

County Wicklow PPN

Minutes of Secretariat meeting held 11th February 2020 in Little Bray Family Resource Centre

Attendees: Aoibhinn McCloy, Grainne Quinn, Helen Howes, Mai Quaid (Chair), Niamh Wogan, Phyllis Farrell and Stephen Kearon.

Apologies: Diana Gallagher and Gertie Salley

Welcome new Member: Mai welcomed Phyllis to the Co. Wicklow PPN Secretariat.

1. Minutes & Matters Arising

Minutes of the 4th December 2019 were approved on Niamh's proposal and seconded by Aoibhinn.

- WhatsApp or Salesforces group for the Secretariat: The meeting agreed to hold on setting up this group until it could be done within Salesforce.
Action: Grainne to follow up on the establishment of this chatter group.
- Secretariat Visit to Wexford PPN. Helen informed the meeting that the Resource Worker in Wexford PPN had moved to a new position within the Council and consequently this visit may not happen.
Action: Visit postponed indefinitely
- New PPN Reps. Helen informed the meeting that she had met with Phyllis and Mary Anne prior to their attending their first meeting as PPN reps. She also notified the meeting that she and Grainne would be meeting the PPN Environmental Reps, including Keith and Sharon (new reps on the Climate & Biodiversity Action SPC) on Thurs 13th Feb.
The meeting was also notified of the nomination of a new social inclusion pillar rep to the Secretariat – Aisling Foran, Wicklow Triple A Alliance. This nomination was approved by the meeting.
Action: Helen and Grainne to meet Environmental Reps on the 13th Feb and to follow up with Aisling Foran re position on the Secretariat.
- Policies and PPN User guide. The meeting was informed that:
 - the deadline for submissions on the Draft PPN User guide was extended to the 21st February
 - there are plans to prepare a condensed version of the handbook once the overall user guide is finalised.
 - the National Secretariat Network have worked through the Draft User guide and are making a submission on it.Helen also informed the meeting that the policy templates included in the PPN User guide will be available to share with member groups.
Action:
 1. Helen to finalise and submit Co. Wicklow 's submission on the Draft PPN User guide

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2. Helen also to make a submission in her role as a member of the National Advisory Group (NAG)
- Irish Rural Link Membership Fee: Helen notified meeting that payment was made to IRL.
 - Website Development: The meeting was informed that a spec for the re-development of the PPN's website was prepared and circulated to 5 providers for quotation. The final date for submission of quotes is Friday 21st Feb. Assistance with the assessment of the quotes was discussed and it was agreed that Stephen would meet with Helen and Grainne in this regard and on the broader issue of IT setup and support.
Action: Helen, Grainne and Stephen to meet on Website development and other IT issues including use of Gmail, Microsoft etc.
 - PPN HR Subgroup: It was agreed that this sub-group (Aoibhinn, Mai and Niamh) meet prior to the next full meeting of the Secretariat.
Action: Meeting of the Subgroup arranged for Tuesday 10th March at 10.30am in Little Bray Family Resource centre.
 - How Reps report if all information at Meeting is deemed confidential: Mai raised this at the National Secretariat Network and it was agreed that where all/the bulk of information is deemed confidential at the meeting then the Rep must respect this and can only report on what is not confidential.
 - Bid for National PPN Conference. Helen informed the meeting that we had not had any official feedback on our bid to Host the National PPN Conference, but we had been notified to expect it imminently.
Action: Helen to follow up with the Dept.

2. Correspondence

- 9 January letter to M Nicholson Re Advance payment for the employment of a Support Worker in 2020
- CVSP1/2020 Seeking Expressions of Interest to host the National PPN Conference 2020
- CVSP2/2020 Re Funding allocations and drawdown process for 2020
- CVSP3/2020 Re PPN Income & Expenditure for 2019 including reporting template

3. Finance

Helen presented the following documents to the meeting:

- Overall 2019 financial report: Helen explained that the bulk of the Carryover of €5,387.36 from 2019 was allocated: €2,988 Jan Salary Costs for Support Worker, Big Hello funding €700, and €419 balance from National Resource Workers Training budget. Proposed by Stephen, Seconded by Aoibhinn

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- Budget for 2020: Helen took the Secretariat through the budget for 2020 explained the allocations under the various headings. Aoibhinn informed the meeting that the Audit fee allocation to the PPN could change due to staffing circumstances within Wicklow Travellers Group. Helen informed that group that reimbursement of her travel to the National Advisory Group (NAG) could be claimed back. She also notified that meeting that the PPN can bill Wicklow Co. Co. for Rep Travel to WCC Committees on a quarterly basis. The budget for 2020 was proposed by Aoibhinn and seconded by Mai.
- Expenditure year to date 2020: Proposed by Niamh and seconded by Phyllis.
- 2019 Finance Report to the Department: Helen also informed the meeting that she had the 2019 Finance report for the Department ready for signing off by the Secretariat and Wicklow County Council. She highlighted a couple of changes in the Dept. report requirements:
 - Travel expenses had to be itemised by person
 - Contingency Line had to be explained.The Finance Report for the Dept was Proposed by Stephen and seconded by Niamh and signed by both.
Action: Helen to get Wicklow Co.Co. to sign off report and submit to the Department by Friday 14th Feb

The approval of invoices for payment was discussed and it was agreed that the following two members of the Secretariat would continue as the people appointed to approve payments: Mai and Gertie. This was proposed by Niamh and seconded by Aoibhinn.

4. Workplan 2020

Following on from previous discussions on standardising reporting to: the secretariat, Wicklow Co. Co. and Wicklow Travellers Group Helen presented the meeting with a January Work Report. She notified the meeting that this report will be prepared at the end of each month and circulated to the relevant people.

Action: Work report to be prepared and circulated at the end of each month. Report also to be sent to Deirdre Whitfield in Wicklow Co. Co.

The Workplan for 2020 was discussed at the meeting. Discussion took place on the following:

Membership

Total membership as at the 11th February was reported to be 306. The meeting was informed that Re-registration of members was underway and that 41 groups were still to reregister.

The list of new member group applications (14 since last meeting) was read into the minutes.

The list of new member groups was approved by the Secretariat.

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Member Survey Draw: The draw for three €100 contributions to the work of member groups that completed the Annual PPN Members survey was held at the Secretariat meeting. The three groups pulled from the hat were:

- Wicklow Triple A Alliance
- Wicklow Planning Alliance
- Ballyconnell ICA

Action: Helen/Grainne to follow up with three groups draw for €100 contribution to their group's work.

Action: Re-registration process to be continued.

Environmental Event

The Secretariat was informed of the work undertaken to date and plans for a PPN Environment Themed Day. The meeting was informed that this event will be delivered in collaboration with Wicklow Co. Co., IEN and the Local Authority Waters Programme in Baltinglass on Sat 16th May.

Action: Helen/Grainne to circulate the plan for this event to the Secretariat.

General Election 2020 Meet the Candidate Events

A discussion was held around these events and in particular the cancellation of the Arklow Meet the Candidate Event. The role of the PPN in promoting active citizenship was discussed and the possibility of delivering something on this at a Plenary was floated. It was agreed that the offer to hold a meeting with elected representatives was a good idea.

Action: The PPN will hold public MD level community meetings with local Councillors and TDs during April/May 2020.

Training Fair

A summary of the feedback on the 2019 training fair was presented. The issue of access to the venue raised in feedback was highlighted. Following discussion around the planning and organisation of this event the following was agreed.

Action:

- Helen/Grainne to explore option of running a bus/s to the venue.
- During preparation and on the day Helen/Grainne to delegate roles/tasks.
- Given 2020 workload event to be maintained at previous level and no further increase in workshops or other elements to be considered.

Policing, Safety and Security Network.

The meeting was informed that the 2020 workplan allowed for one or two meetings of this network during the year. Stephen informed the meeting that Garda Commissioner Drew Harris will be meeting with the Co. Wicklow JPC on the 6th April 2020. It was suggested that the PPN notify its members and invite them to submit any issues/specific topics they would like the PPN reps to raise.

Action: Helen/Grainne to circulate this to PPN members groups.

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Social Inclusion Week

The meeting was informed of the plan developed to date in relation to the revival of Social Inclusion week in Co. Wicklow. The question of funding for SI week events was discussed, particularly in relation to events which would be co-hosted.

Action: Helen & Aoibhinn to meet to discuss the practicalities/funding of the SI projects planned.

Disability Awareness Work

The Secretariat was notified that Helen and Grainne will meet with the following people/agencies to progress a piece of work in this area on the 18th Feb.

- Laura O'Callaghan (DFI)
- Fionnuala Curry (CYPSC)
- Kay O'Connor (CWP)
- Michelle Rogers (BAP)
- Cllr. Miriam Murphy

It was suggested that Liz O'Brien, CEART who is undertaking a piece of research on disability, be contacted in relation to this work.

PPN Plenaries

The plan for the 2020 plenaries were discussed:

June Plenary – theme Finance : presentation from WCC on Finance and a presentation on Participatory Budgeting

November/December Plenary – Theme to be decided.

National PPN

National Resource Workers Network

Helen informed the meeting that her term of office on the National Advisory Group will finish during 2020. She also stated that she can stand for another term but must be nominated by the Resource Workers Network. The Secretariat was also notified that a number of PPN Resource Workers are leaving their positions. The main focus of work/discussion at national level was around the following:

- User Handbook
- Plan to review the PPN model during 2020

National Secretariat Network

Mai reported to the meeting that she had attended a meeting of the National Secretariat Network earlier in the day, where the following topics were discussed:

- User Handbook – this network will be making a submission on the Handbook to the Dept.

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- Staffing of PPNs – staff management and the role of Council and Secretariat and the departure of Resource Workers from a number of PPNs.
- Training needs
- Secretariat Rep on the NAG – National Secretariat Network will be responsible for nominating a person to this position on the NAG.

Next National Secretariat Network meeting scheduled for 31st March.

Submissions

Helen notified the meeting of the submissions made since last meeting of the Secretariat:

- National Volunteer Strategy
- Submission to “Ag-Climatise” – a Draft National Climate & Air Roadmap for the Agriculture Sector to 2030 and beyond

5. Any Other Business

Wicklow Dementia Support

Stephen informed the meeting that WDS are urgently in need of office accommodation in the Bray/Wicklow town area.

Action: Helen to follow up with possible premises in Wicklow town.

6. Date for Next Secretariat Meeting

Wed 1st April at 10am in Arklow Library Community Room. .