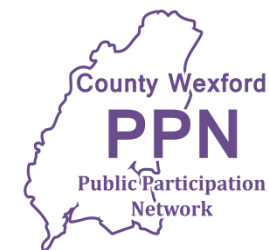


<b>PPN Rep Name</b>	n/a
<b>Committee Name</b>	Secretariat Meeting
<b>Date of Meeting Specify in person or online</b>	05 <sup>th</sup> September 2022 at 10am.  In-person at Council Block A, County Hall, Wexford

<b>In Attendance:</b>
In attendance: Ann Lacey, <b>Facilitator</b> Breda Cahill Kevin Molloy Kamal Tribak Bernard O’Leary Patrick Rochford Linda Sinnott 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.	The meeting opened with 5 Secretariat members present which was sufficient for a quorum. Simon Boyce & Tommy Cullen sent apologies.	None.
2.	Ratification of two new members of the Secretariat	All present agreed that Patrick Rochford & Linda Sinnott be deemed elected as members of the Secretariat and were invited to join the meeting. Patrick Rochford, Wexford Municipal District Representative and Linda Sinnott, Community & Voluntary Representative.	None.
3.	Resumption of meeting. – Minutes of last meeting 4 <sup>th</sup> July 2022.	Minutes were agreed on and were proposed by Bernard and seconded by Ann.	None.

4.	Matters arising from the minutes.	There were no matters arising but it was notified to the committee by Monica that the Per-Diem option for expenses was not agreed by the DRCD and that travel expenses should be in line with public sector norms as per circular CVSP 6/2020.	To be discussed again at a later date and to be brought to national level.
5.	Review of Municipal District Meetings	<p>Lengthy discussions took place on the reviews issued. A number of items have been addressed eg.</p> <p>Training for grant applications, in particular LEADER Communications with its members.</p> <p>Anti-Social Behaviour in towns and parks.</p> <p>Complexity and structure of the PPN.</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>MG/PH to contact LEADER to see if they can help with training. Contact LCDC Reps and ask can it go as an item on Agenda.</p> <p>PPN Staff to make more use of Social Media and look into getting trained for Facebook. Letter to go to Aishling Dunne for acknowledgement of training.</p> <p>Look into if GDPR issue can be solved.</p> <p>Possible Garda attendance at the Plenary.</p> <p>MG/PH to check out what skills members have and what they need.</p> <p>At this stage no other actions required and other issues will be addressed in due course.</p>
6.	Introduction for Dymphna O'Connor.	Dymphna joined the meeting at this stage and outlined her role and ways as to how the Council could work with the PPN. This would involve meetings as required and Dymphna would look at the return of Community Training Workshops whereby Community Staff would invite PPN members to attend training events.	Monica to send the Council's Mazar review to Secretariat members as agreed with Dymphna O'Connor
7.	Mazars Review - Update	The review had been submitted and was welcomed generally in its content.	Philip & Monica will distribute details of further sessions notified by The Wheel to the Secretariat as they are notified.

		<p>The DRCD in conjunction with The Wheel and Adare HRM held a consultation to inform all Stakeholders that The Wheel/HRM have taken over training and HR issues and will be running planned training sessions in the future. Philip advised that having attended their first session it was perhaps more relevant and important that Secretariat members should attend as it was more focused on Governance and HR duties that would fall under their remit.</p>	
8.	<p>Reps Committees &amp; Plan for Reps Roundtable Meeting. Rep's expenses.</p>	<p>It was agreed to proceed with the suggested date of the 15<sup>th</sup> September at Templeshannon Community Centre with a later starting time given the PPN attending the event hosted by WLD in the Riverside Park Hotel.</p> <p>A short agenda will be issued with the invite to Reps, this is to include an item regarding the need for Rep's reports to be completed for meetings attended.</p> <p>Some of the Committees that are listed on our website were discussed – it was agreed that the Courtown / Riverchapel Fora should not be considered as a Committee containing Elected PPN Representatives.</p> <p>Expenses for Reps payable by the PPN was discussed and it was outlined that these were payable only for meetings attended at the request of the PPN such as the Roundtable meetings. Plenary meeting attendance is voluntary and Reps cannot claim expenses.</p>	<p>Monica &amp; Philip will issue invite to the Reps for the meeting.</p> <p>Monica and Philip will host a stand at the WLD event on the same evening.</p>
9.	<p>Upcoming Events</p>	<p>15<sup>th</sup> September – WLD Social Prescribing Launch – it was agreed that the PPN should attend and host a stand.</p> <p>15<sup>th</sup> September – Reps Round Table Meeting – to go ahead with a slightly later starting time.</p>	<p>Monica and Philip to attend</p> <p>Monica and Philip to attend</p>

		<p>17<sup>th</sup> September – South-East Regional PPN Environment Event – Kilkenny – small take up this far – Environment members will be texted.</p> <p>21<sup>st</sup> September - National Ploughing Championships –</p> <p>27<sup>th</sup> September - NCBI Roadshow 27<sup>th</sup> September in Wexford Library</p> <p>October - PPN Conference – 6 people volunteered to attend and further details will be finalised. DRCD are paying to attend Conference but accommodation and travel expenses are to be paid by each individual PPN.</p> <p>Plenary Meeting – suggested date 17<sup>th</sup> November, preferred venues Riverside Park, Ferrycarrig Hotel or County Hall. Workplan and budget to be prepared for Plenary Meeting.</p>	<p>Monica and Kamal to attend – All Environment Reps to be invited 1<sup>st</sup> and then open to all members if 20 places not filled. Monica will attend for one day to Represent PPN. Monica to attend</p> <p>Breda, Linda, Kamal, Patrick, Philip and Monica to attend. Simon and Tommy to be asked.</p> <p>Bernard to check with Riverside Park and Monica to check with Ferrycarrig Hotel and County Hall.</p>
10.	Updates from Staff.	<p>Philip suggested that when the upcoming re-registration process takes place that it is also planned to contact groups who had allowed their membership to lapse. It was agreed that any that wished to reactivate their membership would not be categorised as new registrations and would not need to be referred to the Secretariat for acceptance.</p>	None.
11.	Correspondence	<p>Secretariat vacancies including possible resignations / nominations were discussed and it was agreed that matters needed to be reviewed and considered before any decisions made.</p>	<p>Secretariat vacancies will be listed for next meeting as actions will be required.</p>

12.	Appointment of a new Secretariat Facilitator.	Ann concluded her duties and was thanked for this. Breda agreed to accept the role for the next few months.	None.
13.	A.O.B.	<p>A number of sub-committees were decided upon:  Staff Liaison - Ann, Bernard and Patrick.  Plenary – Kamal, Breda and Kevin.  Finance Sub-Committee – consisting of the MD Reps and it was agreed that a meeting of this sub-committee was required immediately to review the budget for the final quarter of 2022. Meeting to be held on Wednesday 14<sup>th</sup> September, 2022 online 1.30 to 2.30.</p> <p>Dates for re-arranged meeting with Gillian Wild was suggested and agreed for Tuesday 13<sup>th</sup> September at 4.00 pm. It was suggested to hold the meeting in Wexford County Council or if this is not possible Ann offered to hold the meeting in her place of work.  It was also agreed to set up a sub-committee after the meeting with Gillian and Martin.</p> <p>It was agreed to contact all members to see if they are interested in continuing with Community Gardens and setting up a group.</p> <p>Promotion Stocks – It was agreed not to purchase any more at the minute until after the Finance meeting to ensure there are finances available and ensure PPN Logo not changing.</p> <p>PPN Logo – Email to be sent to all members to have their vote for their preference of Logo and sent to DRCD.</p>	<p>Monica to send link for online Teams meeting.</p> <p>Monica to enquire if meeting can be held in County Hall or contact Ann to facilitate the meeting.</p> <p>Monica to send email.</p> <p>Monica/Philip to send email.</p>

		<p>Comhairle na nOG had offered at their recent meeting if the PPN had anything coming that required the services of the Comhairle na nOg that they would be available to help out. It was agreed that their services may be required for a youth perspective when doing parts of the Strategic Plan.</p>	
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