

County Wicklow PPN

Minutes of Secretariat meeting held
11th May 2021 @ 7.30pm via Zoom Call

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

<p>Approval of the minutes of the meeting of [13th April 2021]: Sent in advance of meeting and approved by the meeting subject to the following amendments:</p> <ul style="list-style-type: none"> • The minutes not to be referred to as Draft when circulated to the Secretariat prior to the meeting. • The minutes to specifically record that Helen and Grainne left the meeting prior to Agenda item - Staffing matters.
<p>Matters arising: See below.</p>
<p>Declarations of conflicts of interest: Helen & Grainne declared a conflict of interest in Agenda: Staffing Matters.</p>
<p>Financial report: Report sent to members prior to meeting and approved by meeting. Clarification on Training budget of €1,200 sought and accepted.</p>

Agenda Item	Notes	Outcome /Decision	Action required.
<p>Matters Arising from the Minutes:</p> <p>Minuting of the Secretariat Meetings</p>		<p>‘Draft’ not to be used on minutes after Helen & Grainne agree them.</p> <p>Separate Secretariat member and other attendees in minutes.</p> <p>Record when people arrive, pop out, leave meeting and leave due to conflict of interest.</p> <p>The meeting agreed that Grainne continue to take</p>	<p>Changes to be incorporated into minutes.</p> <p>Grainne to continue to take</p>

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National Conference	Arklow Bay Hotel, possible 2022 dates: 24 th Feb & 25 th Feb and 4 th March & 5 th March.	the minutes of Secretariat meeting. If postponed to 2022 – Preferred date 4 th & 5 th March.	the minutes. Helen to discuss at NAG meeting on 13 th May and report back.
Correspondence National Library of Ireland Web Archive	PPN website listed in COVID-19 Collection of Achieve.	Response accepted.	No further action required.
Work Report April Work Report Issues of note: Plenary Meeting	Report circulated prior to meeting. Considering theming around Racism and hearing the voice of members on this topic which could inform a PPN submission to the National Action Plan Against Racism for Ireland Public Consultation.	Approved by the meeting. Date set: 30th June via Zoom, evening event Consider: contributions from: <ul style="list-style-type: none"> • Travellers • Migrants/Direct Provision information on: how to report and how is a report dealt with. Keep a local focus. Fionnuala Curry suggested as a good contact.	No further action required. Helen/Grainne progress the organisation of the Plenary.
Upcoming Consultations: <ul style="list-style-type: none"> • County Dev. Plan • LECP • Leader Plan 	Concern about consultation fatigue and how the PPN should proceed. Proposing to seek collaborative working across agencies and consultations.	Consider PPN capacity to take on holding member group events to inform submissions in light of upcoming PPN Structural Review. Role of PPN to ensure people know about consultation and encourage to engage.	Helen to: <ul style="list-style-type: none"> • discuss with Michael Nicholson. • raise at the NAG meeting.
Further development of training on the topic of ‘Finding your way around Local	Plan to develop further sessions in this training around specific committees.	It was agreed that these training sessions would be a good idea to provide if possible, within workload.	Helen to discuss with Michael Nicholson.

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<p>Government.'</p> <p>PPN Review</p> <p>Mermaid Arts Centre</p> <p>Dept. of the Taoiseach & (NESC) Well-being framework for Ireland Survey</p>	<p>Will form part of PPN work during this year. <u>Governance Training & Development of Peer Mentoring and Support Network</u></p> <p>Should the PPN approach them to asking that they use the PPN as the nominating body for the community representatives on their board.</p> <p>The meeting was asked to:</p> <ol style="list-style-type: none"> 1. consider the ranking it would give to the specific areas of well-being listed on the survey. 2. to identify any other areas, they thought should be included and 3. for suggestions on indicators to measure well-being 	<p>Getting engagement with this review and providing feedback will be really important.</p> <p>The meeting agreed with this.</p> <p>The meeting agreed to:</p> <ol style="list-style-type: none"> 1. rank all the specific areas as Very Important. 2. Add Diversity & Inclusion/Diversity of voice, including class. 3. Suggestions included: <ul style="list-style-type: none"> • More people engaged/participating. • People like where they live. • More civil engagement • People are involved in decision making. • More people feel safe living in their community. 	<p>When announced Helen/Grainne to work on ensuring engagement with the review.</p> <p>Helen to prepare a letter to the board of the Mermaid.</p> <p>Helen/Grainne to complete the survey, incorporating the suggestions from the meeting.</p>
<p>Members <i>(see report on new membership applications)</i></p> <p>Membership applications before meeting for ratification</p>	<p>Dublin Raiders Basketball Club</p> <p>Johnstown Community and Environmental Group</p> <p>Pride in Carnew</p> <p>Wicklow Comhaltas Ceoltóirí Éireann</p> <p>Mermaid Arts Centre</p>	<p>Ratified as Associate Member</p> <p>Ratified as Associate Member</p> <p>Ratified as Associate Member</p> <p>Ratified as Associate Member</p> <p>Ratified as Associate Member. <i>It was noted they are not eligible to</i></p>	<p>List of ratified new members to be presented to next Plenary meeting.</p>

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		<i>become Full members.</i>	
Policy Review Subgroup	Niamh presented a report on the work of the Subgroup. The meeting was informed of the discussion and recommendations of the subgroup to date.	<p>The meeting welcomed the recommendation to amend the membership application form to incorporate a confirmation by groups: that they agree to abide by and adhere to all adopted PPN Rules and Regulation and to implement all Policies that PPN has in place.</p> <p>Clarification was sought and given on the change in wording to groups not eligible for membership.</p> <p>The meeting decided that amendments to the Constitution will only be brought to membership when all are made and agreed by the Secretariat.</p>	<p>The subgroup will continue its review of the Constitution and review & development of PPN policies. Including: Subgroup Policy Code of Conduct Election Policy.</p> <p>Plan to bring revised Constitution to the December 2021 Plenary.</p>
Secretariat Participation & Networking	It was suggested that time be given at Secretariat meetings for members to share information/experience with the meeting.	It was agreed to defer this discussion to the June Secretariat Meeting and to start the meeting with this discussion.	Include in Agenda for June meeting.
Additional Matters Addressed by the Meeting: Communications	<p>How to highlight emails needing action and reports needing attending</p> <p>@countywicklowppn.ie email addresses</p>	<p>Suggestion that the subject line includes 'I need your help.' And that reports needing attending are highlighted and a text message sent to highlight.</p> <p>Set up WhatsApp type of group/Chatter group.</p> <p>Meeting was reminded of the option to set up a @countywicklowppn.ie. Issue re mailing</p>	<p>Helen/Grainne to incorporate suggestions into practice and continue to work on the development of a Chatter group.</p> <p>Members to contact Grainne if they need the username and</p>

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			password resent.
Helen and Grainne left the meeting			
Staffing Matters	Private Secretariat session held on this Agenda item	Staff support discussed	
Date of Next Meeting	8 th June at 7.30pm via Zoom		