

County Wicklow PPN

Minutes of Secretariat meeting held 9th May 2023 @ 7.30pm via Zoom Call

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| Facilitator: | Helen Kinsella |
| Also Present | Aoibhinn McCloy (joined late), Eleanor Phillips, Emma Smith, Gerorda Stamps, Maria O'Loughlin, Michael Conlon, Phyllis Farrell, Ruth Prenderville |
| Quorum: | Yes. |
| Apologies: | Carina Holmes, Diana Gallagher, and Stephen Kearon |
| Absent: | Anne Waithira Burke (internet connection problems prevented Anne from joining) |
| In Attendance (Others): | Helen Howes & Grainne Quinn |

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| Agenda Approved by the meeting with addition of the following under Correspondence: County Wicklow Partnership, Wildlife and The Wheel training. |
| Approval of the minutes of the meeting of (14th March 2023): 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. |
| The meeting commenced with a round of introductions and welcome to our new committee member. |
| Finance Finance Reports: Sent to members in advance and approved by the meeting. Helen reported that all expenses incurred in relation to the Community Catch Up events will be claimed under the pilot Engagement Strategy for the LECP programme. |
| Work Reports: Monthly Report for March & April 2023 sent to members in advance and approved by the meeting. |

| Agenda Item | Notes | Outcome /Decision | Action required. |
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| Correspondence: Dept. CVSP 2/2023: PPN Annual Report 2022 | To be completed & returned to the Dept by the 6 th June. | PPN Reps will be consulted in the completion of this report. | HH to circulate survey to all 2022 PPN Reps re report input. |
| Dept Query re 2022 Income & Expenditure Report PPN reply to Dept Query | Dept requested a breakdown of the following: • Auditing, Accountancy, HR & Professional Fees • Membership of external organisations workshops | Reply to queries accepted by the Dept. | No further action required. |

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| <p>CWP Leader Stakeholder Consultation</p> <p>Online training for PPN Staff & Secretariat. Provided by the Wheel</p> <p>Wildlife Crimes & Conservation Conference</p> | <p>& conferences attended by PPN.</p> <p>On the 30th May from 11am to 1pm in CWP Offices, Arklow. RSVP by the 19th May.</p> <p>Procurement Training on Monday 15th May Grant Writing Tips & Tricks on Tuesday 13th June.</p> <p>On 30th Sept & 1st Oct in Wicklow.</p> | <p>Members of the Secretariat were invited to attend on behalf of the PPN.</p> <p>Members of the Secretariat were invited to attend.</p> <p>The PPN to fund 2 Environmental Reps to attend.</p> | <p>HH/GQ to circulate info to Secretariat and invite feedback by 18th May.</p> <p>HH/GQ to circulate information and booking links.</p> <p>HH/GQ to share details and invite expressions of interest.</p> |
| <p>Policies</p> <p>Revised Constitution</p> <p>Revised Election Policy</p> <p>Strategic Plan</p> | <p>Draft revised policies as agreed by the PPN Policy Sub-group were shared.</p> <p>Plan to present the revised policies to the Mid-year Plenary for ratification.</p> <p>Survey circulated to PPN members & stakeholders. Closing date for submissions Friday 12th May</p> | <p>4 members had reviewed and approved the policies. It was agreed to give other Secretariat members more time to review.</p> <p>Encourage people to complete the survey.</p> | <p>HH/GQ to circulate details to all Secretariat members and invite feedback by Friday 12th May.</p> <p>HH/GQ to send reminders.</p> |
| <p>Work Report/Advice & Direction for Upcoming Work</p> <p>New/Vacant PPN Repositions – April Call for Nominees</p> | <p>Items Discussed:</p> <p>Response to call for nominations: Bray Drugs Task Force: 1 nomination recd – no election required.</p> | <p>Details of nomination recd read into meeting. Liz Murray nominated Bray Family RC & Dev. Centre</p> | <p>Approved to be ratified at next Plenary. HH/GQ to notify nominee &</p> |

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| | | | committees. |
| Election of Env Rep to CCSD SPC | CCSD (C&V seat): 2 nominations recd. | Election to be held amongst Full Member groups of the C&V Pillar | HH/GQ to organise election. |
| | FLAG: no nominations | Will reissue call for nominations to: FLAG. | HH/GQ to prepare and issue a new call for this Vacant PPN seat. |
| | 1 st round of vote resulted in a tie. 2 nd round of vote held. | Counting of votes in line with Election Policy to be organised | HH/GQ to organise. |
| Community Catch Up Events | Poor turnout was reported at these events. However, networking and feedback from attendees was very positive. | Consider how to increase interest & attendance at events <ul style="list-style-type: none"> • Focus on one specific topic. • Have a hook – keynote speaker, engaging activity etc. | HH/GQ to promote the final event in Wicklow town. |
| LECP & Pilot Engagement Strategy for LECP | LECP to be approved by both the LCDC and the Economic SPC during June. | Submission made on the draft by the PPN based on online Reps meeting & subsequent submissions. | |
| | Work continuing with Consultation on the pilot Engagement project. | Changes in Staff within Wicklow Co Co have impacted on their role in the project which could affect future collaborations. | HH to continue to work on this pilot project, including attending a Pobal online event on the National Engagement Guide on the 18/5 |
| 2023 National Conference | Work continuing on the organisation of the National Conference Conference Theme: Participation in Action | Secretariat members were asked about their availability to attend the Conference and about possibly presenting on their group. | HH/GQ to circulate dates to full Secretariat. |

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| <p>Wicklow Climate Action Plan</p> | <p>Draft programme presented to & accepted by the National sub-group for the Conference.</p> <p>Wicklow Co Co commencing work on the preparation of a Climate Action Plan. They plan to hold stakeholder consultation sessions during May, draft the plan over the summer and go to public consultation in the Autumn.</p> | <p>Ensuring the voice of all heard in the preparation of the plan.</p> <p>The short timeframe for the stakeholder consultations was noted.</p> | <p>HH/GQ to circulate details of stakeholder consultations as soon as available.</p> |
| <p>Microsoft 365 PPN email addresses</p> | <p>@countywicklowppn.ie email addresses available as part of this free charity package.</p> | <p>Offered to Secretariat members. Not much interest in availing of email address. Suggestion to set up by Seat eg. secretariatbray@</p> | <p>HH/GQ to follow up with Stephen.</p> |
| <p>Summer Plenary</p> | <p>Plan to hold in late June and possibly theme around the new Community Climate Action Fund</p> | <p>To hold on a Sat. Possible dates discussed</p> | <p>HH/GQ to circulate possible dates to all Secretariat for feedback.</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"> • Killincarrig Community Association • North Wicklow Women's Shed | <p>GQ to update Members Database & send member welcome email.</p> |
| <p>Re-Registration</p> | <p>Ongoing.</p> | <p>52% have re-registered. Will offer alternative to form for groups still to re-register</p> | <p>GQ to continue work on the re-registration of member groups.</p> |
| <p>National Secretariat Network</p> | <p>Gerorda reported the following from the recent meeting of the National Secretariat Network:</p> | | |

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| | <ul style="list-style-type: none"> • The Network are forming a sub-group on Housing with a view to making a submission to the Government on this. There will be an opportunity for PPN members to input to any submission made. • They discussed issues of PPN staffing turnover and varying terms and conditions across the 31 PPNs. Suggestion of the formation of a sub-group to formulate plan/policies around PPN structures. <p>Next Meeting of the National Secretariat Network on the 13th of July.</p> <p><i>Helen H reported that the topic of PPN staffing was also discussed at the PPN Workers Retreat in Athlone.</i></p> |
| Staffing Matters | Discussion held around staff benefits and salary scales. Agreement for meeting to be held with host / resource worker. |
| Date of Next Meeting | Tuesday 11th July at 7.30pm via Zoom. Facilitator: Helen Kinsella. |