

County Wicklow PPN
Minutes of Secretariat meeting held
8th March 2022 @ 7.30pm via Zoom Call

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

Approval of the minutes of the meeting of (8th February 2022): 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. Helen highlighted that there may be a change during 2022 in the Wicklow Travellers Group apportionment policy which could result in a reduction in the charge to the PPN.
Monthly Work Report: Report for February 2022 sent to members prior to meeting and approved by the meeting.

Agenda Item	Notes	Outcome /Decision	Action required.
Correspondence: Dept Circular (CVSP 1/2022)	Re: Update to National PPN Handbook (PPN Plenary & Quorum)	Issue raised in Dept Circular should be addressed in PPN policies/constitution. Need to hold Policy Sub-group meeting.	HH/GQ to organise a meeting of the Policy sub-group.
Work Report/Advice & Direction for Upcoming Work Members Events/Meetings	Items Discussed: International Womens Day event in Rathnew	Report from event presented.	Information collected will be feed into Vision for Community Wellbeing and LECP

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	<p>Peer Support & Networking session for Community Centres & Halls</p>	<p>Decision made not to hold this in-person event on Thurs 10th March due to low number of bookings. Members input to be sought re how/when to hold.</p>	<p>consultation.</p> <p>HH/GQ to notify members and seek input into rescheduling event.</p>
	<p>Risk Management & Insurance Training</p>	<p>Planning ongoing, the sessions will be held online.</p>	<p>HH/GQ to continue work on this training.</p>
	<p>Funding Training</p>	<p>It was agreed that the PPN will invite funders (e.g., Wicklow Co Co, corporate funders etc.) to meet members. Session/s to be held online.</p>	<p>HH/GQ to organise.</p>
<p>Vision for Community Wellbeing consultation & collaboration with Wicklow Co Co LECP</p>	<p>Submission of proposal with Wicklow Co Co to Dormant Accounts Funding for Engagement Strategies</p>	<p>Meeting notified of Wicklow Co Co plan to work with the PPN to submit a proposal to this funding scheme. Discussion around training facilitators in community to enable engagement with more socially excluded and underrepresented groups.</p>	<p>HH to work with Wicklow Co. Co on this. The PPN to note time etc. given to work on this proposal.</p>
<p>National Conference</p>	<p>Dept request to hold in 2022 rather than wait until 2023</p>	<p>The meeting decided that Co. Wicklow PPN should not offer to hold the National Conference during 2022 but offer to hold in 2023 as agreed at the National Conference Sub-group meeting.</p>	<p>HH to maintain contact with the Dept, the National Conference sub-group and the secretariat on this.</p>
<p>Environment PPN Reps Meeting</p>	<p>Plans for Peer Support session</p>	<p>Will be held online.</p>	<p>HH/GQ to organise.</p>

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<p>Response to Ukrainians arriving in Co Wicklow</p>	<p>Wicklow Co Co exploring ideas/actions including reestablishment of the Community Response Forum/Call</p>	<p>Suggestions made:</p> <ul style="list-style-type: none"> • Need to be proactive – assess needs • Co Co to make translators available • Information resources to be translated • Compile list of agencies and supports • Trauma informed practices and cultural competency – training needed for all officials and front-line staff <p>PPN to make resources available in other languages</p>	<p>HH to feedback discussion to Wicklow Co Co</p> <p>Stephen to raise suggestion of PPN resources being available in several languages at Nat. Secretariat Network within context of Nat. Communications Strategy.</p>
<p>PPN Representatives</p>	<p>Nominations for Vacant Rep positions (forms shared ahead of meeting)</p> <p>Vacant PPN Seats</p> <p>PPN Reps Code of Conduct</p>	<p>The meeting agreed to approve nominations subject to ratification at the next PPN Plenary.</p> <ul style="list-style-type: none"> • County Childcare committee • Volunteer Centre • Community, Cultural & Social Dev. SPC (Env Rep) • Secretariat (Wicklow MD & Greystones MD Reps) <p>Follow up with Reps to ensure all have read, understood, and signed.</p>	<p>HH/GQ to contact new Reps and welcome to team.</p> <p>HH/GQ to put out formal call for remaining vacant PPN seats.</p> <p>HH to follow up.</p>
<p>Facilitator for Secretariat Meetings</p>	<p>New Facilitator sought Consider role of Facilitator</p>	<p>Volunteer sought for next three (April – June inclusive) meetings. Stephen volunteered.</p> <p>As the Facilitator is now in place for three meetings Secretariat</p>	<p>Stephen will facilitate the April, May, and June meetings.</p> <p>This will be included on the agenda for the</p>

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		members to consider the role of the Facilitator.	April Secretariat meeting.
National Secretariat Network	Report from Stephen	Information shared at the Nat. Secretariat Network: <ul style="list-style-type: none"> • Nat. PPN Communications Strategy • Dept plan to conduct random audits of PPNs 	Stephen to input suggestions from meeting discussion on Ukrainians arriving in Co Wicklow
New Members	List of new membership applications circulated in advance of the meeting.	Membership approved for: <ul style="list-style-type: none"> • Carnew & District Agricultural Show Society • Common Ground Community Led Housing • ReWild Wicklow 	Grainne to update Members Database & send member welcome email.
Secretariat Participation & Networking	St. Patrick's Day Parades: <ul style="list-style-type: none"> • Rathdrum holding a parade – theme Solidarity with Ukraine. • Baltinglass no parade this year. 	Wicklow Arts Office 'My Future Baltinglass' project raised.	GQ to share information with Gerorda.
Staffing Matters	As the host organisation was not represented at the meeting this agenda item was not discussed.		
Date of Next Meeting	Tuesday 12 th April 2022 at 7.30pm via Zoom		