



Secretariat Meeting

Tuesday 20th February 2018

Civic Offices, Blanchardstown

Minutes

<p>Present</p> <p>Bob Dowling (BD), Ema Idowu (EI), John Melvin (JMV), Mary Harford (MH), Micheal Walsh, (MW), Peadar O’Kelly (POK) and Tony Brennan (TB).</p>
<p>Apologies</p> <p>Ann Lynch, Siju Jose</p>
<p>Absent</p> <p>Pat Murphy, Bob Dowling</p>
<p>In Attendance</p> <p>Ray Smyth (RS), Jamie Moore (JM)</p>

Item	Note	Action
Open	MH opened the meeting and noted a change in agenda to facilitate an input from PPN JPC Rep, RS.	None
JPC Issue	RS outlined in detail an on-going issue being experienced by the PPN JPC Reps on the JPC. The Secretariat agreed to setup a subcommittee to assess and respond to the issue. This subcommittee is made up of EI, JMG, JMV and MH.	Subcommittee to meet and report back to Secretariat.

Item	Note	Action
Minutes and Matters Arising	<p>No matters arising.</p> <p>Adoption:</p> <p>The minutes were proposed by TB and seconded by JMC.</p>	None
Correspondence	<p>Correspondence was received from the Department of Rural and Community Development in the form of the National Report Template for 2017. The Secretariat agreed that the report can be signed off by MH after circulation to the secretariat by email.</p>	Circulate annual report to Secretariat.
Resource Worker Report	<p>The Resource Worker Report was circulated and noted with key items highlighted, in particular:</p> <ul style="list-style-type: none"> - Upcoming Fingal Mayor's Community Volunteer Awards, a collaboration between FCC and PPN. - Upcoming PPN Training Programme 	None
Finance	<p>Final figures for 2017 are not yet available.</p> <p>Payment of Rep Expenses</p> <p>All PPN Rep expenses are paid at this point.</p>	None
Events and Training	<p>Spring Training Programme currently being planned. Should be launch in March.</p>	None.
Fingal PPN Membership	<p>No update.</p>	None
Policies and Procedures	<p>The Governance Code</p> <p>The PPN has formally registered with the Governance Code to be 'on the journey'. This is considered to be an achievement and it is believed that Fingal PPN is the first PPN to sign up. The Secretariat thanks JMV for leading on this. EI volunteered to work with JMV on this going forward. It was agreed to keep this on the agenda as a</p>	None

Item	Note	Action
	<p>standing item.</p> <p>Strategy</p> <p>JMV and JM provided update on the strategic plan process. Written update and project plan circulated from Quality Matters.</p> <p>The Secretariat agreed that the Preface of the plan would be written by the whole Secretariat.</p>	None.
Representation	No update.	None
Linkage Groups	The Secretariat agreed to facilitate updates from each of the PPN Reps at future Secretariat meetings. Inviting Reps from each committee to a meeting of the Secretariat.	Draft schedule.
FCC / DRCD / National Update	Covered in Resource Worker Report.	None
AOB	<p>MT highlighted the 2018 Anti-Illegal Dumping Initiative worth €2million currently open to applications. JM to circulate information to interested PPN members.</p> <p>Secretariat proposed to write to Ann Lynch upon her resignation, thanking her for her service. MH to sign off.</p>	<p>Circulate notice to members.</p> <p>Send letter to Ann Lynch.</p>
Next Meeting	<p>JM proposed to change the date of next meeting to 27th March in Swords to facilitate the Strategic Plan Steering Group meeting on 20th March.</p> <p>This closed the meeting.</p>	None