

County Wicklow PPN

Minutes of Secretariat meeting held
13th April 2021 @ 7.30pm via Zoom Call

Facilitator:	Gertie Salley
Present	Aoibhinn McCloy, Gertie Salley, Mai Quaid, Niamh Wogan, Phyllis Farrell and Sarah MacArtain.
Quorum:	Yes
Apologies:	Diana Gallagher, Eleanor Phillips and Stephen Kearon.
Absent:	
In Attendance (Others):	Elaine Jennings (DRCD), Grainne Quinn and Helen Howes

Approval of the minutes of the meeting of [2nd March 2021]: Sent in advance of meeting and approved by the meeting.
Matters arising: See below.
Declarations of conflicts of interest: Helen & Grainne declared a conflict of interest in Agenda item 10: Staffing Matters.
Financial report: Report sent to members prior to meeting and approved by meeting.

Agenda Item	Notes	Outcome /Decision	Action required.
Matters Arising from the Minutes:			
IT Maintenance Support Quote Document	Currently with Stephen for feedback		Grainne to follow up.
Funding Handbook	No feedback from Wicklow Co Co.		Helen/Grainne to follow up.
National Conference	To be discussed at May meeting of NAG.		Helen to contact hotel re possible dates in early in 2022.
Correspondence			
National Library of Ireland Web Archive	PPN website listed in COVID-19 Collection of Achieve.	Ask to include in different collection.	Helen/Grainne to follow up.
Correspondence concerning Access to Services for Residents in Rathmore Direct Provision Centre from:			

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<ul style="list-style-type: none"> • Private Secretary to the Minister for Justice, • Private Secretary to Minister for Children, Equality, Disability, Integration & Youth <p><i>Correspondence re Financial Issues for Wicklow Groups to Minister Joe O'Brien</i></p>	No reply received	No action for a couple of weeks	If no response in couple of weeks resend.
<p>Department of Rural and Community Development Report (Elaine Jennings)</p>	<p>The report addressed the following issues:</p> <ul style="list-style-type: none"> • Transfer of funding to Co Wicklow PPN. • Planned Structural Review of PPNs: Contract with consultants signed. • Communications suite for PPNs: National public awareness campaign planned. • Creating Capable Communities Pilot Training: Evaluation planned. • Annual Report: template due to be issued shortly. • Rural Development Strategy. • Webinars for PPN being planned. 		
<p>Members (see report on new membership applications) Membership applications before meeting for ratification</p>	<p>Arklow Rowing Club</p> <p>The Three Graveyards Avoca</p> <p>Blessington Women's Shed</p> <p>Blessington Men's Shed</p> <p>Newtownmountkennedy Area Sports Development</p> <p>Sli na Slaine Residents Association</p> <p>St Patrick s Community Greystones</p> <p>Vale of Avoca Men's Shed</p> <p>Mermaid Arts Centre</p>	<p>Ratified</p> <p>Ratified</p> <p>Ratified</p> <p>Ratified</p> <p>Ratified</p> <p>Ratified</p> <p>Ratified</p> <p>Ratified</p> <p>Further information sought.</p>	<p>List of ratified new members to be presented to next Plenary meeting.</p> <p>Grainne to seek clarification on group governance and purpose.</p>
<p>PPN Representatives Nominations brought to meeting for ratification.</p>	<p>JPC Wicklow MD Seat: Ciara Perks</p> <p>Climate & Biodiversity Action SPC East Wicklow Env. Seat: Justin Ivory</p> <p>Secretariat Social Inclusion Seat: Mary Dillion</p>	<p>Ratified</p> <p>Ratified</p> <p>Ratified</p>	<p>List of PPN Reps to be presented to next Plenary meeting</p>

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<p>Work Report (see March Work Report) Issues of note:</p>			
<p>Support to member group</p>	<p>Wicklow SPCA Minding your Dog Webinars.</p>	<p>Agreed to provide technical support for webinar if required.</p>	<p>Helen/Grainne to work with WSPCA.</p>
<p>Social Inclusion week</p>	<p>To run from 17th to 24th Oct.</p>		<p>PPN to run event and promote all other events.</p>
<p>Resources Workers network</p>	<p>Organising survey of all PPN SPC Reps.</p>		<p>Survey circulated.</p>
<p>National Secretariat Network</p>	<p>This report addressed the following:</p> <ul style="list-style-type: none"> • Selection of Secretariat Reps to NAG. • Application to Dept. for laptop and expenses scheme. 		
<p>Training & Capacity Building</p>	<p><u>Governance Training & Development of Peer Mentoring and Support Network.</u></p> <p><u>Creating Capable Communities</u> (SJI & WIT) training. Issues around this training raised.</p> <p><u>Find your Way Around Local Government</u> Training.</p> <p><u>Assoc. Irish Local Gov training – Communications Infrastructure & Local Authorities.</u></p>		<p>Helen/Grainne to progress development of Network.</p> <p>Feedback to be given to organisers.</p> <p>Helen/Grainne to run final session on 22nd April.</p> <p>Helen to enquire about other Reps attending.</p>
<p>Communications tools</p>	<p>Chatter</p>	<p>To pilot.</p>	<p>Helen/Grainne to work with Philip Beck and Salesforce IT support on this.</p>
<p>Policy Review Subgroup</p>	<p>Reported on work to date on reviewing the Constitution.</p>	<p>To progress work prior to presenting to the Secretariat.</p>	<p>Subgroup to arrange another zoom meeting.</p>

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Elaine, Helen & Grainne left the meeting			
Staffing Matter	Private Secretariat session held on this Agenda item.	Staffing terms and conditions discussed.	Note to be added to HR files.
Date of Next Meeting	11 th May at 7.30pm via Zoom		

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