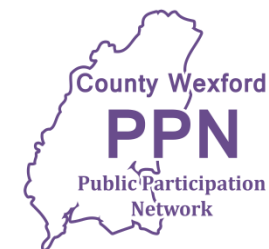


<b>PPN Rep Name</b>	n/a
<b>Committee Name</b>	Secretariat Meeting
<b>Date of Meeting</b>	16th May 2022 @ 10.00am
<b>Specify in person or online</b>	In-person at Training Room, Block A, County Hall, Wexford

<b>In Attendance:</b>
In attendance: Ann Lacey, <b>Facilitator</b> Simon Boyse, Breda Cahill, Thomas Cullen, Kevin Molloy, Bernard O'Leary, Monica Gaynor



<b>Agenda Item</b>	<b>Notes</b>	<b>Outcome / Decisions Made</b>	<b>Actions Required – By whom and when</b>
1.	Address from Ger Mackey	Ger Mackey was unable to attend the meeting due to personal issues and sent his apologies.	
2.	Welcome and apologies.	Kamal Tribak and Philip Hickey sent their apologies.	None.
3.	Minutes of meeting 25/4/2022	The minutes for the 25/4/22 were proposed by Breda and seconded by Tommy.	None
4.	Matters Arising from the minutes.	It was agreed to use 1 <sup>st</sup> names of attendees be used instead of initials throughout the minutes in future. It was proposed by Breda and seconded by Ann.  Bernard was appointed as Vice Facilitator for the Secretariat. It was agreed when a Vice Facilitator is appointed that they would not	1 <sup>st</sup> Names to be used instead of initials.  None.

		automatically be appointed to the next Facilitator unless agreed with Vice Facilitator and Secretariat.	
5.	Correspondence	<p>Letter of Resignation from John Carr, Secretariat Wexford Municipal District Representative was read out to Secretariat. It was agreed that his replacement would be advertised immediately.</p> <p>It was suggested as John has resigned at local level and not attending the Wexford Secretariat meetings that he be replaced on the National Secretariat PPN. Bernard proposed Breda to become the new National Secretariat Representative and it was seconded by Tommy.</p> <p>It was decided to defer any decision regarding updating the website until the next meeting when Kamal is present. It was agreed the website must be user friendly.</p>	<p>Monica/Philip will commence the formal nomination process for a Wexford Municipal District Rep on the Secretariat as well as the 4 existing positions available.</p> <p>John Carr is to be thanked for all his help and dedication at local and national level.</p> <p>Monica to check with Kamal if he has contacted Graphedia regarding the website overhaul.</p>
6.	PPN Registrations	<p>Aiseiri Roxboro – Secretariat members agreed that Aiseiri do not meet PPN criteria, are not volunteer led and have a conflict of interest.</p> <p>A query was raised about associated membership. A decision will be deferred until contact with the DRCD to check if Aiseiri could receive information regarding bulletins but cannot vote or become PPN Reps.</p>	<p>Monica to contact DRCD to make an enquiry about associated membership.</p>
7.	Update on tender for Strategic	<p>The closing date for the tender was 6<sup>th</sup> May, 2022 and as there was no response before the closing date it was suggested that Monica</p>	<p>Monica to contact all consultants for a quote immediately and will advise</p>

	Implementation Plan (SIP)	seek suitable quotes from suitable consultants all listed suggested by Annette Dupuy or Ann for a quote.	Secretariat of any responses received.
8.	Community Growing Gathering Update.	<p>Community Growing Gathering being held by Wexford PPN and Healthy Wexford is scheduled for this Thursday night, 19<sup>th</sup> May in Riverbank House Hotel and it was agreed following a sub-committee meeting that the PPN are responsible for bookings on Eventbrite, 1<sup>st</sup> Aid and sign-in on the night. Annette Dupuy has agreed to arrange the speakers, food and hotel booking.</p> <p>It was agreed that Ann and Breda would do sign-in, Simon is responsible for 1<sup>st</sup> Aid and Kevin, Kamal and Monica would place any PPN Materials on tables.</p> <p>Ann has also agreed to speak on behalf of PPN on Thursday night.</p>	<p>Monica to arrange the following for Thursday night:</p> <p>PPN Pull ups (amended), leaflets, badges, notebooks and lists of attendees for check in from Eventbrite.</p>
9.	Update on DRCD 2021 Annual Report	Ann attended County Hall on behalf of Secretariat to assist Monica and Philip in completing the DRCD 2021 Annual Report. It was noted that Wexford PPN had submitted Part A of the Annual Report and Wexford County Council has still to submit Part B of the Annual Report before the closing date of (16 <sup>th</sup> May originally) 27 <sup>th</sup> May, 2022 (extended).	Monica to contact Alan in DRCD to ensure they have received Wexford PPN part of the Annual Report.
10.	Secretariat & Committee Vacancies	5 Secretariat and 2 Sports Active Committee vacancies need to be filled and nominations are being sought at present. It was advised that the closing date advertised for these positions was due on 20 <sup>th</sup> May, 2022. It was agreed to extend the closing date to accommodate advertising for the Wexford MD Rep position. Kevin Molloy has agreed to continue as the Gorey/Kilmuckridge MD on an interim basis until the position is filled.	Monica/Philip to continue with the formal nomination process.

		<p>It was noted that some Secretariat members have resigned recently and Monica to check if they are in a position to stay on other committees. It was agreed that if any more positions are available they can be advertised immediately.</p> <p>Ann suggested advertising current positions at the Community Growing Gathering this Thursday night.</p>	<p>Monica to check with members about positions on Committees.</p> <p>Ann to advise attendees of PPN positions available on Committees at Community Growing Gathering.</p>
11.	Draft Budget & Workplan for 2022.	<p>The Secretariat members agreed on their objectives for 2022. It was agreed to amend Quarter 2 and include the promotion of the PPN at the Gorey Show in June.</p> <p>It was also agreed to hold only 1 more round of MD Meetings for 2022 as there are SIP Meeting due to commence throughout the county and this would cover each area to get on the ground issues identified.</p>	<p>Monica to amend the current Draft Workplan and Budget Summary 2022.</p>
12.	AOB.	<p>A. The Wheel Summit – 1<sup>st</sup> June, 2022 – Croke Park It was advised that the Wheel Summit was coming up on 1<sup>st</sup> June and agreed that Kevin and Monica would attend. It was advised that if booked by 16.05.22 there was a special offer available (2 for the price of 1).</p> <p>B. Gorey Show in Gorey to be held on 19<sup>th</sup> June, 2022 Ann agreed to attend and some help will be required to assist Ann on the day.</p> <p>C. Bannow Rathangan Show in Killag to be held on 14<sup>th</sup> July. It was agreed to discuss this at the next Secretariat Meeting and arrange Secretariat Members to attend.</p> <p>D. LCDC Interim Meeting – 11<sup>th</sup> May online – Update Interim LCDC suggested that the MD Managers and the PPN Secretariat could meet periodically to discuss issues within the MDs, noting an opportunity to build relationships going forward. Kevin and Kamal stated that communities want to actively engage with</p>	<p>Monica to book The Wheel Summit today in order to avail of special offer.</p> <p>Monica/Philip to contact the Gorey Show Committee to book a stand for the day. Monica/Philip to book stand for Bannow Rathangan Show.</p> <p>Claude to contact Philip Knight to investigate pilot proposal within Gorey Kilmuckridge MD with an opportunity to extend platform to other MDs.</p>

		and to feed into decision making within their areas. Claude Clancy stated that MDs could be the platform to bring issues forward. It was agreed to investigate to pilot proposals in the Gorey MD area and collaborate with Philip Knight District Administrator.	
13.	Dates for next meeting.	It was agreed by those attending that the next meeting will be on Friday, 3 <sup>rd</sup> June, 2022 and it was proposed to hold a blended meeting online and in the Council Chamber, County Hall at 9.00am.	None