

County Wicklow PPN
Minutes of Secretariat meeting held
10th May 2022 @ 7.30pm via Zoom Call

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

Agenda Addition of June Plenary to the Meeting Agenda
Approval of the minutes of the meeting of (12th April 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.
Finance & Budget Financial Report: Report sent to members prior to meeting and approved by meeting. Upcoming cost of Website work to update plug-ins highlighted. Helen indicated that while this cost was not included in the budget the underspend on IT maintenance should cover this cost. Website developer to discuss this further with HH/GQ. Use of Bank Card for some payments. In certain situations, HH and GQ have used their own Bank Card to make a payment on behalf of the PPN and then claimed it back through their expenses claim with support documentation. In line with good governance practice it was agreed that the PPN move to obtaining its own bank card which is used in place of staff using their own. Various options were suggested: including Revolut or PayPal card. HH/GQ to follow up. Monthly Work Report: Report for March 2022 sent to members prior to meeting and approved by the meeting.

Agenda Item	Notes	Outcome /Decision	Action required.
Correspondence: Dept Email re Audit	Wicklow PPN one of several PPN's selected for Audit (for year ending: 31/12/2020)	Importance of being prepared and having all required documentation easily accessible was highlighted. Auditor due to visit on the 9 th June	HH to work with WTG to have all documentation ready for the Auditor.

County Wicklow PPN

<p>Disability Strategy for County Wicklow</p>	<p>Pobal Dormant Accounts)</p> <p>WCC have secured a consultant to develop this strategy</p>	<p>focus on the inclusion of the voice of more marginalised groups.</p> <p>Meeting notified that the PPN have been contacted in relation to consultation with communities</p>	<p>HH to liaise with WCC on this and clarify PPN role.</p>
<p>National Conference</p>	<p>2022 Conference to be hosted by Laois PPN. Fri 21 & Sat 22 October in the Midlands Park Hotel, Portlaoise.</p> <p>Who will attend to represent Wicklow?</p>	<p>The PPN will allocate funding to cover 5/6 representatives to attend. Agree allocation of €1,000 to facilitate attendance of Reps</p> <p>Use a survey to assess interest and seek representation from each Pillar.</p>	<p>HH/GQ to prepare and circulate a survey.</p> <p>HH to provisional book rooms in the hotel.</p>
<p>Response to Ukrainians arriving in Co Wicklow</p>	<p>An update from the Wicklow Community Response forum weekly meetings was presented.</p> <p>Community Centres as accommodations for refugees</p>	<p>Numbers arriving reducing</p> <p>Childcare places difficult to secure particularly in Bray area</p> <p>Newer refugees need more support.</p> <p>CWP & WCC both have recruited staff to work with Ukrainians.</p> <p>SK notified the meeting that Ballinaclesh Community Association had approached WCC re using their Centre for Refugee accommodation.</p> <p>The issues of:</p> <ul style="list-style-type: none"> • Insurance cover • Un/underspent grant funding <p>as a result of change in work plans to focus on supporting Refugees was also raised.</p>	<p>PPN to continue to contribute to committees and share information.</p> <p>HH to raise at Wicklow Community Response Forum meeting and SK to raise at National Secretariat Network meeting</p>

County Wicklow PPN

June Plenary	The organisation of the next Plenary meeting was discussed	It was agreed to hold it at the end of June (Sat 25 th). Theme: Diversity & Inclusion Link with Street Feast idea. Possible Venue: CEART	HH/GQ to organise
PPN Representatives	Nominations for Vacant PPN Seats – circulated ahead of the meeting	All approved.	HH to notify nominees and committees. meeting.
Policies	<p>Revised Constitution and Financial Policy (circulated ahead of meeting)</p> <p>Formatting of Policies</p> <p>New Policy Development</p>	<p>Both approved by the meeting.</p> <p>This task was undertaken by a volunteer, secured by HK. HK and the volunteer were thanked.</p> <p>The Policy Sub-group will commence work on preparing the following policies: Communication Equality, Diversity & Inclusion</p>	<p>Revised policies to be brought to the June Plenary for ratification.</p> <p>HH to organise a €50 voucher for volunteer.</p> <p>Secretariat to share any relevant policies with the PPN.</p>
National Secretariat Network	Upcoming Meeting	<p>SK to ask about funding (see detail under ‘Response to Ukrainians arriving in Co Wicklow’ section agenda item above)</p> <p>Also, to ask about PPN member groups access the online PPN stakeholder training</p>	SK to follow up
New Members	List of new membership applications circulated in advance of the meeting.	<p>Membership approved for:</p> <ul style="list-style-type: none"> • Kilquiggan Residents Association 	Grainne to update Members Database & send member welcome

County Wicklow PPN

		<ul style="list-style-type: none"> • Hollywood Community Family Group • Order of Malta Ambulance Corps - Rathdrum Unit • Friar Hill Residents Association • Wicklow RNLi Fundraising Branch 	email.
Secretariat Participation & Networking	No items raised for discussion		
Staffing Matters	As the host organisation was not represented at the meeting this agenda item was not discussed.		
Date of Next Meeting	Tuesday 14th June 2022 at 7.30pm via Zoom. Stephen to facilitate		