



Secretariat Meeting

Tuesday 27th March 2018

County Hall, Swords

Minutes

<p>Present</p> <p>John McGrath (JMG), Mary Harford (MH), Maria Tormey (MT), Micheal Walsh (MW), Peadar O’Kelly (POK) and Tony Brennan (TB).</p>
<p>Apologies</p> <p>Bob Dowling, Ema Idowu, John Melvin, and Siju Jose</p>
<p>Absent</p> <p>Pat Murphy</p>
<p>In Attendance</p> <p>Jamie Moore (JM)</p>

Item	Note	Action
Open	MH opened the meeting.	None
Minutes and Matters Arising	JMG noted the omission of his name in the last set of minutes. This is to be changed. The minutes were then proposed by JMG and seconded by POK.	Update previous minutes.
Correspondence	No correspondence this month.	None

Item	Note	Action
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"> - Work on compliance with GDPR - Invitation to PPN Reps to attend Secretariat meetings - County register updating - Administrative Support <p>A discussion took place about the new additional support. FCC has agreed to allocate two days per week of a new clerical workers time to the PPN. Tuesdays and Thursdays. The Secretariat agreed to write to FCC acknowledging this.</p>	Write to FCC.
Finance	Final figures for 2017 are not yet available, full report to be available for April meeting.	None
Events and Training	<p>Spring / Summer Training Programme</p> <ul style="list-style-type: none"> - A spring / summer training programme has been launched and includes 15 workshops over the months of April, May and June. <p>Fingal Mayor's Community Volunteer Awards</p> <ul style="list-style-type: none"> - The FMCVA is supported by the PPN. It is being launched this week. The PPN is responsible for the application technology, public voting and some of the promotion with ongoing input to the scheme itself. TB requested clarification on paper nomination applications being available and JM confirmed there would be. <p>Plenary Meeting 24th April</p> <ul style="list-style-type: none"> - The Secretariat discussed the various aspects of the upcoming plenary meeting. A format was agreed including the inclusion of a new 'PPN 	None.

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	Champions' segment on the evening. The help with the registration flow on the evening, voting cards and other information will be posted out to registered groups prior to the event.	
Fingal PPN Membership	No update.	None
Policies and Procedures	<p>The Governance Code</p> <ul style="list-style-type: none"> - No update. <p>Strategic Plan Update</p> <ul style="list-style-type: none"> - The Strategic Plan has been approved by the Steering Group (pending final proofing and formatting). The Secretariat stepped through the plan and gave feedback where appropriate. The preface of the plan is to be written. The Secretariat was satisfied with the goals laid out in the plan and are happy to approve the plan. 	<p>None</p> <p>None.</p>
Representation	<p>Nominations Update</p> <ul style="list-style-type: none"> - Just 2 nominations have been received so far for 11 vacancies. JM asked Secretariat members to promote these vacancies among their contacts. <p>Update from JPC Subgroup</p> <ul style="list-style-type: none"> - JMG and MH provided an update to the Secretariat on the JPC subgroup. The Secretariat are pleased with the subgroup activity to date and for that to continue. <p>Draft Schedule of Rep Visits.</p> <ul style="list-style-type: none"> - Covered in RW monthly report. 	None
Linkage Groups	No update.	None

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FCC / DRCD / National Update	PPN Administration Update. - Covered in RW monthly report.	None
AOB	JPC Public Meetings - MT noted the upcoming JPC Public Meetings and the need to have a PPN presence at these. The Secretariat agreed and drafted a timetable with potential members to attend each.	JM to follow up with Secretariat members and PPN Reps in relation to attendance at the JPC public meetings.
Next Meeting	17 th April, Civic Offices, Blanchardstown. This closed the meeting.	None