

# County Wicklow PPN

## Minutes of Secretariat meeting held

### 11<sup>th</sup> July 2023 @ 7.30pm via Zoom Call

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

<b>Agenda</b> Approved by the meeting.
<b>Approval of the minutes of the meeting of (9<sup>th</sup> May 2023):</b> Sent in advance and approved by the meeting.
<b>Matters arising:</b> Any matters arising will be addressed under other Agenda items.
<b>Declarations of conflicts of interest:</b> Helen & Grainne declared a conflict of interest in relation to the Staff Matters Agenda item.
<b>Finance</b> Current estimated underspend for the year reported at €439.  Discussion re which budget will cover costs (travel etc) associated with the organisation of the National Conference. Amendments agreed for the Finance documents: <ul style="list-style-type: none"> <li>• Move €13,000 expenditure on Conference to Oct.</li> <li>• Update and agree Finance Report and Projected Income documents.</li> </ul> HH to follow up on above items
<b>Finance Reports:</b> Sent to members in advance and approved by the meeting.
<b>Work Reports:</b> Monthly Report for May & June 2023 sent to members in advance and approved by the meeting.

Agenda Item	Notes	Outcome /Decision	Action required.
<b>Correspondence:</b> Dept. Wicklow PPN Funds Confirmation	Confirming first tranche funding €65,700 being processed & second tranche €20,000 will process towards the end of the year		No further action required.
Wicklow PPN Letters to TDs & Elected members Re Community Climate Action Fund	Arising from Plenary, highlighted members disappointment at having to expend significant money for project completion prior	Email from Cllr Stephen Stokes supporting simple processes with good fiscal practises. Email from Cllr Anne Ferris	No further action required

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Copytrack – copywrite infringement	to receiving funding and asking for influence to revisit this funding criteria  PPN had used an image protected under copywrite to advertise a funding stream.	in relation to WCC response and advising groups to seek bridging loans  The image was removed from the PPN website. The company and infringement charge was investigated with support from 2 Secretariat members. Engagement with the company reduced the payment for use of the image to €180 from €450	PPN to pay €180
Families for Reform of CAMHS (Child & Adolescent Mental Health Services	An Email was received asking the PPN to circulate a petition calling for reform of CAMHS	The importance of remaining neutral to any & all causes was stated strongly. An addition to the Communications Policy to clearly state that the PPN can highlight consultations but not petitions is needed	Wicklow PPN will not circulate the petition. HH & GQ to work with Policy Sub-group to reflect decision in PPN Policy.
Invite to take a stall in the WCC Marquee at the Tinahely Show	No cost to take a stall other than staff hours and travel	Wicklow PPN will take a stall at the Tinahely Show. Helen H, Grainne will attend with volunteers Helen K, Stephen and Phyllis. Invite PPN Member groups to send information to display/share at the stall.	HH/GQ to respond affirmatively to invitation. HH/GQ to contact Members re submitting information for the stall.
Letter to DRCD Seeking extra funding in 2024	From the June NAG meeting, DRCD are encouraging submissions from PPNs to seek extra funding in 2024	Letter drafted and additions suggested by Secretariat member	HH to send Letter to DRCD seeking extra funding in 2024
<b>Work Report/Advice &amp; Direction for Upcoming work</b>  <b>New/Vacant Rep Positions</b>	Vacant Rep position on FLAG (Fisheries Local Action Group)	Best efforts have not secured a nomination for this seat	HH/GQ to continue advertising vacant position

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	<p>Aoibhinn has informed us of her intention to step down from the Secretariat.</p> <p>It has been reported that a PPN Rep has so far not attended any of the SPC meetings that they were nominated to</p>	<p>The Constitution allows for a seat on the Secretariat from the hosting organisation.</p> <p>The Code of Conduct should be followed in this regard</p> <p>Suggestion that the PPN ask WCC for list of attendees at Meetings</p>	<p>Aoibhinn will seek a replacement from the Board of Wicklow Travellers Group</p> <p>HH to contact Rep to provide support &amp; resolution</p>
<b>Strategic Plan</b>	<p>Harriet putting together a first draft based on survey &amp; workshop insights. First draft will be sent to workshop attendees for feedback. Amendments will be made based on feedback. Revised draft will issue to sub-group prior to bringing to the full Secretariat</p>	<p>The Secretariat &amp; Reps Workshop on the Strategic Plan was confirmed as a good exercise and enjoyable meeting. Staff &amp; consultant were commended.</p>	<p>HH/GQ to circulate first draft to workshop participants on receipt.</p>
<b>Conference Update</b>	<p>A comprehensive report was provided in relation to conference planning including: service provision, trips, workshops, networking opportunities, and budget</p>	<p>Secretariat members expressed their continued interest and desire to provide help and support where needed. Staff were commended.</p>	<p>HH/GQ to keep Secretariat informed.</p>
<b>Email Addresses</b>	<p>Under the countywicklowppn.ie domain we have access to free Email addresses that can be used for individual use or collective use if they were to be themed per representation e.g. Housing, Planning</p>	<p>Secretariat members expressed their interest in having Wicklow ppn Email addresses</p>	<p>PPN Staff will help set this up with Stephen's support</p>
<b>LECP &amp; Pilot Engagement Project</b>	<p>Helen reported that work is ongoing in developing a policy to practice information booklet. We continue to work with WCC to establish a social inclusion network that will help to make sure that local plans and policies are addressing the needs of</p>	<p>Suggestion to compile a Jargon Buster document</p>	<p>HH to continue working on this</p> <p>HK to send on work she as done in this space. HH/GQ to follow up on this.</p>

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	<p>marginalised communities. A meeting to discuss this further will take place on Wednesday 26<sup>th</sup> July.</p>		
<b>Summer Plenary</b>	<p>Summer Plenary took place in The Avon on Sat 24 June. 29 people attended. PPN Reports were provided and a presentation was given on the Community Climate Action Fund</p>	<p>PPN work &amp; finance reports were approved as were new representatives and new member groups. Amendments to policies were also approved. Members raised some concerns about the criteria for accessing the Community Climate Action Fund</p>	<p>See item 2 in Correspondence above</p>
<b>Training for Members</b>	<p>Members report difficulties in financing their groups along with setting up bank &amp; credit union accounts WCC has engaged a few staff members in the environment section. Introducing them and their role could be a topic for one of our Finding Your Way Around Local Government sessions Issues around Cyber security was also raised as concerning for members</p>	<p>These were all discussed as possible training sessions to be run in the autumn/winter months</p>	<p>HH/GQ to progress</p>
<b>Training for PPN Reps</b>	<p>Wicklow PPN is working with other PPNs in the South East area to arrange training for representatives with Brian Harvey</p>		<p>HH/GQ to progress</p>
<b>Query Re Lettering &amp; numbering in first column of monthly work report</b>	<p>A Secretariat member highlighted that this was a new development and queried the purpose</p>	<p>Helen explained that this is an experiment that would try to clearly link Wicklow PPN work with the Sustainable Development Goals (SDGs) and the Local Economic &amp; Community Plan (LECP) Goals (G) &amp; Objectives (O). An attempt to link policy to practise</p>	<p>Agreed to continue and to explore further development of the system.</p>
<b>New Members</b>	<p>List of new membership applications circulated in</p>	<p>Membership approved for:</p>	<p>GQ to update Members</p>

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<b>Re-Registration</b>	advance of the meeting.  Ongoing.	<ul style="list-style-type: none"> <li>• Irish Goemkar CLG</li> <li>• Arklow Town Team</li> <li>• Arklow Maritime Heritage CLG</li> <li>• Ashford Rovers AFC</li> </ul> <p>62% have re-registered. 97 groups that registered in 2019 have not re-registered. Secretariat members requested a list and offered support to contact some of them</p>	<p>Database &amp; send member welcome email.</p> <p>GQ to send list of member groups with last registration date of 2019 to Secretariat and to continue work on the re-registration of member groups.</p>
<b>Secretariat Participation &amp; Networking</b>	<p>Emma reported that she attended a workshop on Saturday 1 July to explore what extra supports and resources PPNs would require to allow them to raise awareness, mobilize, and support community climate action to build a submission for the Joint Oireachtas Committee. Suggestions for extras staffing and financial reports were raised.</p> <p>Helen reported that this was raised at the National Advisory Group (NAG) meeting and asked if it could be considered in the upcoming estimates process to support a case for additional PPN funding</p>		
<b>Staffing Matters</b>	<p>Discussion held around staff benefits and salary scales.</p> <ul style="list-style-type: none"> <li>• A meeting with Bairbre Nic Aongusa, Assistant Secretary for community Development DRCD is to be requested to address salaries, pay parity, adequate contract terms, and terms and conditions of employment for PPN workers.</li> <li>• WTG has agreed and approved an incremental increase for Helen. As agreed with the Secretariat, the increase is within the PPN's budget</li> <li>• The letter re budgets (item 6 in Correspondence above) needs to emphasize the Fingal salary grading and it needs to be across all PPN's, level the playing field</li> </ul>		
<b>Date of Next Meeting</b>	<p style="text-align: center;"><b>Tuesday 12<sup>th</sup> September at 7.30pm via Zoom or in person.</b></p> <p style="text-align: center;">Facilitator: To be agreed.</p>		