



**Secretariat Meeting**

Tuesday 15<sup>th</sup> May 2018 | 7pm to 8.30pm

County Hall, Swords

Facilitator: Mary Harford

**Minutes**

<p><b>Present</b></p> <p>Bob Dowling (BD), Denise McDermott (DM), Ema Idowu (EI), Hanumantha Rao Marepalli (HR), Maria Tormey (MT), Mary Harford (MH), Tony Brennan (TB)</p>
<p><b>Apologies</b></p> <p>John Melvin, Siju Jose, Micheal Walsh</p>
<p><b>In Attendance</b></p> <p>Jamie Moore (JM)</p>

Item	Note	Decision
<b>Open and Apologies</b>	MH opened the meeting and welcomed DM and HR.	Noted.
<b>Minutes and Matters Arising</b>	No matters arising. Proposed by TB and seconded by BD.	Noted.
<b>Correspondence</b>	No correspondence this month.	Noted.
<b>Resource Worker Report</b>	<p>A resource worker report was circulated to members.</p> <p>Some highlights from this:</p> <ul style="list-style-type: none"> <li>- It was noted that the invitation to PPN Reps to attend a segment of the Secretariat meeting has been pushed back by one month. MT highlighted the</li> </ul>	Noted.

Item	Note	Decision
	<p>scheduling takes place over a long period of time and may be of detriment to some PPN Reps / Linkage Groups, in particular the CSLG.</p> <ul style="list-style-type: none"> <li>- Update provided on the LCDC Healthy Ireland subcommittee which JM is a member of. The committee has made a recommendation to the LCDC on the Healthy Ireland fund of €75,000. DM queried the application process attached to this. This was confined to LCDC members. MT queried the reporting of this once approved. This will be publicised once the funding has been formally awarded.</li> <li>- The PPN actively participated in the 4 recent JPC Public meetings, hosting an information stall at each. PPN JPC Reps and Secretariat Reps volunteered at these and this was acknowledged.</li> <li>- JM briefed the Secretariat on the Smart Dublin / Small Business Innovation Research funding available to projects focused on increasing the participation of 'unheard voices'. The fund worth €100,000 is targeted at businesses to develop a potential product that has commercial potential. The PPN will be involved in the prototyping of solutions identified in this project.</li> <li>- An update was provided on the Fingal Mayor's Community Volunteer Awards 2018.</li> </ul>	
<p><b>Finance</b></p>	<p><b>Additional Funding</b></p> <p>A memo was circulated on a request for increased programme budget for the PPN to the end of 2018. This is to be further discussed at the mid-year review meeting with FCC at the June Secretariat meeting.</p> <p><b>Plenary Query</b></p> <p>The issue of finances was again raised at the plenary</p>	<p>Noted.</p>

Item	Note	Decision
	meeting by a PPN member, specifically in relation to the hosting fee charged by Fingal County Council. See AOB.	
<b>Events and Training</b>	<p><b>Plenary Meeting</b></p> <p>Survey results reviewing the Plenary were circulated. 45 members responded to this survey. The feedback was very positive with a few suggestions for future plenary meetings. 140 people from member groups attended along with 60 guests / exhibitors. Final numbers to be confirmed.</p> <p><b>Training Programme</b></p> <p>The PPN training programme in partnership with Fingal County Council and Empower CLG is ongoing. April workshops are complete, May workshops are underway and June workshops are planned.</p> <p><b>Fingal Mayor's Community Volunteer Awards</b></p> <p>EI, MH and MT were congratulated on their nominations for Awards.</p> <p>The Secretariat invited to send 3 people to officially represent the PPN.</p> <p>It was agreed that BD would be one of the representatives and will make a short speech on behalf of the PPN and will stand in for photos also.</p> <p>The remaining two places will be sent out by email to Secretariat members not already attending on the night and the places will be allocated through availability.</p>	<p>2 places to be offered to Secretariat members.</p>
<b>Fingal PPN Membership</b>	<p>28 organisations registered as PPN members in Quarter 1 of 2018. A list of these were circulated.</p>	<p>Noted.</p>
<b>Policies and Procedures</b>	<p>Flag MOU to be reviewed this year. Sec members to be aware of this and get involved if they wish. Copy of original MOU to be circulated along with the SDC PPN</p>	<p>Circulate MOUs to Secretariat for</p>

Item	Note	Decision
	MOU for members to comment on and suggest improvements.	comment.
<b>Representation</b>	MH noted the co-option and election of new Secretariat members and new LCDC Representatives. Congratulations was also offered to those re-elected on both structures.	Noted.
<b>Linkage Groups</b>	Linkage Groups round 2 about to begin with positions of facilitator advertised.  FCC, Fingal Ethnic Network and the PPN are collaborating to setup a Community Integration Advisory Group. This will advise FCC on the development of their Integration and Social Cohesion Strategy. Two information evenings have been organised for this.	Noted.
<b>FCC / DRCD / National Update</b>	The next half year review of the PPN is scheduled to take place at 6.30pm on 19 <sup>th</sup> June in Blanchardstown. The Secretariat agreed that those who are available will meet at 6pm ahead of this. It was also agreed to submit the following topics for discussion: MOU, Funding, Social Inclusion and Gender Balance, Governance.  It was stressed that Secretariat members prepare themselves in advance of this meeting.	Secretariat members to prepare discussion points in advance.
<b>AOB</b>	MH term as facilitator has finished. The Secretariat felt it would be appropriate to defer the decision of a new facilitator to the next meeting to facilitate the involvement of more Secretariat members.  TB raised the finance query from the Plenary meeting. The Secretariat agreed that they are satisfied with the previous response on this which was issued in December to the relevant PPN member. It was agreed that this would be reviewed and circulated to all members in an	Decision deferred to next meeting.  Previous response to be reviewed and circulated to member groups.

Item	Note	Decision
	<p>upcoming newsletter.</p> <p>MT noted that Cllr. Paul Mulville acknowledged the positive contribution the PPN Reps on the JPC make as members of the JPC on behalf of the community.</p> <p>MT requested an update on the JPC issue raised with the Secretariat, an update has not been received to date.</p> <p>MT welcomed the advertising of facilitators for linkage groups and requested that PPN Reps being included in this training.</p> <p>TB noted that the LCDC held a Local Economic and Community Plan workshop this week.</p>	<p>JM to follow up with courtesy call.</p> <p>JM to follow up with update by end of week.</p> <p>PPN Reps to be included.</p>
<b>Next Meeting</b>	<p>Agreement was reached to change the July Secretariat meeting to June. The next Secretariat meeting will take place on 19<sup>th</sup> June in Blanchardstown.</p>	<p>Change of date.</p>