

# County Wicklow PPN

Minutes of Secretariat meeting held

2<sup>nd</sup> March 2021 @ 7.30pm

via Zoom Call

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

Apologies: Diana Gallagher

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

Minutes of the 2<sup>nd</sup> February 2021 were approved by the Meeting.

**IT Maintenance Support Tender Document:** Document drafted.

**Action:**

- Grainne to send draft document to Stephen for feedback.
- Aoibhinn to share quotes received for similar work with the PPN

**HR Subgroup Update:** The meeting was informed that the subgroup (Aoibhinn, Mai & Niamh) plan to meet later in the week.

**Action:** HR Subgroup to organise meeting and feedback to next Secretariat meeting.

## **2. Correspondence**

The meeting was notified of the following correspondence:

**DRCDC – Request to attend Secretariat Meetings:** This communication promoted a discussion on the Secretariat meeting schedule.

**Actions:**

- Secretariat meetings will be held on the second Tuesday of the month.
- The facilitator role will rotate amongst the members in alphabetical order of first name.
- The April meeting will be facilitated by: Gertie Salley.
- Helen to send schedule to meetings to Dept and extend invite.

**DRCDC 2020 Income and Expenditure report**

**Action:**

- Helen to prepare report and submit within timeframe.
- Aoibhinn and Gertie to sign on behalf of Secretariat and Helen to get the Council to sign.

**Niall Sargent Email: LCDCs & LEADER companies**

**Action:** The PPN decided not to get involved in facilitating this investigation.

## **3. Finance**

**February 2021 Finance Report**

See Finance report presented to meeting by Helen.

**Action:**

- The meeting approved the February Finance Report

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## **4. Work Report**

### **Membership**

The meeting was informed that 3 groups had submitted membership applications to the PPN since the February meeting. Details of the new member groups were presented, and their membership was approved by the Meeting.

### **Community Response Forum**

Helen reported that this committee and its subgroups continue to meet on a regular basis to address COVID-19 related issues/needs in Wicklow.

The meeting was notified of a webinar planned by the Staying Connected & Minding your Mood subgroup, which will be held on Wed 24<sup>th</sup> March at 7.30pm. The PPN are contributing to this event by managing the Eventbrite page and the Zoom call.

She also reported that the National Report on the Response Forums had been launched.

**Action:** Helen to circulate the National Report to Secretariat

### **Funding Handbook and Calendar**

The meeting was notified that the PPN have begun discussions with Wicklow County Council to explore the possibility of making the Funding Handbook interactive and searchable (setting it up on Geohive or something similar). They were also informed that Grainne is currently undertaking a major updating of the Handbook.

**Action:**

- Helen and Grainne to continue discussion with the County Council.
- Grainne to continue work on updating the resource.

### **Support for Member Group – Wicklow SPCA**

Helen informed the meeting that the PPN were providing IT support to this member group for two online webinars. The PPN are managing the Eventbrite bookings and the Zoom call. The Webinars will be held on Wed 17<sup>th</sup> & 31<sup>st</sup> March from 7.30 -8.30pm.

### **Glencree Belonging & Identity Project**

Helen notified the meeting about this project and the ongoing discussions about working with migrant communities; the development of an Integration Strategies and the possibility of a shared Regional Resource to progress work in this space.

**Action:** Helen to continue to liaise with this project.

### **Training.**

Good Governance Training in collaboration with Carmichael.

Helen reported that this training is continuing and is well attended. The final session will be held on Monday 12<sup>th</sup> April.

Local Authority Structures and How to get your voice heard Training in collaboration with SJI

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The meeting was informed that this training is being developed in collaboration with Susanne Rogers, Social Justice Ireland. It will run over 3 sessions which will be held during April via Zoom.

**Action:** Helen/Grainne to finalise plans and promote the training.

## Additional Training Needs identified by Member Groups

Based on feedback from the Annual Members survey the following areas of training were identified as topics of interest:

- Marketing
- Funding/Fundraising
- Accounting

Helen notified the meeting that discussions are underway with Carmichael and these sessions will be run later in the year.

### **Action:**

- Helen/Grainne to continue work on the organisations of training for members of these topics
- Possible additional topic: Role of Committee members to be considered.
- It was also suggested that the PPN consider holding training/event around the topic of Anti-racism.

## Stakeholder Training SJI Creating Capable Communities

The meeting was informed that this training has commenced and there are 17 representatives from Co. Wicklow joining it. The meeting was notified of some issues experience by people in logging into the Moodle system.

**Action:** Helen/Grainne to provide feedback to SJI.

## IT Training

The meeting was informed of 'Show & Tell' training which Grainne attended on using BeePro for members updates and on linking Eventbrite bookings to the Salesforce database.

Upcoming 'Show & Tell' training on the 'Chatter' Communications tool was highlighted and the meeting was informed that both Helen and Grainne will attend this training on the 11<sup>th</sup> March.

## **Community Climate Conversations**

The meeting discussed the request made by the Department of Environment Climate and Communications to collaborate with the PPNs to hold a national dialogue on Climate Action. Helen briefed the meeting on the plans for the event and Helen notified the Secretariat that Co. Wicklow PPN had expressed interest in working on hosting an online climate conversation and that Helen Lawless was willing to work with us to access the training available from the Department and facilitate such a conversation.

### **Action:**

- It was agreed that it was appropriate for the PPN to engage with this request and hold a Community Climate Conversation.

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- The importance of insuring that the diverse voices of Co. Wicklow are represented in this conversation was highlighted, expressions of interest will be sought and the 20 participants selected from that to ensure diversity.
- Helen/Grainne to organise this event, date set 22<sup>nd</sup> March.

## **Social Inclusion Week 2021**

The meeting was informed that the PPN has organised a meeting of the SI Week planning group for Thurs 11<sup>th</sup> March to begin planning for the Wicklow 2021 Social Inclusion Week. The Week in 2021 will be held to coincide with the International Day for the Eradication of Poverty which is on Sunday 17<sup>th</sup> October.

## **Other Project Involvement**

The meeting was informed that Helen presented to a virtual meeting of the Men's Sheds in Co. Wicklow. The PPN was also represented by; Helen, Grainne, Mai and Ann Lyons on the International Womens Day Podcast organised by the Women of Wicklow Social Inclusion Network.

## **PPN Vacant Reps Positions Update**

The meeting was informed that nominations had been sought for the following vacant seats:

- Secretariat - 2 Environmental Seats and 1 Social Inclusion Seat
- Joint Policing Committee - Wicklow Municipal District Seat
- Climate & Biodiversity Action SPC - East Wicklow Environmental Seat
- Ring a Link: Carlow, Kilkenny, Tipperary & Wicklow Rural Transport - 1 Seat

**Action:** After close of nominations on Sunday 21<sup>st</sup> March Helen/Grainne to review and prepare details for presentation to next Secretariat meeting.

## **Policy Review Sub-group**

The meeting was informed that Phyllis, Mai, Niamh and Eleanor had volunteered to join the PPN Policy Review Sub-group.

**Action:** Helen & Grainne to review the Constitution and bring to a meeting of the newly formed sub-group.

## **PPN National Reports**

### National PPN Conference

Helen notified the meeting that the National Conference sub-group will make a decision on this event during May.

### **Action:**

- Following discussion on the holding of this event it was noted that some members of the Secretariat had concerns about this event going ahead in 2021.
- Helen to check with the Hotel re availability in early 2022.

### Department Webinars

The meeting was informed that the Dept. are planning to host a few support webinars during the year. Helen notified the meeting that she had suggested that 'Hosting arrangements and fees' could be a topic worth addressing in the webinars.

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## Strategic Policy Committee Review

Helen reported from the National Resource Workers Network meeting on the concerns (eg. more presentation than policy) expressed by PPN Reps on SPCs. The meeting was informed that the Resource Workers Network have developed a survey which aims to capture the thoughts and experience of PPN Reps on SPCs. This feedback will be collated by the Resource Workers Network and feed it into the Dept of Housing consultation on SPC guidelines and possibly also the PPN review, both of which are due to be held during 2021.

**Action:** Helen/Grainne to circulate the survey to all current and past PPN SPC Reps.

## Dept of Rural & Community Development – Review & Revise LECP Guidelines

The meeting was informed that the Dept has extended an invite to PPNs to nominate 2 people to participate in this review. The Wicklow PPN nominations were: Mai Quaid, Niamh Wogan and Huw O’Toole.

## **5. AOB**

The meeting was informed that under new legislation all State Agencies and State funded organisations must now make accommodation for people who may need a signer at events.

## **6. Date for Next Secretariat Meeting**

Tuesday 13<sup>th</sup> April 2021 at 7.30pm via Zoom call.