

County Wicklow PPN

Minutes of Secretariat meeting held 12th September 2019 in CEART, Wicklow Town

Attendees: Aoibhinn McCloy, Gertie Salley, Grainne Quinn, Helen Howes, Helen Lawless Mai Quaid, Niamh Wogan and Stephen Kearon (Chair).

Apologies: Diana Gallagher.

1. Minutes & Matters Arising

Minutes of the 13th June 2019 were approved on Helen L's proposal and seconded by Mai

- WhatsApp group for the Secretariat. The meeting was informed that the setting up of the WhatsApp group was delayed as Grainne was exploring the possibility of setting up a Group within the Salesforce system.
Action: The meeting agreed to proceed with the WhatsApp group and that work could continue alongside this on the Salesforce Group.
- The meeting was informed that the proposed visit to Wexford PPN had been postponed to Nov.
Action: Helen/Grainne to liaise with the Wexford PPN Resource Worker.

2. Correspondence

Helen read the Department Circular CVSP 9/2019 into the minutes. The circular related to the PPN Toolkit for Development of Community Wellbeing Visions and the engagement of PPN's with this process. The circular was issued to each PPN on the 12th September.

3. Finance

Helen presented the financial report to the meeting; she highlighted the following:

- The income of €6,000 related to the National Resource Worker CPD event. Wicklow PPN had agreed to manage the income and expenditure on this. There is a balance of €1546.50 remaining, which will be used for a national event/project.

Action:

1. The meeting agreed that Helen will prepare a forecast of expenditure for the remainder of the year.
2. The underspend on the 'Webpage, promotions and newsletter' budget line was queried. Helen indicated that much of this will be used to produce the 2019 newsletter. This underspend will be further explained when the projections for the remainder of the year are prepared for the next meeting.

Finance documents were Proposed by Niamh and seconded by Gertie.

4. Staffing

Helen and Grainne left the room to facilitate discussion of staff issues.

County Wicklow PPN

Outcome: The meeting notified Helen/Grainne that Grainne had successfully completed her probation period.

5. Workplan 2019

The Workplan was circulated prior to the meeting. Discussion took place on the following:

Representation – vacant seats, nominations etc

The meeting was informed of the following Rep appointments and issues:

LCDC Community & Voluntary Seat – Tom Byrne (nominating group: Wicklow Uplands Council). An induction meeting was held in Council buildings on 26th Aug attended by Tom and Brian Dunne (Wicklow Uplands Council), Helen and Grainne and Barbara Mason (Wicklow County Council).

Action:

1. Helen to meet with Tom and existing Reps on the LCDC immediately prior to the next LCDC meeting. Helen to raise the issue of the importance of the pre LCDC meetings and agreed reports.
2. Helen to prepare a follow up letter to Tom to clarify the role of the PPN Rep on the LCDC.
3. National clarity to be sought around the LCDC and how it is operating.

Climate Change and Biodiversity SPC – Sharon Jackson (nominating group An Tearmann Community Garden) and Keith Scanlon (nominating group Wicklow Planning Alliance). No date set for the first meeting of this new SPC.

Action: Helen to meet with the newly appointed reps and the Council administrator for this Committee prior to the SPC meeting.

Heritage Forum – Helen reported that at our June Plenary a Rep to the Heritage Forum was elected; Ann Lyons (nominating group – Ashford Community Group). A second late nomination was received from John Goodman (nominating group – Wicklow Regatta Festival). The Heritage Forum agreed to accept both nominations and allocate two seats to the PPN.

JPC – Helen informed the group that a nomination was forthcoming for the Greystones seat on the JPC.

She also informed the meeting about the situation that developed in relation to the Co-wide Groups seat on this committee. Sean Malone (nominating group Wicklow Uplands Council) had held this seat for the three year period to Dec 2018. Following the call for nominations prior to the Plenary no nomination was received from Sean or Wicklow Uplands Council for Sean to restand for this seat. As a result, a new Rep was appointed. However, when the JPC reconvened, following the local elections, Sean understood that he could continue in the Rep position. Helen had several conversations with Sean/other parties in relation to this matter and explained the PPN procedures in relation to the nomination and election of Reps and Sean was notified that unfortunately, the seat had now been filled and the PPN had not further options in relation to the situation.

County Wicklow PPN

As part of this discussion the idea of Alternate positions was discussed as was the engagement of Reps with the PPN.

Outcome & Action:

1. The Secretariat supported Helen's actions, in that PPN procedures had been followed on this matter and that nothing more could be done on this specific seat.
2. It was decided that the PPN consider a review of the constitution with the Rep engagement with PPN requirement in mind (how do we encourage Reps to attend meetings, report back etc.)
3. The meeting also agreed that alternate positions was not an option.

New Environmental Reps Positions – Helen notified the meeting that new community environmental Rep positions will also now be available on the following SPCs:

- Housing & Corporate Estate
- Community, Cultural & Social Development

Under 18s as PPN Reps

Helen notified the meeting that this issue arose in relation to one of the new community environmental Rep position. Discussion at the meeting raised the following:

- Discuss issue with CYPSE, Comhairle nÓg and Wicklow County Council
- Consider should the PPN and the organization running the committee have a child safe guarding statement
- Discuss with young person/people – to explore ways that they would like to engage, identify what support they want, identify and address issues around them attending meeting with adults.

Outcome & Action:

1. In relation to the specific current expression of interest – While the PPN welcomes the idea and interest the present structures will not do anything to support a young person to contribute and the PPN will work with other relevant organisations to seek to develop a policy/procedure to safe guard children in this role.
2. More general action: To discuss with Comhairle, consider child safe guarding statement and to work to develop a policy/procedure. A review of the constitution to address this.

Local Authority Staff as PPN Reps – This issue arose when an employee of Wicklow County Council expressed an interest in seeking a nomination for a PPN Rep position on an SPC.

Outcome & Action:

1. Following discussion the Secretariat decided that there would be a conflict of interest and that the appointment of local authority staff as PPN Reps should not be allowed.
2. Helen/Grainne to notify the person involved.
3. This scenario to be addressed in a review of the constitution.

Subgroup Work

County Wicklow PPN

JPC

The Secretariat was informed that the Policing Plan for 2020 is currently out for consultation and that the PPN are planning to hold 2 meetings (one east and one west) in Oct to:

- Consult with members and others and prepare a submission to the Policing Plan 2020 based on members input.
- Establish a Policing, Safety and Security Network which will act as a Linkage group for the JPC reps.

Action: Location for meetings agreed as Baltinglass and Kilcoole. Helen/Grainne to organise.

Social Inclusion – Housing Seminar

Helen informed the meeting of the work this subgroup is undertaking to run a Housing seminar on the 20th November in the Taylor Centre, Bray. Colette Bennett, SJI will present and chair the event. She raised the following in relation to this event:

The agenda, Colette had expressed concern that the agenda is very full

Wicklow County Council Housing section expressed an interest in presenting at the seminar.

Action:

1. Helen to discuss the agenda with Colette and feedback to subgroup at meeting on the 2nd Oct.
2. Concern was expressed about the impact that Wicklow Co Co Housing section attending and presenting at the seminar was raised. This to be also discussed further at the subgroup meeting on the 2nd Oct.

Training Fair

A progress report on the Training Fair was given to the meeting. The discussion focused on how best to capture the event and inviting elected reps and newspapers to attend.

Action:

1. To consider recording workshops to post onto Facebook/website
2. Capture the event on video, Helen to approach Fiona Tuite to video. Stephen volunteered to help with the video piece (editing) and equipment on the day.
3. Invites to be extended to TDs, local councillors and County Council Staff.
4. Local papers to be invited to attend.

Membership

Total membership as at the 12th Sept was 289. The meeting was informed that Re-registration of members was underway and that:

136 members had re-registered,

58 members joined in 2019 so they are not required to re-register

10 member groups not renewing

Leaving approx. 100 to still re-register.

The list of new member group applications (12 since last meeting) was read into the minutes.

The list of new member groups was Proposed by Aoibhinn and seconded by Mia.

County Wicklow PPN

Action:

1. Re-registration process to be continued
2. Associate members to be followed up after the re-registration process to encourage them to become full members.

Policy Development and Review

Action:

1. As highlighted earlier a review of the constitution should consider issues raised during at the meeting in relation to Reps.
2. It was suggested at the meeting that the amalgamation of the Reps Charter and Code of Conduct should be considered. It a view to preparing an accessible and brief reference document for Reps.

National PPN

National Secretariat Network.

Mai presented a report to the meeting on her attendance as the County Wicklow PPN rep at this Network meeting earlier in the day.

Mai highlighted the following main points of discussion from the meeting:

- Review of PPNs planned for 2020
- Membership of the PPN nationally now 17,000 groups
- The meeting discussed the different hosting arrangements across PPNs
- And the different activities being undertaken by PPNs – compiling list of defibrillators throughout the county, running community awards etc.

National Resource Workers Network

Helen informed the meeting that the issue of Resource Worker terms and conditions had been raised at the National Resource Workers Network.

Any Other Business

1. West Wicklow Environmental Network: Helen informed the meeting that a group of people are forming a West Wicklow Environmental Network and that the PPN had offered to support the establishment and development of this group.
2. Publicity for Co Wicklow PPN: Helen notified the meeting that Changing Ireland had run an article on Co Wicklow PPN Vision for Community Wellbeing. She also notified the meeting that an American student had contacted her about the PPN
3. 2020 National PPN Conference – It was agreed that Co Wicklow PPN would submit a bid to host this event.

County Wicklow PPN

Upcoming Meeting Dates:

Reps & Secretariat Meeting: 5th November (originally planned for the 3rd Oct)

Plenary – Dec 4th Brockagh Resource Centre, evening. Possible Theme Finance; what the council does with its money. The Secretariat meeting will be held in the afternoon, it will be followed by dinner for Reps and Secretariat members and then the Plenary.

Next Secretariat Meeting

Wednesday 4th December in Brockagh. This will be an afternoon meeting.