

Co. Wicklow PPN

Minutes of Secretariat meeting held 14th Nov 2023 @ 7.30pm via Zoom Call

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

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| Agenda Approved by the meeting. |
| Approval of the minutes of the meeting of (12th Sept 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 in Staffing Matters |
| Finance Current estimated underspend for the year reported at €9,500. HH explained that much of the underspend can be attributed to the National Conference (additional funding of €5,000 received from WCC and an underspend on the event). HH reported that WCC have given approval for funding to be used to develop short info videos as part of the LECP & Pilot Engagement Project . Budget 2024 Final budget figure not yet confirmed. DRCD have indicated that there may be an increase on the 2023 budget of (€85,700) but no definite details available yet. HH reported that a request has also been made to WCC for an increase in their funding of €5,000 for the PPN in 2024. Finance Reports: Sent to members in advance and approved by the meeting. |
| Work Reports: Monthly Report for Sept & Oct 2023 sent to members in advance and approved by the meeting. |

| Agenda Item | Notes | Outcome /Decision | Action required. |
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| Correspondence: Dept notification of FOI request on their Audit processes in 2022, which included an audit of Wicklow PPN among others. | HH was to seek further information on this FOI. | FOI was made by a journalist of all internal & external audits made by the Dept in 2022. | No further action required. |

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| DRCD Notification of Final Funding Tranche | Remaining €20,000 now been transferred. | <p>A lengthy discussion linked to this correspondence and the Finance section of the agenda resulted in agreement to draft a letter to the DRCD raising the following issues:</p> <ul style="list-style-type: none"> • If multi-annual funding of PPNs is being explored and • If inflation will be taken into consideration of PPN funding <p>The meeting did flag the need to be diplomatic in communication.</p> | HH to draft letter and circulate to the Secretariat for approval before sending to the DRCD. |
| | Voting Policy of the Secretariat | Following the above discussion, a query was raised about the 'voting policy'. | To be included in 2024 workplan of Policy Sub-group |
| Invitations received by the PPN. | <p>Baltinglass Creative Places Fri 17th Nov</p> <p>ACE Awards Sat 28th Arklow</p> <p>Arklow Community Fair 14th Dec</p> <p>Irish Goa Community Event 17th Dec</p> | PPN Representation at these events discussed | <p>HH/GQ to follow up with Gerorda.</p> <p>Grainne & Phyllis to attend. Carina & Helen to attend.</p> <p>HH/GQ to send details to Carina.</p> |
| <p>Work Report/Advice & Direction for Upcoming work</p> <p>Vacant Rep Positions Formal Call for nominations for the following Rep positions closed:</p> <p>FLAG</p> <p>Volunteer Centre</p> | <p>No nominations received.</p> <p>No nominations received.</p> | <p>Position now vacant for some time.</p> | <p>HH/GQ to follow up as appropriate.</p> <p>To be included in next formal call.</p> <p>To be included in next formal call.</p> |

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| JPC – Arklow MD JPC – Baltinglass MD | One nomination received for each MD. | Deemed elected, subject to ratification by Plenary. | To Plenary for ratification on Sat 25 th Nov. |
| Housing SPC – Community & Vol. Seat | One nomination received. | Deemed elected, subject to ratification by Plenary. | To Plenary for ratification on Sat 25 th Nov. |
| Planning SPC – Environment Seat | One nomination received. | Deemed elected, subject to ratification by Plenary. | To Plenary for ratification on Sat 25 th Nov. |
| LCDC C&V Seat | No nominations received. | | To be included in next formal call. |
| Environment Seat | One nomination received. | Deemed elected, subject to ratification by Plenary. | To Plenary for ratification on Sat 25 th Nov |
| SI Seat | Two nominations received. | Election to be held all Full SI Pillar groups can vote. | To Plenary for ratification on Sat 25 th Nov |
| Secretariat – C&V | Two nominations received. | Election to be held all Full C&V Pillar groups can vote. | To Plenary for ratification on Sat 25 th Nov |
| Environment SI *2 | No nominations received. No nominations received. | | To be included in next formal call. |
| JPC – Wicklow Seat | Now vacant. As existing rep has declared as a candidate in the Local Elections | | To be included in next formal call. |
| Procedures around Rep nominations, election, tenure etc. | Discussion around the following: <ul style="list-style-type: none"> • Length of Rep term • Process at end of 1st Term if Rep standing again. • Timeframe for standing down if declaring in elections. | Meeting referred to existing Policies & Procedures. | HH/GQ to flag with Policy Sub-group in 2024 for consideration. |
| Host Organisation Seat on the Secretariat | Aoibhinn informed the meeting that Conor Kirwan (member of Wicklow Travellers Group Board) | Aoibhinn to continue: HH Supervision Liaison Sub-group | |

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| | would replace her on the Secretariat. | HR Sub-group | |
| Strategic Plan | Draft plan circulated ahead of meeting for approval by Secretariat. | Policy Sub-group thanked for their work on this. | Strategic Plan to be brought to Plenary for ratification. |
| LECP & Pilot Engagement Project | WCC & Niamh Wogan (BFR&D Centre) to present on this project at the National Civic Forum in the Aviva Stadium later in Nov. Policy to Practice booklet will be available for the Plenary. SING page set up PPN Website. | | HH to continue to liaise with WCC etc on this project re new SI Network Group & info videos (see Finance section of minutes) |
| Training: Members | Dealing with Financial Institutions for Nonprofit organisations – online 6 th December. | | HH/GQ to promote session. |
| Training: Reps | SE PPN Regional training attended by 6 Wicklow Reps and Wicklow PPN Staff | Currently considering other possible collaborations, e.g. Supporting & enhancing Networks. | HH/GQ to follow up. |
| National Conference | Tidying up final loose ends: payments, report, webpage etc. | All who contributed to making the Conference such a success were thanked. | HH/GQ to finalise outstanding Conference jobs. |
| Wicklow PPN Printed Resources | Draft Flyer circulated in advance of meeting for feedback. | Suggestion that a reference to 'influencing policy' and LA be included. Approval to use Blueprint given, based on Conference quote and experience. | HH/GQ to finalise and organise printing. |
| Plenary | Sat 25 th Nov in the Presbyterian Church Hall, Arklow. Guest presentations on: Leader & Community Climate Action Funding | 20 people currently registered. | HH/GQ to continue to promote and organise. |

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| Meet the Local Election Candidates 2024 | Concerns raised based on the experience of PPNs in other areas with people attending events just to disrupt. | It was agreed that Wicklow PPN should if at all possible, hold Meet the Candidates in the Local Elections 2024 events. Suggestion that the PPN liaise with the Garda and consider a Contingency Plan. | HH/GQ & Secretariat to discuss this further. |
| End of Year Secretariat & Reps meeting & dinner | | Agreed to organise this for before Christmas. | HH/GQ to organise and email details to Sect & Reps. |
| New Members | List of new membership applications circulated in advance of the meeting. | Membership approved for: <ul style="list-style-type: none"> • Donard/Dunlavin Meals on Wheels • Ukrainian Hub • Wicklow & District Lions Club | GQ to update Members Database & send member welcome email. |
| Secretariat Participation & Networking | No discussion on this agenda item | | |
| Staffing Matters | The secretariat discussed the following: <ul style="list-style-type: none"> • Update on hosting webinar, including staff salaries and benefits • Update on appraisals for Helen and Grainne • Reduction in hours of Support Worker • Payment for additional hours for Resource Worker | | |
| Date of Next Meeting | Date to be agreed via email. Facilitator: Carina Holmes | | |