

Co. Wicklow PPN

Minutes of Secretariat meeting held 12th September 2023 @ 7.30pm via Zoom Call

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

Agenda Approved by the meeting.
Approval of the minutes of the meeting of (11th July 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: none
Finance Current estimated underspend for the year reported at €415. Discussion re Budget for the National PPN Conference . The bulk of the conference funding is being directed to Wicklow County Council from the Dept and will therefore not be shown in the PPN Accounts. The only funding for the conference in the PPN accounts is €3,000 allocated by the PPN and the original €10,000 Wicklow County Council contribution paid into the PPN Account in 2020.
Finance Reports: Sent to members in advance and approved by the meeting.
Work Reports: Monthly Report for July & August 2023 sent to members in advance and approved by the meeting.

Agenda Item	Notes	Outcome /Decision	Action required.
Correspondence: Dept notification of FOI request on their Audit of PPNs, which included Wicklow PPN	Sent as a courtesy for our information to us by the Dept.	Can we ask under FOI – who submitted the FOI request.	HH to follow up.
Work Report/Advice & Direction for Upcoming work Vacant Rep Positions FLAG	Query received but the group the person is part of is not a Full Member.	Interested people may also be part of other groups that could be eligible to nominate.	HH/GQ follow up.

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	Vacant Rep position on FLAG (Fisheries Local Action Group)		
JPC – Baltinglass MD	John Bennett stepped down due to work commitments.	The PPN will need to put out a call for nominations.	HH/GQ to follow up on this.
Housing SPC – Community & Vol. Seat	<p>It has been reported that this PPN Rep has not attended any of the SPC meetings that they were nominated to since taking up the position in Feb 2022</p> <p>Several attempts via email and phone have been made to contact the Rep without success. The nominating group has been notified and an address for the Rep was requested but not received.</p>	<p>It was agreed that the PPN write to the Rep to notify them formally of the ending of their PPN Rep position. Letter to be signed by the Secretariat and cc 'ed to the nominating group. The relevant PPN policies to be attached.</p> <p>It was noted that this situation highlighted the need for the PPN to have all PPN Rep addresses. May require a change in the nomination form. It was also suggested that two signatures from the nominating group be required.</p>	<p>HH to prepare letter. Phyllis to sign on behalf of the Secretariat.</p> <p>HH/GQ/Policy Subgroup to follow up on this.</p>
Strategic Plan	Latest Version received from consultant and shared with Secretariat & Reps	<p>Feedback required by 9am on the 18th of September.</p> <p>Need to link Strategic Plan with Vision Statement and Objectives in the PPN Constitution</p>	HH/GQ/Strategic Plan Subgroup to liaise with consultant and finalise Strategic Plan.
LECP & Pilot Engagement Project	Policy to Practice Document gone to printer. Sing Inclusion Network Group (SING) is due to meet on Oct 11 th .	Good interest in SING. OPC are included in the network.	HH liaising with Wicklow Co Co on this project.
Training for Members	SE Region PPN Reps Training on Sat 23 rd Sept in Kilkenny	Still time to register to attend.	HH/GQ to follow up with Reps on this.

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	<p>Carmichael training 'Dealing with Banks & Credit Unions' for PPN member groups – details shared with Secretariat ahead of the meeting.</p>	<p>If other local PPNs are interested in co-hosting, we will work with them otherwise Wicklow PPN will go ahead.</p>	<p>HH/GQ to follow up with Carmichael.</p>
Wildlife Crime & Conservation Conference 2023	<p>PPN funding of Reps to attend. Booked: one day for Env Rep on Planning & Dev SPC. Two days for Env Rep on Transport, Water & Emergency SPC Query can the PPN fund another attendee our Env Rep on CABA SPC?</p>	<p>Agreed to cover cost of extra delegate from Wicklow PPN</p>	<p>HH/GQ to follow up on this.</p>
Consultations & Submissions Made	<p>Submission to The Seanad Public Consultation Committee consultation on the Future of Local Democracy submitted.</p> <p>PPNs Submission to Joint Oireachtas Committee on Environment & Climate Action</p>	<p>Discussed at NAG. Reported on in the National Papers</p>	<p>Secretariat/HH/GQ to consider what if any action Wicklow PPN wants to take on this.</p>
	<p>Google Document gathering information and issues from member groups prepared.</p>	<p>This document is available on the Reps Area of the Wicklow PPN website.</p>	<p>HH/GQ to notify all PPN Reps and share the password for the Reps Area of the website.</p>
Conference Update	<p>Folder with updates on planning for the Conference available in the meeting shared folder</p>	<p>Secretariat members asked to volunteer for jobs at the Conference. The following were agreed:</p> <ul style="list-style-type: none"> • Aoibhinn to give Wicklow PPN opening speech. • Eleanor to look after Social Media posts during the Conference. • Helen Kinsella to meet the Minister with Mai 	<p>HH/GQ to circulate an email to all Secretariat re the Conference.</p>

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		<ul style="list-style-type: none"> • Phyllis to be on hand to welcome local TDs etc. 	See item 2 in Correspondence above.
New Members	List of new membership applications circulated in advance of the meeting.	Membership approved for: <ul style="list-style-type: none"> • Donard GAA • Arklow Community Excellence • The Barn Ensemble 	GQ to update Members Database & send member welcome email.
Re-Registration	Ongoing.	Work continuing on this. Ruth thanked her for her work on this.	GQ/Secretariat to follow up groups that have not registered since 2019.
Year End Plenary	In person or online, Date and location	Agreed to hold as an in-person meeting on the last Sat in November	HH/GQ to organise end of year plenary.
Secretariat Participation & Networking	National Advisory Group: TOR being developed. HH has asked to be involved in this review of the NAG. Compulsory Retirement Scheme: all employers including charities will be impacted by this proposed scheme due to come into effect in 2024.		
Staffing Matters	As the host organisation was not present this agenda item was not discussed,		
Date of Next Meeting	Tuesday 14th November at 7.30pm via Zoom or in person. Facilitator: Carina Holmes		