

County Wicklow PPN
Minutes of Secretariat meeting held
8th June 2021 @ 7.30pm via Zoom Call

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

Approval of the minutes of the meeting of (11th May 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: 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:			
Clarification on governance/reporting requirements	Report from discussion with Senan Turnbull on this topic shared in advance of meeting.	Agreed to follow direction provided by Senan.	Minutes from Secretariat meetings will be prepared in accordance with Senan's direction.
National Conference	Conference dates: 4 th & 5 th March. National Subgroup meeting to be held in Sept.		Helen to keep committee informed of developments.
Plenary	Volunteers sought to take notes in breakout group, suggestions for speaker groups also sought.	Aoibhinn, Eleanor, Niamh & Sarah volunteered as note takers for Plenary.	Helen/Grainne to liaise with volunteers prior to Plenary.
		Possible speaker groups: Bray for Love/broader network based in Bray. West Wicklow Based group	Sarah to send contact details for person working with migrant families

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<p>Consultations: County Development Plan, LECP and Leader.</p>	<p>Update from speaking to Council & NAG.</p>	<p>County Development Plan consultation & role of PPN discussed. Agreed that Wicklow Co. Co. is the lead on this and PPN role is to inform people and encourage engagement.</p>	<p>in West Wicklow. Mai/Grainne to follow up with group in Baltinglass. Niamh to share contact for Bray for Love network.</p> <p>Helen/Grainne to share information on Consultation with members and share information on making a submission.</p>
<p>Finding Your Way Around Local Government</p>	<p>Update from speaking to Wicklow Co. Co.</p>	<p>Proposal on the further development of this training</p>	<p>Proposal to be discussed at upcoming Reps & Sect Meeting.</p>
<p>Letter to Mermaid Arts Centre</p>	<p>Re Community reps on their board</p>	<p>Letter (hard & soft copy) sent from PPN</p>	<p>Helen/Grainne to follow up in few weeks if no reply received.</p>
<p>Resignation of Secretariat Member</p>	<p>The meeting was notified of the resignation of one of the members of the Secretariat.</p>	<p>Resignation accepted.</p>	<p>Email to be sent.</p>
<p>Secretariat Participation & Networking</p>	<p>Discussion on this deferred from May meeting</p>	<p>The importance of this was highlighted for secretariat members, staff and the PPN in general.</p> <p>Agreed to devote 20 mins of July meeting to discuss/review and recommend follow up to Reps & Sect meeting and Plenary.</p>	<p>Include on agenda for July meeting. Allow 20 mins for this item.</p>
<p>Correspondence Department Circular: CVSP2/21 2020 Annual Report</p>	<p>Volunteer Secretariat contact for report sought.</p>	<p>Stephen volunteered</p>	<p>Helen to share draft report with Stephen for review and sign off.</p>

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Work Report			
May Work Report	Report circulated prior to meeting.	Approved by the meeting.	No further action required.
Issues of note:			
Secretariat & Reps Meeting	Draft plan circulated prior to meeting. Advice and suggestions sought in relation to the structuring of discussion in breakout rooms.	Focus breakout room discussion/chat around Reps highlighting one positive and one challenge in their role as PPN Rep (excluding online meeting platforms) Use Poll function to gather information around further supports needed etc.	Helen/Grainne to continue with the organisation of this meeting which will be held on Tues 15 th June.
PPN Structural Review Survey	Initial online survey only open until 25 th June	Secretariat members encourage to complete the survey	Separate email with link to this survey to be sent to Secretariat members.
New Members see report on new membership applications circulated prior to meeting for ratification.	Shillelagh United Youths	Ratified as Associate Member	List of ratified new members to be presented to next Plenary meeting.
Policy Review Subgroup	Minutes of May Subgroup meeting circulated prior to meeting.	Niamh presented a report on the work of the Subgroup.	The subgroup will continue its review and development of PPN policies.
Helen and Grainne left the meeting			
Staffing Matters	Private Secretariat session held on this Agenda item	Staff support discussed	
Date of Next Meeting	13th July at 7.30pm via Zoom		