



**Fingal
Public
Participation
Network**

Secretariat Meeting

Tuesday 26th May | 7.00pm to 8.00pm

Meeting conducted by Zoom

Facilitator: Ema Idowu

Minutes

Present

Claire Ann Ferry (CF), Denise McDermott (DM), Ema Idowu (EI), Hanumantha Rao (HR), John Melvin (JMV), Michael Walsh (MW), Tony Brennan (TB), Mary Harford (MH)

Apologies

Siju Jose (SJ)

In Attendance

Jenny Foley (JF)

Item	Note	Decision
Open and Apologies	EI opened the meeting	Noted.
Minutes and Matters Arising	Minutes were proposed by seconded by MH and DM No matters arising that are not already covered in the agenda.	Noted.
Correspondence	No correspondence	Noted
Reports	<i>PPN Resource Worker Report</i>	Noted.

Item	Note	Decision
	<p>Covid-19 Response: Approx 60 Groups providing assistance during Covid-19, JF supporting and advising groups during COVID-19</p> <p>Covid-19 Information: JF keeping in touch with all groups via (daily) email, website, social media platforms and is issuing support by phone and email</p> <p>Re-Registration project has begun with tidying up the database (JF & AR)</p> <p>#CoronavirusSolidarity good news stories diary updated regularly</p> <p>Training for Reps organised through The Wheel</p> <p>Training for all groups and members organised through Carmichael</p>	
<p>Finance</p>	<p>1. Fingal PPN Independence - Finances, Credit Card, Computer, MOU & Reserve:</p> <p>A discussion took place re PPN independence. It is noted that in the MOU the PPN are bound to the LA for all Financial aspects. It was decided that next year this topic would be revisited on possibility of a separate PPN bank account and Credit Card and a reserve fund.</p> <p>A discussion took place about carrying over funds from this year to 2021. JF stated that the PPN NAG were discussing this topic and have requested a meeting with the Dept. JF to keep Secretariat posted.</p> <p>It is noted that JF uses her personal computer for zoom meetings as the Council prohibits zoom on Council devices. A discussion took place that Zoom is the</p>	<p>Secretariat to discuss next year</p>

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	<p>preferred option for PPN and Secretariat have requested JF to continue to use her personal device for this purpose</p> <p>2. Grants to groups & Fairness Conditions</p> <p>JF investigated the possibility of issuing grants to member for expenses incurred on re-opening their groups. It is noted that the issuing of grants would not be a role or function of the PPN. A discussion took place on the possibility of issuing “kick-start packages” to groups to include PPE and signage. JF to investigate on this and report back.</p>	
<p>Projects, Initiatives, Events and Training</p>	<p>All events still cancelled. Plenary for November hoping to go ahead pending HSE guidelines on mass gatherings.</p> <p>Reps Training: JF contacted Reps offering training. Training sessions booked for Reps who requested. No obligation at this time for any Reps to complete or start training.</p> <p>Members Training: JF organising training sessions to be held on Tue/Thur evenings, details will be issued to members in the coming days.</p>	<p>Discuss at next meeting</p> <p>Noted.</p> <p>JF to issue details</p>
<p>Fingal PPN Membership Dashboard</p>	<p>Figures read out by JF</p> <p>863 members and all membership admin up to date</p>	<p>Noted.</p>
<p>Policies and Procedures</p>	<p>Nothing to report</p>	<p>Noted</p>
<p>Linkage Groups and Representation</p>	<p>It was agreed that all PPN meetings are cancelled until further notice. A discussion took place to organize a LG Facilitators meeting online to discuss issues regarding LG meeting and make contact with LG members</p>	<p>JF to organise a Facilitators meeting</p>

Item	Note	Decision
FCC / DRCD	Request from Dept for Annual Report 2019 facts and figures	JF collated, EI approved, sent to Dept. Annual Report will be distributed to Secretariat when published (JF)
AOB	<p>Leaders Retreat: A discussion took place in relation to a retreat to include Secretariat, Facilitators and Reps. A one-day event with training and a social lunch. All agreed that this should be organised and a proposed timeframe of September was decided (pending Government Guidelines)</p> <p>New Resource Worker: JF confirmed that the new RW is taking up position at the end of June. JF continuing to act as RW and will revert to the role of SW. JF stated that she will ensure that the handover is as smooth as possible and will assist the RW in her new role</p>	<p>JF & Resource Worker</p> <p>JF</p>
Next Meeting	Tuesday 30 th June 7pm by Video Conferencing	Noted