

County Wicklow PPN
Minutes of Secretariat meeting held
14th June 2022 @ 7.30pm via Zoom Call

Facilitator:	Emma Smith
Also Present	Anne Waithira Burke (left at 8.20pm), Diana Gallagher, Eleanor Phillips, Gerorda Stamps, Helen Kinsella, Michael Conlon (IT issues joined at 8.50pm), Paul Leahy, Phyllis Farrell and Stephen Kearon (notified meeting that he would be late - joined at 8.15pm)
Quorum:	Yes.
Apologies:	Aoibhinn McCloy
Absent:	
In Attendance (Others):	Helen Howes and Grainne Quinn
<p>There were several technical issues resulting in three of the attendees having problems with speaking/being heard on the zoom call. The meeting agreed to continue with the three participants agreeing to use the Chat function. In addition, Michael had multiple connection problems and was seriously delayed in joining the meeting.</p>	

<p>Agenda Approved by the meeting</p>
<p>Approval of the minutes of the meeting of (10th May 2022): Sent in advance of meeting and approved by the meeting.</p>
<p>Matters arising: None</p>
<p>Declarations of conflicts of interest: Gerorda Stamps declared a conflict of interest in relation to selecting the PPN Conference 2022 delegates.</p>
<p>Finance & Budget</p> <p>Financial Report: Report sent to members prior to meeting and approved by meeting.</p> <p>It was reported that most of the non-salary expenditure in May were costs associated with running the Public Consultation session on the Vision for Community Wellbeing/LECP run in collaboration with Wicklow County Council. An invoice was issued to WCC as per the agreement that PPN would cover venue costs and WCC would cover food & refreshment costs.</p> <p>Action: Helen has issued the invoice for reimbursement of food costs and submitted it to the Council.</p> <p>Audit David Yeomans, Head of Internal Audit, Department Rural & Community Development audited Co Wicklow PPN 2020 income & expenditure accounts & procedures on Thursday 9th June. He queried two payments over €1,000 in relation to the development of the SDG video and the Supercharge Your Selfcare videos and requested a written explanation of same. A draft reply was prepared & discussed, and two amendments recommended: include date of minutes and elaborate on 'reasons'.</p>

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Action: Helen to amend reply and send to the Dept.

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

Agenda Item	Notes	Outcome /Decision	Action required.
Correspondence: Dept Query re 2021 Income & Exp report	Queried IT costs in 2021 PPN response submitted and accepted by the Dept. who subsequently have approved the full first tranche of 2023 for Wicklow PPN.	HH has replied with explanation and supporting invoices.	Currently no further action required.
Work Report/Advice & Direction for Upcoming Work Vision for Community Wellbeing consultation & collaboration with Wicklow Co Co LECP	Items Discussed: All Public Consultations session held. Pilot Engagement Project for LECP (additional funding to WCC from Pobal Dormant Accounts).	Focus now on compiling information gathered into a report. Present and discuss report with all PPN Reps. Consultant selection process completed but consultants not yet notified by Wicklow County Council. Council contact on this project on holidays until mid-July.	HH/GQ to focus on this work during July. HH & GQ to organise Reps & Sect meeting. HH to continue to liaise with WCC on this. HH & GQ to informally chat with possible community contacts and notify them of the project.
Disability Strategy for County Wicklow	Consultations sessions being held in each MD during week of 13 th and 20 th June. PPN hosting online consultation session on 22 nd June.		HH & GQ liaising with Council and Consultant.
Community Climate	Invite received from	Wicklow PPN held same	HH/GQ to

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<p>Conversation</p>	<p>Dept of Env, Climate & Communications to host with a cross section of member groups.</p>	<p>event in 2021. It is expected that this will become an annual event. Will hold online on Wed 29th June with up to 20 member groups.</p>	<p>encourage attendance at event. Invite to be sent to Secretariat & Reps.</p>
<p>Plenary (Sat 25th June)</p>	<p>The theme for the mid-year Plenary will be 'Celebrating Diversity' as per suggestion at May Secretariat meeting.</p>	<p>Importance of registration and the quorum requirement as per the revised Constitution were highlighted and discussed.</p> <p>Contributions to the 'celebrating diversity' section of the plenary were sought.</p> <p>4 apologies given.</p> <p>The purchase of voucher as tokens of thanks and spot prizes was discussed. It was agreed that the PPN does not buy One 4 All vouchers but rather supports local business.</p> <p>Agreement was given to purchase 4 local business/crafting vouchers for €25 each to be given in the Plenary draw.</p>	<p>HH & GQ to continue to plan and promote the Plenary.</p> <p>HH & GQ to follow up with Anne.</p> <p>HH & GQ to research and purchase for the Plenary.</p> <p>HH & GQ to purchase vouchers.</p>
<p>National Conference</p>	<p>2023 Conference in Wicklow</p> <p>2022 Conference (21 & 22 October in Portlaoise)</p>	<p>Wicklow Nat. Conference subgroup (HH, GQ, Mai Quaid (PPN Rep) and Patricia Reilly (WCC) met with Arklow Bay Hotel re 2023 event dates and organisation.</p>	<p>HH to follow up with Arklow Bay Hotel ahead of NAG meeting on Monday 20th June.</p>

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Networking Meetings	<p>Representation from Wicklow PPN?</p> <p>Should Mai as a member of the Conference Subgroup be invited to attend?</p> <p>HH & GQ to attend. Budget allocation of €1000 to cover 6 other Wicklow Reps.</p> <p>Draw for remaining 5 delegate places: 1 from each Pillar, 1 Secretariat and 1 extra.</p>	<p>Discussion re invitation to Mai. Gerorda abstained from discussion.</p> <p>Draw held. HK and ES selected numbers as they had not expressed interest in attending the conference. Names selected: Avril Bailey Carina Holmes Ciara Perks Michael Conlon Niamh Wogan</p> <p>The number allowed from each PPN was queried. If more spaces available, would be possible for people to attend for a day.</p>	<p>Agreed Mai should be invited to attend to inform work on Subgroup.</p> <p>HH & GQ to notify those selected. If any can't attend a further draw will be held from the expressions of interest received.</p> <p>HH to follow up with Dept re max numbers allowed from each PPN.</p>
	<p>Codling Wind Farm (Liz Dillon)</p>	<p>Meeting notified of extent of funding that will be available for community projects when Offshore Windfarms are up and running and the Community Benefit Scheme is established.</p> <p>Currently waiting on the Dept to sign off on details of the Scheme.</p>	<p>HH & GQ to maintain contact with Offshore Wind Farm developments.</p>
	<p>Eirgrid (Jamie Moore & Caoife Dehora)</p>	<p>Met with Eirgrid Reps as well as Jim Callery (WCC)</p>	<p>HH to share further details</p>

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		<p>& Mary Cahill (WCC) re Eirgrid Road Show to be held in Co. Wicklow in mid-Sept. Possible locations for Road Show events were suggested to Eirgrid.</p> <p>Suitability of Baltinglass as a location was raised.</p>	<p>with Eirgrid of possible locations and Forums to connect with.</p>
PPN Representatives	<p>Meeting notified that Julia Glass has stepped down as Rep on the Transportation, Water & Emergency SPC.</p> <p>Vacant seats on Secretariat for Greystones & Wicklow Reps also highlighted.</p>	<p>All agreed that a call for all vacant PPN Rep seats be issued.</p>	<p>HH & GQ to prepare and circulate call for nominations.</p>
New Members	<p>List of new membership applications circulated in advance of the meeting.</p>	<p>Criteria for membership of the Environmental Pillar was discussed in relation to an application.</p> <p>All four approved for Associate membership:</p> <ul style="list-style-type: none"> • Aughrim Tidy Towns • DCD Dyspraxia • Save Bray • Bray Harbour Swan Sanctuary Action-eers 	<p>GQ to follow up with group re membership of the Env Pillar.</p> <p>GQ to update Members Database & send member welcome email.</p>
Secretariat Participation & Networking	<p>ES attended the National Conference on Biodiversity.</p> <p>Brockagh Hub launch: SK represented Wicklow PPN at this event.</p>	<p>Consider sharing information and learning with PPN Secretariat, Rep, members etc.</p> <p>Really well-designed facility. Discussed working from home v. using remote hub and insurance issues – Hub will have proper furniture etc.</p>	<p>HH & GQ to discuss with ES.</p> <p>HH & GQ will consider using the Hub for meetings.</p>

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National Secretariat Network	<p>Report from Stephen:</p> <p>Structural Review: Dept. have approved and gone for publication.</p> <p>Comms Strategy: Alice PR selected. PPN Branding – National logo & tagline to be developed.</p> <p>Online Stakeholder training: cancelled due to lack of numbers.</p>		
Staffing Matters	<p>Staff time in lieu and holidays.</p> <p>Staff Subgroup Meeting.</p>	<p>PPN staff have a substantial amount of holiday time still to be used (Helen 6 weeks/Grainne 4 weeks) and as a result of the work on the Public Consultation sessions held during May both HH & GQ have worked up significant extra hours (Helen 40+ hrs, Grainne 38+hrs).</p> <p>The importance of staff taking their holiday entitlements was discussed.</p> <p>It was agreed that both would work reduced hours over the summer months to chip away at the extra hours worked up and that holiday time would also be booked.</p> <p>It was suggested that this sub-group should hold a meeting.</p>	<p>HH & GQ to work reduced hours over the summer months. Both will be flexible and will ensure that PPN work is not affected by this.</p> <p>HH to discuss with AMcC.</p>
Date of Next Meeting	<p>Tuesday 12th July 2022 at 7.30pm via Zoom. Stephen to facilitate</p>		