

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

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

<p>The meeting commenced with a round of introductions and welcome to new Secretariat Member for Greystones MD – Carina Holmes.</p>
<p><b>Agenda</b>          Addition to Correspondence section of the agenda: Re PPN Review.          Agenda with addition Approved by the meeting</p>
<p><b>Approval of the minutes of the meeting of (12<sup>th</sup> July 2022):</b> Sent in advance of meeting and approved by the meeting.</p>
<p><b>Matters arising:</b>          Meeting Schedule and Quorum:          Schedule of Secretariat meetings agreed and circulated at the beginning of the year. Unless a member puts in apologies it should be assumed they will be in attendance, therefore PPN Staff not required to send text seeking confirmation/reminder.          The number and timing of Secretariat meetings was raised, it was agreed to include this on the Agenda of the October meeting.</p> <p>2023 PPN National Conference - confirmed for Wicklow on 5<sup>th</sup> &amp; 6<sup>th</sup> October 2023</p>
<p><b>Declarations of conflicts of interest:</b>          Grainne declared a conflict of interest in relation to the Staff Matters Agenda item</p>
<p><b>Finance &amp; Budget:</b> Reports &amp; notes of explanation sent to members prior to meeting and approved by meeting.</p> <p><b>Financial Report:</b> Report sent to members prior to meeting and approved by meeting.</p> <p>GQ reported the following:</p> <ul style="list-style-type: none"> <li>• Received €50.50 from WCC as reimbursement for room hire &amp; refreshments for OPC consultation that PPN paid so group didn't have to wait for the money</li> <li>• Received €30,000 core funding from WCC 19/8/22</li> <li>• €15,500 core funding remaining to drawdown</li> </ul> <p>Carina asked about the flow of funding – Grainne to email details to Carina</p>

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### Budget:

GQ reported the following:

- Income figure amended to reflect mistake made Re Support Worker funding which amounts to €25,500
- Continue to monitor and adjust travel, IT budgets due to underspend
- Forecast currently showing surplus of €665. This is likely to increase.
- Suggestions for spending possible surplus to be discussed in the autumn.

### Wicklow Travellers Apportionment Costs:

GQ notified the meeting that there will be a reduction from 27% to 23.5% for costs including bank charges, audit & accountancy fees and insurance.

GQ to share details with Carina re how WTG's apportion costs across projects.

**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: Circular 16	Revised Motor Travel Rates.	The meeting noted the changes and agreed with the adoption of the revised travel rates.	GQ to circulate rates to all Co. Wicklow PPN Reps.  GQ to update Finance Policy to reflect Dept. Correspondence and circulate to Policy Sub-group for feedback.
Dept: Circular 17	Domestic Subsistence Allowances.	It was noted that this allowance was very rarely relevant to the PPN Reps it was agreed to adopt the rates and procedures as per the Circular.	GQ to update Finance Policy to reflect Dept. Correspondence and circulate to Policy Sub-group for feedback.
Email from PPN Reps on PPN Review Roadmap	Asked to indicate preference re how Dept. should proceed in relation to draft the initial Roadmap plan.	While it was noted that they would have liked to have had more information in a vote the majority selected option A: Dept carries out full process.	GQ to notify PPN Reps of outcome.

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<p><b>Work Report/Advice &amp; Direction for Upcoming Work</b></p>	<p>Items Discussed:</p>		
<p><b>VCW &amp; LECP Consultation</b></p>	<p>Engagement Strategy for LECP.</p>	<p>Pilot project meeting held with WCC, PPN &amp; Consultant Consultant holding initial meetings with key people from participating groups.</p>	<p>GQ providing IT support for the meetings.</p>
<p><b>Community Climate Action Fund</b></p>	<p>Collaborate proposal.</p>	<p>Latest communication on this proposal has stated that a decision will be finalised in September.</p>	<p>HH/GQ to keep Secretariat updated.</p>
<p><b>Wicklow County Council Disability &amp; Inclusion Steering Committee</b></p>	<p>Tender for work on Toolkit for Community Groups.</p>	<p>Funding secured to this work. Consultant (Hannah Green) commissioned. Work begins this month.</p>	<p>HH sits on this committee. HH to keep Secretariat updated.</p>
<p><b>Tinahely Show – 1<sup>st</sup> August. Bank Holiday Monday</b></p>	<p>PPN information stall.</p>	<p>Good informal networking event. Agreed that sharing a stall with other neighbouring PPNs would be a good idea in future. Stephen, Helen K &amp; Paul thanked for helping on the day.</p>	<p>HH/GQ to follow up with neighbouring PPNs for 2023 event.</p>
<p><b>Sustainable Development Goals Week 2022 Campaign</b></p>	<p>Collaborating with Wicklow County Council on Campaign for this week (20<sup>th</sup> -26<sup>th</sup> Sept).</p>	<p>Focus of campaign to identify and recognize the work of community groups that help to deliver on the SDGS.</p>	<p>Secretariat members invited to share their own groups story for this campaign.</p>
<p><b>EirGrid Citizen Energy Roadshows in Co. Wicklow</b></p>	<p>On Wed 21<sup>st</sup> in Arklow Bay Hotel &amp; on Thurs 22<sup>nd</sup> in East Glendalough School, Wicklow Town.</p>	<p>GQ notified the meeting that the PPN had been invited to provide an information stall at the events.</p>	<p>GQ to attend the event on the 21<sup>st</sup>.</p>
<p><b>Social Justice Ireland Annual Conference (November)</b></p>	<p>HH invited to present on our Vision for Community Wellbeing</p>	<p>Meeting approved of HH doing this presentation.</p>	<p>HH to liaise with SJI.</p>

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<p><b>PPN Structural Review - Mazars Report</b></p> <p><b>Development of a PPN Brand</b></p>	<p>work.</p> <p>Meeting notified that both a Wicklow PPN and a collective PPN Resource Workers submission was made.</p> <p>PPNs were invited to vote on options for a common look PPN logo.</p>	<p>Documents shared via shared folder.</p> <p>Details were circulated to membership, and all invited to vote. There was very little feedback. Most selected Option 2.</p>	<p>No action currently required.</p> <p>No action currently required.</p>
<p><b>Members</b></p>	<p>List of new membership applications circulated in advance of the meeting.</p> <p>Reregistration. GQ notified the meeting of discussion with COMM-IT who have recommended a data cleansing be undertaken before commencing reregistration of member groups.</p>	<p>Membership approved for:</p> <ul style="list-style-type: none"> <li>• Tinahely Tidy Towns</li> </ul> <p>It was agreed that the PPN undertake a data cleansing of Salesforce first and then proceed with member reregistration. Expected that reregistration will be pushed back to 2023.</p>	<p>GQ to update Members Database &amp; send member welcome email.</p> <p>GQ to attend Data cleansing training with COMM-IT in late September.</p>
<p><b>Secretariat Participation &amp; Networking</b></p>	<p>No item raised for discussion under this agenda topic.</p>		
<p><b>Staffing Matters</b></p>	<p>Private Secretariat session held on this Agenda item.</p>		
<p><b>Date of Next Meeting</b></p>	<p style="text-align: center;"><b>Tuesday 11<sup>th</sup> October 2022 at 7.30pm via Zoom.</b> Diana to facilitate</p>		