



Secretariat Meeting
 Tuesday 24th November | 7.00pm to 9pm
 Meeting conducted by Zoom
 Facilitator: Ema Idowu
 Minutes

Minutes		
	<p>Present</p> <p><u>Facilitator:</u> Ema Idowu</p> <p>Denise McDermott, Michael Walsh, Angela Rogers, Tony Brennan, Hanumantha Rao Marepalli, John Melvin, Siju Jose, Todd Pocius and Robert Loughlin</p> <p><u>In attendance:</u></p> <p>Adam Rudden Sinead Wiley</p>	
Open and Apologies	<p>EI opened the meeting</p> <p>EI thanked Secretariat as she is stepping down from the Secretariat and her role as Secretariat facilitator.</p> <p>EI noted that the next six months will be challenging without NB (PPN Resource Worker)</p>	
Minutes	<p>Proposed by MW</p> <p>Seconded by DMcD</p> <p>No Matters arising</p>	
Correspondence	<p><i>Email highlighting concerns about members sitting on Secretariat for more than three years, Secretariat members sitting on interview boards, groups' pillar choice. Requests that an audit of PPN membership.</i></p> <p>-Submitted by George Mongey</p> <p>Secretariat would like AR to send a response highlighting the following:</p> <ul style="list-style-type: none"> • Fingal PPN is independent from Fingal County Council. 	<p>AR to send response to George Mongey highlighting discussed issues.</p>

	<ul style="list-style-type: none"> • A member of the Fingal PPN Secretariat sits on the interview board for the hiring of the Fingal PPN Resource Worker/Support Worker. • No member of the secretariat sits on any other Fingal County Council interview board. • The Secretariat does not deem such an audit necessary. Member organisations are available to view publicly on website. • GM is welcome to bring any specific organisation he is concerned about to the attention of the secretariat. • The PPN will be carrying out work on organisations and Group Pillars in the future. Current resources do not enable this work to be carried out. • The PPN constitution permits people to sit on the Secretariat longer than 3 years. 	
<p>Reports</p>	<p><u>PPN Resource Worker Report</u></p> <ul style="list-style-type: none"> • Membership has increased by 66 members since last meeting due to re-registrations. <ul style="list-style-type: none"> ➤ AR (Support Worker) stated that he expects that number to increase because Community Officers are chasing up groups who have failed to re-register. He also stated that Fingal PPN membership funding criteria will also contribute to increasing membership numbers. ➤ JM stated that re-registration process needs to be given time as it groups awhile to get re-engaged due to Covid-19. ➤ AR (Secretariat Member) stated that the smaller membership number offered an opportunity for real engagement with those groups. <p><u>Finance</u></p> <p>Expenditure Update</p> <ul style="list-style-type: none"> ➤ AR did not have Expenditure Budget Document for meeting. ➤ €12500 remaining in the 2020 budget ➤ JM requested that expenditure report be sent at a later date. ➤ SW stated she could use some that money to employ an external facilitator. She will circulate a proposal for external consultant to be circulated among members. 	<p>AR to forward Expenditure Budget to Secretariat</p> <p>AR to circulate proposal to</p>

	<p>JM requested a list of items the Department deems eligible for expenditure considering they will not allow money to be spent on tablets.</p> <p>Linage Group Report JPC</p>	<p>Secretariat members</p> <p>AR to send email to Department to seeking clarity.</p>
<p>Projects, Initiatives, Events and Training</p>	<p>Projects, Initiatives, Events and Training</p> <ul style="list-style-type: none"> • Fingal PPN Draft Workplan <ul style="list-style-type: none"> ➤ SW went through proposed work plan for 2021. • Fingal PPN Draft Calendar <ul style="list-style-type: none"> ➤ AR (Support Worker) went through new calendar. This calendar matches the first two rounds of Linkage Groups to SPC meetings. Rounds 4 & 5 dates will be altered once SPC release its calendar the second half of the year. ➤ Round 3 is left open to group to decide whether they want to use it as an informal networking session. PPN staff will not be required to attend this round. ➤ When restrictions are lifted, JM said he would like an informal meeting setup before a Full Council Meeting where Representatives could meet councillors over a cup of coffee. ➤ • Plenary Round up Briefing Note 2: Lighting up Fingal <i>Email requesting that FPPN request that Fingal County Council light-up iconic landmarks for Christmas</i> - Submitted by Lorcan Blake • Social Inclusion Week 2020 Updates (included in RW report) <ul style="list-style-type: none"> ➤ Inclusion and Diversity Training was provided as a support for groups during Social Inclusion Week on November 19th ➤ SW will be seeking review from groups that took part. 	<p>AR to draft up letter for EI to sign and be submitted to Paul Barnes in Events Department.</p>

	➤ Virtual community centre is being setup	
Policies and Procedures	<p>Policies and Procedures</p> <p>DMcD stated that other community groups would find the FPPN Draft Device Policy useful for their groups.</p>	The secretariat Agreed that other groups could utilise the FPPN Draft Device Policy as a template.
Linkage Group and Representation	<p>AR (Support Worker) gave an informal update on LG.</p> <p>AR stated that the Community Safety, Crime and Policing LG and JPC were in difficulty.</p> <p>They have communicated frustrations that they do not possess a meaningful way to input into meetings, that promised training has not been delivered on, and that the Six Year Strategy has yet to be established.</p> <p>AR (Secretariat Member) stated straining would really help these Representatives.</p> <p>JM stated he would make contact with the Director of Services of Operations to look for an update on actions agreed during a previous mediation process.</p>	<p><i>Report deferred until Jan meeting as LG meetings for 2020 have not yet concluded</i></p> <p><i>JM to seek update from Operations</i></p>
Fingal County Council / Dept. of Rural and Comm. Dev.	<p>PPN Annual Report/ PPN User Guide Launch was launched 19/11/2020.</p> <p>AR stated that it has been uploaded to website and is featured in Novembers Newsletter.</p>	
Work Pan for External Facilitator and Acting Resource Worker	SW created a workplan separating tasks of external facilitator and acting resource worker.	AR to circulate document to Secretariat members.
AOB	<p>Lusk Micro PPN subgroup formed:</p> <p>JM, DmcD, MW, and HRM.</p>	
New Secretariat Facilitator	<p>AB was voted as new secretariat facilitator in absentia.</p> <p>MW agreed to be a second option if AB is unable to take up role.</p>	
	Date of next meeting	<i>26th January 2021</i>