evaluated by the entire committee and should be withdrawn until a later date.</p> <p>It was agreed that Policy Documents would be given time after each Secretariat meeting, and it was proposed to start with the Code of Conduct.</p>	
8.	Amendments to the Constitution	<p>Proposals to date: Membership Criteria – Financial Controls – Should it be a requirement? It was noted that if this were amended at the Plenary that the online application form would also need to be amended.</p> <p>Motion for member groups to appoint two committee members to attend MD Meetings and bring issues to the PPN and report back to their committee. It was suggested that this might help foster more engagement with the member groups and should be encouraged through the PPN Representatives and the Secretariat.</p>	
9.	Review of PPN Rep Vacancies	<p>A nomination was received for the Rosslare MD Representative from David Rea, who also expressed an interest in the FLAG Southeast Fisheries Action Group vacancy. He was nominated by Our Lady's Island Community Group. His bio was read to the Secretariat and his application was accepted.</p> <p>Other vacancies were also discussed.</p> <p>Breda Cahill has accepted the Enniscorthy Town Centre First Rep position. Tommy Cullen has accepted the Social Inclusion Rep for the Economic Development & Enterprise SPC.</p> <p>There is also one vacancy on the Secretariat for the Secretariat Environmental Rep and two for the Social Inclusion for the Secretariat seats. There was some interest in the Social Inclusion seat, but no nominations had been received to date.</p>	<p>Sue to notify David Rea of the appointment and of the upcoming FLAG Consultation Meeting in the Talbot Hotel Wexford on the 14th of November.</p>

10.	Correspondence	Nomination papers previously discussed.	
11.	Upcoming Training	<p>Online Governance Training was due to go ahead on the 9th of November 2023, but the Secretariat asked that this course be delayed until later in the month. A new group email would be sent about the new date once confirmed.</p> <p>The Grant Writing Workshop by Yvonne Byrne is due to take place on the 28th of November in Temple Shannon from 7pm to 9.30pm Sue said she would arrange with Bernard to book the room and she would contact Centra in Enniscorthy regarding refreshments.</p> <p>Social Media Training to take place in Barntown on the 5th of December with Denis Whitmore. Venue still to be confirmed.</p>	<p>Sue to contact Andrew Madden from Carmichael to ask to reschedule.</p> <p>Sue & Bernard to confirm booking in Templeshannon.</p> <p>Sue to follow up and advertise all training to the groups via bulletin and group email</p>
12.	Hosting Seminar & CLG Feasibility Study Update	<p>Patrick Rochford and Ann Lacey attended the Hosting Webinar with Allen McAdam.</p> <p>Ann thought more of the Secretariat would have attended.</p> <p>Patrick said he would share the PowerPoint presentation from the Webinar with the committee at a later date.</p> <p>Summarising the DRCD Webinar he said the three choices available to the PPN are.</p> <ul style="list-style-type: none"> • Independent Third-Party Host • Local Authority Host • CLG <p>At the talk it appeared that the least favoured was CLG because of the amount of additional work needed to manage staff and the legal responsibilities involved.</p> <p>The overriding benefits of being Hosted, as we are, by Wexford County Council, is that much of the admin functions like employment and payroll would be carried out by staff from the Council. We would effectively become employers with all that responsibility for staff if we were to revert to a CLG.</p>	

		<p>Regarding Independent Hosting, the most important issue, is finding and selecting the most suitable host.</p> <p>It was explained that some Local Authority Hosting's work well and they recommended firstly looking at the present system and identify why it is not working and ask, "Can it be repaired?"</p> <p>Ann added that all our documents would need to be in order and ratified before we could even think of looking down the CLG route. Patrick added that he thought that the body of work involved would take about 2 years.</p> <p>Aislinn asked if anyone had read her report listing the Pros and Cons of a CLG for Wexford PPN, but most had not had the time to review it. Linda urged all members to read the report and proposed that it should be discussed at a later date.</p>	
13.	Sub Committee Review: Staff Liaison Committee	<p>A request was made for the minutes of the recently held Staff Liaison Committee. The Chairperson was contacted for a copy for the Secretariat Meeting. The Chairperson of the Committee, who was unable to attend, said that he did not think it was appropriate for the minutes to be circulated and said he would have to discuss the matter with the other two members of the committee.</p> <p>Aislinn stated that as she had been summoned to meet with the Staff Liaison Committee, she wanted to see the minutes of the last meeting first before she would agree to meet with them.</p> <p>It was said that the meeting as such was an informal discussion of an incident that had happened, and they wanted to hear both sides of the story. Some members felt that these discussions should be confidential and as such staff should feel that what is discussed is confidential. It was pointed out that the incident in question was not brought to the Secretariat for discussion as is the procedure and in bypassing the Secretariat and opting to go to mediation outside of the Secretariat should not be considered best practice.</p> <p>Linda asked as Facilitator, could she have a copy of said minutes. It was said that the committee would have to meet first to discuss the matter. Linda then said that as the Committee had no HR Training that the meeting should not have been held. After some</p>	

		discussion, the Secretariat agreed that they would need to contact an independent body to seek advice on the matter. Linda said she would contact The Wheel and revert back to the Secretariat. Aislinn said she would not be attending any meeting or discussion with the Staff Liaison Committee until she received a copy of the minutes in question.	
14.		A.O.B	Sue to revert back via email rescheduling of the Plenary.