

**Secretariat of Wexford Public Participation Network (PPN)
Meeting on 10.02.2020 & 14.02.2020**

**Minutes of Secretariat Meeting for the Wexford Public Participation Network (PPN)
Held on Monday 10th February 2020 at 9.00am in Members Canteen,
County Hall, Carricklawn, Wexford.**

**Adjourned and reconvened on Friday 14th February 2020 at 10 am in Meeting Room 5,
Block E, County Hall**

Attendance:

PPN Secretariat Members:

Mr. Noel Stacey	Social Inclusion Sector (Facilitator)
Mr. John Carr	Wexford Municipal District
Mr. Kevin Molloy	Gorey Municipal District
Mr. Bernard O'Leary	Enniscorthy Municipal District (Interim)
Mr. Jonathan King	Community & Voluntary Sector
Mr. Pat Rath	Community & Voluntary Sector
Mr. Thomas Cullen	Social Inclusion Sector

Other Attendees

Ms. Annette Dupuy	PPN Support Officer
Ms Ann Marie Laffan	Incoming PPN Support Officer (attended on 14 th Feb only)

Apologies:

Ms. Ann Lacey	New Ross Municipal District (Interim)
---------------	---------------------------------------

1. Meeting with WCC:

As proposed by Pat Rath and seconded by Bernard O'Leary it was agreed that the PPN SO would not attend the upcoming meeting with WCC on 10th February. This will include Secretariat members only.

2. Adoption of the Minutes:

- The minutes of the PPN Secretariat meeting of the 17th December 2019 were approved as proposed by Bernard O'Leary and seconded by Pat Rath.
- The minutes of the PPN Secretariat meeting of the 13th January 2020 were approved as proposed by Pat Rath and seconded by John Carr.

3. Matters arising from the Minutes:

- It was noted at the meeting the long service of Noel Stacey with Civil Defence, having recently received his 30 year long service award.
- A query was raised if the meeting report from the Reps Roundtable had been compiled as yet. PPN SO advised it had not yet due to current workload.

Secretariat of Wexford Public Participation Network (PPN) Meeting on 10.02.2020 & 14.02.2020

4. Correspondence:

Items not dealt with on the main agenda:

- DRCD Circular CVSP 01/2020 – National PPN Conference – PPN SO advises that she had replied as agreed stating that Wexford would not be in a position to host in 2020 but would work towards same for 2021
- Access Office, WCC correspondence – referred to Disability sub-committee
- Local Link Correspondence - agreed that PPN SO should forward to Chief Officer of LCDC. Following further discussions when the meeting was adjourned it was agreed that Department clarification should be sought regarding member group employees as Reps, as proposed by John Carr & seconded by Jonathan King. **Action:** PPN SO to request clarification.
- Wexford Bus correspondence - referred to Disability sub-committee
- MS Ireland Event – as proposed by Jonathan King & seconded by John Carr agreed that Wexford PPN should have a stand at the event on 28th April. **Action:** PPN SO to respond
- WCC Correspondence re Healthy County Committee. PPN SO advised that meeting date now changed to 21st Feb and she is on leave. Agreed that Noel Stacey will attend on behalf of Wexford PPN, as proposed by Pat Rath and Seconded by Kevin Molloy. **Action:** PPN SO to advise of attendee.

5. Department Return

Following overview of the return it was agreed that the return was approved as proposed by John Carr and seconded by Thomas Cullen. **Action:** PPN SO to confirm expense payment dates where queries arose and to make return once payments confirmed. On 14th February PPN SO advised all queries were dealt with and return to be made as agreed.

6. Representative Requests

- PPN SO noted that Sharon Kennedy was deemed elected as the Social Inclusion Rep to LCDC following the recent election. LCDC have been advised of same.
- Membership approval for Crushin was approved by the Secretariat as proposed by Kevin Molloy and seconded by John Carr
- With six nominations for the five seats on the LTACC it was agreed, as proposed by John Carr & seconded Jonathan King, to revert to LTACC to see if they will accept six representatives. If not a process of election will take place. **Action:** PPN SO to contact LTACC.

Secretariat of Wexford Public Participation Network (PPN) Meeting on 10.02.2020 & 14.02.2020

7. Plenary Planning

- Linkage group set up. Following discussion on both the 10th and 14th February it was finally agreed that the linkage group should only include members and the wording for same, as proposed by Path Rath & seconded by Bernard O'Leary is to be as follows: *'Wexford Disability Linkage Group – Wexford PPN invite interested groups or persons with experience of disability or who are interested in promoting the rights of disability issues to register their interest with Wexford PPN'* **Action:** PPN SO to invite all members to join and advise others relevant groups/organisations of the group.
- Following suggestion by PPN SO to consider purchase of hearing loop it was agreed to purchase with a max spend of €250, as proposed by Kevin Molloy and seconded by John Carr. In an update on 14th February PPN SO advised that quote had been received by Chime and that Wexford PPN can trial system from Chime for Plenary prior to purchase. This approach was agreed as proposed by Noel Stacey and seconded by Jonathan King.
- As proposed by Bernard O'Leary & seconded by Jonathan King the draft planning from the meeting outcome was reviewed and agreed as set out including the following:
 - New date in w/c 23rd March to be sought by PPN SO from Riverside Park. 12th March to be released. In an update on 14th February PPN SO advised that the new date is 23rd March. **Action:** All who were arranging speakers to re-confirm with new date
 - Sports Active SIDO agreed to attend as speaker
 - Plenary Business to include ratification of Draft Budget & Workplan.
 - Revised Expenses policy now not to be included in Plenary as agreed on 14th February
- Plan for correspondence to members re Plenary agreed as follows on 14th February:
 - PPN SO to advise of date and call for motions and stand participants from members - issue by 26th February with close of 6th March
 - Secretariat Review and approval of motion at Secretariat on 9th March
 - Materials for Plenary including motions and items for ratification to be issued to members by 12th March by PPN SO.
- On 14th February a Plenary Planning sub-committee meeting was agreed for 10.30am on Monday 2nd March at County Hall. This will include new PPN SO, Ann Marie Laffan. Meeting location tbc

8. Expenses Policy

- Following discussion on both 10th and 14th a final decision was taken to rescind the Secretariat decision of 13th January to change the PPN Expenses Policy from Per Diem payments to Travel & Subsistence. This decision, proposed by Noel Stacey and seconded by John Carr, received unanimous Secretariat approval from attendees.
- As proposed by John Carr, and seconded by Jonathan King, it was agreed to revert to Per Diem payments until further guidance is provided in the new PPN Handbook, currently being drafted and that expense payments for 2020 can resume. **Action:** PPN SO to advise Reps

Secretariat of Wexford Public Participation Network (PPN) Meeting on 10.02.2020 & 14.02.2020

9. Meeting Adjournment

The meeting was adjourned at 11.10 on Monday 10th February with agreement to finish the remaining agenda at another meeting of the Secretariat at 10am on Friday 14th February 2020 in County Hall. Meeting room tbc. On re-convening Ann Marie Laffan, incoming PPN Support Officer joined the meeting and was welcomed by Secretariat Members.

10. Memorandum of Understanding (MOU)

Secretariat members advised that they are awaiting WCC to revert on the draft MOU.

11. Executive of Wexford PPN Secretariat

Following detailed discussion no decision was reached on the setting up of the new Executive. As proposed by John Carr and seconded by Jonathan King, it is to be added as an agenda item for the March Secretariat meeting. **Action:** PPN SO to include on March agenda

12. Disability Sub-Committee

With a review of sub-committee meeting outcome documents the following was noted:

- PPN SO advised that due to change of roles the Disability sub-committee work for PPN SO is still outstanding and will pass to the incoming PPN SO to complete.
- Meeting with WCC still outstanding. **Action:** New PPN SO to follow up with WCC re date and to attend this meeting also
- All proposed actions set out in the meeting outcome were agreed as proposed by Bernard O'Leary and seconded by Jonathan King.

13. Sub-Committee Authority

For clarity, it was reiterated that no sub-committee has authority to make decisions outside to the Secretariat. All sub-committee recommendations must be approved by the Secretariat.

John Carr left the meeting of 14th February at 12.05

14. Secretariat Rotation & Interim Seat Replacement

- Following review of the Secretariat Seat for rotation and remaining to be filled, it was agreed to proceed as set out for both rotated and interim seat replacement, as proposed by Jonathan King and seconded by Thomas Cullen.
- As proposed by Kevin Molloy and seconded by Pat Rath it was agreed to delay replacement of vacant and interim Rep seats until after Secretariat rotation. This should therefore be completed in April. **Action:** PPN SO to schedule April nominations.

**Secretariat of Wexford Public Participation Network (PPN)
Meeting on 10.02.2020 & 14.02.2020**

15. AOB

- Members congratulated Kevin Molloy on his recent Lifetime Achievement Award at Gorey Awards.
- Members thanked Annette Dupuy, the outgoing PPN SO, for her contribution over the past three and a half years in the role. It was agreed to have a tea event for members at County Hall on Wednesday 4th March 2-4pm to provide an opportunity to say goodbye to Annette Dupuy and to meet new PPN SO Ann Marie Laffan. The changeover is end of February. **Action:** PPN SO to arrange
- As proposed by Bernard O’Leary and seconded by Jonathan King it was agreed that new PPN SO could have immediate access to all PPN files, databases and materials to facilitate handover.

16. Date & Facilitator for next meeting

The facilitator of the next meeting is Jonathan King. The next meeting will be held at **10.00 on Monday 9th March 2020** in County Hall, in Meeting Room 5, in Block E (Housing Block).

This concluded the business of the meeting.

Facilitator

Dated _____, 2020.

Second Member