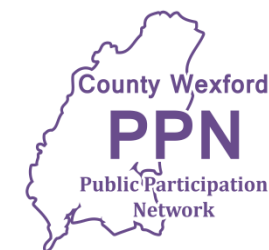


<b>2PPN Rep Name</b>	n/a
<b>Committee Name</b>	Secretariat Meeting
<b>Date of Meeting</b>	5th December 2022 at 10am.
<b>Specify in person or online</b>	In-person / online in Training Room County Hall Wexford.

<b>In Attendance:</b>
In attendance: Breda Cahill, <b>Facilitator</b> Bernard O’Leary Kevin Molloy Linda Sinnott Patrick Rochford Ann Lacey (online) Tommy Cullen Monica Gaynor Philip Hickey



<b>Agenda Item</b>	<b>Notes</b>	<b>Outcome / Decisions Made</b>	<b>Actions Required – By whom and when</b>
1.	Welcome and apologies.	Simon, Kamal & Ann Walsh were unable to attend.	None.
2.	Minutes of previous meeting 7 <sup>th</sup> November 2022.	Minutes were agreed on and were proposed by Bernard and seconded by Tommy.	None.
3.	Matters arising from the minutes.	Some discussions took place regarding the following <ul style="list-style-type: none"> <li>- Climate Change report, and it was encouraged to look for report as soon as can be arranged.</li> <li>- Secretariat and Reps vacancies – Ann Walsh commencement date.</li> <li>- The Healthy Wexford Rep should be sought and that other committees would have to be advertised for SPCs but must be notified by County Secretary before seeking nominations. There will be elections required in March and nomination process will begin in January.</li> <li>- Specifications needs to be done for a new website.</li> </ul>	Monica to request most recent Climate Change Report immediately.  Monica to check with Annette Dupuy if the Healthy County Committee Rep should be a Secretariat Member.  Check with Michael Drea when SPC nominations are required. To be discussed at the next meeting in January.

		- Query regarding GDPR and members details being shared with all members.	Monica to share DRCDs email regarding GDPR with Secretariat and Breda agreed to write letter.
4.	Review of Plenary Meeting November 2022	It was noted that the numbers attended the Plenary was disappointing and also the IT system failure was an issue as reports had to be read. Catering ie lack of water, tea and coffee and space available for break-out groups were not favoured. It was felt that a change of venue should be considered for the next meeting in April or May 2023.	None at this stage.
5.	Signing off of the Strategic Plan and Launch of it.	It was proposed at the previous Strategic Plan meeting that the final meeting with Gillian and Martin be held on the 7 <sup>th</sup> December. However, this was now not practical and would have to be delayed until January as the final draft was only received last Friday and there was no time to discuss this draft before the proposed date.	Monica was asked to contact Gillian and see if she and Martin could re-arrange the final meeting for Monday 9 <sup>th</sup> January at 2 pm.
6.	Correspondence	Registrations were accepted for Enniscorthy Failte & Castlebridge Community Hall.  Email from Clare Kelly Climate Change  Resignation of Breda O’Sullivan. PPN must wait for County Secretary of Wexford County Council to request replacement PPN reps for SPCs but it was noted that Breda should be recognised for her commitment to Wexford PPN, by way of a letter acknowledging her contributions through the years.  Email from Aislinn Dunne requesting certain documentation.	Philip will convert these groups on Salesforce.  Monica to share email from Clare Kelly with Secretariat  Monica to write to Breda O’Sullivan to thank her for her commitment to Wexford PPN throughout the years.  Monica to submit all current records and inform Aislinn which records need to be completed.
7.	Workplan & Budget 2023	It was noted that a large part of the plan will incorporate the required actions from the issue of the Strategic Plan. Therefore it was decided to defer the Workplan and Budget 2023 until the next meeting.	To be discussed and set for agenda at subsequent Secretariat meetings with a view to complete by the time of the 1 <sup>st</sup> Plenary meeting in 2023.

		<p>The Budget will need to be finalised before the 23<sup>rd</sup> December and the Finance Sub-Committee will need to meet for this to be considered.</p> <p>It was discussed to see if any contribution could be made to any Secretariat member to don't claim travel or subsistence in lieu of per diems.</p>	<p>Monica will arrange with the MD Reps for a meeting to take place in the w/c 12<sup>th</sup> December.</p> <p>Breda to contact other PPNs to see what other PPN do regarding same.</p>
8.	Membership Statistics following re-registrations.	Philip gave out reports of the total membership of Wexford PPN, as well as for splits for Municipal Districts & Pillars. It was noted that there was a growth of 14% of membership in 2022.	Philip to give each MD Rep a lists of members in each area. Some corrections will be required but it was recognised that there is scope to grow the membership and this will be a priority for 2023.
9.	Reps – Lack of Representation & Support for Wexford PPN	It was felt that some Reps had not involved themselves in any matters regarding Wexford PPN including attending meetings or sending apologies and focus on their own groups instead.	Monica to send minutes template to all representatives for them to do reports. The matter will have to be addressed and it was felt that Reps should be spoken to individually. Breda will liaise with Monica on this.
10.	Events including online training.	<p>The Wheel had commenced some training which some members of the Secretariat / Staff had attended. Recordings of these are being made available and those who could not attend the meetings should view the recordings as they are valuable to the operating of a PPN at a Secretariat level.</p> <p>Monica and Philip had attended events at South-West Wexford Family Resource Centre and the launch of the Slaintécare initiative.</p>	None.
11.	Constitution	No progress had been made on this and it was agreed to defer to early in 2023.	Sub-Committee to sort – Breda, Linda and Bernard.
12.	AOB	Discussions took place regarding a meeting in Gorey MD by Wexford County Council and it was decided to issue a letter from the Secretariat to Liz Hore regarding same. It was also agreed that this should be issued with the signatory of Breda Cahill, the facilitator of The Secretariat despite reservations aired by the Resource Worker.	Monica was instructed to email this letter on behalf of The Secretariat.

		<p>Annual Report – It was decided the Annual Report will have to be done early in 2023.</p> <p>Email from Aislinn Dunne – Leader 2023-2027 Expression of Interest to develop a local development Strategy. It was discussed and noted that this email went to Secretariat.</p>	<p>None.</p> <p>None.</p>
13.	Date for next meeting	<p>Monday the 9<sup>th</sup> January was agreed for the next meeting. It is the aim that all Secretariat Meetings will be for the 2nd Monday of each month in 2023. This will be agreed in January 2023.</p>	<p>Agenda and minutes will follow ahead of the next Secretariat meeting.</p>