

# County Wicklow PPN

## Minutes of Secretariat meeting held 25<sup>th</sup> February 2019 in County Wicklow Partnership Board Room

**Attendees:** Aoibhinn McClure, Diana Gallagher, Grainne Quinn, Helen Howes, Helen Lawless (Chair), Mai Quaid, Niamh Wogan, and Stephen Kearon,  
Also in attendance: Margaret who is on work placement in Little Bray Family Resource Centre.

**Apologies:** Gertie Salley, Linda Lambert.

The new members of the Secretariat and the Support Worker were welcomed.

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

Minutes of the 15<sup>th</sup> October 2018 were approved on Mai proposal and seconded by Aoibhinn.

- Helen to prepare a **letter to Junior Minister – Sean Canney in the Department of Rural and Community Development**, to introduce Co Wicklow PPN and highlight the issue of the burden of Governance/Regulation on local community and voluntary groups.

### **2. Correspondence**

Helen reported her concern that a letter prepared by Co Wicklow PPN and submitted to the Local Authority was not acknowledged or included on the agenda of the County Council meeting. The meeting agreed that **Helen contact the CEO of the Local Authority to clarify the procedures and draw attention to the specific letter.**

- A circular was received from the Dept of Community & Rural Development in relation to 2019 funding and requirements. It outlined the commitment of additional funding from the Dept. of €25,700 towards the cost of recruiting and retaining a Support Worker.
- Email from Wicklow County Council in relation to 2019 funding. 2019 funding contribution from Wicklow County Council to the PPN will be €10,000.

### **3. Finance**

The 2019 budget was circulated. Total funding for 2019 is €115,700. Figures were based on the previous year's expenditure. Helen H highlighted the following:

- Staffing costs account for a large proportion of proposed expenditure.
- Allowance has been made for a small increase in line management fees, due primarily to increase in staff and rise in the apportionment of admin/financial support costs from Wicklow Travellers Group.
- Increase in allocation to Training/Seminar budget line to cover cost of external facilitator for Reps and Secretariat Induction training.

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It was agreed that a Laptop should be purchased for the Support Worker and that the Resource Workers laptop should be replaced.

The financial report for 2018 was presented.

The meeting agreed that the following documents once approved would be made available on the Members page on Co Wicklow PPN website:

- **Budget**
- **End of Year finance report**

Finance documents were Proposed by Niamh and seconded by Aoibhinn.

## **4. Memoranda of Understanding and WTG/WCC Service Level Agreement**

Helen informed the meeting that the following Co. Wicklow PPN Governance Documents had been reviews by the Liaison Sub-group:

- the Memorandum of Understanding between Co Wicklow PPN and Wicklow County Council – Agreed and Signed
- the Service Level Agreement between Wicklow Travellers Group and Wicklow County Council as it relates to the PPN – Agreed. **Patricia O'Reilly to get Wicklow County Council signature of this document.**
- the Memorandum of Understanding between Co Wicklow PPN and Wicklow Travellers Group – Under review. Helen H reported that there will be a small change in this document to reflect an increase in the apportionment of costs to the PPN. **Aoibhinn to clarify WTG cost allocation.**

## **5. Workplan 2019**

### **Staffing**

Grainne will work 4 days per week (28 hours). Helen and Grainne will work to ensure that there is always cover in the PPN.

### **Membership**

Total membership 234 at end of 2018.

Grainne read out the list of new membership applications to the Secretariat. It was reported that:

- 20 new membership applications were processed during Jan/Feb 2019
- Most of these were registered as Associate members

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. Co Wicklow PPN will be hosting training in this process in May and following the training the PPN will undertake a group re-registration process.

Following a discussion on Associate/Full members, membership criteria, group governance requirements and PPN membership linkage with County Council grants, it was agreed that:

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- a review of membership criteria would be considered when the Constitution is being reviewed.
- The compatibility of our website with Salesforce would be assessed and if more compatible platforms exist a move would be assessed.

## PPN Representatives and Secretariat

Helen reported that 30 of the 31 Community Rep positions have been filled. The only Rep position not filled is the Greystones MD position on the Joint Policing Committee.

She also reported that the following positions are vacant on the Secretariat and efforts are being made to fill them:

- Greystones MD
- 2 Environmental College
- 1 Social Inclusion College

The meeting was also informed that:

- the nominating group for one of the PPN Community reps on the **Ring a Link** Board will cease to exist in March 2019. **It was agreed that the Rep and Board be contacted.**
- WCC has established a Migrant Action Subgroup and Mai Quaid has been appointed as the LCDC rep on this.

The meeting discussed links between the Resource Worker and the Rep and **the importance of communication between Reps and the PPN in relation to meetings, attendance etc.** It was agreed that this be highlighted with Reps.

Co Wicklow PPN is working with the various Local Authority Committees to ensure access to meeting agendas and minutes for circulation to member groups for input to PPN Reps or in the case of Municipal District meetings directly to elected reps.

**In relation to the election of Reps the issue of nominees attending at the Plenary/elections was raised. This will be considered as part of the next review of the PPN Constitution.**

## National PPN Work

Helen reported that the template for the **2018 annual report** is underway and that it will be circulated to PPNs in the coming weeks. This year PPN's will be required to complete the report online and the Local Authority and the PPN will be required to complete and submit the relevant sections.

A review of the **PPN User Guide** is currently underway. This review will go out to Public Consultation through SJI meetings. Helen highlighted that it is a review of the User Guide and not PPNs.

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The deadline for the nomination of Secretariat members to the **National Secretariat Network** as been extended to the 28<sup>th</sup> Feb. Co Wicklow PPN nominations already submitted.

## Co Wicklow PPN Municipal District Events/Meetings

During 2019 Co Wicklow PPN aims to increase its presence in the Municipal Districts. It was reported that a training session for member groups has been provided in the Baltinglass and Wicklow MDs.

Plans to hold a **meet the Candidate event in each Municipal District** were discussed and the following was suggested:

- Contact MD Administrator to clarify nominees for local elections.
- Hold two events in the Baltinglass MD, to help address access issues
- Use Speed networking format
- Hold events in April and get details of dates out well in advance

## Co Wicklow PPN Network Developments

Environmental Network and Social Inclusion Network – Helen reported that the PPN is considering holding events around the Vision for Community Wellbeing: ‘Working Towards our Vision for Community Wellbeing – where do we go from here’

Coastal Communities Network – Discussions are underway with Brittas Bay Coastcare around ideas for a meeting of this Network.

Other Networks – Helen reported from a meeting with the Local Sports Partnership that the PPN and the LSP will explore collaborating on the establishment of a local Sports Forum.

## Training

The Secretariat was informed that Co Wicklow PPN will provide the Training Fair again during 2019 for member groups. Other member group training currently provided/planned was identified as follows:

- The Wheel Webinar – The Charities Regulator Governance Code (8<sup>th</sup> Feb)
- The Wheel Webinar – Grant Writing Tips for Small Organisations (8<sup>th</sup> March)

Depending on interest other Wheel Webinars may be screened.

## Submissions and Consultations

Local Authority Digital Strategy – currently conducting an online survey. Hard copies are available on request.

- Submissions made by Co Wicklow PPN:
- Regional Spatial and Economic Strategy
- National Volunteer Strategy

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- National Heritage Strategy – Helen L. is preparing this submission for Co. Wicklow PPN. She reported that the deadline for submission has been extended to 31<sup>st</sup> March 2019 and asked that Co Wicklow PPN highlight this to member groups and **invite contributions to this submission.**

## **New Funding Scheme – Community Day Grant**

Helen reported on a discussion with Wicklow County Council in relation to the role Co. Wicklow PPN could/would play in the administration of this new grant scheme in the County. The total fund available to the County is €10,000, events are to take place over the May Bank Holiday weekend and grants to a group would be in the region of up to €400.

**The meeting agreed that Co Wicklow PPN would take on the administration of this new Funding Scheme. Helen/Grainne to prepare a plan and discuss with County Council.**

## **Member Survey**

The Secretariat was informed that 48 groups had replied to the annual members survey. The overwhelming feedback from member groups on the work and communications from the PPN was positive. The results of the survey will be used to plan training for member groups and explore ways of improving communications with member groups.

The Members survey draw was held and videoed. The three groups drawn out of the bowl for a prize of €100 for their group were:

- Beresford Terrace Residents Association, Arklow
- Lacken Community Development Association
- Open Door Day Centre, Bray

## **6. Any Other Business**

**Outdoor Recreation Strategy – Re-advertise Public Consultation meetings.**

### **PPN Reps**

Co Wicklow PPN to **explore the possibility of having a PPN Rep appointed to the following County Committees:**

- Wicklow Outdoor Recreation Committee (Contact Michael Nicholson)
- Heritage Forum (Contact Deirdre Burns)

**Next Meeting – No date was set. Helen/Grainne will contact Secretariat members to arrange**