

**County Wicklow PPN**  
**Minutes of Secretariat meeting held**  
**12<sup>th</sup> July 2022 @ 7.30pm via Zoom Call**

<b>Facilitator:</b>	Stephen Kearon
<b>Also Present</b>	Anne Waithira Burke (poor internet connection, not present for full meeting), Aoibhinn McCloy, Diana Gallagher (joined at 8pm), Eleanor Phillips, Gerorda Stamps, Helen Kinsella, Michael Conlon and Phyllis Farrell
<b>Quorum:</b>	Yes.
<b>Apologies:</b>	Emma Smith and Paul Leahy
<b>Absent:</b>	
<b>In Attendance (Others):</b>	Helen Howes and Grainne Quinn

<p><b>Agenda</b>          Addition to Work Report section of the agenda: Tinahely Show.          Agenda with addition Approved by the meeting</p>
<p><b>Approval of the minutes of the meeting of (14<sup>th</sup> June 2022):</b> Sent in advance of meeting and approved by the meeting.</p>
<p><b>Matters arising:</b> None</p>
<p><b>Declarations of conflicts of interest:</b>          Stephen Kearon declared a conflict of interest in relation to one of the new membership applications.          Helen H &amp; Grainne declared a conflict of interest in relation to the Staff Matters Agenda item</p>
<p><b>Finance &amp; Budget:</b> Report sent to members prior to meeting and approved by meeting.  <b>Financial Report:</b> Report sent to members prior to meeting and approved by meeting.          HH reported the following:</p> <ul style="list-style-type: none"> <li>• June expenditure was as per usual costs.</li> <li>• July expenditure will include - Half the Accounting fee for 2022 &amp; the 2021 Audit fees</li> </ul>
<p><b>Budget:</b>          HH reported the following:</p> <ul style="list-style-type: none"> <li>• Allocation of €652 for work by GQ on Funding Calendar will not be required for this project.</li> <li>• Travel expenditure still slightly under budget. Expectation that there will be more travel costs incurred during the second half of 2022</li> <li>• IT Maintenance Costs under budget. Website may require slightly more than budgeted as updated of plugins etc. required.</li> <li>• Training budget remaining €4,000, may come in under budget for 2022</li> <li>• PPN 2022 National Conference – included €869 to cover cost of hotel room hire for Wicklow PPN delegates</li> </ul>
<p>Projected underspend of approx. €821.          Under the National PPN Guidelines (Handbook) all PPN are required to have a Strategic Plan. HH recommended that the underspend be allocated to the development of a Strategic Plan.</p>

## County Wicklow PPN

### Finance – As discussed at the National Advisory Group (NAG)

Apart from funding allocated for a Support Worker, PPNs have had no increase in funding since their establishment in 2014

HH reported from the NAG meeting that in light of current cost of living increases it was recommended that all PPNs write to the Dept. asking for an increase of funding.

HH sought advice on the preparation of this letter. Following discussion, it was agreed that:

- There should be a coordinated approach adopted to this submission/letter across PPNs and to this end
  - HH to raise the topic at the National PPN Resource Workers meeting on Wednesday 13<sup>th</sup> July
  - Stephen to raise the topic at the National Secretariat Meeting on Thursday 14<sup>th</sup> July
- In addition, Aoibhinn agreed to share similar letter submitted by the National Travellers organisations.

**Monthly Work Report:** Report for June 2022 sent to members prior to meeting and approved by the meeting.

Agenda Item	Notes	Outcome /Decision	Action required.
<b>Correspondence:</b> Dept: Call for input on PPN Structural Review	Review Report, Summary of Report and Feedback Template circulated prior to meeting. Open for feedback until the end of August. Meeting to consider how will Wicklow PPN respond?	The meeting agreed to the following: Set up a Sub-group of the Secretariat. This group will meet on the 8 <sup>th</sup> August at 7.30pm. Circulate information to members and invite feedback & to join subgroup. Feedback due from members by 27 <sup>th</sup> July.  The linkage between: <ul style="list-style-type: none"> <li>• Feedback on the PPN Structural Review</li> <li>• Request to increase PPN funding raised at</li> </ul>	Subgroup: <ul style="list-style-type: none"> <li>• Helen H</li> <li>• Helen K</li> <li>• Michael</li> <li>• Stephen</li> </ul> HH to circulate information to members. HH to compile feedback and circulate to subgroup.  All to consider report & feedback prior to August 8 <sup>th</sup> meeting.

## County Wicklow PPN

<p><b>Social Justice Ireland PPN Structural Review Feedback sessions</b></p>	<p>Circulated prior to meeting</p>	<p>NAG meeting</p> <ul style="list-style-type: none"> <li>• Motion passed at Co. Wicklow PPN 2022 Mid-year plenary was acknowledged.</li> </ul> <p>Secretariat notified that these sessions are available to all to join.</p>	<p>HH to attend session on Tuesday 19<sup>th</sup> July.</p>
<p><b>Work Report/Advice &amp; Direction for Upcoming Work</b></p> <p><b>Plenary (Sat 25<sup>th</sup> June)</b></p>	<p>Items Discussed:</p> <p>Engagement &amp; Discussion at the Plenary was excellent</p> <p>Motion passed at Plenary re <i>support for the Management team of Co. Wicklow PPN to pursue discussion on employment terms and conditions for PPN staff including funding, equality, and non-discriminatory practices.</i></p>	<p>It was highlighted that staff terms &amp; conditions is an issue across the whole Community &amp; Voluntary sector. Is this a topic that the PPN should organise a session on for members?</p> <p>Discussed: Dept to ensure all projects funded should be line with terms &amp; conditions of statutory bodies Budget 2023 end of Sept so action needed now Dept contract with The Wheel/Adare re PPN HR support.</p> <p>Here again linkage with</p> <ul style="list-style-type: none"> <li>• Feedback on the PPN Structural Review</li> <li>• Request to increase PPN funding raised at NAG meeting was acknowledged.</li> </ul>	<p>HH/GQ to consider/explore this.</p> <p>Aoibhinn to speak with other PPN coordinators. Also offered to raise with HR specialist on WTG Board.</p> <p>Stephen to raise at National Secretariat Network meeting.</p> <p>Helen to raise at National Resourced Workers meeting.</p> <p>All to consider if there are European examples that could inform</p>

## County Wicklow PPN

<p><b>National Conference</b></p>	<p>2022 Conference in Laois</p>	<p>Representation per PPN capped at 8.</p> <p>Wicklow PPN had planned for 10 in total (8 PPN &amp; 2 LA).</p> <p>HH notified meeting one of those drawn to represent Wicklow PPN at the June meeting should not have been included in the draw and can't attend so 9 due to attend from Wicklow. Laois PPN have approved this, and rooms booked.</p>	<p>actions.</p> <p>HH/GQ to circulate Conference agenda etc. when made available.</p>
	<p>2023 Conference in Wicklow</p>	<p>Hotel initial figures and availability document circulated prior to meeting.</p> <p>Meeting agreed to propose holding conference on 5<sup>th</sup> &amp; 6<sup>th</sup> Oct due to greater availability of hotel rooms &amp; price.</p>	<p>HH to notify the Dept and seek approval for holding the conference on Thurs/Fri 5<sup>th</sup> &amp; 6<sup>th</sup> October 2023.</p>
<p><b>Vision for Community Wellbeing</b></p>	<p>Engagement Strategy for LECP.</p>	<p>Contracted awarded by Wicklow County Council to Harriett Emerson.</p> <p>Initial meeting scheduled.</p>	<p>HH to keep Secretariat updated.</p>
<p><b>Community Climate Action Fund</b></p>	<p>Collaborate proposal</p>	<p>HH notified that meeting that a decision on this funding proposal has been delayed and that the Dept have indicated that they hope to notify people of decision shortly.</p>	<p>HH to keep Secretariat updated.</p>
<p><b>Tinahely Show – 1<sup>st</sup> August. Bank Holiday</b></p>	<p>PPN invited to display at the Show as part of the</p>	<p>Cost of stand €300</p> <p>Marquee to include</p>	<p>Stephen &amp; Gerorda</p>

## County Wicklow PPN

<b>Monday</b>	'Best of Wicklow' showcase marquee	other public service organisations in the County. Meeting agreed to the PPN taking a stand at the Show. Rota for the day discussed. Holding a prize draw was suggested.	volunteered. HH/GQ to organise stand.
<b>PPN Representatives</b>	Nomination forms for the following seats circulated prior to the meeting: Carina Holmes (Secretariat Greystones Seat) Eanna Gallagher (Transport, Water & Emergency SPC Env Seat)	Nominations approved  Wicklow MD seat on the Secretariat still vacant	HH to notify nominees.
<b>New Members</b>	List of new membership applications circulated in advance of the meeting.	Membership approved for: <ul style="list-style-type: none"> <li>• Ballinaclesh Heritage Association</li> <li>• Womens Shed Kiltegan</li> </ul>	GQ to update Members Database & send member welcome email.
<b>Secretariat Participation &amp; Networking</b>	Rotation of Meeting Facilitator	Diana volunteered to facilitate the next three Secretariat meetings (Sept, Oct & Nov meetings)	HH & GQ to liaise with Diana.
<b>Staffing Matters</b>	Private Secretariat session held on this Agenda item		
<b>Date of Next Meeting</b>	<b>Tuesday 13<sup>th</sup> September 2022 at 7.30pm via Zoom.</b> Diana to facilitate		