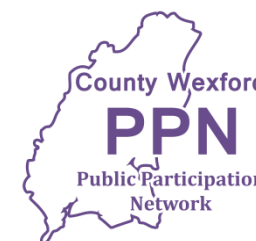


PPN Meeting Report



PPN Rep Name	n/a
Committee Name	Secretariat Meeting
Date of Meeting Specify in person or online	1 st April 2022 @ 10.00am In-person at Council Chamber, County Hall, Wexford

In Attendance:
In attendance: Kamal Tribak, KT (Acting Facilitator) Breda Cahill, BC David Doyle, DD Bernard O’Leary, BO’L Monica Gaynor, MG Philip Hickey, PH

Agenda Item	Notes	Outcome/Decisions Made	Actions Required - by Whom & When
1. Appointment of Acting Facilitator for this meeting.	Due to Kevin Molloy’s term of office had ceased, KT volunteered to act as the Facilitator for this meeting.	KT was endorsed by other Secretariat members as facilitator for this meeting.	None.
2. Welcome and apologies.	Apologies from John Carr, Ann Lacey, Tommy Cullen & Simon Boyse.	At this stage of the meeting DD regrettably advised that this would be his final meeting, as he is to stand down from The Secretariat with immediate effect from the closing of this meeting.	See item below regarding Secretariat Vacancies.
3. Minutes from previous meeting	Minutes of the meeting of 24 th February 2022.	Minutes proposed by BO’L and seconded by KT.	MG to update as Final Minutes.
4. Matters arising from minutes	Most matters had been dealt with and there were no outstanding items other than what is on today’s agenda.	It was advised that the Memorandum of Understanding was ready to be signed by 2 attending Secretariat Members.	MG to get 2 Secretariat Members to sign MOU.

	However, BC raised matters regarding a meeting with Ger Mackey.	It was suggested that Ger Mackey could be invited to an upcoming meeting of the Secretariat where issues can be directly raised with him. The attendees agreed this would be a good idea.	MG will issue invite to Ger Mackey for the next Secretariat meeting. Date for meeting to be set between all members of Secretariat.
5. Correspondence	<p>i. PPN Membership applications for approval.</p> <p>ii. Email from Fran Ronan regarding PPN Reps on the Steering Group of Sports Active Wexford</p> <p>iii. Letter from Respond Housing Association seeking to be included on PPN mailing lists.</p> <p>iv. John Carr's report from the National Secretariat Meeting.</p>	<p>The following groups were approved at the meeting.</p> <ol style="list-style-type: none"> 1. Wexford Kung Fu & Kickboxing Club, 2. Shamrocks GAA Club, 3. Hillbrook Lawn Tennis Club 4. Seaview United Ladies & Schoolgirls Soccer Club, 5. Dunbrody Archery, 6. Adamstown AFC, 7. Polish Scouting Association, Wexford, 8. Clonard Girl Guide Unit and 9. Bannow Ballymitty GAA Club. <p>It was agreed that nominations would need to be sought to fill the vacancies.</p> <p>It was decided that as a national organisation who were not members of the PPN, that this request would have to be declined.</p> <p>Copies of the report were distributed.</p>	<p>Official notice of approval will be issued to the relevant groups and records will be converted on Salesforce by MG/PH.</p> <p>MG/PH will initiate a process to seek the required nominations.</p> <p>MG will revert to Respond Housing.</p> <p>None</p>

	v. Letter from NALA regarding membership costs.	It was agreed that the cost should be paid to become members for this year.	MG will arrange for payment to be made to NALA.
6. Secretariat vacancies and Environment and Climate Change SPC vacancy.	<p>It was advised that the 2 Secretariat positions and the Climate Change SPC position were advertised and closing date has passed.</p> <p>Secretariat - Only 1 incomplete nomination for the Gorey MD was received on the closing date.</p> <p>Climate Change SPC - Two nominations were received for the advertised SPC vacancy. This would mean an election would be required.</p>	<p>It was agreed that the positions should be re-advertised and now that 2 more resignations have been received there are 4 positions available to be filled. It was unanimously agreed that in the meantime Kevin Molloy should be approached regarding his willingness to remain as an interim Secretariat Member.</p> <p>With there being a need for further Committee Reps to be sought, no formal decision on this was made and is to be further considered.</p>	<p>MG will discuss Kevin's interim with him ahead of seeking further nominations for all positions.</p> <p>MG/PH will initiate the required nomination process.</p>
7. Community Growing Gathering Event 5 th May 2022 in Riverside Park Hotel.	Monica advised that an evening event had been provisionally booked by Annette Dupuy and that Healthy Wexford will cover the costs but was seeking some assistance at the event from the PPN.	Secretariat members attending agreed to give assistance at the event. KT also expressed an interest in collaborating with Annette Dupuy with this event as he is part of the Growing Communities in Ireland.	MG will liaise with Annette Dupuy.

<p>8. Plenary Meeting.</p>	<p>The Plenary meeting was held on the 10th of March as arranged.</p>	<p>Whilst the holding of the event was welcomed by the attending PPN member groups, overall feedback at the meeting was not entirely positive regarding the lack of action plans and reports presented. (See below re Strategic Plan & Workplan)</p> <p>As part of this there will be an urgent need to include a plan on required professional updating and training on the maintenance of the IT platforms of the PPN.</p>	<p>It was agreed that this issue be put on the Agenda for next Secretariat meeting for discussion and that these matters should be addressed. It was also agreed that that a suite of all reports will be available to member groups at the next Plenary Meeting.</p> <p>It was agreed to contact a rep. member of the PPN regarding helping with IT issues and updating the PPN website.</p>
<p>9. Strategic Plan – Update.</p>	<p>The Sub-committee had agreed a 3-year plan was likely more conceivable and that the draft submission should be considered as the final document for tendering purposes</p>	<p>The final document will be completed and publicised for the tendering process which should be advertised via newspaper notices, the PPN website and Active Link as soon as possible.</p>	<p>Considering PPN staff members annual leave, it was advised that the deadline for the receipt of tenders should be the 27th May 2022.</p> <p>MG /PH will organise the required notices for same.</p>
<p>10. Budget and Workplan.</p>	<p>It was highlighted by attendees at the Plenary Meeting this was not presented, and it was acknowledged that this now needs urgent focus.</p>	<p>It was agreed that submissions made as a draft by Noel Stacey should form the basis of the workplan and immediate steps should be taken to issue this.</p>	<p>PH / MG will forward Noel Stacey's draft documents to all members of the Secretariat for their immediate input to complete the Budget and Workplan for 2022.</p>

<p>11.A.O.B.</p>	<p>BC proposed that DD be commended on his tenure as a Secretariat member and his efforts in relation to the compilation of the Strategic Plan.</p> <p>MG confirmed that there was a request made to DRCD for an extension of time on the Income and Expenditure Return for the 2021 that was due to be completed and returned to the DRCD by close of business on the 31.03.22</p> <p>MG requested that a set date be set up for the monthly Secretariat Meetings going forward for the rest of this year.</p>	<p>All present echoed and endorsed the proposal and wished David well in the future.</p> <p>There was an issue with Financial Reports and annual leave was not taken as part of the PPN budget. Further reports are to be taken as part of the Income and Expenditure Return.</p> <p>The Secretariat Members attending agreed that this should be set up.</p>	<p>None.</p> <p>MG to complete the Income & Expenditure Return 2021 as soon as possible and arrange 2 members of the Secretariat to sign same.</p> <p>PH to send out a request to see which date and time would be most suitable for the Secretariat going forward.</p>
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Date of Next Meeting	To be confirmed.
Signed PPN Rep	Report Compiled by _____ Dated. _____