



Secretariat Meeting

Tuesday 28th May 2019 | 7pm to 8.30pm

County Hall, Swords

Facilitator: TBC

Agenda		
#	Item	Type
1	Open, Apologies, Minutes and Matters Arising <ul style="list-style-type: none"> • Appointment of Facilitator (1) • Appointment of Staff Liaison (1) • Appointment of General Purposes Subcommittee (3) 	<i>Discussion / Decision Point</i>
2	Correspondence <ul style="list-style-type: none"> • PPN Member Ray Smyth • PPN Member Angela Rogers 	<i>Discussion / Decision Point</i>
3	Resource Worker Report	<i>Information</i>
4	Finance	<i>No Update</i>
5	Events & Training <ul style="list-style-type: none"> • Plenary Review 	<i>Discussion / Decision Point</i>
6	Fingal PPN Membership	<i>No Update</i>
7	Policies and Procedures <ul style="list-style-type: none"> • Role of Secretariat • Constitution • Annual Report 	<i>Discussion / Decision Point</i>
8	Representation <ul style="list-style-type: none"> • PPN Reps Induction • Update on JPC 	<i>Discussion / Decision Point</i>
9	Linkage Groups	<i>Discussion / Decision Point</i>
10	Fingal County Council / Dept. of Rural and Comm. Dev.	<i>No Update</i>
11	AOB	<i>Information</i>
12	Date of next meeting	<i>Information</i>



Secretariat Meeting

Tuesday 30th April | 7pm to 8.30pm

Civic Offices, Blanchardstown

Facilitator: John Melvin

Minutes

Present

Denise McDermott (DM), Ema Idowu (EI), Hanumantha Rao (HR) John Melvin (JMV), Mary Harford (MH), Micheal Walsh (MW), Siju Jose (SJ), Tony Brennan (TB)

Apologies

Maria Tormey (MT)

In Attendance

Jamie Moore (JM)

Item	Note	Decision
Open and Apologies	JMV opened the meeting, apologies were noted.	Noted.
Minutes and Matters Arising	Climate Change Submission not circulated after last meeting. No other matters arising. Proposed by MH and DM.	JM to circulate climate change submission. Noted.
Correspondence	Correspondence received from Angela Rogers on behalf of PPN Member Group KRCRA. The correspondence raised concerns on the PPNs participation on the JPC,	JM to issue response on behalf of

Item	Note	Decision
	Plenary / Flat Structure of the PPN, the Decision Making Processes of the PPN, the Remit of the PPN Subcommittee. A response is to be issued.	Secretariat acknowledging concerns.
Resource Worker Report	<p>JM provided a resource worker report in the form of the 6 monthly PPN Activity Report. This covered Linkage Group activity, an update on Strategic Plan progress, Training, Finance, National News, the Big Hello, and Africa Day.</p> <ul style="list-style-type: none"> - TB requested that the area that a PPN Member organisation is highlighted in future profiles of nominees for PPN Rep positions. 	Noted.
Finance	<p>Finance Report</p> <p>Final expenditure for 2018 and expenditure to date for 2019 covered previously in agenda.</p> <p>Website Subgroup</p> <p>The Website Development Subgroup (DM, EI, MW and SJ) met with Neo Archaic immediately before the Secretariat meeting to go through design concepts and give feedback. The subgroup provided an oral report to the Secretariat noting the website is making good progress, emphasising the accessible approach to development. It is expected the website will go live by the middle of June 2019.</p>	<p>Noted</p> <p>Noted.</p>
Events and Training	<p>Plenary Planning</p> <ul style="list-style-type: none"> - Discussion on plenary logistics, timings, agenda, etc. - Location is Carnegie Court Hotel Swords. - Michael Quirke of Carmichael Ireland will present on his review of PPN Governance structures before the proposal of the new constitution. 	Noted.

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	<ul style="list-style-type: none"> - 3 motions were submitted by PPN members – Lusk Athletics Club, Rivervalley and Rathingle Residents Association and Blanchardstown Centre for Independent Living. - Activity Report to be delivered by JMV with another member of the Secretariat to be invited to present a segment. - Report to be provided on the Community Safety Linkage Group and the future of this. - Election to take place for the 1 community seat on the LCDC. - Appointment of two new Secretariat members to take place. 4 nominations were received but just 2 of these were eligible. 	
Fingal PPN Membership	No update.	Noted.
Policies and Procedures	Update provided in activity report.	Noted.
Representation	<p>Update on JPC</p> <p>The Secretariat subgroup and JPC Reps attended a first session of mediation on 29th April. The next session is scheduled for 20th May.</p> <p>The Secretariat discussed the long length of this process and expressed reluctance in continuing to postpone or cancel Linkage Group meetings. It was agreed that the Linkage Group will be re-activated in June 2019 and elections for the 7 vacancies on the JPC would go ahead. The nomination period would be extended to allow for members who have not had the opportunity to engage in the Linkage Group since last year to submit nominations.</p>	<p>Noted.</p> <p>To be included in update to Plenary.</p> <p>Nominations to be re-opened on 9th May to midday on 28th May.</p>

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Linkage Groups	Update provided in activity report.	Noted.
FCC / DRCD / National Update	Update provided in activity report.	Noted.
AOB	<p>TB highlight a Fingal Senior Citizen's Forum event which takes place on Thursday 23rd May in the Emmaus Centre, Swords from 9.30am to 3.15pm "Changing Gears Conversation Workshop".</p> <p>The Secretariat will agree a new Facilitator at the May meeting.</p>	Noted.
Next Meeting	28 th May in Swords	Noted.