

## Co. Wicklow PPN

### Minutes of Secretariat meeting held 10<sup>th</sup> March 2026 @ 7.00 pm Laragh

<b>Facilitator:</b>	Aoibhinn McCloy
<b>Also Present</b>	Ruth Prenderville Helen Kinsella, Eleanor Phillips, Phyllis Farrell, Michael Conlon and James Dunne
<b>Quorum:</b>	Yes
<b>Apologies:</b>	Emma Smith, Austin Baines, Gerorda Stamps, Marie McCourt, Ashleigh Downey and Emma Smith
<b>Absent:</b>	
<b>In Attendance (Others):</b>	Helen Howes and Alice McDonnell

<b>Agenda</b> Approved by the meeting
<b>Approval of the minutes of the meeting of (January 2026):</b> Minutes 20.01.26, & Special Meetings 26.01.26, 24.02.26 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> No declaration of conflicts of interest.

<b>Agenda Item</b>	<b>Notes</b>	<b>Outcome /Decision</b>	<b>Action required.</b>
<p><b>Correspondence:</b> DRCDG – CVSP1 – 2026 PPN Funding and Updated Financial Controls Document.</p> <p>Reps: Complaint</p>	<p>Funding report completed. SLA &amp; MOUs will be reviewed by the Liaison Subgroup prior to being signed. All documents to be submitted to DRCD by 31<sup>st</sup> March</p> <p>Discussion clarified the Secretariat’s actions and resulting outcomes from the Reps complaint. Correspondence from the Rep was acknowledged.</p>	<p>Sign off all documents for submission on the 18<sup>th</sup> March with Liaison Subgroup &amp; submit to Dept.</p> <p>Response to recent Reps correspondence agreed</p>	<p>In progress</p> <p>Letter of response to be sent by PPN staff and no further action required.</p>
<p><b>Finance:</b></p> <p>Finance Report</p> <p>Projected Costs/Budgets to end of 2026</p>	<p>All Circulated prior to the meeting</p>	<p>All approved</p>	<p>Continue to update and monitor</p>
<p><b>Work Report:</b> January &amp; February Work Reports</p>	<p>Circulated in advance</p>	<p>Agreed and in shared folders</p>	<p>Ongoing</p>

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<p>Representative Call for Nominations &amp; Vacant Seats</p>	<p>Nomination received for LSP only. Michael Conlon was nominated for the LSP by the Wicklow &amp; District Football League.</p> <p>Require another call for vacant positions as follows -</p> <ol style="list-style-type: none"> <li>1. Secretariat Greystones MD.</li> <li>2. Housing SPC C&amp;V,</li> <li>3. Community SPC Environ,</li> <li>4. Economic SPC Social Inclusion,</li> <li>5. Biodiversity Working Group,</li> <li>6. CYPSC,</li> <li>7. Volunteer Centre,</li> <li>8. Ring a Link,</li> <li>9. Wicklow Heritage Forum</li> </ol> <p>Concerns raised Re Reps not attending meetings. Suggestion to create a Register of non-attendance of people</p>	<p>Michael Conlon approved by Secretariat as LSP Rep</p> <p>Encourage Reps to attend and report back to PPN</p>	<p>Staff to contact LSP and provide induction.</p> <p>Actively seek out nominations and spread word to promote.</p> <p>Document concerns</p>
<p>Website host/developer</p>	<p>Current developer retiring this year annual fee for hosting and annual fee for updating site and €60 per hour. Changes, funding needs to be made clear, and we are looking for someone local business.</p>	<p>Micheal and Ruth will send on contact person with quote and seek other quotes</p>	<p>PPN staff will seek other quotes and update at next meeting</p>
<p>Member Re-registration</p>	<p>164 groups have re-registered (31.5% of members) 3 or 4 groups have indicated a wish not to re-register. Some groups appear to have dissolved</p>	<p>Encourage groups to re-register</p>	<p>Ongoing</p>
<p>WCC Community Grants Fund</p>	<p>Closes on Friday, groups must have an account, with bank or credit union. Multiple signatures for the accounts are causing extra amount of paperwork and delaying opening of accounts. Concern that post office accounts cannot be used.</p>	<p>Staff to investigate further</p>	<p>Staff to follow up and report back.</p>
<p>2026 Plenaries</p>	<p>13<sup>th</sup> June &amp; 28<sup>th</sup> November – Summer Plenary Arklow MD – Arklow Presbyterian Hall. Winter Plenary Bray MD- theme celebrating reps work with local committees and networking.</p>	<p>All agreed. Secretariat and Reps to have roles to support the day.</p>	<p>Ongoing</p>

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<p>Policy Review &amp; Development</p>	<p>Reps Charter, Members Issues, Rep Request Form, Complaints Procedure, Reps Code of Conduct. PPN Staff have reviewed a few and added sections for discussion. All policy should consolidate our Constitution</p> <p>Discussion to have a Chairperson for the Secretariat. and know about, suggestion of a one-year trial of chair and vice chair and review.</p> <p>Request form generated to support membership to bring areas of concern forward to our membership or reps for support or awareness e.g. tree felling. To support reps with what is happening on the ground and staff workload</p>	<p>To bring Policies Subgroup end of April.</p> <p>Subgroup to work on policy changes to be discussed by Secretariat at May meeting prior to bringing to June Plenary.</p> <p>Form to go to subgroup and feedback. Pilot test with PPN reps, structure, set up the subgroup and make recommendations.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<p>Subgroup participation and approval</p>	<p>Finance signatories/replacement for Carina.</p> <p>Subgroups made aware of WTG Pinnacle website to support policy and any legal coming updates, letters or documents.</p> <ul style="list-style-type: none"> <li>• Liaison subgroup, Aoibhinn, Patricia and Helen &amp; Alice</li> <li>• HR subgroup – Aoibhinn, Phyllis, Helen K and Emma</li> <li>• Policy – Mai, Phyliss, Elanor, and Niamh</li> <li>• Finance – Phyllis, Ruth,</li> <li>• Signature on our invoice email for approval – Ruth approved</li> </ul>	<p>Ruth and Phyllis to stay on.</p> <p>Contact Aoibhinn at WTG for any request.</p> <p>All approved</p>	<p>Ongoing</p> <p>Ongoing</p> <p>No further action</p>
<p>Governance Network</p>	<p>Discussed the review finding on the successful sessions with Wicklow PPN in collaboration with CWP &amp; following on from Governance Training.</p> <p>Request from attendees to host two peer support meetings per year. To</p>	<p>Wicklow PPN to support the collaboration and add it as an addition to our workplan</p>	<p>Staff to collaborate with CWP to organise</p>

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<p>National PPN Network developments + Regional Reps Networking &amp; Capacity Building Event</p>	<p>support good governance and networking opportunities. Wicklow partnership will cover cost.</p> <p>Roles, responsibilities &amp; pay parity of PPN staff discussed. Department email re their concerns in relation to proposals to implement section 5.1a of the PPN Roadmap noted.</p> <p>Discussed S3 report and impact on progressing the national PPN development and the road map.</p> <p>No national staff professional development day this year as department cut funding.</p> <p>National Conference 24<sup>th</sup> and 25<sup>th</sup> September in Roscommon</p>	<p>National rep to feedback</p> <p>Keep Secretariat informed of updates.</p> <p>Disappointment that report portrays a negative narrative</p> <p>Secretariat disappointed and recognised the value of these events in supporting staff.</p>	<p>Ongoing</p> <p>Ongoing</p>
<p><b>New members application</b></p>	<ol style="list-style-type: none"> <li>1. Lakeshore Striders</li> <li>2. Rathdrum Town Team</li> <li>3. Aughrim- Annacurra Community Games</li> <li>4. Newtownmountkennedy St Patrick's Day Committee</li> <li>5. Aldborough Manor RA</li> <li>6. East Glendalough School Parents Association</li> <li>7. Greystones MD Climate Action Team</li> <li>8. Wicklow Hockey Club</li> <li>9. Newtownmountkennedy Scout Group</li> <li>10. Wicklow Golf Club</li> </ol>	<p>All approved</p>	<p>PPN Staff to contact groups</p>
<p><b>Secretariat Participation &amp; Networking</b></p>	<p>Peer support session disappointing attendance and will review. Discussed hybrid options and alternative venues. Updates to follow.</p>		
<p><b>Date of Next Meeting</b></p>	<p>12<sup>th</sup> May at 7.30pm in The Brockagh Centre</p>		