

# County Wicklow PPN

## Minutes of Secretariat meeting held 13<sup>th</sup> June 2019 in Bray Family Resource and Development Centre

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

**Apologies:** Aoibhinn McClure and Diana Gallagher.

### **1. Minutes & Matters Arising**

Minutes of the 11<sup>th</sup> April 2019 were approved on Mai's proposal and seconded by Niamh.

- Helen H informed the meeting that a number of member groups in the Social Inclusion Pillar had been approached about the Social Inclusion Rep seats. She indicated that there may be a nomination forthcoming for one of the Social Inclusion seats on the Secretariat.
- Helen L asked if the Secretariat wished to take any further action on the letter sent to Frank Curran, to which no reply has been received. It was agreed to note it down to experience and be mindful of this going forward.
- **Action:** Helen H to circulate a copy of the letter received from Sean Canney in response to the PPN's letter which raised the issue of the governance requirements placed on community groups.
- Helen notified the meeting of the final agreed allocation of costs from Wicklow Travellers to Co. Wicklow PPN. (see MOU document circulated at meeting)
- The Big Hello Funding. The meeting agreed that the timeframe from announcement to implementation of events was very tight and impacted on applications and delivery of events.  
**Action:** The meeting agreed to highlight this issue with Wicklow County Council.
- The meeting was informed that the Department had paid the reimbursement of expenditure incurred in attending National Advisory group Meetings.

### **2. Correspondence**

There was no correspondence to read into the minutes.

### **3. Finance**

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

- The next tranche of funding for the PPN will be due in next week (week of 24<sup>th</sup> June 2019)
- The Big Hello funding. Helen reported to the meeting that €9,600 of the total funding of €10,000 was allocated to community groups throughout the County. The County Council granted the balance €400 to Co. Wicklow PPN for their work in promoting and processing applications. The meeting was also informed that a grant of €300 was returned by one recipient group, as they were unable to go ahead with

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the planned event. The County Council have suggested that Co. Wicklow PPN now use this money in the spirit of the Funding Scheme.

## **Action:**

1. The meeting agreed that Helen ask the County Council for a letter to confirm this arrangement in relation to the returned funding.

Finance documents were Proposed by Gertie and seconded by Stephen.

## **5. MOU**

Helen circulated the Memorandum of Understanding between Wicklow Travellers' Group and Co. Wicklow PPN. She took the meeting Appendix 2 of this document which details the apportionment of costs from Wicklow Travellers Group to Co. Wicklow PPN.

## **Workplan 2019**

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

### **Workplans & Work Reports – how to present**

Helen informed the meeting of the differing reporting requirements placed on the PPN by Wicklow County Council, Wicklow Travellers Group and the Secretariat. She asked the meeting for direction on standardising reporting requirements. The meeting agreed that:

- Work progress reports should be prepared for all on a calendar month basis, regardless of time in the month meeting is held on.
- Helen to discuss the preparation and presentation of work progress reports with Patricia, Wicklow Co. Co. and with Aoibhinn, Wicklow Travellers Group, including, seeking clarification on the purpose of and audience for the PPN work report
- It was agreed that the meeting that members of the Secretariat review the PPN Work plan report (excel) document prior to meetings to ensure the Committee are kept informed of all activity and are in a position to accept responsibility for the activities undertaken and the direction of the work of the PPN.

## **Action:**

1. Helen to discuss presentation of reports on work with Wicklow Travellers Group and Wicklow Co. Co.

## **The Plenary**

Helen explained the plan for the PPN Plenary which will include a session on Let's tell our stories and preserve our heritage. Suggestions for an incentive to encourage groups to attend were discussed and the meeting agreed to purchase the following which will be given as prizes for a draw for community groups on the night: Zoom Digital Voice recorder (approx. cost €90) and Group membership of the Oral History Network of Ireland (€50).

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It was also recommended that PPN membership forms are available on the night for groups attending that are not registered with the PPN.

Nominations for the vacant Rep positions were discussed and the meeting was informed that a nomination for the seat on the Heritage Board was submitted but no other nominations were received.

**Action:**

1. Prizes for Draw to be organised
2. Event to be promoted

**Training Fair**

The date (Sat 21<sup>st</sup> September), venue (Brockagh Resource Centre) and the outline plan for the Training Fair was presented to the meeting. The inclusion of some training around Dealing with conflict in groups was suggested.

Mai, Niamh and Helen L informed the meeting that they will not be available on the date of the Training Fair

**Action:**

1. Helen and Grainne to continue organisation and promotion of Training Fair

**Membership**

Total membership as at the 13<sup>th</sup> June was 290. The meeting was informed that preparatory work for the Re-registration of members was underway and that it is planned to contact groups about this process before the end of June.

The meeting was informed that a membership application form was received from the residents in the Grand Hotel. It was agreed that the group be registered as Associate members and that Helen/Grainne chat with Fiona Downs and Mary Millet around support for the residents to form and work as a group. The idea of providing practical support to the group i.e. Bus to training fair was suggested.

The list of new member groups was Proposed by Niamh and seconded by Stephen.

**Action:**

1. Re-registration process to be conducted to ensure database is up to date and GDPR compliant

**Networking trip to Wexford**

Helen informed the meeting that Wexford PPN had extended a return invite to Co. Wicklow PPN. The meeting agreed that Helen liaise with her colleague in Wexford with a view to agreeing a date in early August for this trip.

**Action:**

1. Helen to liaise with Wexford PPN re August visit

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## **Information Stand at the Tinahely Show**

Helen informed the meeting that it had been suggested that this would be a good opportunity for the PPN to network/outreach. The meeting agreed and gave permission for Helen/Grainne to organise with the Tinahely Show committee to take a small information stand – cost €100.

### **Action:**

1. Book at stand at the Tinahely Show

## **Secretariat Whats App Group**

The meeting agreed to set up a Whats App group to facilitate communications within the group.

### **Action:**

1. Helen/Grainne to set up Secretariat Whats App group

## **Policy Development and Review**

A draft Code of Conduct policy was circulated, and members of the Secretariat were asked to forward their feedback to Helen/Grainne on this.

The role of the Secretariat in the development and review of Policy for the PPN was highlighted and it was suggested that a schedule for reviewing policies be implemented. Policies up for review will be emailed to the Secretariat prior to meeting. The adaptation of best practice in relation to governance by the PPN was highlighted as was the role the PPN can play in sharing policies with members groups.

The following were suggested as useful resources in the further development of policies: Wicklow Traveller Group Policies, Bray Family Resource Project and The Policy Bank (Australia/New Zealand)

### **Action:**

1. Code of Conduct – Secretariat to input feedback and policy finalised for approval at Dec Plenary
2. Work to continue on development and review of other PPN policies

## **National other PPN areas Update**

Fingal PPN Secretariat Meetings – Helen informed the meeting that the Fingal PPN Secretariat meetings include an agenda item on staffing at each meeting. The Resource and Support works step out to facilitate discussion on staff related issues.

This discussion served to highlight the role of the Secretariat in addition to the Hosting organisation in the management of the PPN staff and workplan. It was agreed that this agenda item will be included at every second meeting of Co. Wicklow PPN Secretariat.

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## **Action:**

1. Staff matters will be included on the agenda of every second Secretariat meeting

User Guide Review and Development of Policies at National Level - Helen reported that work is continuing at National level in this area. However, she recommended that Co. Wicklow PPN continue to work on its own Policy development.

National Secretariat Network Meeting – The first meeting of this national network will be held on the 20<sup>th</sup> June. Mai will represent Co. Wicklow PPN on this network.

## **Meet the Candidates Events**

The Secretariat acknowledged the success of these events and thanked Helen and Grainne for their work to organise them.

## **Action:**

1. It was suggested that we organise a Meet the Councillors event on the anniversary of the Elections.
2. It was also suggested that a Letter of Thanks be sent to the Councillors and that we remind them of their commitment to work towards the Vision for Community Wellbeing.

## **Upcoming Meeting Dates:**

Plenary & Let's Tell our Stories and Preserve our Heritage – 20<sup>th</sup> June Brockagh Resource Centre, evening.

Let's Talk About Climate Change – 24<sup>th</sup> June Kilcoole

Training Fair – 21<sup>st</sup> September Brockagh Resource Centre

## **Next Secretariat Meeting**

Thursday 5<sup>th</sup> September in Wicklow Town. This will be an evening meeting.