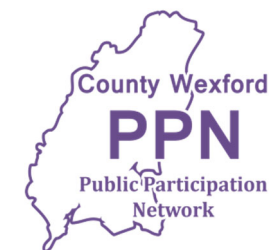


2PPN Rep Name	n/a
Committee Name	Secretariat Meeting
Date of Meeting	9th January 2023 at 10am.
Specify in person or online	In-person / online in Training Room County Hall Wexford.

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



Agenda Item	Notes	Outcome / Decisions Made	Actions Required – By whom and when
1.	Welcome and apologies.	Simon & Kamal were unable to attend	None.
2.	Matters arising from the minutes 5 th December 2022.	<p>Updates were presented and most actions had been completed. Some unresolved matters were set on the agenda for today. A request was made to show under AOB that the Staff had reservations regarding the issue of the letter to Ms Liz Hore.</p> <p>Some discussions took place regarding the lack of reports being submitted by Reps following attendance of SPC and other Council meetings that they are assigned to.</p> <p>Ann had to leave the meeting (Online) due to a prior engagement.</p>	<p>Monica/Philip to make the amendments on Minutes of 5th December, 2022.</p> <p>Philip will chase Reps to ascertain why reports not forthcoming and will revert to Secretariat who will need to decide on what action is to be taken here. Monica to check each SPC if they have a schedule of meetings for the year.</p>
3.	Agreement of minutes for the 5 th December 2022.	Minutes proposed by Bernard and seconded by Patrick.	None.

4.	New Registrations.	Clearestown & Rathangan Built Heritage Group and Ballycullane Tidy Towns were both approved for membership of Wexford PPN.	Philip to convert records on Salesforce.
5.	Correspondence.	<p>Secretariat communications:</p> <p>Ann Walsh - Environment Secretariat member - It was clear that she now cannot fulfil the role and as nominations are to be sought for other new members from March, the role will be advertised.</p> <p>Response from Liz Hore. - Lengthy discussions took place and ultimately it was decided not to reply to same. Dymphna O'Connor would be invited to the next Secretariat meeting to discuss issues which will include the renewal of the Memorandum of Understanding which will need to be completed by March 2023.</p> <p>Communications from a Representative and the use of a Facebook page by them. – Documents had been supplied as requested however further communications addressed to the Council have been received and is being dealt with. The Facebook page with the Wexford PPN logo caused concern and with confirmation from DRCD the Wexford PPN logo is a matter for Wexford PPN. There are also concerns regarding status shown.</p>	<p>Expressions of interest for the various Secretariat & Reps positions will be sought in the next couple of weeks.</p> <p>An invite will be issued to Dymphna ahead of the next Secretariat meeting.</p> <p>None at this time.</p>
6.	Finances for 2022 & 2023.	<p>Finances for 2022 & 2023 – The Dept. have confirmed that an additional €10k has been granted to each PPN for 2023. This will need to be factored into the ongoing Budget & Workplan document provided it is within the provisions of public spending guidelines and the PPN Financial Controls document. It was agreed that Finances needs to be set as an agenda item at every Secretariat Meeting for review and that the Finance sub-committee should meet at least every three months.</p> <p>Monica's request for 2022 funding to be carried over has been questioned by the Dept. who have requested further information. It was felt that the delay in implementing the Strategic Plan and</p>	<p>Finance item to be put on all monthly Agendas.</p> <p>Monica will communicate further with the Dept. in regard to the carryover request.</p>

		the fact that quotes for the website hadn't been forthcoming should be used as the key rationale for the request.	
7.	Regulatory Documents.	<p>Work on the Constitution is not complete yet and the sub-committee (Breda, Linda and Bernard) will meet and work on that in the coming weeks. They will also examine other regulatory documents from the Handbook which need to be reviewed and reach out to other PPN members to come on board to help with same.</p> <p>Later in 2023 it will need to be checked about dates for elections for LCDC members before elections in 2024.</p> <p>The Budget and Workplan for 2023 will also need developing and will be needed ahead of the next planned Plenary meeting.</p>	<p>Updates will be provided by the sub-committee at the next meeting.</p> <p>Monica to request the circular for LCDC rotations system.</p> <p>The Budget and Workplan will need to be progressed by the next meeting and will be set as an agenda item along with the Financial review item.</p>
8.	Irish Language Act.	<p>The requirements recently directed on regarding the issue of advertising and promotions in the Irish Language were discussed. Monica has sought advice from the Dept. in this regard given that they are planning media campaigns for the Public Participation Network on a national basis. Wexford PPN have to be mindful of the act and may need to limit what we can advertise on behalf of member groups when sharing information while we await advice from DRCD.</p> <p>A translation cost could be incurred and as part of the memorandum of understanding discussions with the Council it should be factored in regard to the hosting costs paid to the Council by the PPN for future advertising.</p>	<p>Ongoing – Monica and Philip need to liaise with Wexford County Council Communications team on this. It should also be factored as an action point when meeting with Council officials on the MOU.</p>
9.	Strategic Plan & Launch	<p>It was agreed that the Secretariat will meet at 3.30pm ahead of the planned meeting with Gillian Wild and Martin Fitzgerald on the 17th January at 5.00 pm to review the draft they have provided. It was felt the aspect of Training as depicted in the</p>	<p>Monica to contact Martin and book meeting for 17th January, 2023.</p>

		document should remain as this was the basis of research undertaken by Gillian and Martin. Launch will be planned after the completion of the document. It was felt that the most likely way to do this would be by way of Municipal District meetings that are to be scheduled.	
10.	Secretariat Training for Media & HR	<p>It was noted that a recent HR training session was very good and other Secretariat members requested links to view same. Details of upcoming training will be circulated and it was encouraged that all Secretariat members should attend as much trainings available as possible or ensure to view recordings of training sessions when they become available.</p> <p>It was again encouraged that the Social Justice Ireland - PPN course should be availed of by all the Secretariat members who have not taken it.</p>	<p>Philip/Monica to send links of recent HR training session and will distribute recordings in future as they become available.</p> <p>Philip/Monica to send link for same.</p>
11.	MD Meetings	It was agreed the next round of Municipal District Meetings will take place in March or April ahead of the next Plenary meeting. The format will be to use Community Centres in each district and that local Community Gardai will be invited to attend.	<p>Final details and dates to be set at the next Secretariat Meeting.</p> <p>None.</p>
12.	Committee & Secretariat Vacancies / Seeking Nominations	<p>It was advised that there will be 6 Secretariat Positions that will need to be filled at the end of March.</p> <ol style="list-style-type: none"> 1. Gorey MD 2. Wexford MD 3. Community & Voluntary 4. Social Inclusion x 2 and 5. Environmental <p>There are also 5 Reps positions that will also need to be filled.</p> <ol style="list-style-type: none"> 1. Housing & Community SPC 2. Economic Dev & Enterprise SPC 3. Healthy Wexford and 4. County Wexford Heritage Forum x 2 	Philip will advertise the available positions to groups on Salesforce.

		Expressions of interest from all members groups will be sought in the next couple of weeks.	
13.	Dates for 2023 Secretariat Meetings.	It was agreed that Secretariat meetings will be on the 2 nd Monday of every month for 2023.	None
14.	AOB.	<p>Kevin had to leave the meeting at 1.30pm and the meeting didn't end until 2.30pm which is too long and it was noted that Secretariat meetings need to be shorter.</p> <p>Thematic Groups – Disability Thematic Group Monica had a request from Caroline Horan, Access Department to form at Sub Committee for a Disability Thematic Group and Bernard, Ann, Breda and Linda were nominated.</p> <p>Community Growers – Monica queried what the next stage with the Community Growers were and if interested in pursuing this group. It was agreed to contact Kamal to proceed.</p> <p>County Council Municipal District Meetings- Monica outlined the process regarding attendance at Council Municipal District Meetings as follows: Minimum of 7 Days notice is required, Any issues would not be aired at MD Meetings but would be go as deputations; PPN reps would only be observing at MD Meetings. Whilst not viable for PPN business it was felt that Secretariat MD Representatives should establish relationships with their relevant Council MD Managers.</p>	<p>None but going forward – timed agendas may need to be factored in.</p> <p>Monica to speak to Geraldine Cullen and Caroline Horan in Access Department regarding next steps.</p> <p>Monica to contact Kamal regarding same.</p> <p>None at moment.</p>