

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

Facilitator:	Stephen Kearon
Present	Aoibhinn McCloy, Eleanor Phillips, Gertie Salley, Mai Quaid, Niamh Wogan, Phyllis Farrell, and Sarah MacArtain
Quorum:	Yes
Apologies:	Diana Gallagher
Absent:	
In Attendance (Others):	Helen Howes and Grainne Quinn From 8.15pm: Gerorda Stamps, Helen Kinsella, and Michael Conlon

Approval of the minutes of the meeting of (9th November): Sent in advance of meeting and approved by the meeting.
Matters arising: Report from National Secretariat (to be addressed under Agenda item 8)
Declarations of conflicts of interest: Helen & Grainne declared a conflict of interest in Agenda item: Staffing Matters.
Financial Report: Report sent to members prior to meeting and approved by meeting.
2021 Finance & 2022 Budget: Helen reported that approx. 80% of the 2021 funding was spent at the end of November 2021. Allowing for carry over for Audited Accounts and the National Conference the underspend for 2021 is projected to be approx. €1,000. This underspend will be allocated towards the once off extra cost of setting up the searchable Funding Calendar.
Monthly Work Report: Report for November 2021 sent to members prior to meeting and approved by the meeting.

Agenda Item	Notes	Outcome /Decision	Action required.
Correspondence:			
DRC D Email re 2021 Carry Over funding	Permission sought to carry over funding for Audited Accounts & National Conference	Dept. approved carry over of funding	No action required
DRC D Email re 2022 Funding Allocation	Notification of 2022 core funding allocation	No change in funding for 2022. It will remain at €75,700	No action required
Work Report/Advice & Direction for Upcoming Work	Items Discussed: National PPN Conference	The meeting was	No immediate

County Wicklow PPN

		<p>informed of the decision taken by the National Conference Subgroup to cancel the 2022 'in person' conference and to run a number of online sessions instead</p> <p>The meeting was also informed that the Subgroup committed to holding the next 'in person' National PPN Conference in Wicklow</p>	<p>action required on this</p>
	<p>Annual Members Survey</p>	<p>The meeting was notified that the Annual Members' Survey had been circulated and is open for responses until midnight 9th Jan</p>	<p>H & G to continue to encourage member groups to respond to the survey</p>
	<p>Climate Action Programme Funding (Strand 2)</p>	<p>Helen updated the meeting on discussions aimed at bringing together a regional grouping with a lead organisation to prepare and submit an application for funding under this new funding stream by the 27th January 2022</p> <p>The meeting was reminded that it is necessary for successful proposals to demonstrate inclusivity in design and practice, so that no one is left behind.</p>	<p>Helen to attend meeting on Wed 15th with IRL, Maynooth University, WCC & Kildare PPN to progress discussions.</p>
	<p>Secretariat & Reps Representatives Online Event.</p>	<p>New Reps to take up position from January 2022.</p> <p>Vouchers purchased for Secretariat & Reps in</p>	<p>H & G to remind Reps to</p>

County Wicklow PPN

		place of Annual Christmas dinner	claim voucher
	Secretariat Subgroups & Financial Payment Approvers	Notified of vacant PPN Rep positions. Expressions of interest sought through the Annual Survey	After 9 th Jan, a call will be put out for nominations
		The meeting was notified that because of changes in the membership of the Secretariat there will be vacancies on a number of the Sect. Subgroups	H & G to circulate details of Subgroups and seek expressions of interest from Secretariat members
Secretariat Participation & Networking			
National Secretariat Network	Mai reported on the Network's recent meeting: <ul style="list-style-type: none"> • Concern was expressed about the timeframe for the finalised report on the PPN Structural Review • They envisage that the PPN Handbook will continue to change to reflect emerging challenges • Interest amongst network members in the different hosting arrangements 	Mai will be stepping down & a replacement Rep. from Wicklow PPN Secretariat will be sought	Position on this National Network to be included in mailing re subgroups to Secretariat members
New Members	Report on new membership applications circulated in advance of the meeting	Both approved as Associate members	G to notify the groups & add to members' database
Staffing Matters <i>(Deemed not necessary for Helen & Grainne to leave the</i>	The meeting was notified that the Secretariat HR subgroup will meet to discuss the Dept. DRCD Financial Controls	Meeting of HR Subgroup to be held during week commencing Monday 20 th Dec	Aoibhinn, Niamh and Mai to meet and report back to the Secretariat

County Wicklow PPN

<p><i>meeting)</i></p>	<p>Document which raises issues relevant to staff terms and conditions</p> <p>The PPN Staff were thanked for their work during 2021</p> <p>PPN Staff will take Annual Leave beginning Monday 20th December. Staff will return to work during the week beginning 3rd January</p>		
<p>Secretariat Membership</p>	<p>Retiring Members</p> <p>New Members</p>	<p>Gertie, Mai & Naimh were thanked for their contribution to the Secretariat</p> <p>Three of the four new members joined the call from 8.15pm. All members introduced themselves and the new members were welcomed.</p>	
<p>Date of Next Meeting</p>	<p>Tuesday 18th January 2022 at 7.30pm via Zoom</p>		