

Secretariat Meeting Review Meeting

Tuesday 29th June 2021

6-7 pm | By Zoom

Agenda		
#	Item	Type
1	Open, Apologies, Minutes and Matters Arising	<ul style="list-style-type: none"> ➤ <i>Introduce new Secretariat Members</i> ➤ <i>Appoint new Secretariat Facilitator</i> ➤ <i>Appoint new Rep for the Secretariat Network</i>
3	Correspondence <ul style="list-style-type: none"> ➤ Included in the Briefing Notes 	
4	Reports <ul style="list-style-type: none"> ➤ PPN Activity Report 	
5	Finance <u>Expenditure Update</u> <ul style="list-style-type: none"> ➤ Expenditure Report to date ➤ Query Re Tablets 	
6	Projects, Initiatives, Events and Training <ul style="list-style-type: none"> ➤ Spring/Summer Training Courses 	
7	Fingal PPN Dashboard and Membership Update <ul style="list-style-type: none"> ➤ Update on current membership included in PPN Activity Report 	

8	Policies and Procedures <ul style="list-style-type: none"> ➤ Elected Members ➤ PPN Handbook Review ➤ Sub PPN Meetings 	<ul style="list-style-type: none"> ➤ LCDC/Secretariat Update ➤ Strategic Plan Review ➤ Terms of Reference
10	AOB	
11	Date of next meeting	<ul style="list-style-type: none"> ➤ 31st August 2021