

County Wicklow PPN
Minutes of Secretariat meeting held
9th November 2021 @ 7.30pm via Zoom Call

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

Approval of the minutes of the meeting of (19th October): Sent in advance of meeting and approved by the meeting.
Matters arising: No matter arising
Declarations of conflicts of interest: Helen & Grainne declared a conflict of interest in Agenda item: Staffing Matters. Eleanor declared a conflict of interest in Agenda item: Work Report, Celebrating & Connecting Communities Event feedback.
Financial Report: Report sent to members prior to meeting and approved by meeting.
Budget: Helen shared the 2021 Budget document and highlighted an estimated underspend for 2021 of approx. €900. Notify DRCD and request permission to carry over underspend and the following: €2,000 for 2021 Accounting & Audit Fees and €3,000 for the National PPN Conference. Eset Anti-Virus: Helen to follow up with Ballycoe IT Support to source Anti-virus software and install on PPN IT devices.
Monthly Work Report: Report for October 2021 sent to members prior to meeting and approved by the meeting.

Agenda Item	Notes	Outcome /Decision	Action required.
Correspondence:			
DRCD CVSP 3 2021	2 nd tranche payment key financial information	All 2021 funding in PPN Account	No action required
DRCD Financial Controls Document	Updated version	Highlighted: <ul style="list-style-type: none"> • requirement for Hosted PPNs to submit audited accounts • Dept funding to PPNs 	Staff & Secretariat to familiarize themselves with this document

County Wicklow PPN

		<p>not to cover maternity leave payments etc.</p> <p>Need to consider WTG policy in light of Dept. document</p>	<p>PPN HR to discuss in first instance.</p>
Insurance	<p>Insurance indemnity cost & cover for Reps raised</p> <p>More general issues of insurance cover & cost for Community & Vol Groups</p>	<p>Investigate</p> <p>Consider running information/training session for members</p>	<p>H & G to follow up and feedback to Reps</p> <p>H & G to consider session for early 2022</p>
Work Report/Advice & Direction for Upcoming Work	<p>Items Discussed:</p> <p>Meet your Local Elected Representatives Online Event.</p> <p>Social Inclusion Week Event: Celebrating & Connecting Communities</p>	<p>Challenges with the organisation of these events in 2021 were discussed. Decision to reconsider format of event in 2022.</p> <p>Particularly the issue of low booking numbers for Greystones was discussed and it was decided to cancel the event</p> <p>Feedback from H & G and members of the Secretariat in attendance at this in person event was mixed.</p> <p>The low numbers that attended was noted and the factors affecting attendance including COVID regulations were</p>	<p>H &G to explore alternative arrangements for enabling dialogue between Elected Reps and Community for 2022 and to notify all re decision to cancel the event for Greystones.</p> <p>All to promote Arklow Event.</p> <p>All PPN events for the remainder of 2021 will be held remotely.</p>

County Wicklow PPN

	<p>End of Year Plenary</p>	<p>highlighted.</p> <p>Ideas for the theme and structuring of the end of year Plenary were discussed.</p> <p>It was decided not to include the LAWPRO consultation on Rivers in the plenary.</p> <p>In addition to the ordinary business of the Plenary it was decided to provide an opportunity for people to network and chat in a relaxed format.</p>	<p>H & G to organise Plenary</p>
	<p>Call for PPN Reps Nominations</p>	<p>Helen reminded the meeting of the closing date (19th Nov) and encouraged groups to consider the vacant positions</p>	<p>All to encourage people involved in Full member groups to consider the vacant positions.</p>
	<p>National PPN Conference</p>	<p>Helen updated the meeting on plans for this event.</p>	<p>Grainne to send link for next National PPN Conference subgroup meeting to Mai.</p> <p>H & G to identify hotels rooms needed for people working at the event and book early.</p>
	<p>End of Year PPN Reps & Secretariat Event</p>	<p>It was decided not to hold the annual end of year Reps & Secretariat meeting & dinner due to COVID restrictions and</p>	<p>H & G to organise to link with gathering for PPN National</p>

County Wicklow PPN

	Online Funding Handbook.	concerns. The Secretariat notified the meeting of their decision that Grainne undertake the inputting work on this project as a once off extra job to be completed in early 2022.	Conference H & G to contact e-Power Web Design to commence work on setting up plug in for funding database.
National Secretariat Network	Next meeting to be held on Thus 11 th November	Mai will attend.	Mai to attend & report back at Dec Secretariat Meeting.
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.	Cavernoma Ireland was not Ratified as Associate Members.	G to notify the group of the Secretariat's decision and offer to add to weekly update mailing list.
JPC Public Meeting	In person meeting planned for Thurs 18 th Nov	Stephen notified the meeting of this event	
Staffing Matters	No staffing matters required discussion		
Date of Next Meeting	14th December 2021		