

County Wicklow PPN

Minutes of Secretariat meeting held
20th June 2017, Little Bray Family Resource Centre, Bray

Attendees: John Mullen, Niamh Wogan, Ann Halpin, Eamonn McCann, Mai Quaid, Helen Howes, and Grainne Quinn

1. Apologies: Alice O'Donnell, Helen Lawless, Gertie Salley, and Liam O' Loughlin

2. Minutes & Matters Arising

Minutes of the 30th March 2017 were approved on Mai's proposal and seconded by Eamonn

There has been only one nomination to the vacant Representative seats advertised. Brendan Gilroy was nominated by Arklow Active Ageing group to the Joint Policing Committee

It was agreed that as there were no other nominations, Brendan would take the Arklow Municipal District Representative seat on the Joint Policing Committee

3. Financial Report

- An up to date Financial Report was circulated and a revised budget proposal
- The lobbying return fine as been cancelled
- Membership of the Wheel has increased from €25 to €150 which coupled with €125 Funding Point Subscription is an increase of €125 on last year and a total of €275
- IT Upgrade - Three quotes were circulated
- Promotional Leaflet – suggestion to change the inside content of the PPN leaflet to reflect a clearer more practical picture of what the PPN is and does was tabled. The cost to change the leaflet is €75 plus any printing costs
- Travel Expenses – Helen reported that the Revenue Commissioners has introduced new travel rates which are dependent on the size of the car engine and the cumulative distance travelled
- Support work - Helen highlighted the heavy workload and suggested that the contract for support work might be extended throughout the month of July

Decisions:

- The Financial Report was approved
 - Helen to source third quote for computer equipment/update
 - The Wheel – Helen to contact The Wheel – PPN will pay €150 as per last year's invoice any increase will result in the non re-renewal of our membership subscription
 - IT Upgrade - After due consideration of price, convenience, reliability/past experience, aftersales/aftercare, and quality of service it was proposed to engage with Allan Howes for the IT Upgrades on Eamonn's proposal and seconded by Mai
 - Promotional Leaflet - It was agreed to change the inside content of the leaflet
 - Travel Expenses – It was agreed to adopt the new Revenue Rates for travel – Helen to circulate this information. It was further agreed that travel expenses would be paid to Reps that attended meetings which were subsequently cancelled due to the lack of a quorum – Helen to contact Reps to ensure that they issue apologies when they cannot attend meetings
 - Support work – it was agreed to extend the contact to cover July
- The above decisions were carried on John's proposal and seconded by Niamh**

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4. Annual Review

The first completed draft of the department's template was circulated prior to the meeting. The Secretariat provided input into the report. It was agreed that the section for completion by the local authority should remain the local authority's responsibility

5. Policy Development

Grainne informed the meeting that she had drafted a Data Protection Policy & Privacy Statement for the website. The implications in relation to Salesforce is being looked into and it was highlighted that it would be beneficial to have an expert's opinion on the final draft. **Niamh agreed to look at the draft policy.**

It was agreed to re-examine the Representative's Charter

6. Workplan

Advisory Group - Helen reported that Jason Carney is the new principle officer for PPNs. It has been suggested that a national launch of PPNs will take place in Sligo towards the end of the year. The Advisory Group is considering lobbying the department for extra resources in 2018 to cover more staffing hours e.g. part time workers.

It was suggested that a circular from the department might be the one thing that would encourage local authorities to participate in joint PPN training

7. Any Other Business

- Helen will take Annual Leave from Friday 30th June to Wednesday 12 July inclusive
- It was suggested that there should be a Secretariat and Representatives meeting in the near future
- It was suggested that Representatives should provide a record of attendance at meetings if going forward for re-election

Next Meeting

To be decided by doodle poll