



**Fingal  
Public  
Participation  
Network**

### **Secretariat Meeting**

Tuesday 27<sup>th</sup> October | 7.00pm to 9pm

Meeting conducted by Zoom

Facilitator: Ema Idowu

### **Minutes**

#### **Present**

Denise McDermott (DM), Ema Idowu (EI), John Melvin (JM), Michael Walsh (MW), Tony Brennan (TB), Siju Jose (SJ), Hanumantha Rao (HR), Lusk Community Network - Karla Piner, Ian Byrne, Michael Lenihan (Partial attendance)

#### **Apologies**

Mary Harford (MH)

#### **In Attendance**

Natasha Bagnall (NB)

<b>Item</b>	<b>Note</b>	<b>Decision</b>
<b>Open and Apologies</b>	EI opened the meeting	Noted
<b>Presentation: Lusk Community Network</b>	Lusk Community Network (LCN) were invited to present their proposal on the pilot micro local area based PPN for Lusk. LCN presented their progress to date and requested that an extension of 12 months be given to further develop the project. Support was requested with training, website and set-up. Post presentation, the Secretariat fielded some questions in relation to <ul style="list-style-type: none"><li>• Supports requested</li></ul>	NB to collate and issue correspondence to LCN

Item	Note	Decision
	<ul style="list-style-type: none"> <li>• Alternative group structures/formations</li> <li>• Whether the project strengthens or weakens the current PPN structure</li> <li>• Costs involved in the set-up of the structure</li> </ul> <p>The Secretariat convened a brief discussion after LCN departed the meeting where Secretariat members discussed the pros and cons of this project. It was decided that this project needed further consideration and therefore a subcommittee was to be established to explore this further in January 2021. Correspondence to this effect is to be composed and issued to LCN.</p>	
<b>Minutes and Matters Arising</b>	Minutes were proposed by DM seconded by TB	Noted
<b>Correspondence</b>	<p>Invitation to LCN to present at this meeting</p> <p>Invitation to the Launch of the PPN Handbook and 2019 Annual Report was received.</p>	<p>Noted</p> <p>NB to send on invitation to EI to check availability to attend</p>
<b>Reports</b>	<p><b><i>PPN Resource Worker Report</i></b></p> <p>NB outlined a report of the work of Fingal PPN for October. It was noted that following the re-registration process that the membership number had declined significantly. However in a meeting prior to this Secretariat meeting, FCC advised that they would commit Community Officers time to follow up with members who haven't re-registered.</p> <p><b><i>Plenary Sub Group Report</i></b></p>	<p>Noted</p> <p>Noted as read</p>

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	<i>Linkage Group 4<sup>th</sup> Round Report</i>	Noted as read
<b>Finance</b>	<ul style="list-style-type: none"> <li> <p data-bbox="459 282 817 315">• <b>Expenditure Update</b></p> <p data-bbox="411 353 1214 555">Due to an underspend, the Secretariat approved the purchase of a block of website support hours to develop the Fingal PPN Policy Hub on the Fingal PPN website with this year's budget.</p> <p data-bbox="411 591 1177 680">Investment in local government library resources also suggested as another possible expenditure item.</p> </li> <li> <p data-bbox="459 860 1158 949">• <b>Fingal PPN Secretariat/Facilitator/Reps TY Proposal</b></p> <p data-bbox="411 987 1235 1514">As it is not possible to have a face to face gathering to thank the Fingal PPN Secretariat, Linkage Groups Facilitators and Reps, it was proposed to support a local business to deliver a small token of appreciation from Fingal PPN and its Secretariat as an acknowledgement of their voluntary contribution throughout 2020. The Secretariat approved this expenditure which will cost approximately €1000-€1500. TB requested that this token was donated to Alone in lieu of being delivered directly to him. SW to organise the particulars.</p> </li> <li> <p data-bbox="459 1554 1078 1588">• <b>Social Inclusion Week 2020 Proposal</b></p> <p data-bbox="411 1626 1193 1879">Fingal PPN is a joint partner in Fingal Inclusion Week 2020. In order to support the promotion of this event, it was proposed to contribute to the costs of media campaign to encourage participation in this week of event. This was approved by the Secretariat</p> </li> </ul>	<p data-bbox="1262 353 1509 495">NB to progress this with Finance and Neo-Archai</p> <p data-bbox="1262 602 1485 743">NB to research suitable online resources</p> <p data-bbox="1262 860 1497 1001">NB to liaise with SW to progress this.</p> <p data-bbox="1262 1536 1497 1677">NB to liaise with finance to progress this.</p>

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<b>Projects, Initiatives, Events and Training</b>	<ul style="list-style-type: none"> <li>• <b>Plenary Planning</b> <ul style="list-style-type: none"> <li>➤ Draft Plenary Minutes – those who made presentations to be named in the meeting minutes to be brought to the Plenary for approval</li> <li>➤ Draft Plenary Agenda – agenda circulated and finalised ahead of the event. Opening icebreaker activity to be added to the agenda.</li> <li>➤ Plenary Etiquette Document – include importance of time management before circulating</li> <li>➤ Activity Report – approved</li> <li>➤ Finance Report – approved</li> <li>➤ Allocation of tasks – practice session proposed for 3<sup>rd</sup> November at 6.30pm to run through some of the details.</li> </ul> </li>   <li>• <b>Social Inclusion Week 2020</b></li> </ul> <p>Dates confirmed for 16<sup>th</sup> – 20<sup>th</sup> November. RW updated members on progress of project. Fingal PPN supporting the events by providing Communicating your Cause training on 16<sup>th</sup> November and Intercultural and Diversity Training on 18<sup>th</sup> November.</p>	<p>Noted – changes to be made before Plenary</p> <p>Noted</p> <p>Noted</p> <p>NB to set up meeting link</p> <p>NB to send on details for circulation</p>
<b>Fingal PPN Membership Dashboard</b>	<p>Most up to date membership figures are included in the RW report where membership has declined due to the recent re-registration process.</p>	<p>Noted</p>
<b>Policies and Procedures</b>	<ul style="list-style-type: none"> <li>• <b>FPPN Draft Device Policy</b></li> </ul> <p>An accompanying assets register and application form has been created to support the allocation of these device.</p> <ul style="list-style-type: none"> <li>• <b>Risk Analysis</b></li> </ul>	<p>Policy approved by Secretariat</p> <p>Noted</p>

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	This has been complete and circulated which formed the basis of the draft device policy.	
<b>Linkage Groups and Representation</b>	<ul style="list-style-type: none"> <li>• Linkage Group Report (4<sup>th</sup> Round)</li> </ul>	Noted as read
<b>FCC / DRCD</b>	<ul style="list-style-type: none"> <li>• Input and sign off on Annual Report</li> </ul>	Noted – Date for launch of AR confirmed for 19 <sup>th</sup> November
<b>AOB</b>	None at this time	
<b>Next Meeting</b>	Tuesday 24 <sup>th</sup> November at 7pm via Zoom	NB to circulate meeting link