***PPN Secretariat Meeting***

***10th May 2017***

***Venue: Knightsbrook Hotel, Trim***

**Attendees** (Chair) Garet O’Brien, Patricia Lynch, William Brennan, Bernard Kenny, Michael Gunn, Keith Mulvey, Ronan Murtagh, Karen Mahon, Teresa Stack, Marjan Boers.

**Apologies** Tracey Holsgrove

**Officials** Catherina O’Rourke (PPN Support Officer)

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| **Item** | **Discussion / Action** |
| **1.** | **Minutes of Previous Meetings**  The minutes of the meeting held on 28th March  Proposed by: Marjan Boers  Seconded by: Karen Mahon |
| **2.** | **Matters Arising**  **Municipal District Meetings**  All the Municipal District meetings have taken place at this stage. Attendance varied from area to area. There was a commonality of referral themes from the issues raised across all of the districts. These included high cost of insurance for groups, promotion of volunteerism, lack of play space and open space, crime, security and safety, bureaucracy associated with grant application and governance, criteria for the anti-litter league, process of getting garda clearance, lack of facilities for young people, assessment and management of pyrite in housing, sharing of resources by groups, upkeep of estates and surrounds.  **Items for the Plenary Meeting**  **Workplan/Budget Plan**  Catherina circulated a draft workplan prior to the meeting. This was reviewed by the secretariat and amendments advised for inclusion. Catherina will re-circulate to secretariat and on agreement send to all PPN members for ratification at the plenary  **Defibrillators:**  Draft application form and criteria were presented by Garet. The timeline of 6 weeks for the submission of applications was agreed from the date communication is issued. It was suggested that a separate email address could be set up to receive completed applications. Garet will finalise the application form which will be circulated after the plenary. Completed applications will be reviewed and those not qualifying under the criteria will be issued with a letter of refusal.  The successful applicants will be notified and the location for the defibrillator will be agreed. A lease agreement for the defibrillator will be signed by the successful applicants. Training will also be provided on the allocation of the defibrillator. The allocation process for the defibrillators will also take into consideration the Municipal District areas in as far as possible. In the event that the process is undersubscribed, there will be a re-launch next year.  Patricia will outline the application process for the defibrillators at the plenary in Garet’s absence  **Waste survey**  Findings from the waste survey will be presented by REDC at the plenary meeting. Any recommendations arising from the discussion will be taken on board and included as part of the follow up action plan on waste.  **Referrals register**  A reminder that all outstanding issues raised at the Municipal District meetings are to be forwarded to Keith for inclusion on the referrals register for presentation at the plenary.  **Advertisement/ Promotion**  Copy of advertisement for Meath Chronicle was circulated at the meeting, suggested changes to the coloring and facebook logo to be incorporated.  Proof of PPN leaflet circulated, decision to run with the blue and green and include Facebook logo.  **Roadmap on homelessness**  Catherina will re-circulate the document for final comment.  **Committee Representation/Linkage groups**  Keith will deliver the presentation on the PPN representation on the committees. Karen has forwarded presentation slides to Keith. Catherina has organized for a PPN representative from each committee to give a brief update.  Expression of interest forms for the linkage groups will be available on the night of the plenary for PPN members.  **Information available at the Plenary**  Catherina will organize for copies of the registration form, work plan, expression of interest forms, leaflets and general PPN information to be available at the plenary.  Marjan checked if she could bring along information on the Wheel to the plenary. Secretariat agreed, Catherina will email all groups to bring along information on their group/organization to the plenary if desired.  **Raffle**  2 prizes have been donated for the raffle  **Other Plenary business**  Secretariat will meet in the Knightsbrook Hotel at 6pm. Catherina will order sandwiches for the secretariat to be available on their arrival.  TCB will be ordered for 40 to 50 people. |
| **3.** | **AOB:**  **Vacancies on committees:**  Secretariat: Trim MD – Notification has gone out requesting nominations  Transport SPC: Environment Rep. – Environmental College Notified  **Social Media**  Facebook page is up and running. Request that reports are sought from the IT section in Meath Co. Co. on the number of hits. Catherina will follow up on this. |
| **4.** | **Next Meeting: Wednesday 24th May in Knightsbrook Hotel Trim at 6pm** |

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| **Time** | **Item** | **Responsibility** | **Administration** | **Equipment** |
| 7pm – 7.30 | Registration | Ronan, Patricia | Print group lists  Information pack | Pens, ruler,  lists, name tags, camera, PPN banners |
| 7.30 – 7.40 | Welcome and Introduction | William | Powerpoint to be forwarded to Keith | Laptop/Hotel facilities |
| 7.40 – 8pm | Update on issues register, workplan, secretariat | Keith | Presentation on powerpoint | Laptop/Hotel facilities |
| 8pm – 8.20  8.20 – 8.30 | Waste Survey Presentation  Questions, answers, comments | Red C | Liaise with Conor re: Presentation | Flipchart paper, markers |
| 8.30 - 8.40 | Criteria & application process for defibrillators | Michael | Criteria/application forms printed |  |
| 8.40 – 9pm | Representation on committees and linkage groups | Keith & committee members | Expression of interest forms printed.  Committee info. printed |  |
| 9pm – 9.20 | Groups and feedback | All secretariat members |  |  |
| 9.20 – 9.30 | Draw and Close | William | Tickets | Prizes |

**Plenary Plan**