# 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 (12**<sup>th</sup> **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 <sup>th</sup> June	HH to work with WTG to have all documentation ready for the Auditor.

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		Helen has notified the Council and WTG.	
Dept Email re Query on Income & Expenditure Report  Work Report/Advice & Direction for Upcoming Work	Dept have queried amount of €3,556.39 for IT support & maintenance Items Discussed:	HH has replied with explanation and supporting invoices	Currently no further action required.
Members Events/Meetings	Insurance for Community Groups: session with BHP Risk Management:	PF reported that the Insurance session was excellent. And the focus on Q&A worked really well  The issue of value for	This point was
	session with Carmichael	money of training/information sessions was raised when numbers attending are low and where a professional trainer has been contracted to deliver the session.	noted and will be borne in mind when planning future session.
Vision for Community Wellbeing consultation & collaboration with Wicklow Co Co LECP	Municipal District Consultation sessions	The MD sessions are underway. Wicklow MD session held with 17 in attendance. Costs being split between PPN and WCC. PPN covering venue, WCC covering food. PPN paying upfront for food and claiming it back from WCC.	HH/GQ to continue to promote and run remaining sessions. Secretariat members to also promote.
	Pilot Engagement Project	Plenty of media coverage on social media, in local papers and Stephen did an interview with East Coast FM.  Consultant to be sourced	HH to continue to
	for LECP (additional funding to WCC from	for this additional consultation work. It will	liaise with WCC on this.

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	Pobal Dormant Accounts)	focus on the inclusion of the voice of more marginalised groups.	
Disability Strategy for County Wicklow	WCC have secured a consultant to develop this strategy	Meeting notified that the PPN have been contacted in relation to consultation with communities	HH to liaise with WCC on this and clarify PPN role.
National Conference	2022 Conference to be hosted by Laois PPN. Fri 21 & Sat 22 October in the Midlands Park Hotel, Portlaoise. Who will attend to represent Wicklow?	The PPN will allocate funding to cover 5/6 representatives to attend. Agree allocation of €1,000 to facilitate attendance of Reps Use a survey to assess interest and seek representation from each Pillar.	HH/GQ to prepare and circulate a survey. HH to provisional book rooms in the hotel.
Response to Ukrainians arriving in Co Wicklow	An update from the Wicklow Community Response forum weekly meetings was presented.	Numbers arriving reducing Childcare places difficult to secure particularly in Bray area Newer refugees need more support. CWP &WCC both have recruited staff to work with Ukrainians.	PPN to continue to contribute to committees and share information.
	Community Centres as accommodations for refugees	SK notified the meeting that Ballinaclash Community Association had approached WCC re using their Centre for Refugee accommodation.	
		The issues of:  Insurance cover  Un/underspent grant funding as a result of change in work plans to focus on supporting Refugees was also raised.	HH to raise at Wicklow Community Response Forum meeting and SK to raise at National Secretariat Network meeting

June Plenary	The organisation of the next Plenary meeting was discussed	It was agreed to hold it at the end of June (Sat 25 <sup>th</sup> ). 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	Revised Constitution and Financial Policy (circulated ahead of meeting)	Both approved by the meeting.	Revised policies to be brought to the June Plenary for ratification.
	Formatting of Policies	This task was undertaken by a volunteer, secured by HK. HK and the volunteer were thanked.	HH to organise a €50 voucher for volunteer.
	New Policy Development	The Policy Sub-group will commence work on preparing the following policies: Communication Equality, Diversity & Inclusion	Secretariat to share any relevant policies with the PPN.
National Secretariat Network	Upcoming Meeting	SK to ask about funding (see detail under 'Response to Ukrainians arriving in Co Wicklow' section agenda item above)	SK to follow up
		Also, to ask about PPN member groups access the online PPN stakeholder training	
New Members	List of new membership applications circulated in advance of the meeting.	Membership approved for: • Kilquiggan Residents Association	Grainne to update Members Database & send member welcome

	Hollywood Community	email.	
	Family Group		
	<ul> <li>Order of Malta</li> </ul>		
	Ambulance Corps -		
	Rathdrum Unit		
	<ul> <li>Friar Hill Residents</li> </ul>		
	Association		
	Wicklow RNLI		
	Fundraising Branch		
Secretariat	No items raised for discussion		
Participation &			
Networking			
Staffing Matters	As the host organisation was not represented at the meeting this agenda		
_	item was not discussed.		
Date of Next Meeting	Tuesday 14 <sup>th</sup> June 2022 at 7.30pm via Zoom.		
	Stephen to facilitate		