

<b>Committee Name</b>	Monthly Secretariat Meeting
<b>Venue</b>	County Hall, Wexford
<b>Date of Meeting Specify in person or online</b>	11 <sup>th</sup> January 2024 @ 10am In person & online

<b>In Attendance:</b>
Ann Lacey (Online) Breda Cahill David Rea Patrick Rochford



<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 had sent apologies. No attendance Bernadette Lacey.  Ian confirmed that Sue was not available due to illness and the Secretariat wished her well.	
2.	Agreement of Minutes from 04 <sup>th</sup> December 2023	Breda proposed and Patrick seconded the minutes.	
3.	Matters arising out of the minutes	Breda noted a typo on one of the groups for ratification.  Ian confirmed that he had spoken to Adare HR in relation to the request for HR training for the Secretariat.	Ian to amend typo.
4.	New Groups	Kilmore Community Hall Wexford Golf Club Poulpeasty Hall Committee Gorey Writers Group	Groups to be converted in Salesforce by Ian.

		<p>Revive New Ross Ballymitty Women's Shed Templeudigan Handball Club</p> <p>Breda noted that Poulpeasty Hall Committee should be informed that a bank/credit union account would be needed if they were to avail of any funding.</p> <p>It was agreed that financial documents could be provided as examples and form part of the new website for groups to set up accounts, with an emphasis on local institutions.</p>	<p>Ian to email the group with details.</p> <p>Ian to contact local Bank/An Post for further information.</p>
5.	Plenary Review	<p>A discussion took place in relation to the winter Plenary. It was felt that the format worked well, and that it was a good template to work with for 2024 Plenary meetings.</p> <p>It was agreed to continue hosting these meetings in Community Halls, providing support and opportunities for groups to showcase their facilities.</p> <p>Some comments that were brought up by members at the Plenary included the option for online District meetings and a new format to the bulletins (eg. Carlow PPN). Both of these items are to be discussed further as part of the 2024 Workplan drafting.</p> <p>Current equipment (projector, screen, loop system) to be reviewed for use at future meetings and to look into the use of a portable PA system for the PPN.</p> <p>It was agreed that the motion that was adopted at the Plenary be included in the Constitution and that members would be informed of this amendment by email.</p> <p>Ian confirmed that the Plenary report had been uploaded to the PPN website.</p>	<p>Ian to bring equipment to Workplan meeting.</p> <p>Ian to update Constitution and issue email to members.</p>

6.	Climate Action Update	<p>Ian confirmed that he had a positive meeting with the Irish Environmental Network (IEN) to explore how they could link in further with the PPN. Some points made included helping to source speakers for the thematic group and offer advise on topics that worked well in other PPNs.</p> <p>A discussion took place on the Climate Action thematic group that was launched at the Plenary and Ian confirmed that he would email members to let them know it is up and running. The aim is to provide 8 – 10 events/workshops for the groups in 2024 and also provide an opportunity for the group to elect Climate Action Reps for various committees.</p> <p>Ian confirmed that he attended the last Climate Action SPC had found it to be a good experience.</p>	Ian to email groups in relation to Climate Action Thematic Group.
7.	Finance Update	<p>Ian gave an update on the 2023 expenditure and confirmed that the total amount was approx. €146k. This included the Council Hosting fee (still to be processed).</p> <p>A circular from the DRCD was received before the meeting and Ian updated the Secretariat on its contents relating to 2024 funding and the 2023 Return.</p> <p>Ian also confirmed that discussions were still ongoing with the Finance section in relation to the 2024 hosting fee.</p>	Ian to contact DRCD in relation to carry over funding.
8.	Workplan Update	<p>A brief discussion took place on the 2024 Workplan and a meeting was confirmed for Tuesday 16<sup>th</sup> January to start drafting the document.</p>	<p>Ian to bring hard copies of workplan, budget etc to the meeting.</p> <p>Set a date for MOU review at workplan  Set date for review of membership terms  MOU  New Reps training  Thematic groups</p>

9.	Training Update	<p>Ian confirmed that the first training workshop of the year was booked for 7<sup>th</sup> February with Yvonne Byrne. As previously agreed, this will be an online version of the in-person workshop that was delivered in November.</p> <p>It was agreed to book HR training for March/April when the new Secretariat members should be in place.</p> <p>Reps training is hoped to be carried out in Spring, Ian to confirm details with SE Region PPNs.</p> <p>It was agreed to review/confirm the 2024 budget before proceeding with any other paid training, however other options like SEAI workshops are available without any cost to the PPN.</p> <p>Ann requested that the 2023 training needs analysis be forwarded to the Secretariat for review.</p>	<p>Ian to notify groups.</p> <p>Ian to follow up with Adare HR and confirm how training will be delivered, preference was for in-person/hybrid.</p> <p>Ian to send details to Secretariat.</p>
10.	PPN Vacancies Review	<p>A discussion took place on the current vacancies:</p> <ul style="list-style-type: none"> <li>2 x Social Inclusion Representatives</li> <li>1 x Gorey MD Representative</li> <li>1 x Community &amp; Voluntary Representative</li> <li>1 x Environmental Representative</li> </ul> <p>As it was close to the start/end terms in March it was felt that the roles would be better advertised next month to coincide with the new terms.</p> <p>Ian confirmed that he would contact Peter Doyle again in relation to the vacant Community &amp; Voluntary role.</p>	<p>Ian to contact Peter Doyle to inform him of the vacancy.</p>
11.	Sub- Committees Update	<p>Ian confirmed that the Finance sub-committee would meet quarterly this year. David commented that it was a good way to keep on track of finances and programme.</p>	<p>Ian to arrange HR Training through the Wheel</p>

12.	AOB	<p>The Secretariat requested that Correspondence be included as an agenda item again, going forward.</p> <p>It was confirmed that the next two meetings would be in person and after the new Secretariat members were elected in March that a review would take place then.</p>	
	Date of next meeting	Next meeting confirmed for 12 <sup>th</sup> February, at 10.00am in County Hall.	

DRAFT