

County Wicklow PPN
Minutes of Secretariat meeting held
17th January 2023 @ 7.30pm via Zoom Call

Facilitator:	Aoibhinn McCloy
Also Present	Carina Holmes, Diana Gallagher, Eleanor Phillips, Emma Smith, Gerorda Stamps, and Phyllis Farrell (left at 8pm, re-joined at 8.40pm)
Quorum:	Yes.
Apologies:	Helen Kinsella and Michael Conlon
Absent:	Anne Waithira Burke
In Attendance (Others):	Helen Howes & Grainne Quinn

<p>Agenda Approved by the meeting</p>
<p>Approval of the minutes of the meeting of (6th December 2022): Sent in advance and approved by the meeting.</p>
<p>Matters arising: Any matters arising will be addressed under other Agenda items.</p>
<p>Declarations of conflicts of interest: Helen & Grainne declared a conflict of interest in relation to the Staff Matters Agenda item</p>
<p>Finance</p> <p>Appointment of Secretariat members to approve payments: As Stephen has stepped down from the Secretariat a replacement was sought. Carina volunteered and the meeting approved. Phyllis will continue in this role.</p> <p>Finance Reports: Sent to members in advance and approved by the meeting. HH reported an underspend for 2022 of €4,238. The meeting was notified that a request to carry over this funding and use for the preparation of a Strategic Plan has been submitted to the Dept.</p> <p>Budget: As per Dept correspondence core funding from the Dept for the PPN will increase by €10,000 for 2023. Given the increase HH proposed an increase in staff hours.</p> <p>It was also noted that the increase in funding could affect the apportionment of overhead costs from Wicklow Travellers Group.</p> <p>Approval of the Budget was deferred to allow for further discussion given the increase in funding from the Dept. It was agreed that, if necessary, the 2023 Budget can be approved between Secretariat meetings in line with PPN procedures.</p> <p>HH notified the meeting that she had submitted a request to Wicklow County Council for the drawdown of the 1st tranche of the 2023 funding.</p> <p>Action:</p> <ul style="list-style-type: none"> • The Secretariat to discuss this proposal to increase Support Worker hours under Staff Matters on the Agenda. • Aoibhinn to clarify 2023 apportionment of costs to the PPN and get back to HH

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Secretariat Sub-groups & Rep on the National Secretariat Network

Eleanor informed the meeting that due to other work commitments she was stepping down from her role on the PPN Liaison Sub-group. Eleanor was thanked for her contribution to this sub-group.

The meeting was informed that as Stephen Kearon is no longer a member of the Secretariat the Wicklow Secretariat Representative on the National Secretariat Network is now vacant.

A Strategic Plan Sub-group was proposed (see Work Report for more details)

A number of expressions of interest in volunteering for these sub-groups/network positions were received during the meeting.

Action: HH/GQ to put out call to all Secretariat for nominations for these roles.

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

Agenda Item	Notes	Outcome /Decision	Action required.
Correspondence: Dept. CVSP 5/2022 – PPN 2023 funding increase	Each PPN will receive an increase of €10,000 in core funding for 2023.	Proposal to increase Support worker hours.	Secretariat to discuss this during Staffing Matter section of the meeting
Alice PR – invite to PPN Communications Training	Online training on Digital Communications strategy, Media spokesperson		HH/GQ to circulate dates and book for interested members of Secretariat.
DRCD Research on the Training needs of Small Community Groups	Focus group to be held on the 2 nd Feb at 7pm. Call for 8 people nationally	Grainne attending another of these focus groups on the 24 th Jan.	
Help Stop the Spread of Hate Speech Campaign	Community Network of Ireland circulated details of the online letter campaign	Meeting agreed that PPN should sign and circulate to members	HH/GQ to sign and circulate to members in Update
Policies	Confidentiality of voting	PPN need to include clear statement in policies that voting in Representative elections is confidential.	HH/GQ to draft this into relevant policy/s and circulate to Policy

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	<p>2023 MOUs & SLA</p> <p>Strategic Plan</p>	<p>HH drafted and circulated to WTG and WCC for approval and signing.</p> <p>Postponed from 2022. HH preparing a Tender document for this piece of work. It was agreed to set up a Strategic Plan Sub-group</p>	<p>Sub-group.</p> <p>HH to ensure signed off and ready to submit to Dept. with Annual Report</p> <p>HH/GQ to put out call for others. Diana, Eleanor and Aoibhinn to send in suggestions re consultants.</p>
<p>Work Report/Advice & Direction for Upcoming Work</p> <p>VCW & LECP Consultation</p> <p>2022 Annual Members Survey Feedback Committee (DISC)</p> <p>PPN Representatives</p>	<p>Items Discussed:</p> <p>HH gave brief update on Engagement Strategy for LECP. Dept launching Resource Guide on Inclusive Community Engagement in Planning and Decision Making & holding meeting of pilot projects in Dublin on Feb 2nd</p> <p>A summary of the feedback received through the survey which was shared ahead of the meeting was presented at the meeting.</p> <p>HH notified meeting of vacant rep positions</p>	<p>HH notified meeting that WCC are talking about a Social Inclusion Measures Group. It was suggested that the PPN should push for action on this.</p> <p>The reduced no. of response was noted. It was felt that the absences of an incentive (entry into draw for €100 for group) may have contributed to this.</p> <p>Formal call to be put out. Co. Wicklow Partnership</p>	<p>HH to attend Launch and meeting of pilot projects. HH to continue to liaise with WCC, Consultant & Pobal</p> <p>HH/GQ share 'representation' suggestions with Reps. HH/GQ to use survey results to inform 2023 Members Training plan HH to notify DRCD of impact of no incentive (as a result of Dept directive on cash prizes) on response rate</p> <p>HH/GQ to put out a call for vacant</p>

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	<p>which were not filled in the November 2022 call. She also notified the meeting that Avril Bailey was stepping down from her Rep position on the Board of Co. Wicklow Partnership.</p>	<p>looking for a rep from North West Wicklow.</p>	<p>Rep positions.</p>
<p>2023 National Conference</p>	<p>Preparations commencing for this event.</p>	<p>Wicklow PPN to hold a once off Focus group for people from Wicklow that have previously attended the PPN National Conference to gather feedback, thoughts and suggestions ahead of the National Sub-group forming. Suggestions made at meeting: Theme ' What does Public Participation mean'.</p>	<p>HH/GQ to organise this focus group session.</p>
<p>PPN MD Meetings</p>	<p>Working in collaboration with WCC the PPN plans to go back to MDs to provide feedback on the Vision for Community Consultations and link policy and practice.</p>	<p>Plan to hold these sessions during the 1st half of 2023.</p>	<p>HH/GQ to liaise with WCC on these.</p>
<p>Training for Members</p>		<p>Annual survey will inform topics and delivery method.</p>	<p>HH/GQ to develop 2023 training programme.</p>
<p>Reps & Secretariat Meetings</p>	<p>To be held in-person on Sat 21st Jan in Roundwood and online on Monday 23rd Jan</p>	<p>Meetings to explore supports for Reps in their role and issues to raise on behalf of community and how/where to raise.</p>	<p>HH/GQ to finalise arrangements and facilitate meetings.</p>
<p>Wicklow Volunteer Awards</p>	<p>PPN sponsoring Ukrainian Response Special Projects Award</p>	<p>Handcrafted wooden light purchased for award. Presentation of awards planned for Feb 2nd.</p>	<p>Phyllis to represent the PPN at this event.</p>

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New Members	List of new membership applications circulated in advance of the meeting.	Membership approved for: • Woodview Residents Association Homes 41 to 76	GQ to update Members Database & send member welcome email.
National Secretariat Network	No report from this Network.		
Staffing Matters	Private Secretariat session held on this Agenda item		
Date of Next Meeting	Tuesday 14th March at 7.30pm via Zoom. Aoibhinn to Facilitate		