

# County Wicklow PPN

## Minutes of Secretariat meeting held 15<sup>th</sup> Sept 2020 via Zoom Call

**Attendees:** Aoibhinn McCloy, Diana Gallagher, Eleanor Phillips, Gertie Salley, Grainne Quinn, Helen Howes, Mai Quaid (Chair), Niamh Wogan, Phyllis Farrell and Stephen Kearon.

**Apologies:** Aisling Foran

*The Meeting commenced with a round of introductions and a welcome to Eleanor.*

*'Correspondence' was added to the agenda.*

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

Minutes of the 13<sup>th</sup> July 2020 were approved on Phyllis's proposal and seconded by Diana.

**2. Correspondence** – the Meeting was notified of the Dept letter to PPNs (dated 10<sup>th</sup> Sept). The letter contained ideas and potential solutions for carrying out PPN activities remotely to ensure that PPNs continue to operate effectively while restrictions related to Covid-19 remain in place.

### **3. Finance**

Helen presented the August 2020 Finance Report, to the meeting.

She highlighted the following:

- Spending currently under budget due to changes imposed by COVID restrictions on workplan
- Estimated underspend for 2020 - €3,700

In light of this reported expected underspend, and the move to online meetings and events the meeting discussed the IT needs of the PPN staff.

Currently Grainne is working on a laptop and its mic and camera are problematic, Helen's PC does not have a camera or mic.

The meeting approved the purchase of the following IT equipment:

- PC for Grainne
- External Camera and Mic for Helen's PC

The allocation of budget to a Newspaper article for Social Inclusion week was also approved.

Finance report approved: proposed by Niamh and seconded by Eleanor.

### **Action:**

- Helen & Grainne to research and purchase IT equipment

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## 4. Workplan 2020

### Membership

The meeting was informed that 13 groups had joined the PPN since the July meeting and that the re-registration of member groups is almost complete. The need to ensure that groups applying for membership are lawful/ appropriate was raised.

The new members were approved: proposed by Gertie and seconded by Aoibhinn

### Elections & Plenary – Outcome from nominations/elections

#### Election of PPN Representatives

Helen informed the meeting of nominations received in relation to the vacant PPN Representative seats

Vacant Seats	Nominating Group	Person Nominated	Elected Person
<b>Secretariat Seats:</b> Greystones Seat Environmental Seats	Greystones FRC No nominations received	Sarah MacArtain	<b>Sarah MacArtain</b>
<b>LCDC Seats:</b> 1 Environmental Seat	An Tearnann Community Garden	Jason Mulhall	<b>Jason Mulhall</b>
<b>JPC Seat:</b> Arklow Municipal District	9 <sup>th</sup> Wicklow Port of Arklow Sea Scouts Group  Arklow Geraldine's Ballymoney GAA Club	Ciaran Deay  James Dunne	<b>Election on going – closing date for voting midnight 17<sup>th</sup> Sept.</b>
<b>Planning &amp; Dev. Seat:</b> 1 Environmental Seat	No nominations received – Wicklow Planning Alliance working on this.		
<b>Ring A Link Seat</b>	No nominations received		Fran Quaid will continue in this role until a replacement is nominated/elected

The selection of the Representatives detailed above was approved by the Secretariat, until the next Plenary is held. This was proposed by Gertie and seconded by Phyllis.

Plenary – The meeting agreed that the Plenary will be held online. Helen outlined the draft plenary plan as follows:

- Usual PPN business and reports
- Short presentations from good news stories/projects during COVID

#### **Action:**

- Helen asked people to consider ideas for the Plenary that would be popular with our member base.

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## **Disability Awareness Working group**

Helen informed the meeting that Wicklow Co. Co. are establishing a Disability Inclusion Steering Committee in October. The PPN has been invited to sit on this committee. It is expected that it will subsume the members and work of our Disability Awareness Working Group.

## **Social Inclusion Week**

Helen reported to the meeting on the PPN's collaboration with County Wicklow Partnership, CYPSC and East Wicklow Youth Services on an event - Youth Pride Visibility Project for Social Inclusion week.

She reminded the meeting of the Social Inclusion Facebook page (Include us In) that the PPN has set up to promote Social Inclusion week, including any events that are happening throughout the county. She also referred again to the Social Inclusion newspaper article.

**Action:** members were asked to share news of any events planned for Social Inclusion week for promotion in the article and on the Facebook page.

## **SDG Mapping Project**

The Meeting was updated on this project, which is being developed in collaboration with Jim Callery, WCC. The online SDGs mapping tool has been developed and will be hosted on the WCC website.

To raise awareness of the SDGs and promote engagement with the mapping tool the PPN have organised an online session for the Wed 14<sup>th</sup> October – Making the SDGs more visible in Co. Wicklow. This session will be delivered by Saolta.

The meeting was also informed that initial enquiries on the production of an animation on the SDGs have been made and work will continue on this project.

### **Action:**

- Helen/Grainne to continue to work with Jim to progress the mapping project.
- Helen/Grainne to continue to work on the animation to support this project.
- Promotion of the online session to continue.

## **Website Development & Other IT issues**

The meeting was informed that work on this project is progressing very well. It is hoped that the new website will be completed and ready for launch at the 2020 Plenary.

The meeting was informed that Stephen has set up PPN addresses for the Secretariat.

It was agreed to continue to use the One Drive Shared folder to share documents with the Secretariat.

### **Action:**

- Helen/Grainne to continue to work with the Website developer.
- Helen/Grainne to circulate PPN addresses to Secretariat members.

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## Training

### Finance and Funding Training

Helen informed the meeting of the plan to provide online training for member groups on finance and funding. The training 'New Options for Funding your Community Group' will run over 2 sessions (Tues 22<sup>nd</sup> and 29<sup>th</sup> Sept) and will be delivered by Liam Scollan, Carmichael.

### Group Governance Training & Resources

Helen reported to the meeting on initial discussions held with Senan Turnbull, Carmichael (recommended by Phyllis and Mai from Governance training delivered with the LSP) about the provision of 'Good Group Governance' Training for our member groups.

Training would be delivered over 3 sessions (2 of the Governance Code principles would be covered in each session) and would cost approx. €3,000. There would be an option to also undertake Training for local governance mentors, who would be available in the county to support groups to achieve good governance and compliance with the Governance Code.

**Action:** Helen to seek further information from Senan on the course, its expected outcomes, the Training for Local Mentors session, and cost.

### PPN Reps Induction Training and Peer Support

Helen notified the meeting that based on feedback to the Doodle Poll this online session would be organised for Monday 28<sup>th</sup> September at 7.30pm.

**Action:** Helen/Grainne to follow up with Reps on this session.

### Supercharge your Self-care Programme

Helen notified the meeting that following discussions with Avril Bailey. It was now being proposed to offer this programme on an online bases to 3 centres/hubs, where a small group would gather for the sessions. The cost for this training will be €1,200. The three hubs have been identified as: Cairdeas Clubhouse, Bray Family Resource & Dev. Centre and Wicklow Travellers Group. A possible start date during Social Inclusion week is being considered.

**Action:**

- Helen/Grainne to continue to progress this work.

### **Meet your Local Elected Representatives Events**

The plans for these events were shared with the meeting. A Zoom call will be organised for each MD and will be held on Thursday evenings during October. Members of the Secretariat were asked to consider chairing their local online event. The promotion of these events was discussed.

**Action:**

- Helen/Grainne to continue to promote events.

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- Members of the Secretariat to consider chairing their local event.

## PPN National Advisory Group

Helen reported the following from the NAG meeting held on the 9<sup>th</sup> Sept:

- Concern was expressed about the Dept accessing database of PPN – the Dept reassured the NAG that this was only used by the super administrator to get stats.
- NEPHET plan to review the Community Response Forums – possibly with a view to developing an emergency response plan.
- Structural Review of the PPN to going out to tender.
- Printing of the PPN User Handbook going out to tender
- The National PPN Annual Report is drafted and ready for design and printing
- Concern was expressed by the Dept about PPN Mission Creep
- Pilot Blended learning training is currently being developed by Social Justice Ireland The training will be for all PPN stakeholders (Councilors, LA staff, PPN staff and voluntary reps). Co. Wicklow to be included in the pilot training. The training aims to create a better understanding of PPN across all involved and facilitate learning from each other.

## National Secretariat Network

Mai updated the Secretariat on developments from this Network:

- All meetings being held via Zoom given the COVID restrictions.
- The Closing date for the National Secretariat Network Facilitator position is the 18<sup>th</sup> Sept.

## Update on County Committees

Community Response Forum – meetings moving to monthly schedule

County Integration Strategy – Helen working with the consultant, contracted by WCC on this strategy development. The PPN are helping to get the word out and encourage engagement with surveys, focus groups etc.

JPC – meeting held on 7<sup>th</sup> Sept. Concerns about crime and anti-social behaviour in the uplands expressed by a member group were raised at the meeting.

## 5. Date for Next Secretariat Meeting

Tuesday 3<sup>rd</sup> November at 10am via Zoom call.