

County Wicklow PPN

Minutes of Secretariat meeting held 19th April 2018 in Arklow Library

Attendees: John Mullen, Helen Lawless, Gertie Salley, Eamonn McCann, Mai Quaid (Chair), Liam O' Loughlin, Alice O'Donnel, Niamh Wogan, Grainne Quinn and Helen Howes,

1. Apologies: None

2. Minutes & Matters Arising

Minutes of the 16th January 2018 were approved on John's proposal and seconded by Eamonn

- Helen reported that commissioning seems to be a concern that's particularly related to social inclusion groups
- Connections have not yet been forged with the GAA. **Helen to write to request an opportunity to present the PPN at a county meeting. Liam to send Helen contact details of Chris O Connor, Secretary for the County Board.**
- Discussions took place in relation to high levels of regulation for governance including child protection, charities regulation, GDPR and its impact on community groups. Concerns were raised that there are not enough volunteers with the capacity to deal with these requirements. **Helen to write to Jason Kearney & Michael Ring to highlight these concerns. Helen to raise the issues with the Resource Workers Network to see if there is some collaborative work to be done. Helen to ask member groups if any of them have bought in expertise and how it has affected them.**

3. Correspondence

- A letter from ECRDTF was circulated and discussed. **Helen to send an acknowledgement**
- An invitation was received to participate in "A Critical Evaluation of the Implications of Participatory Governance for Civic Engagement and the State". The researchers, Dr Catherine Forde and Dr Mark Cullinane have asked to meet the Secretariat and Reps to conduct a group interview while the Resource Worker would be interviewed separately. **Helen to contact the researchers to arrange a time and date for the interviews.**
- Circular Letter CVSP 5/2018 – Referendum on the 36th Amendment of the Constitution – Bodies & Agencies in receipt of public funding, was read out and agreed.
- Helen reported that there had been very few replies in relation to the PPN Submission to Hinkley Point C. It was reported that a Dail Committee on Housing Planning & Local Government will meet to receive presentations and facilitate discussion on this issue on Tuesday 1 May.

4. Finance

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

- Expenditure in March totalled €5,924.18, with the addition of €548.07 of April expenditure to date, this brings annual expenditure to €20, 474.11

County Wicklow PPN

- A drawdown of €20,000 in core funding was deposited in March. The first tranche of Department Funding is due soon.
- A deposit of €547.08 was received from the Irish Environmental Network as reimbursement of costs covered for the Wellbeing Workshop pilots.

The financial report was approved on Gertie's proposal and seconded by Liam

Apportioned Costs (Eamonn excused himself from this item)

A list itemising the process for Wicklow Travellers Group apportions costs to Co Wicklow PPN was circulated and the following points were noted:

- Costs relating to travel expenses, postage, mobile phone (WTG package), stationery and staffing are reimbursed at full price
- Costs in relation to insurance and bank charges are apportioned at a rate of 19% and based on a percentage of the PPN income in relation to the total income of WTG
- The hosting fee is a set fee of €250 per month (€3,000 per annum)
- The Audit Fee is an annual charge of €700

The Secretariat agreed the Apportioned Costs and it will be included as an Appendix to the Co Wicklow PPN & Wicklow Travellers Group Memorandum of Understanding on Mai's proposal and seconded by Helen.

5. Workplan 2018

Policy Development

Following feedback from the Secretariat and Representatives as well as further clarity arising from current processes some PPN policies were reviewed. The following was noted:

Financial Policy: Amendment to state that travel is paid in line with Revenue Guidelines – the guidelines to be attached as an appendix

MOU PPN & WCC: Amendment to state that on receipt of a quarterly invoice from the PPN that WCC will pay travel expenses at revenue rates for PPN Representatives who attend meetings, including sub-groups of WCC committees including LCDC, SPCs, JPC, LSP and Heritage Forum

MOU PPN & WTG: Amendments to include the apportioned costs and invoicing process

Constitution: Amendments to clarify the distinction between full membership and associate membership and its consequent impacts for member groups and the governance and processes of the PPN as an organisation. Amendment to include Thematic Networks alongside Linkage Groups

Representative's Charter: Amendments were made to highlight and give clarity to the value of representatives and that the PPN as an organisation has responsibilities in supporting and valuing them.

The amendments to be put to the next Plenary

A discussion took place in relation to the rights and experiences of representatives at various committee meetings. Concerns were raised that the PPN is still not given equal consideration in decision and policy making processes.

Training

Helen reported on plans to run a Training Fair on 8th September in The Brockagh Centre. Working with agencies including KWETB, SJI, Wicklow LSP, Charities Regulator, Co Wicklow Volunteer Centre, it is proposed to run 8 workshops throughout the day. Community

County Wicklow PPN

support agencies/services will also be invited to host information stands. The aim of the day is to provide members with the training supports highlighted through the end of year questionnaire in a relaxed atmosphere with opportunities to network

Wellbeing Statement

Helen reported that information from the workshops in Hollywood and Carnew were put on line for further consultation. All the information has now been gathered into one document and the Wellbeing Toolkit Team will meet (the next day) to pull the information into an overall Wellbeing Statement for the Baltinglass MD along with statements under each of the 6 Wellbeing Headings. Plans are now being made to repeat the process in the Bray MD before the summer break. **Helen to share the information with the Baltinglass Town Team. Mai to share the information with the HSE Healthy Ireland team. Wellbeing Statements to be put on the agenda for the next Secretariat and Reps meeting.**

Funding Handbook

Helen and Grainne reported on progress to date in finalising the handbook and developing a funding information leaflet. **The following was agreed:**

- **The handbook is to be uploaded on a member only page on the PPN website**
- **Only a small number would be printed for display and promotional purposes**
- **1000 information leaflets will be printed for circulation at all the MD launches and other opportunities.**

Plenary

Due to the current high level of work it was agreed to postpone the May Plenary and hold it in early June. Items for the agenda would be: Policy Agreement; Elections, Funding Handbook (raffle some hard copies), and the Training Fair

Social Inclusion Network

It was reported that Helen will facilitate a sub-group meeting of social inclusion members on Thursday 26th May to explore the development of a social inclusion network

Vacancies

Helen highlighted that due to representatives stepping down there are now vacancies on the Joint Policing Committee, the Housing SPC and the Local Sports Partnership as well as the 2 environment places on the Secretariat

Helen to put a call out to member groups to seek nominations in time for the June Plenary

8. Any Other Business

Helen Reported that a PPN National Conference will be held in Athlone in September. It is hoped that this event will be pivotal in developing a national Secretariat Network an a network of LCDC Representatives.

A discussion took place in relation acknowledging Eamonn's contribution to the PPN prior to his retirement at the end of June