

County Wicklow PPN
Minutes of Secretariat meeting held
14th Sept 2021 @ 7.30pm via Zoom Call

Facilitator:	Aoibhinn McCloy
Present	Diana Gallagher, Eleanor Phillips, Gertie Salley, Mai Quaid, Niamh Wogan, Phyllis Farrell, and Stephen Kearon (joined at 8.25pm).
Quorum:	Yes
Apologies:	Sarah MacArtain
Absent:	
In Attendance (Others):	Helen Howes and Grainne Quinn

Approval of the minutes of the meeting of (13th July 2021): Sent in advance of meeting and approved by the meeting.
Matters arising: No Matters Arising
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.
Monthly Work Report: Reports for July & August 2021 sent to members prior to meeting and approved by the meeting.

Agenda Item	Notes	Outcome /Decision	Action required.
Correspondence			
Kilcoole Residents & Dev. Association Letter & PPN Reply	Letter highlighted work of the Association. PPN Reply offered 'if there is anything we can do to help, don't hesitate to contact us'		No further action required
DRCD Email Re; FOI Guidance & SJI Reply	Further clarity required	Await further clarification	No action until further clarification received.
ARUP Letter re M11	Non-Statutory Public Display of the Preferred Option consultation	Information shared with members	No further action required.

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<p>Work Report/Advice & Direction for Upcoming Work</p>	<p>See Secretariat Discussion document circulated in advance of the meeting.</p> <p>Items Discussed: PPN Social Inclusion Week Event</p> <p>Co. Wicklow Volunteer Awards</p> <p>Reps & Sect Meeting</p> <p>Branded Merchandise: options presented</p> <p>Newsletter</p> <p>Funding Handbook: available in searchable form on PPN website</p> <p>Environmental Pillar Event.</p> <p>Online events including</p>	<p>Not to hold consultation on Equality Acts.</p> <p>To hold an in person relaxed fun networking event on 23rd Oct. Eleanor available to work on creative facilitated piece.</p> <p>Agreed that the PPN fund the Vol Team Award. Plaque considered for presentation</p> <p>Hold end Nov/early Dec Facilitated session: possible on Creating our Futures & Meal</p> <p>Branded notebook with pen preferred option. Order quantity for National Conference and member events.</p> <p>Agreed not to produce a hard copy of newsletter.</p> <p>It was agreed that this was a good idea and should be explored further.</p> <p>Consider organizing an event before year end.</p>	<p>H & G to: Check re other events planned for SI Week. Plan event Collaborate with Eleanor on event.</p> <p>H to discuss with the Volunteer Centre and organise award.</p> <p>H & G to organise</p> <p>H to follow up.</p> <p>No further action required</p> <p>G to follow up with Comm-IT</p> <p>H & G to follow up.</p> <p>H & G to</p>
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	<p>Training & Meet your Local Elected Reps scheduled for Thursday evenings through Sept to early Dec.</p> <p>Additional Human Resources to support delivery of additional in person events</p>	Suggested and Discussed	<p>implement plan.</p> <p>H & G to explore further.</p>
Secretariat Participation & Networking		Decision not to give time to this agenda item at this meeting.	Include on Agenda for next meeting.
New Members	Report on new membership applications circulated in advance of the meeting.	Baltinglass Fairtrade Delgany Tidy Towns Ratified as Associate Members.	G to send Associate member welcome email.
Policy Review Subgroup	Policies prepared by the Sub-group circulated in advance of the meeting. Niamh reported on work to date.	Members of the Secretariat not on the Subgroup to review policies and give feedback to H & G by Wed 22 nd Sept.	H & G to circulate policies to non-subgroup members of the Secretariat for feedback.
National PPN Conference: 4th & 5th March 2022	Preference for full/half day split sought	Majority in favour of Full day Friday & half day Sat.	H to follow up with hotel and with NAG re organizing meeting of Conference Sub-group.
Helen & Grainne left the meeting.			
Staffing Matters	Private Secretariat session held on this Agenda item		
Date of Next Meeting	12th October		