

County Wicklow PPN
Minutes of Secretariat meeting held
11th October 2022 @ 7.30pm via Zoom Call

Facilitator:	Diana Gallagher
Also Present	Carina Holmes, Emma Smith, Gerorda Stamps, Michael Conlon, Phyllis Farrell and Stephen Kearon (until 8pm)
Quorum:	Yes.
Apologies:	Aoibhinn McCloy, Eleanor Phillips and Helen Kinsella
Absent:	Anne Waithira Burke
In Attendance (Others):	Helen Howes and Grainne Quinn

<p>Agenda Approved by the meeting</p>
<p>Approval of the minutes of the meeting of (13th September 2022): Sent in advance and approved by the meeting.</p>
<p>Matters arising: The meeting was notified that there was a misunderstanding in relation to the correspondence read into the Sept meeting on the PPN Review Roadmap, the correspondence had only sought the vote of PPN staff. Consequently, the vote held at the September meeting was not submitted.</p>
<p>Declarations of conflicts of interest: Helen H and Grainne declared a conflict of interest in relation to the Staff Matters Agenda item</p>
<p>Finance & Budget: Sent to members in advance and approved by the meeting.</p>
<p>Financial Report: Carina asked about planned expenditure for the remainder of 2022 as only 60% of budget spent HH reported that there are still a number of large annual charges to pay including:</p> <ul style="list-style-type: none"> • Bank charges • Insurance • Audit and accountancy fees • Plus, the cost of the planned November Online Training series (€2,750) <p>HH reported that the PPN's membership of The Wheel had lapsed and asked the meeting if it should be renewed. Total annual cost (€275 including FundingPoint subscription). The Meeting agreed that the PPN renew its membership to the Wheel.</p>
<p>Action Required: HH to contact The Wheel and organise payment of membership fee.</p>
<p>Budget: The meeting was informed of the additional allocation granted in Budget 2023 of €0.4m to PPNs. It was noted that this increase was not in line with inflationary increases. The meeting agreed that the PPN ask for a copy of the Department of Rural and Community Development's submission to Budget 2023 in relation to PPN funding.</p>

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<p>Action Required:</p> <p>Stephen to ask question of Minister McGrath at event later that evening in Wicklow Town and to report back to HH</p> <p>If further action required HH to write to the Dept requesting to a copy of the submission.</p> <p>If the submission is not made available in response to the letter Wicklow PPN to submit an FOI to the Department.</p>
<p>Monthly Work Report: Report for September 2022 sent to members in advance and approved by the meeting.</p>

Agenda Item	Notes	Outcome /Decision	Action required.
<p>Correspondence: Paul Leahy resignation from PPN Secretariat & Rep position.</p>	Paul resigning due to health issues	Paul thanked for his contribution.	HH & GQ to seek nominations to fill vacant seats.
2022 National Conference	Laois PPN willing to accept 2 additional representatives from Co. Wicklow PPN at the conference (would not include attendance at Gala Dinner)	Stephen K will attend on a daily basis. Diana G interested but needs to confirm	HH/GQ to register Stephen Diana to get back to HH/GQ on 12 th Oct.
Department of Housing, Local Government and Heritage – SPC Review Committee	Notified that three representatives were selected for this committee to represent all PPNs	It was noted that no further details of the selection process and successful nominees was included. None of the 3 nominees from Co. Wicklow PPN were selected	The poor representation of PPNs to this committee was noted and should continue to be raised.
Dept Webinar on PPN Structural Review Roadmap	Webinar to be held at 5.30pm on Thursday 13 th October.	All Secretariat and PPN reps invited to express interest in attending	HH/GQ to share zoom link for webinar with those interested in attending.
Secretariat Meeting Schedule As raised at Sept Secretariat Meeting	Discussion on the number and scheduling of Secretariat meetings	Considered holding meetings less frequently, avoiding summer months, timing of Dec Secretariat and Plenary meetings.	HH/GQ to prepare a survey to gather views of all Secretariat members. Draft survey to be sent to Phyllis for

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			feedback.
Members News Update (newsletter)	Frequency of the update discussed within context of staff workload	<p>The discussion considered:</p> <p>The role of the news update in helping to fulfil the PPN functions of information sharing</p> <p>The timely circulation of information</p> <p>If not using a weekly update, the PPN may be required to send more emails</p> <p>It was agreed to continue with the weekly News update</p>	Emma S to meet with HH & GQ to review the formatting etc. of the News Update.
Work Report/Advice & Direction for Upcoming Work	Items Discussed:		
VCW & LECP Consultation	Engagement Strategy for LECP.	Based on initial meetings with target groups/communities the Consultant has indicated that some changes in the implementation of the pilot project plan will be required. All learning will be captured	HH/GQ to keep Secretariat informed of developments
Community Climate Action Fund	Funding Application unsuccessful.	WCC working with Sustainable Energy Communities, and they may be able to use plans from the proposal	HH/GQ to keep Secretariat updated.
Wicklow County Council Disability & Inclusion Steering Committee	Barncat Consulting commissioned to undertake this work.	Survey on disability and inclusion in community and voluntary groups issued to PPN members	HH sits on this committee. HH to keep Secretariat updated.
Review of SPCs	See notes under Correspondence.	See notes under Correspondence.	HH/GQ to keep Secretariat updated.
Social Inclusion Week	Working in collaboration	The event will focus on	HH/GQ to

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Event	with CWP on 'Falling Through the Cracks: Hidden Poverty in Co. Wicklow' online community discussion	the following topics: Food, Accommodation and Isolation	continue to promote and finalise arrangements for the session. All to encourage people to register
Autumn Training Schedule	Online training on Wednesday evenings in November. 5 Session in total. Carmichael to deliver all.	Budget available to cover costs of training sessions.	HH/GQ to finalise and promote
.IE Funding	Approached the PPN to share information about their funding awards scheme for communities	Groups would be interested in hearing more about this funding opportunity. Include in Funding session for members in early 2023	HH/GQ to continue to liaise with .IE
Local Hub – Free Community Directory App	Approached the PPN to help launch, promote this App amongst community groups in Co. Wicklow	Interesting resource for community groups. Could facilitate presentation to member groups. Could also explore the provision of in person training to help set groups up on the App	HH/GQ to follow up with App developer and other PPNs
Environmental Event	Energy Efficiencies for Community Groups and Funding. Exploring collaborating with WCC and SEAI on this session	The meeting felt there would be a lot of interest in this session and it may be a good topic to run as part of the Dec Plenary	HH/GQ to continue to organise session
Volunteer Support	HH reported that the PPN were approached about possible volunteer opportunities by a person who is involved in a member group	HH explained that additional human resources would really help with the analysis of what we heard at the Vision for Community Wellbeing consultations. Secretariat in agreed with taking on a volunteer, but	HH/GQ to draft volunteer policy and share with Policy Sub-group.

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<p>Policies</p>	<p>Working on updating the Finance policy to reflect Dept Circular 16 & 17 Developing Communication Policy</p>	<p>highlighted the need to put proper policies and procedures in place first</p> <p>Drafts to be shared with Policy Sub-group. Aim to have policies ready for ratification at the December Plenary</p>	<p>HH/GQ to circulate documents to Sub-group and organise meeting</p>
<p>Members</p>	<p>No new membership applications</p>		
<p>Secretariat Participation & Networking</p>	<p>Carina reported on recent meeting Grace O’Sullivan MEP held in Co. Wicklow. She highlighted the importance of accessing and understanding EU Environmental Directives</p>		
<p>Staffing Matters</p>	<p>As the host organisation was not represented at the meeting this agenda item was not discussed.</p>		
<p>Date of Next Meeting</p>	<p style="text-align: center;">Tuesday 8th November 2022 at 7.30pm via Zoom. Diana to facilitate</p>		