



**Fingal
Public
Participation
Network**

Secretariat Meeting

Tuesday 30th October 2018 | 7pm to 8.30pm

Civic Offices, Blanchardstown

Facilitator: John Melvin

Minutes

Present Hanumantha Rao, John Melvin (JMV) Maria Tormey (MT), Mary Harford (MH), Micheal Walsh (MW), Tony Brennan (TB)
Apologies Ema Idowu, Siju Jose, Denise McDermott
Absent Bob Dowling
In Attendance Jamie Moore (JM)

Item	Note	Decision
Open and Apologies	JMV opened the meeting, apologies were noted.	Noted.
Minutes and Matters Arising	No matters arising. Proposed by MH and seconded by TB.	Noted.
Correspondence	There was no correspondence. Secretariat members raised a query around insurance and members of the Secretariat being covered for	Noted. To be explored.

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	liability. This is to be explored.	
Resource Worker Report	There was no resource worker report as the RW was not in the office since the last Secretariat meeting.	Noted.
Finance	<p>Draft 2019 budget presented for discussion. A 25% increase on the 2018 allocation is expected in 2019.</p> <p>There is a focus in this budget on governance development and linkage group development</p> <p>Budget was proposed by TB and seconded by MH.</p> <p>JM noted the potential for a further increase to the 2019 budget, awaiting confirmation from the Department of Rural and Community Development on this.</p>	Budget adopted for plenary.
Events and Training	<p>Plenary Meeting</p> <p>Draft plan for Plenary circulated. Speakers confirmed. Suggestions sought for facilitator of fire side chat.</p> <ul style="list-style-type: none"> - LCDC: TB noted the vacancy on the LCDC. Agreed that this would be filled for the time being by the SIRDY Linkage Group until an election can be planned for the next plenary in 2019. <p>National Conference</p> <p>Ema Idowu, Lorcan Blake, Michael Walsh and Maria Tormey attended the National Conference. Michael Walsh to prepare a short report for the Secretariat.</p> <p>Training</p> <p>Good attendance was recorded at the October workshop on Conflict Management. The final workshop for 2019 will take place in December and will be focused on Active Citizenship.</p>	<p>JM to prepare presentations and briefings for plenary.</p> <p>JM to email LCDC Reps with update on vacancy.</p> <p>MW to prepare short report.</p>
Fingal PPN	No update.	Noted.

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Membership		
Policies and Procedures	<p>Governance</p> <p>The Secretariat agreed in principal to conduct a governance audit with external support.</p> <p>MOU</p> <p>Considerations for the MOU with FCC to be identified through Governance Audit.</p> <p>Resource Audit</p> <p>Resource audit to be re-circulated to Secretariat members.</p>	<p>JM and JMV to prepare a tender.</p> <p>JM to circulate resource audit.</p>
Representation	<p>Update on JPC</p> <p>JMV provided a brief update to the Secretariat on the grievance raised by the JPC Reps. A process is ongoing.</p> <p>Teambuilding</p> <p>Secretariat members noted the need for more informal teambuilding for members. End of year social event for Secretariat members and PPN Reps to be explored.</p>	Noted.
Linkage Groups	<p>Linkage Group Facilitators completed two full days of training ahead of the forthcoming round of Linkage Group meetings.</p> <p>MT noted minutes from LG should be circulated to Secretariat members. This has been requested in the past but has not occurred.</p>	<p>Noted.</p> <p>LG minutes to be circulated in future.</p>
FCC / DRCD / National Update	Secretariat members queried availability of FCC Diaries for 2019.	JM to explore..
AOB	<p>TB circulated Rush Community News.</p> <p>Dates for 2019 meetings to be available at next meeting.</p>	Noted.

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Next Meeting	27 th November County Hall Swords.	