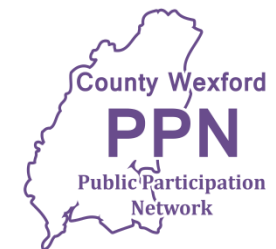


<b>PPN Rep Name</b>	n/a
<b>Committee Name</b>	Secretariat Meeting
<b>Date of Meeting</b>	03 <sup>rd</sup> June 2022 at 9am.
<b>Specify in person or online</b>	In-person / online at Council Chamber Block A, County Hall, Wexford

<b>In Attendance:</b>
In attendance: Ann Lacey, <b>Facilitator</b> Simon Boyse (online) Breda Cahill Thomas Cullen Kevin Molloy Kamal Tribak (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.	Bernard O’Leary sent his apologies.	
2.	Minutes of previous meeting 16 <sup>th</sup> May 2022	Simon proposed and Breda seconded the minutes as presented.	None.
3.	Matters arising from the minutes.	Feedback was given on the Community Growers Gathering and the Wheel Summit. Both were positively reviewed by the attendees.  Further discussions are to take place with Annette Dupuy about the next stage of the Community Growers development within the PPN and the exploration of the possibility of a linkage group.	Kamal to talk with Annette and then we will seek interest from PPN member groups in the formation of a linkage group.

		<p>PPN LCDC Interim Meeting – It was proposed to proceed with meeting with Philip Knight to pilot the Gorey Kilmuckridge MD area and build relationships going forward and extend to other areas when Gorey Kilmuckridge has been set up.</p> <p>It was agreed to invite Dymphna O’Connor as new Senior Executive Officer of Community Department to the next Secretariat Meeting.</p>	<p>Monica to contact Philip Knight to set up meeting.</p> <p>Monica/Philip to invite Dymphna O’Connor to next meeting when date established.</p>
4.	Correspondence.	<p>I. The registrations were approved for full membership of Ben Mulhall Memorial Park &amp; Enniscorthy Skate Park. The Ballymore-Mayglass Men’s Shed was agreed but as they are not in existence for 6 months they can only be considered as full members in August 2022.</p> <p>(note at this stage Simon had to leave the meeting.)</p> <p>II. Graphedia Bulletin – it was agreed that we should seek quotes as required for the development and updating of the Wexford PPN website.</p> <p>III. Email from John Carr offering to stay on The Secretariat.</p>	<p>It was agreed going forward that MD Reps will review submissions as well as the current review panel members. At least one member of the panel will meet with new applicants to explain PPN and answer any questions they may have.</p> <p>A letter of invitation for these meetings will need to be drafted by Monica/Philip.</p> <p>Kamal will talk to Graphedia re aspect of monthly add-ons but in view of likely cost of the project, Monica/Philip will identify prospective suppliers and will need to request quotes.</p> <p>It was agreed to discuss this item under item no. 7 of the Agenda – Secretariat &amp; Committee Vacancies.</p>

5.	PPN registration of Aisieri.	<p>It was agreed as suggested by the DRCD that the Secretariat decide on the status of the application in regard to Associate Membership.</p> <p>It was therefore confirmed we can accept them on this basis but will need to communicate with them regarding the fact that they won't have voting rights or be able to propose PPN Representatives from their group on any committees.</p>	Monica will contact the group and their details will be converted on Salesforce.
6.	Update on tender for Strategic Implementation Plan (SIP)	<p>Monica advised that only 1 tender had been received but owing to the possible costings for travel and accommodation this was not likely to be within the budget.</p> <p>It was recognised that the timeframe including the summer months had deterred prospective suppliers and it should be a case that this should be extended and that the suppliers should be re-invited to quote</p>	Monica will re-invite all tenderers to quote outlining the new date requirements of 1 <sup>st</sup> December 2022.
7.	Secretariat & Committee Vacancies.	<p>Two nominations were received for the vacancies on the Sports Active Committee  Mark Rodgers – Deemed elected  Maria Gore - Deemed elected.</p> <p>To-date there have been no formal nominations for the Secretariat positions. It was suggested to put a call out to the Volunteer Centre to see if any Secretariat members can be recruited.</p>	<p>Monica to contact Fran Ronan with the new Representatives details and asked to attend the next meeting of Sports Active.  Monica/Philip to inform the 2 successful reps and notify them that they have been deemed elected.</p> <p>Monica/Philip to email Volunteer Centre.</p>

		<p>Email from John Carr offering to stay on The Secretariat.</p> <p>After this item the meeting took a short break.</p> <p>Following the break, it was suggested that the Secretariat MD Reps and relevant pillar would meet with any new groups who apply to become members.</p> <p>It was proposed to update all Active Reps and bring to the next meeting.</p>	<p>It was agreed that John's original notification of resignation would stand as the position has been advertised but he is welcome to apply again.</p> <p>Monica/Philip to update list.</p>
8.	Budget & Workplan	<p>The workplan was not finalised as there were discussions about the staging of MD meetings which also meant that the Budget was not discussed.</p> <p>After a lengthy discussion it was agreed to carry out 5 Municipal District meetings at the end of June and early July to be held in community venues with nice food, speakers and entertainment within the groups.</p> <p>(during this item – Tommy Cullen had to leave the meeting.)</p>	<p>The Budget &amp; Workplan will have to be set as an agenda item at the next meeting and there will be a need to finalise this.</p> <p>Ann and Breda to draft a letter and Monica/Philip to send out to all members inviting them to MD Meetings as well as send out emails to same.</p>
9.	Gorey & Bannow/Rathangan Shows. – Promotional Items	<p>Ann will attend the Gorey Show to represent Wexford PPN. Arrangements for a stand will be finalised.</p>	<p>Monica will make the necessary arrangements for the booking for the shows.</p>

		<p>Wexford PPN will also be taking a stand at the Bannow/Rathangan Show and again arrangements for a stand will be finalised.</p> <p>Ann and Breda will also attend the Health and Wellbeing Evening on Wednesday 15<sup>th</sup> June 2022 in Camross Hall from 6pm until 10pm</p> <p>Owing to printing turnarounds and lack of information about Promo material, it was advised that no new items would be available for the Gorey Show but hopefully for the Bannow show.</p> <p>It was agreed to hold a draw for both the Gorey and Bannow/Rathangan Shows and 1 for All vouchers would be given as prizes.</p>	<p>Breda to arrange with Philip regarding the collection of pull ups, pens and notebooks etc.</p> <p>Monica &amp; Philip will liaise with Annette regarding promotional goods.</p> <p>Monica to purchase 1 for All vouchers for both shows.</p>
10.	AOB.	No items were discussed as it was agreed to end the meeting.	Some matters that were planned to be discussed will need to be set as agenda items at the next meeting.
11.	Dates for next meeting.	<p>No formal date was set for a Secretariat Meeting due to Secretariat members on holidays, however, it was agreed to have an online meeting for updates regarding the MD meeting arrangements on 17<sup>th</sup> June or 20<sup>th</sup> June.</p> <p>Secretariat members will be contacted regarding their availability for July for the next official Secretariat Meeting.</p>	<p>Philip to arrange online meeting, as Monica is on annual leave.</p> <p>Philip to contact Secretariat members to arrange next Secretariat Meeting. It was agreed that there would likely be no Secretariat meeting in August.</p>