



**Fingal
Public
Participation
Network**

Secretariat Meeting

Tuesday 30th June | 7.00pm to 7.40pm

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

Natasha Bagnall (NB) Jenny Foley (JF)

Item	Note	Decision
Open and Apologies	EI opened the meeting Natasha Bagnall introduced As CF is resigning from FPPN she was requested to submit her resignation in writing outlining her reason in accordance with PPN policy.	Noted.
Minutes and Matters Arising	Minutes were proposed by seconded by EI and MW No matters arising	Noted.
Correspondence	No correspondence	Noted
Reports	<i>PPN Resource Worker Report</i>	Noted.

Item	Note	Decision
	<p>JF outlined that a full and comprehensive report of Fingal PPN covering 2020 is documented in the review report published for the review meeting which took place before the Secretariat meeting. A copy of this report will be circulated to the Secretariat directly after the meeting by JF</p>	
<p>Finance</p>	<p>A discussion took place regarding the budget for 2020 and how the PPN should allocate this budget as. Due to inactivity during Covid-19 a minimum budget was used. There may be scope to accrue FCC portion of the budget but the Dept portion is not normally allowed to be accrued. The PPN National Advisory Group are in discussion with the Department on this issue NB will follow up same. One of the projects to be discussed in this context is the Leader's Retreat</p> <p>A finance sub-group was set up for this project consisting of:</p> <p>NB, JM, EI, and MW</p> <p>JF will circulate the income and expenditure budget to the Secretariat after the meeting</p>	<p>NB to follow up</p> <p>NB to email group to arrange first meeting</p> <p>JF</p>
<p>Projects, Initiatives, Events and Training</p>	<p>Plenary for November hoping to go ahead pending HSE guidelines on mass gatherings.</p> <p>Reps Training: complete, offer training again in September</p> <p>Members Training: Training schedule currently ongoing over 130 spaces now taken up on various courses by various PPN groups. Great response to the training schedule.</p>	<p>Discuss at next meeting</p> <p>NB</p> <p>JF & NB</p>

Item	Note	Decision
	Zoom/online training for Secretariat/Facilitators to take place 16 th July at 7pm. Members are requested to contact JF to secure their place	
Fingal PPN Membership Dashboard	869 members and all membership admin up to date	Noted.
Policies and Procedures	TB (member of Secretariat Network) gave an overview on the PPN Handbook, it is ready for print and should be issued to all soon.	Noted
Linkage Groups and Representation	<p>JF and DM outlined that a meeting took place with the Facilitators. LG will be online from September</p> <p>Noted that 2 x Facilitators are required. An advertising campaign underway for an expression of interest for new Facilitators and LG members</p> <p>New Facilitators training will be provided. Noted that Meitheal did the previous training</p>	<p>NB</p> <p>NB</p> <p>NB</p>
FCC / DRCD	<p>Review meeting with FCC, copy of review will be circulated by JF as previously outlined at beginning of meeting</p> <p>No requests from DRCD</p>	JF
AOB	<ul style="list-style-type: none"> • Noted that Secretariat has x 4 vacancies which will be advertised and filled at the Plenary • A meeting (in person rather than online) is take place for the next meeting • FCC have stated that a Support Worker to replace Jenny will be ASAP 	NB

Item	Note	Decision
	<ul style="list-style-type: none"> • Natasha gave an outline of herself and her range of previous community experience to the group • Ema acknowledged Claire Ann's excellent work during her time in the PPN and her dedication to both Secretariat and her Linkage Group. She will be missed and wished her all the best on behalf of the PPN • Ema acknowledged Jenny's excellent work especially during the time of Covid-19 and wished her all the best in her new position on behalf of the PPN • Jenny thanked the Secretariat for all their help and support during her time firstly as the Support Worker and later as the Acting Resource Worker. She acknowledged the fantastic volunteering work of the Secretariat and of all PPN groups. • A reminder to send an email to the Linkage Groups. Denise has a template 	
Next Meeting	Tuesday 25 th August at 7pm. Venue to be decided (not by video conferencing)	NB (subject to Government Guideline at this time)