



Secretariat Meeting
 Wednesday 26th May 21 7.00pm to 9pm
 Meeting conducted by Zoom
 Facilitator: Tony Brennan
 Minutes

Minutes		
	<p>Present</p> <p><u>Facilitator:</u> Tony Brennan</p> <p>Angela Rogers, Anthony Brennan, Angela Mooney, Hanumantha Rao M, John Melvin Michael Walsh, Siju Jose</p> <p>Apologies: Todd Pocius</p> <p><u>In attendance:</u></p> <p>Laura Barton (FCC)</p>	
Open and Apologies	<p>AB opened the meeting</p> <p>Acknowledged Denise Mc Dermott's resignation from the PPN</p>	
Minutes	<p>Proposed by MW</p> <p>Seconded by HRM</p>	
Correspondence	<ul style="list-style-type: none"> ➤ Email from LCDC Reps to Secretariat 	Noted

<p>Report</p>	<p><u>PPN Resource Worker Report</u></p> <p><u>Finance</u></p> <p><u>Expenditure Update</u></p> <p>Neo -Archaic - €137.00 PPN Website Renewal</p>	<p>Noted</p> <p>Noted</p>
<p>Projects, Initiatives, Events and Training</p>	<p>Projects, Initiatives, Events and Training</p> <ul style="list-style-type: none"> • Spring/Summer Training Courses are taking place in June. They have been advertised on website and social media. They will be advertised in a mass email next week. <p>(1) Running an Effective Meeting – Wednesday 9th June 2021</p> <p>(2) Using Social Media to promote your Organisation – Wednesday 16th June 2021</p> <p>(3) Grant Writing Tips and Tricks – Wednesday 30th June 2021</p>	<p>Noted Positive Response to Training Courses</p>
<p>Fingal PPN Dashboard and Membership Update</p>	<p>Increase by 15</p> <ul style="list-style-type: none"> • 7 New groups 8 via re-registrations 	
<p>Policies and Procedures</p>	<p>Policies and Procedures</p> <p>➤ Plenary:</p>	

	<p>Invitations were sent out 23rd May to all PPN members</p> <p>Neo-Archaic are doing test vote 26th May 21 Secretariat members who gave permission to use their emails</p> <p>Plenary - Online Elections At last Secretariat meeting, Secretariat suggested contacting other PPN's to advise as to their method to cover the policy of online elections. It is recommended the section in the PPN handbook covers changes to Plenary methods in the event of an online election. Secretariats voted this was the preferred method Fingal PPN should use in this instance.</p> <p>Naul Community Council In response to the request on the email correspondence, the Secretariat agreed the PPN is to respond with a nomination withdrawal confirmation request from NCC while including all contacts on the nomination form.</p> <p>Naul Tidy Towns Secretariat agreed to follow the GDPR request.</p> <p>Data Protection Act 2018 PPN release requesters Personal Data Only ie emails sent by requester only to the PPN and their personal data we hold on file.</p> <ul style="list-style-type: none"> • At present in Fingal PPN there is no procedures or training in place for FOI or GDPR requests. • Policy will need to be drafted with Email Templates and Procedures. • Who replies to the request? PPN staff? Secretariat? PPN staff on behalf of Secretariat? 	<p>Noted</p> <p>Noted</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p>
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	<p>The PPN Handbook review had its information night on the 19th May 21. Feedback from the review came to the PPN on 25th May from Lusk Community Council. Secretariat's discussed the feedback and decided there will be nominations for replacements on the working group.</p> <p>Secretariats asked for a meeting with the project manager to discuss the progress of the Strategic Review.</p>	
<p>Linkage Group and Representation</p>	<p>LCDC Reps requested Secretariat write to LCDC with requests, Secretariats response</p> <p>As discussed at Secretariat meeting there are guidelines for the LCDC Revised 2016</p> <p>Section 1.3 Application of the Guidelines states: <i>"In accordance with section 128E(3) of the 2001 Act, local authorities and LCDCs must comply with these guidelines".(p.6)</i> I would consider that these guidelines are statutory (though I am not a legal expert!!)</p> <p>Regarding our LCDC Reps request for meetings at a time that would facilitate volunteers the guidelines in section 8 Meetings. The guidelines state the following: Section 8.1 Meetings General <i>"The LCDC will hold as many meetings as necessary for the performance of its functions, but in any event, should meet no less than six times in any calendar year. Meetings should be arranged to optimise effectiveness and efficiency and should be held at times that facilitate attendance by :(my bold) members. Members are required to participate in all aspects of LCDC business, not only those aspects relevant to their own interests".(p.36)</i></p> <p>Secretariat agreed it would be reasonable for us, on behalf of the reps, to request some of the meetings be held at a time that suits volunteer members.</p> <p>Section 7 covers the Matters Concerning the Role of Chairperson and Vice-Chairperson and states: Hi Folks</p> <p>As discussed last night there are guidelines for the LCDC Revised 2016</p> <p>Section 1.3 Application of the Guidelines states:</p>	<p>Agreed</p>

	<p><i>"In accordance with section 128E(3) of the 2001 Act, local authorities and LCDCs must comply with these guidelines".(p.6)</i></p> <p>Regarding our LCDC Reps request for meetings at a time that would facilitate volunteers the guidelines in section 8 Meetings. The guidelines state the following:</p> <p>Section 8.1 Meetings General <i>"The LCDC will hold as many meetings as necessary for the performance of its functions, but in any event, should meet no less than six times in any calendar year. Meetings should be arranged to optimise effectiveness and efficiency and should be held at times that facilitate attendance by all (my bold) members. Members are required to participate in all aspects of LCDC business, not only those aspects relevant to their own interests".(p.36)</i></p> <p>Reps requested some of the meetings are held at a time that suits volunteer members.</p> <p>Reps request that a Vice-Chairperson be elected as there has been a long delay in appointing same</p>	Agreed
AOB	<ul style="list-style-type: none"> ➤ PPN staff requested head shot from Secretariats for Activity Report ➤ Secretariats agreed there will be more meetings prior to Plenary to organise Secretariat tasks 	
AOB	<ul style="list-style-type: none"> ➤ Acknowledgement was given to TB, SJ and MW as this was their last Secretariat meeting prior to them stepping down from their term at the Plenary. 	
Date of next meeting	<p>29th June 2021</p> <p>6pm to 7pm: PPN Review Meeting</p>	