

**County Wicklow PPN**  
**Minutes of Secretariat meeting held**  
**13<sup>th</sup> July 2021 @ 7.30pm via Zoom Call**

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

<b>Approval of the minutes of the meeting of (8<sup>th</sup> June 2021):</b> Sent in advance of meeting and approved by the meeting.
<b>Matters arising:</b> See below.
<b>Declarations of conflicts of interest:</b> None
<b>Financial report:</b> Report sent to members prior to meeting and approved by meeting.

<b>Agenda Item</b>	<b>Notes</b>	<b>Outcome /Decision</b>	<b>Action required.</b>
<b>Matters Arising from the Minutes:</b>			
Vacant Positions	Martina Cronin of the Citizen's Advise Service has expressed an interest in the Social Inclusion seat on the Secretariat but cannot commit to Tuesday meetings due to another current commitment.		No action required.
Co Dev Plan Resource, circulation & feedback, submission	Feedback on CDP Resource good. 42 people responded to the survey in relation to access & submissions to the Co Dev Plan. The results were discussed.	Timeframe for making submissions thought to be okay but process not as accessible as recent years	PPN submission to be based on access & participation.
IT Quotes	5 quotes received and circulated	Contact tenders and ask for further information on qualifications, experience, and reference sites. Form sub-group to review all	Helen to request information from tenders and set up sub-group meeting.

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		information and make a recommendation. Volunteers for subgroup, Diana, and Stephen	
<b>Correspondence</b>			
Mermaid Arts Centre	Acknowledgement of PPN letter to request PPN Representation on board. Informed that Board are undertaking a review and will consider the request at September meeting		Await September update
DRCD Email	Reminding PPNs that the requirements set out in the Financial Controls document are subject to audit and any PPN found to be acting not in accordance with the requirements outlined in it may be subject to sanction by the Department and/or the Local Authority		No further action required
Dept Children & Youth Affairs Email	Informing us that the management of Rathmore Direct Provision Centre have received money to implement a bus timetable that provides daily access to Wicklow Town and other stops.		No further action required
<b>Work Report/Advice &amp; Direction for Upcoming Work</b>			
Rathmore Direct Provision Centre	Helen provided an update on work with Rathmore Direct Provision Centre and collaboration with Ring A Link and WCC (through Michael Nicholson).	Agreed that the PPN had facilitated beneficial connections and networking opportunities for Rathmore DPC and that is as much as our role and remit will allow.	

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Meeting with the CCSD SPC Reps & Proposals to SPC meeting	Meeting with CCSD Reps took place on 12 July. Reps considered proposals from members in relation to: information provision for people who have witnessed or are victims of racism, focus on the CCSD SPC for the next Finding Your Way Around Local Govt session, and finally to introduce environmental criteria to the Community Grants Application Forms	Reps agreed to ask the library services to display information to support the reporting of racism as well as asking the SPC to be the focus of Finding Your Way Around Local Govt session. The proposal to amend the Community Grants Application form was postponed to allow more time to consider the wording of the proposed amendment	Helen to arrange to meet the CCSD Reps again prior to their Sept meeting
Update Ebulletin Summer Circulation	Suggestion to scale back on weekly newsletter distribution during the summer months.	Agreed to circulate newsletter every 2-3 weeks for the remainder of the summer.	
Autumn Training Sessions Ready & Able	A new version of Ready & Able has been advertised	Run in October.	H & G to arrange training.
Governance	Discussion to develop peer support group or to run annual revision sessions	Run annual revision sessions.	H & G to arrange for early 2022.
AILG	AILG training reported as being very informative. PPN unable to attend when the training sessions return to physical meetings but can continue attending any future webinars	Highlight our experience of these training sessions with DRCD.	H to bring this up at the next NAG meeting.
Zoom/Cyber Security	Wicklow PPN has not run training on these topics	Not recommended to run	No action required.
Meet Your Elected Reps, format & schedule	Last years online format worked well and feedback was good from Elected Reps and participants	Run online Oct/Nov	H & G to organise & alert Elected Reps well in advance.
Social Inclusion Week, ideas for PPN event	Seeking suggestions for themes for a PPN event in Social Inclusion Week. One	Secretariat to consider and revert with any ideas	

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	suggestion put forward was to run a workshop to feed into the public consultation on the review of the equality act.		
<b>Secretariat Participation &amp; Networking, feedback &amp; follow up from Secretariat &amp; Reps Meeting &amp; Plenary</b>	<p>Feedback from the Plenary was good. The submission from Towards the National Action Plan Against Racism was sent to the Dept and circulated to members.</p> <p>Secretariat &amp; Reps meeting was useful and enjoyable.</p>	<p>Secretariat to consider ideas for future events/webinars</p> <p>Hold next meeting online and ask if people would be comfortable to make the next meeting a physical one. Ask people what themes they would like to discuss ahead of the meeting.</p>	H & G to organise Sec & Reps meeting to run towards the end of Sept.
<b>New Members</b> see report on new membership applications circulated prior to meeting for ratification.	Blessington Tourist Office is run on a community not for profit basis. It is established as a sub-group of the Blessington and District Forum.	Ratified as Associate Member	
<b>Policy Review Subgroup</b>	Group met on 16 June. Work focusing on the Nominations & Elections Policy. Next meeting 21 July		The subgroup will continue its review and development of PPN policies.
<b>Staffing Matters</b>	<p>Summer Annual Leave</p> <p>Grainne: 13 July Return 19 July</p> <p>Grainne 26 July Return 9 August</p> <p>Helen 11 August Return 25 August</p>	Approved	
<b>National Secretariat Report</b>	Mai provided a brief report		National Secretariat Report to be included in future Agendas
<b>Date of Next Meeting</b>	14th September at 7.30pm via Zoom		