

Co. Wicklow PPN

Minutes of Secretariat meeting held 20th January @ 7.30pm online via Zoom

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| Facilitator: | Helen Kinsella |
| Also Present | Aoibhinn McCloy, Ashleigh Downey, Carina Holmes, Emma Smith, Gerorda Stamps, James Dunne, Michael Conlon and Phyllis Farrell |
| Quorum: | Yes |
| Apologies: | Austin Baines, Eleanor Phillips, Marie McCourt, and Ruth Prenderville |
| Absent: | |
| In Attendance (Others): | Staff: Alice McDonnell, Helen Howes and Grainne Quinn PPN Rep: [REDACTED] |

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| Agenda Approved by the meeting |
| Approval of the minutes of the meeting of (11th November 2025): 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: Alice, Helen & Grainne in Staffing Matters |

| Agenda Item | Notes | Outcome /Decision | Action required. |
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| <p>PPN Representative Support: A discussion took place regarding issues arising from a PPN Rep's experience on a Committee. It was agreed to seek a meeting with the relevant committee and follow up with the Representative.</p> | | | |
| <p>Finance:</p> <p>Finance Report as at 31st December 2025</p> | <p>Circulated prior to the meeting.</p> | <p>Finance Report approved Carry over to 2026 €5,706.28, much of which is already allocated to carryover costs/activities:</p> <ul style="list-style-type: none"> • Final Governance Training session • 2025 Audit Feeds • Rep Travel Expenses • Banking Fees | <p>No action required.</p> |
| <p>Draft 2026 Budget</p> | <p>Draft 2026 budget to be amended</p> <p>Wicklow County Council have notified Wicklow PPN of an increase in their allocation to the PPN by €5,000.</p> | <p>Amended budget will be circulated prior to March Meeting</p> | <p>Helen to redraft and share with Secretariat ahead of the next meeting.</p> |

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| | <p>Total Funding for 2026: €50,000 – Wicklow County Council €105,540 – Department RCD</p> <p>Wicklow PPN to contribute €500 towards National work to progress point 5.2A of the PPN Implementation Roadmap.</p> | Approved by Meeting | |
| <p>PPN Subgroups</p> <p>Financial Invoices/Requisitions signatories</p> | <p>List of sub-groups shared ahead of the meeting</p> <p>Current signatories: Carina Holmes, Phyllis Farrell, Ruth Prendergast</p> | <p>Members asked to consider their availability to join a sub-group.</p> <p>Carina and Phyllis will continue in this role.</p> | <p>This item will be included on the agenda for the March meeting.</p> <p>Helen to contact Ruth</p> |
| <p>Work Report: December Report</p> <p>PPN Review</p> <p>Voter Registration Drive</p> <p>LEP & Community Awards Online Information Session</p> | <p>Sent to members in advance</p> <p>Agree a date for the next session in this review process. Possible dates: Sat 21st or Sat 28th March</p> <p>In collaboration with WCC and the KWETB Wicklow PPN is working to organise a Voter Registration event in Blessington in the first instance and to explore options for further voter registration drives.</p> <p>WCC presented information and took questions from participants. 48 people attended</p> | <p>In shared folders</p> <p>Poll to be circulated to Secretariat to finalise a date</p> <p>Next meeting to be held on the 21st Jan. Event in Blessington on the 11th Feb.</p> <p>Gerorda on behalf of Baltinglass St. Patricks Day parade invited WCC to have a stall at their festival</p> <p>Successful event and collaboration to continue with WCC.</p> | <p>Staff to circulate poll.</p> <p>Grainne to continue work on this initiative.</p> <p>Staff to continue to liaise with WCC on sharing funding information.</p> |

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| <p>Vacant Rep Positions: Nominations for the Bray to Greystones Cliff Walk Management Committee</p> | <p>Wicklow PPN invited to fill 2 environmental pillar seats on the committee, one from each of Bray and Greystones Municipal District. 4 nominations received, of which 2 were not eligible. Eligible nominations both received from Wicklow Planning Alliance: Keith Scanlon (Greystones MD) Alex Konieczka (Bray MD)</p> | <p>Nomination papers shared on screen with the meeting. Both approved</p> | <p>Staff to notify nominees Committee And to request an information and induction meeting for the Reps.</p> |
| <p>Other Vacant Rep Positions</p> | <ul style="list-style-type: none"> • CYPSC • Env Pillar on Community & Social Development SPC • Social Inclusion seat on Economic & Enterprise SPC • Local Link /Ring a Link • Wicklow Volunteer Centre • Wicklow Local Sports Partnership • Wicklow Heritage Forum | <p>Call for nominations to be issued once contact with committees is completed</p> | <p>Staff to progress work on filling these vacant rep seats.</p> |
| <p>Meeting with new Coordinator for Community Connector</p> | <p>Deirdre Jacob</p> | <p>Will continue to liaise with Deirdre</p> | <p>On-going</p> |
| <p>Annual Members Survey</p> | <p>38 responses received. Responses will be analysed and a report will be circulated and considered within the context of the 2026 Workplan. 3 or 4 Secretariat members asked to do a short zoom call to do prize draw</p> | <p>Ashleigh, Gerorda, Michael and Phyllis offered to join a zoom call on Wed 20th at 5pm to do the prize draw.</p> | <p>Staff to follow up.</p> |
| <p>Re-Registration</p> | <p>To be undertaken in the 1st quarter of 2026</p> | <p>Planning to get the first round of emails out latest early February</p> | <p>Grainne to progress.</p> |
| <p>Submissions</p> | <p>A number of submissions made and uploaded to our Website and shared via our Newsletters</p> | <p>Good work on the submissions acknowledged.</p> | <p>No further action</p> |
| <p>Policy Development</p> | <p>Work has commenced on the development of a policies issues document</p> | <p>Alice is working on preparing this document</p> | <p>Meeting of Policy sub-group to be organised.</p> |

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| Reps Peer Support Sessions | Will be held online on a monthly basis on the First Tuesday of the month | Policies around reps support etc could be discussed here and linked with Policy Sub-group. | Staff to progress work on this. |
| Membership | Details of membership applications circulated ahead of the meeting. | All approved: <ul style="list-style-type: none"> • Mr Sands Youth Theatre • Arklow Women's Shed • Biodiversity Group Newcastle • Lough Dan Scout Centre | Grainne to process applications. |
| Training Final Governance Training Session | <p>Held in the Brockagh Resource Centre on Sat 17th January. 28 participants in attendance. Very positive Feedback</p> <p>Wicklow PPN covered all costs of training. Partner in the training County Wicklow Partnership now using their allocation of funding for Governance Training to support groups that require a follow up on governance, conflict resolution etc</p> | Online review and further steps session organised for 4 th February | Staff to progress work on this and continue to liaise with Mary Millett, CWP |
| Staff Matters | A private committee was held. | | |
| Date of Next Meeting | <p>Please Note that the Next Secretariat meeting will be held in person on Tuesday 10th March</p> <p>Subsequent meetings for 2026 will be held as follows: May 12th – in person July 14th – in person Sept 8th – in person November 10th – online</p> <p>A poll is to be circulated to get Secretariat members input on location of in person meetings.</p> <p>Facilitator for March meeting?</p> | | |