

County Wicklow PPN
Minutes of Secretariat meeting held
14th March 2023 @ 7.30pm via Zoom Call

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

<p>Agenda Approved by the meeting with addition of report on Law Reform Commission Consultation & Wicklow Co. Co. Climate staffing and plan</p>
<p>Approval of the minutes of the meeting of (17th January 2023): 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. Emma declared a conflict of interest in the New/Vacant Reps position Agenda item.</p>
<p>The meeting commenced with a round of introductions and welcome to our new committee members.</p>
<p>Finance</p> <p>Finance Reports: Sent to members in advance and approved by the meeting.</p> <p>Request to Carry over 2022 Funding HH reported that the Dept approved the carryover of the following: €13,000 for the National Conference €1,901 for 2022 Audit Fees</p> <p>In relation to the request to carry over €4,000 for the preparation of a Strategic Plan. While the Dept. couldn't give permission for the carry over of funding towards this work, they stated that they do not recoup any unspent funding under €10,000 at the end of a year. Therefore Co. Wicklow PPN can carry over the €4,000.</p> <p>Increase in Support Worker Staffing Hours The meeting was also informed that following agreement under the staffing matters agenda item of the January Secretariat meeting, the increase in the Support Workers hours from 28 to 35 per week commenced at the beginning of February.</p> <p>Annual Report to Dept Completed and submitted to the Dept on the 2nd March.</p> <p>Work Reports: Monthly Report for January & February 2023 sent to members in advance and approved by the meeting.</p>

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Agenda Item	Notes	Outcome /Decision	Action required.
<p>Correspondence: Dept. CVSP 1A/2023: PPN 2023 Funding</p> <p>Dept Email re PPN Help Support Desk</p>	<p>Circular outlines details of 2023 Funding, Tranche payment dates, funding requirements and Annual Report details</p> <p>Dept contracted The Wheel to provide this support for PPNs.</p>	<p>Matched funding from WCC of €40,000.</p> <p>The meeting was asked if this service could provide Strategic Planning support? HH informed the meeting that the purpose of this initiative is to provide a support desk where PPNs can seek advice on challenges they may be experiencing including HR issues.</p>	<p>HH to ensure Co. Wicklow PPN comply with Dept. Funding & Reporting requirements.</p>
<p>Policies</p>	<p>Confidentiality of voting and other governance issues</p> <p>2023 MOUs & SLA</p> <p>Strategic Plan</p>	<p>A discussion document is being prepared on governance issues for consideration at a Policy Sub-group meeting.</p> <p>Renewed for 2023 & submitted to Dept with Annual Report on the 2nd March.</p> <p>Tender document finalised by the Strategic Plan sub-group. Tender document sent to 7 consultants on the 1st March. HH report 4 consultants have indicated that they will not be quoting for this work</p>	<p>HH/GQ to finalise the discussion document & circulate to Subgroup with suggested dates for zoom meeting</p> <p>Deadline for quotes 24th March. Sub-group meeting on 27th March. If no tenders or not happy with those received document has allowed for option to re-issue the call</p>

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			for tenders.
Work Report/Advice & Direction for Upcoming Work	Items Discussed:		
New/Vacant PPN Rep positions	<p>Response to call for nominations: Bray Drugs Task Force: no nominations FLAG: no nominations</p> <p>CWP: 1 nomination recd</p> <p>PPN Secretariat (Env Seat): 1 nomination recd</p>	<p>Will reissue call for nominations to: Bray Drugs Task Force & FLAG.</p> <p><i>Details of nominations recd where no election resulting read into meeting.</i></p> <p>Tommy Tutty nominated by Hollywood Community Forum</p> <p>Maria O’Loughlin nominated by ReWild Wicklow</p>	<p>HH/GQ to prepare and issue new call for Vacant PPN seats.</p> <p>Approved to be ratified at next Plenary.</p> <p>Approved to be ratified at next Plenary. HH/GQ to notify nominees & committees.</p>
	CCSD SPC (Env Seat): 4 nominations recd.	Election to be held amongst Full Member groups of the Environmental Pillar	HH/GQ to organise election.
Rep Stepping Down	Kevin Mann (C&V Rep) on the CCSD SPC notified the PPN that he is stepping down as a PPN due to personal reasons.	Kevin was thanked for his contribution to the PPN.	HH/GQ to issue call for replacement Rep.
Pilot Engagement Strategy for LECP	Wicklow Co. Co. are the lead agency on this collaborative project which is funded by Pobal. Harriett Emerson is the consultant on the project.	Harriett & HH meeting contributors to this pilot project on 23 rd March to acknowledge their contribution & present final report. PPN LCDC Reps also invited as the meeting as the pilot project relates to the LECP which the LCDC has	HH will circulate the final report after the 23 rd .

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		<p>responsibility for oversight of.</p> <p>Challenge of change in Wicklow Co. Co. staff was highlighted as an issue.</p>	<p>Some of the PPN LCDC Reps will attend the regional meeting/info session.</p>
<p>2023 National Conference</p>	<p>Upcoming Regional Meeting/information session in April on the National Engagement Strategy resource developed and the results of the pilot projects.</p> <p>Work continuing on the organisation of the National Conference including:</p> <ul style="list-style-type: none"> • Sorting Accommodation • Discussing requirement & costs with Arklow Bay • Securing Quotes for: audio/visual support & Photographer • Survey of PPNs: suggestions for Conference 	<p>Support and help required.</p> <p>Local Sub-group: HH & GQ Mai Quaid (ex-Secretariat & current PPN Rep) Patricia O'Reilly (WCC)</p> <p>National Conference Sub-group meeting on the 24th April.</p>	<p>Stephen will represent the Secretariat on both the local & National Conference sub-group. Meeting via zoom scheduled for 30th March. Emma will share experience from a recent very well-run conference she attended. Secretariat available to help if required.</p>
<p>PPN MD Meetings</p>	<p>Plan for MD meetings circulated ahead of meeting.</p>	<p>Hope that a Representative from Wicklow Co. Co. will attend and also provide feedback. Changes in Staff in WCC may impact on this.</p>	<p>HH/GQ to organise MD Meetings. Secretariat members encouraged to attend local meeting.</p>
<p>Volunteer Support on Analysis of VCW Documents</p>	<p>Volunteer stepping down.</p>	<p>Volunteer was thanked for their work on these documents.</p>	<p>HH/GQ will invite volunteer to lunch in thanks for their work.</p>

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<p>Law Reform Commission on Legal Liability of Unincorporated Associations</p>	<p>Co. Wicklow PPN organised zoom session with the Law Reform Commission on this for all PPNs</p>	<p>Importance of the community voice being heard in this consultation was highlighted</p>	<p>HH/GQ to prepare a submission. Share submission with members and encourage them to make submissions.</p>
<p>Wicklow County Council Climate & Env</p>	<p>Brief update on staffing developments and work on Community Climate Action Plan presented.</p>	<p>New positions with WCC: Community Climate Action Officer Climate Co-ordinator Climate Action Officer Community Water Officer Assistant Environmental Awareness Officer Biodiversity Officer</p> <p>Stakeholder consultations in May/June Draft plan due to go to public consultation in the Autumn.</p>	<p>HH/GQ to keep informed on developments and share information.</p>
<p>New Members</p>	<p>List of new membership applications circulated in advance of the meeting.</p>	<p>Membership approved for:</p> <ul style="list-style-type: none"> • Blessington Youth Theatre – subject to joining under the C&V pillar. • Connecting Kilcoole Community Group • Community First Responders Ireland CLG • Soroptimist International Bray & District • Wicklow Craft Foundation • Wicklow Swimming 	<p>GQ to contact Blessington Youth Theatre – to clarify Pillar. GQ to update Members Database & send member welcome email.</p>

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<p>Re-Registration</p> <p>Associate to Full Membership Campaign</p> <p>New Online Registration form</p>	<p>Initial mailing sent to 379 groups.</p> <p>Once an associate group has re-registered, they are invited to become Full Members</p> <p>Registration form updated on website</p>	<p style="text-align: center;">Club</p> <p>Approx 130 have re-registered.</p> <p>Seeing an increase in Full membership applications</p>	<p>GQ to continue work on the re-registration of member groups</p> <p>GQ to continue work on this</p>
<p>National Secretariat Network</p>	<p>Gerorda reported that she attended her first meeting of this Network. Much of the discussion was around the new PPN Help Support Desk and the role of The Wheel in this PPN resource.</p>		
<p>Staffing Matters</p>	<p>No staffing matters to discuss.</p>		
<p>Date of Next Meeting</p>	<p style="text-align: center;">Tuesday 9th May at 7.30pm via Zoom. Facilitator: Michael to confirm if he will be available to do.</p>		