

County Wicklow PPN
Minutes of Secretariat meeting held
18th January 2022 @ 7.30pm via Zoom Call

Facilitator:	Eleanor Phillips
Present	Diana Gallagher, Gerorda Stamps, Helen Kinsella, Michael Conlon, Phyllis Farrell, Sarah MacArtain and Stephen Kearon
Quorum:	Yes
Apologies:	Aoibhinn McCloy
Absent:	Anne Waithira Burke
In Attendance (Others):	Helen Howes and Grainne Quinn

Round of Introductions: The Meeting commenced with a round of Introductions.
Approval of the minutes of the meeting of (14th December 2021): Sent in advance of meeting and approved by the meeting.
Matters arising: none
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.
2022 Budget: Helen highlighted the sources of funding and allocations for 2022. She also explained the carry over figures.
Monthly Work Report: Report for December 2021 sent to members prior to meeting and approved by the meeting.

Agenda Item	Notes	Outcome /Decision	Action required.
Correspondence: Mermaid Arts Centre: Re Board Nominations	PPN notified that the Mermaid Arts Centre constitution doesn't allow for the PPN to nominate directly to a seat.	Acknowledge correspondence highlighting the PPN's interest in working together and the benefits of this to both organisations.	Helen to prepare & send correspondence.
Secretariat Survey & Sub-group	Meeting Schedule Sub-Group Membership	Tuesday evening preferred option – see meeting schedule. Liaison Subgroup	Dates to be noted Helen to follow up with Stephen & Eleanor

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		HR Sub-group	Eleanor to join
		Policy Sub-group	Membership to stay as is (Eleanor, Phillis, Mai & Naimh)
		National Secretariat Network	Stephen to be Co. Wicklow PPN Rep on Network
		Financial Approvers	Phyllis & Stephen appointed
<p>Work Report/Advice & Direction for Upcoming Work</p> <p>2022 Work Plan Informed by Responses to PPN 2021 Annual Members's Survey</p>	<p>Items Discussed:</p> <p>Training/Information session on Insurance</p> <p>Vision for Community Wellbeing: Meeting informed that Co. Wicklow PPN due to update this work.</p> <p>Strategic Plan: Meeting informed all PPNs now required by the Dept. to have a Strategic Plan.</p>	<p>The content and facilitator/trainer for this session was discussed.</p> <p>Discussed how best to do this work & ensure community engagement. Links with & impact of other community consultations/info sessions planned in the County during 2022 were raised: WCC LECP and CWP Leader funding.</p> <p>Synergy with VCW work was noted</p>	<p>Gerorda, Helen K and Michael to forward possible contacts.</p> <p>Helen H & Grainne to follow up.</p> <p>All to consider and share ideas.</p> <p>No specific action required currently.</p>

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Policies	Meet your Local Elected Reps Events for 2022: Reviewed experience from previous year.	Decision made not to hold in 2022 and to hold again nearer to elections. Also, to explore inviting Elected Reps to other PPN events e.g., Finding your way around Local Govt sessions.	H & G to notify Elected Reps & members.
	MOU & SLA: 2022 documents drafted.	Awaiting approval from WTG and WCC.	Helen to finalise and get signed.
	Formatting & presentation of PPN policies	Discussed wish to standardise presentation and formatting of policies including proofing them for 'plain English'. Decision to get a volunteer to undertake this work.	Eleanor & Helen K to follow up re possible volunteer.
Community Climate Action Programme Funding Update	Co. Wicklow PPN part of consortium submitting a proposal for this funding.	Work to continue on this proposal, closing date 27 th Jan 2022.	Helen to continue this work.
Funding Handbook Update	Meeting notified of the work currently being undertaken to update this resource to a searchable resource on website.	Work to continue on the development of this resources.	Grainne to continue this work.
Secretariat & PPN Reps	Secretariat Membership	Sarah informed the meeting that she was resigning, as she was longer eligible to be a PPN Rep. All thanked Sarah for her contribution & wished her luck in her new role with the Wheel.	
	Vacant Rep Seats	Formal call to be circulated.	H & G to circulate.
	Reps & Secretariat	Meeting on 1 st Feb via	All to add to

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	Meeting	Zoom call.	diary.
Secretariat Participation & Networking			
Funding	Diana highlighted to the meeting that the Community Activities Fund is open for applications until 31 st Jan.	Details available on the new Funding sources page of PPN website.	
New Members	No New members		
Staffing Matters	As Aoibhinn was unable to attend the meeting this agenda item was not discussed.		Aoibhinn, to contact HR sub-group members.
Date of Next Meeting	Tuesday 8 th February 2022 at 7.30pm via Zoom		