

# County Wicklow PPN

## Minutes of Secretariat meeting held 15<sup>th</sup> October 2018 in Little Bray Family Resource Centre

**Attendees:** Helen Lawless, Mai Quaid, Niamh Wogan, Liam O' Loughlin, Aoibhinn McClure (Chair), Helen Howes and Grainne Quinn.

Also in attendance: Ruth who is on work placement in Little Bray Family Resource Centre

**1. Apologies:** Gertie Salley, John Mullen, Alice O'Donnell and Ann Halpin

### **2. Minutes & Matters Arising**

Minutes of the 24<sup>th</sup> September 2018 were approved on Helen Lawless's proposal and seconded by Niamh.

- Aoibhinn and Helen met with Kay O'Connor (CWP SICAP Coordinator) to continue discussion on possible collaboration between both organisations.
- Helen reported that she made a presentation to the GAA County Board in their Centre of Excellence, Ballinakill. She also reported that there had been no follow up membership enquiries. It was suggested that the PPN approach the County Ladies Gaelic Football Association and the County Camogie Association. **Mai will follow up with contact in Baltinglass and Grainne to follow up with County Representatives.**
- Helen confirmed that she had circulated the Representatives Charter to the various committees that include PPN Representatives. However, no feedback has been received.
- Helen suggested that the meetings with elected members of Wicklow County Council will be held at Municipal District level in early 2019. The focus of these meetings will be on presenting the Vision for Community Wellbeing.
- **Grainne to follow up on copyrighting our Funding Handbook.**
- Helen reported that the re-registration process using Salesforce will now more likely happen towards the end of 2018 or early in 2019. She also confirmed that the Constitution does state that the checking and approval of membership is a Secretariat function.
- In relation to the establishment of a Traveller specific seat on the JPC Helen reported that she is awaiting feedback from Lorraine Gallagher.

### **3. Correspondence**

- Helen reported that she has completed and returned the information required by the Department of Rural and Community Development in their correspondence on 'PPN - Statement of Expenditure for 2018' (dated 8/10/18).
- Helen reported that the PPN has received correspondence from Michael Nicholson (Director of Services Community, Cultural & Social Development, Wicklow County) requesting the PPN to consider the role the Network can play in Emergency preparations for inclement weather conditions. Following discussion, it was agreed that the PPN could: discriminate information and encourage sharing of same through our Facebook page and emails to member groups. It was also suggested that the PPN could promote the Wicklow County Council weather text alert system and

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encourage people to sign up for the text alerts. **Helen to communicate these proposals to the County Council.**

## **4.Finance**

A monthly financial report was circulated, and the following was noted:

- The year to date expenditure is €62,359.53
- Projected over budget expenditure for year of approximately €6,000, which will be covered by an underspend from previous years.

**The financial report was approved on Niamh's proposal and seconded by Liam.**

It was reported from the National PPN Conference that the Department indicated that there could be an increase in funding for PPN's. However, they didn't make any firm commitment. Helen also reported that the Community Social and Development Section of Wicklow County Council have also indicated that they will request extra funding for the PPN based on the benefits accruing to the Council from the work of the PPN.

## **Grainne left the room for the remainder of item 4.**

A discussion took place in relation to the extra funding for PPNs and the possibility of a recruitment process to employ a Support Worker. **Aoibhinn to discuss the possible hiring of another PPN staff member with the board of Wicklow Travellers Group. Helen to prepare and circulate costings for various hours.**

## **5. Workplan 2018**

### **Membership**

59 new groups registered this year. Total membership 224.

Helen circulated the list of new membership applications to the Secretariat for approval. Proposed by Mai and seconded by Aoibhinn.

Helen reported that the total membership number could be incorrect due to some groups not being in operation now. A re-registration process using Salesforce as a tool has been piloted and we hope to use this in Wicklow towards the end of the year/early 2019. As personal engagement is usually more successful than Email alone it was suggested that once re-registration has commenced and a time for response is exceeded, groups would be emailed, texted and finally called to request them to update their details and confirm their wish to re-register.

The number of groups applying for Associate Membership was discussed. It was reported that if the group was in existence for less than a year it was not entitled to Full Membership. This discussion also raised the issue of group governance and regulation as a group is required to have a governance document and hold AGMs to qualify for Fully Membership. It was also highlighted that the burden of Governance and Regulation was also raised by groups in the Community Wellbeing workshops. **It was suggested that:**

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- **The PPN write to the new Junior Minister – Sean Canney in the Department to welcome him to the post and highlight the issue of the burden of Governance and Regulation on local community and voluntary groups.**
- **The PPN consider preparing Templates for Groups in relation to Governance and Policies. This work could be informed by a survey/focus group to assess group needs in relation to Governance.** Suggestions were made in relation to international resources that already exist which may usefully inform this work.

## Training Fair

Helen presented a brief report on the feedback received from participants in the PPN Training Fair. The overwhelming feedback was positive, and a majority suggested that this become an Annual Event. The location was also very positively reviewed, and the Secretariat agreed that the Brockagh would be a good choice for this event in the future.

Helen Howes reported on the Digital Story Telling Course that has been organised as a result of the Training Fair. The Course is being run and funded by the KWETB and most of the people attending are from PPN member groups. Helen Howes will contact the KWETB in relation to running this course in West Wicklow. Helen Lawless offered Rathdangan Community Hall as a venue.

## Wellbeing Workshops

- Helen reported on the Wellbeing Workshops which have been held to date. In total the consultation process when completed will have comprised of 11 community based workshops, 5 online consultations and 2 submissions from county wide organisations.
- The meeting was notified of the dates for the Arklow MD consultations: 18<sup>th</sup> Oct RDA Hall Rathdrum and 19<sup>th</sup> Bridgewater Centre, Arklow.
- The meeting received an update on the progress of work on the Development of Community Wellbeing statements from the other pilot areas.
- Helen presented the work undertaken by Co. Wicklow PPN on this Project at the National Conference. She also reported from a workshop held at the Conference on this topic. A website has been developed to support the roll out of the development of Wellbeing statements by PPNs. She also indicated that there may be some extra funding available to support other PPNs to take the development of Wellbeing Statements on.
- **It was agreed that the letter to Sean Canney also highlight the work of our PPN on the Wellbeing Process.**
- **The Wellbeing Statement for each MD and the Countywide Wellbeing Statement will be finalised and presented at the Plenary.**
- **It was agreed that the PPN request extra space in the Countywise newsletter to facilitate reporting on the Community Wellbeing Process.**

## Co Wicklow PPN Network Developments

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Environmental Network – Helen reported that this network is starting to take on own initiatives including the Fossil Fuel Free Wicklow meeting, which will be held in Kilcoole on the 14<sup>th</sup> November.

Coastal Communities Network – The inaugural meeting of this network was held in Wicklow Town on 3<sup>rd</sup> October. Helen expressed the need to get more community groups involved in this network and the need to get a FLAG PPN representative.

Social Inclusion Network – Helen reported on the inaugural meeting of this network. Groups represented at the meeting felt that the SI measures group had been a useful group and they wondered if this network could replace the SI Measures group. This Network will meet again early in the new year and will take up this discussion.

## **6. National PPN Conference**

Co Wicklow PPN was represented at this conference by; Helen H, Grainne, Mai, Niamh and Aoibhinn. Michael Nicholson and Patricia Reilly attended from Wicklow County Council and Kay O'Connor represented County Wicklow Partnership.

It was reported that the Conference was a great success and that the work of Co Wicklow PPN was positively acknowledged.

Helen reported that she invited Bairbre Nic Aongusa from the Department to meet and visit Wicklow Travellers.

**It was agreed that Co Wicklow PPN would bid to host the Conference in 2020.**

Niamh and Mai attended the National Secretariat meeting and reported that PPN's were asked to nominate a representative for the National Secretariat Network by the 1<sup>st</sup> Dec. Following discussion on this and considering the lack of clarity around the purpose of this network it was agreed that **Helen would raise this at the National Advisory Group and feedback to the secretariat.**

## **7. Plenary**

The meeting was informed that the next Plenary will be held during the first week of December.

**The election of PPN representatives will be held at this Plenary. Helen H will clarify positions available, the process involved, and she will circulate information to members groups.**

## **8. 2019 Workplan**

The outline workplan for 2019 includes the following:

- Development of Co Wicklow PPN Strategic Plan – Helen will discuss this with Carlow and Fingal PPN, both PPNs have prepared a Strategic Plan during 2018.
- Annual Plan

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- MD Meetings – It is planned to hold a meeting in each MD during the 1<sup>st</sup> quarter of 2019 to present the Community Wellbeing Statements. Local elected representatives will be invited to these meetings
- Training Fair
- Support other PPNs to undertake the development of Community Wellbeing Statements
- Governance Support for Member Groups
- Re-registration of member groups.

## **9. Any Other Business**

Website – there are now several additional pages on the website, including one the Training Fair, Community Wellbeing and for the Networks established.

2019 Local Elections – It was agreed that the PPN, through the information gathered as part of the Community Wellbeing consultations, support and empower people to engage in the local elections

**Next Meeting – Plenary which will be held during the first week of December. Date to be confirmed.**