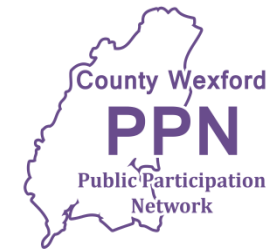


PPN Rep Name	n/a
Committee Name	Secretariat Meeting
Date of Meeting	3 rd October, 2022 at 10am.
Specify in person or online	In-person in Training Room, Council Block A, County Hall, Wexford

In Attendance:
In attendance: Breda Cahill, Facilitator Ann Lacey Bernard O’Leary Kamal Tribak (Online) Kevin Molloy Linda Sinnott Patrick Rochford Monica Gaynor



Agenda Item	Notes	Outcome / Decisions Made	Actions Required – By whom and when
1.	Welcome and apologies.	Philip Hickey, Simon Boyse and Tommy Cullen sent their apologies.	None.
2.	Minutes of previous meeting 5 th September, 2022.	Minutes were agreed on and were proposed by Bernard and seconded by Linda.	None.
3.	Matters arising from the minutes.	There were no matters arising from the minutes.	None
4.	Correspondence	The DRCD responded to a query regarding the possibility of car pooling and driver insurance to the National PPN Conference in Portlaoise and stated that the Department	It was agreed that its up to each driver if they wanted to offer lifts to the National PPN Conference in Portlaoise.

		<p>will not cover liability insurance and its up to each driver to use their own insurance.</p> <p>Letter from Mary Dunphy, WLD regarding Leader Workshops – WLD only roll out programme promotion and support workshop at a timeline which works with the programme schedule. It was agreed to contact Dymphna O'Connor, Community Department and possibly roll out some training with Wexford County Council after Christmas to help Community Groups with training with grant application forms.</p>	<p>Monica to contact Dymphna O'Connor to see if Community Department can assist with training.</p>
5.	Update of Strategic Implementation Plan (SIP)	<p>Gillian Wilde and Martin Fitzgerald have issued the Draft discussion document and have been circulated to the Secretariat for information. Also a query was raised about drafting a contract.</p> <p>It was agreed to contact all the PPN Representatives and included them at the next stage of the Strategic Plan and a suggested date of 10th October, 2022 at 4 pm in County Hall.</p>	<p>Monica to email both Secretariat and Representatives to invite them to next Strategic Plan Meeting in County Hall on 10th October, 2022 and confirm same with Gillian and Martin.</p> <p>Breda to send Monica paragraph to be included in invitation email.</p> <p>Monica/Philip to contact Gillian/Martin to confirm what is included in the €8,000.00 and what payment schedule is to be included in contract before drafted up.</p>
6.	Secretariat and Committee Vacancies	<p>It was agreed to carry this discussion into next month as there are a few members interested in becoming interim members of the Secretariat.</p>	<p>None.</p>
7.	Review of MD Meetings – Action Points Update	<p>Training for grant applications – Already discussed above.</p> <p>Communications with its members – PPN Staff have been trained in Facebook.</p> <p>Anti-Social Behaviour – It was agreed to get a Garda Representative to attend the Plenary Meeting.</p>	<p>None</p> <p>None</p> <p>Monica to contact Garda to seek a Community Garda representative</p>

		<p>Complexity and structure of the PPN – Breda has paragraph to be read at Plenary.</p> <p>GDPR – relative to members contact details.</p> <p>Frustration of Reps on SPCs and other committees</p> <p>Training needs analysis.</p> <p>Lack of understanding among member groups of the actual role and function of the PPN etc.</p>	<p>None</p> <p>Monica to contact DRCD to confirm same.</p> <p>Being done under Strategic Plan.</p> <p>Clarification to members at the Plenary</p>
8.	Update of recent events	<p>15th September – WLD Social Prescribing Launch was held in Riverside Hotel and was well attended. Monica and Philip hosted a stand.</p> <p>17th September – South-East Regional PPN Environment Event was held in Kilkenny Castle with a small take up from Wexford. Monica helped to organise the event. It was felt by those attending that there wasn't enough time for discussion throughout the event.</p> <p>21st September - National Ploughing Championships were held in Rathenisk. Monica helped on the stand.</p> <p>27th September - NCBI Roadshow was held in Wexford Library and Monica and Philip gave a talk for the group.</p> <p>29th September – Reps Round Table Meeting was held in Oilgate. Monica or Philip were unable to attend. There was poor attendance from Reps.</p>	<p>None.</p> <p>Kevin and Kamal to meet with 2 Environment Reps before going to Wexford County Council to see status of Climate Change and what efforts are being made.</p> <p>None.</p> <p>None.</p> <p>None.</p>

9.	Upcoming Events	<p>October - PPN Conference – 6 people volunteered to attend and Monica has organised accommodation and field trips for all attendees (Breda, Linda, Kamal, Patrick, Philip and Monica). DRCD are paying to attend the Conference but accommodation and travel expenses are to be paid by each individual PPN.</p> <p>Plenary Meeting – booked for 17th November. It was proposed by Bernard and seconded by Ann to hold the Plenary in County Hall. All Reps names attending are to be placed on tables. Workplan and budget to be prepared for Plenary Meeting.</p>	<p>All 6 attendees to arrange transport.</p> <p>Philip to contact Breda, Kamal and Kevin about a date for a Plenary Sub Committee Meeting on his return.</p>
10.	Schedule of Secretariat Meetings for November and December 2022.	Secretariat Meetings were scheduled for 7 th November and 5 th December.	Monica to book meeting rooms for both.
11.	A.O.B.	GDPR – A query was made regarding Reps being entitled to all members contact details from Salesforce.	Monica to contact DRCD for clarification.