

County Wicklow PPN

Minutes of Secretariat meeting held

6th December 2022 @ 7pm to 8pm via Zoom Call

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

Agenda Approved by the meeting
Approval of the minutes of the meeting of (8th November 2022): Sent in advance and approved by the meeting.
Matters arising: Any matters arising will be addressed under other Agenda items
Declarations of conflicts of interest: Helen & Grainne declared a conflict of interest in relation to the Staff Matters Agenda item Carina, Phyllis and Stephen declared a conflict of interest in relation to New Reps Agenda item. Moved to breakout room for this Agenda item.
Finance Report & Budget: Sent to members in advance and approved by the meeting. HH reported that the final tranche of 2022 funding (approx. €15,700) had been requested from Wicklow County Council and it should be received before the end of the year. The 2022 underspend is estimated at approx. €2/3,000. A case will be made to the Dept. to carry this funding over to 2023. Credit Card for Co. Wicklow PPN – it was acknowledged that HH should not be required to use own credit card for PPN purposes. A number of options were suggested. It was agreed that more research be undertaken on this and that it be discussed again by the Secretariat. Exclude SMS service – approval was sought for an increase in the spend on this service which would allow the PPN to send up to 2,500 SMS per month. Monthly cost to increase by €250 (from €200 to €450). Approval Granted by Secretariat Circulating Hard Copies of Wicklow Disability Access & Inclusion Toolkit for Community Groups – approval was sought for budget to post hard copies of this toolkit to all members who attend the End of Year Plenary. Approval Granted by Secretariat Action: <ul style="list-style-type: none">• HH to follow up on both final tranche payment and submit case for carry over to Dept.• HH to upload Draft 2023 Budget to shared folder & notify Secretariat

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- Credit Card Discussion:
 - Aoibhinn to share WTG Credit Card Policy
 - Eleanor to share info re Revolut for Business option
- HH to contact Enclude to confirm increase in monthly SMS allowance.
- HH & GQ to post Hard copies of Toolkit to all groups in attendance at online End of Year Plenary.

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

Agenda Item	Notes	Outcome /Decision	Action required.
Correspondence: Dept. Update on National PPN Communications Campaign	Draft of revised Co. Wicklow PPN logo received and circulated to Secretariat for feedback. Emailed asking for mockup of logo with mountains and houses included	Awaiting response	HH/GQ to liaise with consultants and update PPN
Policies	Protocol between Secretariat Meetings Draft shared in advance of Meeting	Adopted by the Secretariat	HH/GQ to ensure: <ul style="list-style-type: none"> • all Secretariat members are aware of protocol and • that Co. Wicklow PPN adhere to it between Meetings
Work Report/Advice & Direction for Upcoming Work	Items Discussed:		
VCW & LECP Consultation	HH gave brief update on Engagement Strategy for LECP.	Work will continue into 2023. Some change required in pilot project, good learning. Continuing to liaise with Pobal on this.	HH/GQ to keep Secretariat informed of developments
Wicklow County Council Disability & Inclusion Steering Committee (DISC)	HH reported to the meeting on the successful launch of the Wicklow Disability Access & Inclusion Toolkit for Community Groups.	Plan to highlight Toolkit and Disability Strategy in 2023	HH/GQ to continue to work as part of DISC and progress work in this space.

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<p>Autumn Training Schedule</p>	<p>Report on Autumn Training Series presented.</p>	<p>Presentations & resources from training available on Website</p>	<p>HH/GQ to plan training in 2023 based on member needs.</p>
<p>Communication Training organised nationally by Alice PR</p>	<p>To be held online on Wed. 14th December from 7 to 8pm</p>	<p>HH & GQ booked to attend.</p>	<p>HH/GQ to circulate link with Secretariat.</p>
<p>2023 Workplan</p>	<p>Broad outline presented:</p> <ul style="list-style-type: none"> • Preparation of a Strategic Plan a priority • Group registration and Campaign for move to Full membership • More in person meetings/events • will visit MDs • Work with Council to help demonstrate link between policy & practice • Nat. Conference 	<p>HH/GQ to continue to flesh out 2023 plan</p>	<p>Further discussion at Jan. Secretariat meeting</p>
<p>PPN Representatives</p>	<p>HH notified the meeting that Stephen had lost his mandate for the Arklow MD seat on the Secretariat and would therefore have to step down</p>	<p>Stephen was thanked for his contribution to the Secretariat and for his work on the National Secretariat Network.</p>	<p>HH/GQ to notify National Secretariat Network and include this seat in next call for nominations.</p>
<p>New Reps</p>	<p>Nomination & Voting for New Reps closed. Votes counted with 3 members of Secretariat: Diana, Eleanor & Emma</p>	<p>New Reps to be ratified at Plenary:</p> <ul style="list-style-type: none"> • Carina Holmes LCDC Mary Anne Parsons – Housing SPC (returning) • Sharon Jackson – CABA SPC (returning) • Phyllis Farrell – LSP (returning) • Ann Lyons & John Goodman – Heritage 	<p>HH to include in report at Plenary for ratification.</p>

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		<p>Forum (returning)</p> <ul style="list-style-type: none"> • Jim O' Brien – JPC (Bray Seat) • Conor O' Leary – JPC (co wide groups returning) • Stephen Kearon – JPC (C&V seat returning) • John Bennett – JPC (Baltinglass seat) <p>No nominations received for East Coast Regional Drugs & Alcohol Task Force.</p> <p>A number of PPN seats on committees remain vacant</p>	<p>HK offered to continue on this committee for 3 months.</p> <p>HH/GQ to put out call for nominations for vacant seats in January 2023.</p>
New Members	List of new membership applications circulated in advance of the meeting.	<p>Membership approved for:</p> <ul style="list-style-type: none"> • Arklow Lawn Tennis Club • Coolagad Environmental 	GQ to update Members Database & send member welcome email.
National Secretariat Network	Report from Sept & Nov 2022 Meetings of this committee shared in advance of the meeting	<p>SK highlighted the following:</p> <ul style="list-style-type: none"> • 2021 PPN Annual Report published • Laois PPN thanked by the Network for hosting the 2022 National PPN Conference • The Dept. will be undertaking research into the barriers to participation in PPNs 	
Staffing Matters	Private Secretariat session held on this Agenda item		
Date of Next Meeting	<p>Tuesday 17th January at 7.30pm via Zoom.</p> <p>Facilitator to be appointed</p>		