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| **Committee Name** | Secretariat Meeting |  | **In Attendance:** |
| **Venue** | Block A, First Floor, Wexford County Council Offices. |  | Bernard O’Leary Facilitator / Enniscorthy MD RepBreda Cahill Community & Voluntary RepDavid Rea Rosslare MD & FLAG RepPaul Fellows Wexford MD RepPatrick Rochford Environment RepKevin Molloy Gorey MD Rep**Staff**Mary Byrne Co-Ordinator Sue Kent Development Officer |
| **Date of Meeting** **Specify in person or online** | 10th February 2025 @ 10amIn person  |  |



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| **Agenda Item** | **Notes** | **Outcome / Decisions Made** | **Actions Required – By whom and when** |
|  | Welcome and apologies. | No apologies received from Ann Murphy. Staff to contact her regarding the next meeting on the 3rd of March 2025. | Contact Ann Murphy |
| 2. | Agreement of Minutes from 13th January 2025Minutes of the 4th November 2024 meeting to be approved. | Clerical amendments to be made to the minutes of the 13th of January 2025. Minutes agreed and approved following agreed amendments.**Proposed by:** Breda Cahill **Seconded by:** Patrick RochfordProposal was made that the Rep position held on the Secretariat should be recorded beside the person’s name.Minutes of November meeting agreed and approved.**Proposed by** David Rea **Seconded** **by** Kevin Molloy. | Make amendments for approval at next meeting |
| 3. | Matters arising from the minutes | None |  |
|  4. | New Group Registrations | Query on one group registration. District Rep to check with group and refer to staff of PPN if in order. All other groups were agreed.  | Co-Ordinator to convert on Salesforce |
| 5. | Vacancies | Nomination of John Carr - Environmental Rep, Secretariat.IEN (Irish Environmental Network) have confirmed that the nominating group My Ireland is a member group of IEN. An invitation to be extended to John to attend the March Secretariat meeting to take up his position. An application has been received for LCDC Environmental Representative. A query regarding a possible conflict of interest was referred to the LCDC Committee Secretary for clarification. | Add John Carr to Secretariat email list.Co-Ordinator to contact LCDC Secretary.  |
| 6  | Financial Report | Possible surplus of funding from 2024. Final payments for 2024, outstanding invoices and travel claims etc currently being put through payments systems. It was agreed that the Co-Ordinator would investigate capacity building training for Secretariat members, Representative and staff as the training budget for 2024 had not been used. A business case may need to be made to DRCD for carry over of any surplus. | Co- Ordinator to cost training. |
| 0. | Correspondence | Request from Community Section, Wexford County Council, for one Rep on new Local Sports Plan Steering Group Committee. Discussed and agreed that position to be advertised with other vacancies. Riverchapel Courtown Town Centre First 1 position has been advertised closing date 14th February 2025.All vacancies to be included on the next bulletin.  | Advertise all vacancies. |
| 8 | AOB | Website: Photos for Secretariat Committee to be arranged with Photographer as high-resolution photos needed for uploading on website. Photographer to be contacted to arrange a suitable, preferably on same day as Secretariat meeting. Future Agenda to include Thematic Groups and Community Growers as agenda items.Plenary meeting due to be held on 24th of January 2025 was postponed due to National Red Weather Warning - Storm Eowyn. Proposed new date is the 13th of March to be confirmed by Development Officer. Venue unavailable until after the 8th of March 2025.  | Arrange photographer to take photos of Secretariat Committee for website Include new items on next agenda.Check with Oylegate Community Centre re new date. |
|  | Date of next meeting | Next meeting confirmed for 3rd March 2025. |  |