

County Wicklow PPN
Minutes of Secretariat meeting held
12th April 2022 @ 7.30pm via Zoom Call

Facilitator:	Stephen Kearon
Also Present	Anne Waithira Burke, Diana Gallagher, Emma Smith, Helen Kinsella, Phyllis Farrell, and Paul Leahy (Paul joined at 8.30pm)
Quorum:	Yes. The quorum for the April meeting was not fulfilled until after the meeting had started, however no decisions were made until the Secretariat quorum was reached.
Apologies:	Aoibhinn McCloy, Eleanor Phillips, Gerorda Stamps and Michael Conlon
Absent:	
In Attendance (Others):	Helen Howes and Grainne Quinn

<p>Secretariat Meeting schedule Due to non-quorum at the start of the April meeting changing the day for Secretariat meetings was discussed.</p> <p>It was agreed, in line with good governance that as dates for 2022 meetings had been set at the end of last year they would be adhere to.</p>
<p>Approval of the minutes of the meeting of (8th March 2022): Sent in advance of meeting and approved by the meeting.</p>
<p>Matters arising: None</p>
<p>Declarations of conflicts of interest: Helen & Grainne declared a conflict of interest in Agenda item: Staffing Matters.</p>
<p>Financial Report: Report sent to members prior to meeting and approved by meeting. March Expenditure total €8259.59. Reconciled Bank Balance €18,678.90. Helen highlighted that in addition to the regular costs during April there will be a payment to Carmichael for training session. She explained that the underspend is due to not incurring IT support/maintenance costs during March.</p>
<p>Monthly Work Report: Report for March 2022 sent to members prior to meeting and approved by the meeting.</p>

Agenda Item	Notes	Outcome /Decision	Action required.
<p>Correspondence: Dept Circulars CVSP 2/2022</p>	<p>Funding Arrangements & Income & Expenditure Report. Completed 2021 Income & Expenditure. Report to be submitted along with signed copies</p>	<p>HH Reported the documents were completed and submitted on 22/3/22.</p>	<p>HH/GQ to ensure compliance with Circular requirements.</p>

County Wicklow PPN

CVSP 3/2022	of 2022 SLA and MOUs by 31/3/22. Annual Report Template issued to be completed and submitted by 16/5/22.	Work has begun in completing the template and Reps have been surveyed for input.	
Work Report/Advice & Direction for Upcoming Work Members Events/Meetings	Items Discussed: Training/Information sessions: Meet the Funders, Risk Management & Insurance Meeting for Groups that run Community Centres/ Networking Event	Details of the sessions outlined. Recording of the sessions discussed – decision to not record, presentations to be shared and any additional information 35 people attended 1 st Meet the Funders session. Excellent feedback. Online meeting 31.03.22. 4 groups presented their plans for development & experiences. Good information sharing & peer support.	HH/GQ promote and run sessions on Wednesday evenings during April.
Vision for Community Wellbeing consultation & collaboration with Wicklow Co Co LECP	Submission of proposal with Wicklow Co Co to Dormant Accounts Funding for Engagement Strategies	EOI successful Funding will be granted to WCC. Consultant to be recruited to implement. Project will allow for further and broader consultation on VCW & LECP. Project will also build capacity for participating organisations/individuals. Data analysis and	HH/GQ to work with Wicklow Co. Co. PPN role to encourage groups/individuals to engage with the project. Reps & Secretariat may be approached to assist with development of

County Wicklow PPN

<p>National Conference</p> <p>Response to Ukrainians arriving in Co Wicklow</p>	<p>2022 Conference to be hosted by Laois PPN. Fri 21 & Sat 22 October in the Midlands Park Hotel, Portlaoise. Wicklow will host 2023 conference</p> <ul style="list-style-type: none"> • Wicklow Community Response forum: Holding weekly meetings. • West Wicklow Interagency group: Holding meeting every two weeks • Bray Agencies: meeting on a regular basis 	<p>identification of goals and vision will be a challenge.</p> <p>PPN represented on and contributing all three committees.</p>	<p>VCW from data collected. HK shared details of consultant.</p> <p>PPN to continue to contribute to committees and share information.</p>
<p>PPN Representatives</p>	<p>Vacant PPN Seats</p> <p>Reps Code of Conduct</p> <p>Environment Reps Meeting</p>	<p>Call for nominations open until Tuesday 19th April.</p> <p>All Reps to read and sign.</p> <p>Will be held online.</p>	<p>HH/GQ to compile nominations for presentation to May Secretariat meeting.</p> <p>HH/GQ to follow up with Reps.</p> <p>HH/GQ to organise.</p>
<p>Facilitator for Secretariat Meetings</p>	<p>Consider role of Facilitator</p>	<p>3 meeting rotation. Discussed role of Facilitator: The importance of maintaining whole secretariat involvement in decision making was acknowledged and it was agreed that the Facilitator would be the</p>	<p>Stephen will fulfil the facilitator role for the May and June meetings.</p>

County Wicklow PPN

		first port of call for RW & SW re document signing, direction etc.	
Policy Sub-group	Report from April Meeting	Constitution reviewed in light of Dept Circular (CVSP 1/2022). Financial policy reviewed	Reviewed policies to be brought to May Secretariat meeting for approval.
National Secretariat Network	Report from Stephen	Information shared at the Nat. Secretariat Network: <ul style="list-style-type: none"> • Nat. PPN Communications Strategy awarded • 2022 Funding Arrangements (as per circular) • PPN Staffing issues – subgroup being formed • Online training • Coordinated response across Depts. to Ukrainian crisis • Exploring moving to hybrid meeting for the Network 	Stephen to keep Wicklow PPN informed on developments in relation to hybrid meetings.
New Members	List of new membership applications circulated in advance of the meeting.	Membership approved for: <ul style="list-style-type: none"> • Siel Bleu Ireland • Young Social Innovators • Wicklow Parkinsons Choir 	Grainne to update Members Database & send member welcome email.
Secretariat Participation & Networking	Public Meeting of the Wicklow Joint Policing Committee to be held on Wednesday 4 th May.		HH/GQ to share information with members.
Staffing Matters	As the host organisation was not represented at the meeting this agenda item was not discussed.		
Date of Next Meeting	Tuesday 10 th May 2022 at 7.30pm via Zoom		