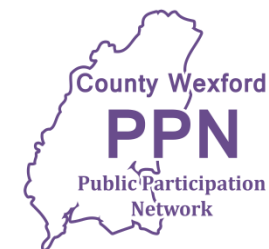


PPN Rep Name	n/a
Committee Name	Secretariat Meeting
Date of Meeting	25th April 2022 @ 10.30am
Specify in person or online	In-person at Council Chamber, County Hall, Wexford

In Attendance:
In attendance: Ann Lacey, AL Kamal Tribak, KT Breda Cahill, BC Bernard O’Leary, BO’L Thomas Cullen, TC Kevin Molloy, KM Philip Hickey, PH



Agenda Item	Notes	Outcome / Decisions Made	Actions Required – By whom and when
1.	Appointment of facilitator.	Ann Lacey was selected as Facilitator for this meeting and for the next few meetings. Discussion on the position of a vice-Facilitator resulted in the suggestion that a vice this term, would be Facilitator next term to aid continuity.	Vice - Facilitator to be agreed.
2.	Welcome and apologies.	John Carr, Simon Boyse & Monica Gaynor sent their apologies.	None.
3.	Minutes of meetings 24/2 & 1/4/2022	As a quorum was not available at the last meeting the minutes for the 24/2 were re-proposed & seconded. BO’L proposed and TC seconded. The minutes for the 1/4/22 were proposed by BO’L and seconded by BC.	None

4.	Matters Arising from both sets of minutes.	The invite to Ger Mackey had to be delayed as he was on annual leave but will be sent prior to the next planned Secretariat meeting.	PH is to speak to and email Ger Mackey to ascertain his availability ahead of the next meeting.
5.	Correspondence	<p>Correspondence being sent to groups by way of the Information Bulletin was discussed and it was suggested a survey could be completed by our members to see if we needed to change how we send information to them. Whether they want local information i.e., Wexford, regional and/or national.</p> <p>1 specific item was in regard to a request from an MEP who wanted a list of our members. It was agreed this was not allowed and a response would be issued informing him of this.</p>	<p>PH / MG will review a survey feedback process – this maybe possible via a Salesforce form.</p> <p>PH will reply to the MEP.</p>
6.	New PPN Registrations	<p>Two cases were presented for approval.</p> <ol style="list-style-type: none"> 1. Clearestown Community Hall Development Group – approved. 2. Aiseiri Roxburgh – this application is to be further considered – a number of the Secretariat were not of the view that they met PPN criteria. 	<p>PH will convert the Clearestown application on Salesforce.</p> <p>A final decision for Aiseiri will be deferred at this stage.</p> <p>All to investigate associate membership.</p>
7.	Update on tender for Strategic Implementation Plan (SIP)	PH advised that the tender notice had now been published with a shorter deadline date of the 6 th of May. It was suggested that depending on responses it may well be that the PPN themselves should seek suitable quotes from respected consultants as the matter should not be further delayed.	MG will advise Secretariat of what responses are received and then an evaluation exercise will need to be undertaken.
8.	Community Growing Gathering Update.	KT has spoken to Annette Dupuy, and it was discussed how the PPN would need to commit in regard to matters such as forming a sub-committee, meetings, and the planning of the event. The event is to be delayed for a couple of weeks until the 19 th of May. The Secretariat were happy to give the required commitment.	<p>KT will contact Annette and establish a plan of action for the event.</p> <p>A sub-committee was proposed – AL/KT/BC/BO'L</p>

9.	Update on DRCD 2021 Annual Report	PH advised on what he had done this far and advised it will be that MG will need to have some members of the Secretariat available to finalise and complete the survey. PH has issued a few questions for some members of the Secretariat and is confident that the bulk of the required information has been obtained.	AL, BO'L & KM to revert with aspects that PH sought advice on. PH will liaise with MG prior to the completing of the survey.
10.	Development of IT platforms	PH informed the Secretariat of the need for the PPN Website to be updated and comprehensive training will be needed for PPN staff on Social-Media. Reference was made to Kildare PPN's site which was developed by a Wexford based company – Graphedia. The Secretariat were asked about grants or funding from Wexford County Council and this matter will be looked into.	KT is to talk to Graphedia to check costings for a website overhaul. PH will check with Kildare PPN to see how they financed their project and PH / MG will enquire about the possibility of Council funding being available.
11.	Draft Budget & Workplan for 2022.	The format was agreed on and Secretariat members would evaluate what their objectives for 2022 would be and add them to the document provided, in brief bulletin form. It is hoped a final document will be completed by the end of May. MD meetings were seen as a priority to have at least 2 more this year as well as a Plenary as it's these we get on the ground issues identified.	This will be an agenda item for the next meeting. MDs to be planned.
12.	Secretariat & Committee Vacancies	It was agreed that the two nominees for the SPC vacancies could now be accommodated and that there would be no need for an election. 4 Secretariat vacancies need to be filled and nominations would be sought along with the 2 required reps for the Sports Active committee.	PH will advise Hugh Maguire of the new members. MG / PH will commence the formal nomination process in w/c 3 rd May.

			Liaison committee to be formed from Secretariat.
13.	AOB.	It was agreed that some form of formal appreciation should be sent to Noel Stacey & David Doyle thanking them for their commitment during their service on the Secretariat	PH / MG will arrange for this to be done.
14.	Dates for next meeting.	It was agreed by those attending this meeting that the next meeting will be Monday the 16 th of May in Wexford County Hall at 10.00am.	None