

County Wicklow PPN
Minutes of Secretariat meeting held
8th November 2022 @ 7.30pm via Zoom Call

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

Agenda
Approved by the meeting
Approval of the minutes of the meeting of (11th October 2022): Sent in advance and approved by the meeting.
<p>Matters arising:</p> <p><u>2023 Budget Allocation to PPNs:</u> The issue and impact of the PPN being funded as a voluntary structure on an annual basis was raised and discussed: The discussion considered:</p> <ul style="list-style-type: none"> • Longer-term/multiannual funding • Need to look at other models of funding <p>The discussion went on to consider:</p> <ul style="list-style-type: none"> • Staff terms and conditions • PPN hosting arrangements for PPNs - The hosting of PPN's by county councils and the possibility for blurring of lines/roles and conflict of interest was raised. The benefits of the autonomous hosting arrangement in Wicklow was noted. <p><u>Action Required:</u></p> <p>Following the discussion, it was agreed that a joint letter from Wicklow Travellers Group & the Secretariat be sent to Bairbre NicAonghusa, Assistant Secretary in the Department seeking a meeting. Aoibhinn will prepare the letter. If a meeting is organised Michael and Carina would attend with Aoibhinn. Carina to forward contact details for Bairbre NicAonghusa.</p> <p><u>National Secretariat Network:</u> The meeting was asked to note that there has been no report from the National Secretariat Network at the last two secretariat meetings.</p>
Declarations of conflicts of interest:
Grainne declared a conflict of interest in relation to the Staff Matters Agenda item
Finance Report & Budget: Sent to members in advance and approved by the meeting.

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See note under Matters Arising.

Monthly Work Report: Report for October 2022 sent to members in advance and approved by the meeting.

Agenda Item	Notes	Outcome /Decision	Action required.
<p>Correspondence: PPN 2nd Tranche payment, key financial information updates (CVSP 4/ 2022)</p> <p>Dept. Financial controls document 3.1</p> <p>Dept. Update on National PPN Communications Campaign</p>	<p>The final tranche will be out in the next few weeks</p> <p>New regulations on spending and caps.</p> <p>Due for launch early in the new year.</p>	<p>PPN will be required to comply with regulations</p>	<p>HH to update finance report etc. when received.</p> <p>HH/GQ to ensure compliance and check if review of Financial Policy is required.</p> <p>HH/GQ to liaise with consultants and update PPN</p>
<p>Secretariat Meeting Schedule As raised at Sept Secretariat Meeting</p>	<p>Results of survey presented</p>	<p>Secretariat will meet</p> <ul style="list-style-type: none"> • Every two months or as deemed necessary • There will be a minimum of 6 meetings in a year. • The Secretariat will not meet during August. • The facilitation of meetings will be rotated on a two-meeting basis • The December Secretariat meeting and the Plenary will be held online on the 6th December – Secretariat from 7 – 8pm. Plenary from 8pm to 9.30pm <p>A procedure will to be developed in relation to</p>	<p>HH/GQ to notify all Secretariat members of decisions and to notify Members of date for Plenary.</p> <p>HH &GQ to prepare draft of</p>

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		decisions & responses needed at short notice between Secretariat meetings	procedures.
Members News Update (newsletter)	HH & GQ met with Emma S to discuss the Newsletter	It was agreed that the PPN will continue to send a Weekly update. Emma made some suggestions on layout etc. It was agreed to implement these	HH & GQ to amend the News Update to reflect discussion with Emma.
Policies	Revised Finance Policy Communication Policy Volunteer Policy	As approved by Policy Sub-group circulated in advance of the meeting	Secretariat members to submit any feedback on policies by Friday 11/11/22. Policies will be circulated to members for ratification at the December Plenary
Wicklow Volunteer Centre Awards	Sponsorship of award	Agreed that PPN will sponsor an award again for 2022 to the value of €250.	HH/GQ to notify the Volunteer Center of decision.
Work Report/Advice & Direction for Upcoming Work VCW & LECP Consultation	Items Discussed: Engagement Strategy for LECP.	Consultant continuing to hold meetings/discussions with target groups/communities WCC holding an LECP Consultation on 15 th November –	HH/GQ to keep Secretariat informed of developments HH/GQ to circulate invite to PPN Secretariat & Reps.
Wicklow County Council Disability & Inclusion Steering Committee	Barncat Consulting commissioned to undertake development of Inclusion Toolkit for Community Groups.	Work progressing well and plan to launch the Toolkit on December 2 nd in the Arklow Bay Hotel.	HH sits on this committee. HH to keep Secretariat updated.

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Review of SPCs	First meeting scheduled and agenda to focus on development of TOR for group		HH/GQ to keep Secretariat updated.
Social Inclusion Week Event	Worked in collaboration with CWP on 'Falling Through the Cracks: Hidden Poverty in Co. Wicklow' online community discussion.	Well attended and positive feedback received	HH preparing report from the event for circulation.
Autumn Training Schedule	Schedule finalised and promotion underway. Sessions include: <ul style="list-style-type: none"> • Conflict Management • Introduction to Governance • Teamwork & Leadership 	Numbers lower than expected at 1 st session. Power cuts in Wicklow town and environs on the day may have been a contributing factor.	HH/GQ to continue to promote. Only one staff member will attend each session.
Volunteer Support	Offer of volunteer administration support.	No further action on this possible until Volunteer Policy ratified by members.	Policy will be included on Plenary Agenda for ratification
Plenary	Plans for Plenary underway	To be held online on Tuesday 6 th December. Guest speaker – Simon Whelan, SEC MENTOR for Wicklow	HH/GQ to finalise reports etc. and circulate with notice of meeting to members
PPN Vacant Rep Seats	Call for nominations issued	Closing date for nominees 9am on Thursday 24 th November	HH/GQ to encourage Full member groups to make nominations.
Members	No new membership applications		
Secretariat Participation & Networking 2022 National PPN Conference Debrief	<p>The following comments/suggestions were made with regards to the recent conference:</p> <ul style="list-style-type: none"> • <i>Some of the discussion topics were good.</i> • <i>Need to look at visits and outings as there was less time for feedback and it took a lot of time.</i> • <i>It is good for networking.</i> • <i>Need to look at subjects for discussion.</i> • <i>Feeling that PPN's connected to councils are conflicted</i> 		

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	<ul style="list-style-type: none"> • <i>Little connection between counties – feeling that they were working in isolation</i> • <i>There was a lot of talk on how it needs to change, ie having more displays etc</i> • <i>feedback was that people felt that their voices were not heard at the conference</i> • <i>Most valuable information came from the chats held in the margins. Able to find out what is happening in other PPN's finding out the issues they were experiencing etc, it was an opportunity to gather more useful information.</i> • <i>Consider providing a Wellness Room at 2023 conference</i> • <i>Consider organising a networking Treasure Hunt at 2023 conference</i> • <i>Provide corners/spaces for discussion</i> <p>Action Required Include on January Secretariat meeting agenda. Need to organise a proper debrief and planning for 2023 conference discussion early in the new year.</p>
<p>Staffing Matters</p>	<p>TOR for HR sub-group circulated in advance of meeting were approved.</p> <p>It was agreed that WTG as the employer of PPN staff would make the final decision on staff increments. Decisions would be made with the approval of the HR subgroup. Role of HR subgroup to advise and make recommendations.</p> <p>Action Required Aoibhinn to organise subgroup meeting.</p>
<p>Date of Next Meeting</p>	<p style="text-align: center;">Tuesday 6th December 2022 from 7.00pm – 8pm via Zoom. Facilitator to be appointed</p> <p style="text-align: center;">Meeting will be followed by Plenary.</p>