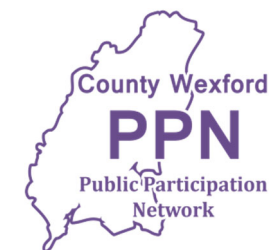


<b>2PPN Rep Name</b>	n/a
<b>Committee Name</b>	Secretariat Meeting
<b>Date of Meeting</b>	13 <sup>th</sup> February 2023 at 9.30am.
<b>Specify in person or online</b>	In-person / online in Training Room County Hall Wexford.

<b>In Attendance:</b>
In attendance: Breda Cahill, <b>Facilitator</b> Bernard O’Leary Linda Sinnott Patrick Rochford Ann Lacey Kamal Tribak Simon Boyce (online) 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.	Kevin & Tommy were unable to attend – Simon managed to connect for the early stages of the meeting but was disconnected later.	None.
2.	Matters arising from the minutes 9 <sup>th</sup> January 2023	Updates were presented and most actions had been completed. Some unresolved matters were set on the agenda for today.	None.
3.	Agreement of minutes for the 5 <sup>th</sup> December 2022.	Minutes proposed by Linda and seconded by Patrick.	None.
4.	New Registrations.	In total there were 9 new Groups for consideration and all were agreed upon and accepted for membership The groups are Boolavogue Development Group / Rosslare Strand Active Retirement / Ballygarrett Parish Community Centre / St John Volunteers GAA Club / Rapparees Starlight’s GAA Club / Oylegate	Philip to convert records on Salesforce.

		Parish Development Committee / Ferns Mens Sheds / Ballycarney Development Group.	
5.	Correspondence.	<p>Letter from DRCD regarding carryover funding - DRCD refused to carryover the requested €9,000 for training. Training to be taken from 2023 budget.</p> <p>Letter from DRCD regarding Irish Language Act – DRCD confirmed that there is no requirement for PPNs to comply with the recent Irish Language act. This was a welcome development.</p> <p>Email from Aislinn Dunne regarding a shared post on Ballycanew-Ballyoughter Community Development Facebook page. It was discussed that this was an error but Wexford PPN was not responsible for the outcome on other Facebook pages.</p>	<p>A finance sub-committee meeting was set for the 24<sup>th</sup> February 2023 at 11am. Monica will issue official invite for the meeting.</p> <p>None</p> <p>None</p>
6.	Finance Report Update.	Given the DRCD’s refusal to carryover funding for training, it was felt that with the allowances given for IT and the balance of the Strategic Plan expenses, with the additional €10,000 funding there is sufficient funding available for 2023. However, it is now important that a website is tendered for and obtained and that the budget is discussed regularly. A Finance sub-committee meeting was agreed on and Linda will deputise for Kevin at that.	<p>Monica to confirm details for the meeting which is to take place on Friday the 24<sup>th</sup> February.</p> <p>Kamal to compile a wish-list for what we would require for a website.</p>
7.	Strategic Plan Finalising & Launch	It was suggested that Wexford PPN now own the plan and that there was little point in involving Gillian and Martin further. The report presented is somewhat flat and does need to be proof-read and edited. It was agreed that Philip will look at this and present revisions for the Secretariat’s consideration when completed.	Philip to begin working on this document and present same at the next Secretariat Meeting, Discussions to take place at the March Secretariat Meeting regarding the launch of the plan.
8.	Dymphna O’Connor	Recent events involving the Secretariat / Gorey were discussed further with Dymphna O’Connor. It was agreed that Dymphna would attend each Secretariat Meeting for 10 minutes each month for the next few months. MOU was discussed which is due for renewal in March.	Secretariat to write letter and report to Dymphna when letter complete regarding going forward.

9.	2023 Budget & Workplan	It was agreed that a Special Secretariat Meeting would be held to dedicate to this document and was scheduled for 10am on Friday the 10 <sup>th</sup> March 2023.	Monica will schedule the time, date, and venue for the meeting.
10.	Regulatory Documents – The Constitution	The sub-committee were unable to meet during the month to discuss the constitution but have scheduled a sub-committee meeting today to progress same.	None
11.	Training Needs Analysis / Linkage Groups Update	Reference was made to the Training Needs Analysis exercise conducted by the North- Eastern PPN's as well as discussions regarding ideas discussed at a recent South-East Staff PPN Meeting. Some collaboration will be beneficial but as we are behind a lot of other PPNs in offering training it was felt a survey of our own members should be prioritised.	A survey document is to be compiled and sent to the Secretariat for agreement prior to distribution to all members. The document is to include as many courses as possible. The top 5 priority courses can then be offered and rolled out.
12.	Reps Reports / Vacancies Updates	<p>Owing to absence through illness Philip was not able to ring the Reps ahead of this meeting but it was advised that Wexford PPN is not the only PPN to have problems in this area. To get more of a buy-in from the Reps it was felt to be a good idea to get them involved in upcoming MD meetings ahead of arranging another Reps Round Table meeting.</p> <p>Vacancies for Reps were advertised and some interest and discussions are ongoing which will hopefully lead to some of the vacancies being filled however it is likely that not all of them will be as there has been no interest in the Housing SPC.</p> <p>2 new vacancies were advised under the Town Centre First agenda and this far Reps are being sought in the Enniscorthy &amp; New Ross areas.</p> <p>Expressions of interest are to be sought now for the Secretariat vacancies which will arise in April 2023.</p>	<p><b>Secretariat MD Reps will contact all PPN Reps ahead of the MD meetings.</b></p> <p>Monica and Philip will chase nominees as well as re-advertise the Housing SPC vacancy. Nominations will also be sought for the Town Team Representatives.</p> <p>Philip will advertise the Secretariat vacancies and in the first instance seek expressions of interest.</p>

13.	MD Meetings	<p>It was agreed to begin the 5 MD Meetings, provisional dates were set for the following: -  2<sup>nd</sup> March – New Ross  9<sup>th</sup> March – Enniscorthy  22<sup>nd</sup> March – Gorey  29<sup>th</sup> March – Rosslare  30<sup>th</sup> March – Wexford</p> <p>The involvement of Reps will feature in the planning of these and it was decided that some venues used previously should not be used again and that all of the meetings should be held in Community centre settings.</p>	Monica will issue a list of dates and liaise with MD Reps as to venues, formats of meetings etc.
14.	AOB	<p>Community Growers Meeting:  An online meeting for the Community Growers Gathering is scheduled for tonight online at 6 pm. Kamal is facilitator for same. It is hoped that ideas would be generated to progress this. Further consideration of other linkages also needs to be considered.</p> <p>Reference was made regarding a training invoice received from Ballycanew-Ballyoughter Community Development Association that had been submitted. It was unexpected and it was felt that further clarity on it should be obtained ahead of payment. It was understood that this training was offered in good-will.</p>	<p>Monica to send all members that expressed their interest a reminder and link to meeting tonight.</p> <p>Monica to write to Ballycanew-Ballyoughter Community Development Association to clarify reason for invoice.</p>
15.	Date of Next Meeting	Confirmed that Secretariat Meetings will continue to take place on the 2 <sup>nd</sup> Monday of the month. Next Special Secretariat meeting will be held on the 10 <sup>th</sup> of March 2023 to specifically discuss the Workplan and Budget for 2023.	Monica will confirm and will issue invite / agenda ahead of the next meeting.