***PPN Secretariat Meeting***

***28thMarch 2017***

***Venue: Claremont Stadium***

**Attendees** (Chair) Patricia Lynch, William Brennan, Pat Wigglesworth, Bernard Kenny, Garet O’Brien, 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 February  Ronan Murtagh to be included in attendance at the previous meeting  Proposed by: Ronan Murtagh  Seconded by: Bernard Kenny |
| **2.** | **Matters Arising**  **Municipal District Meetings**  Dates, times and venues for the Municipal District meetings will be confirmed with Catherina by Friday. Catherina will follow up on venues for Laytown/Bettystown and Kells. An advertisement will be submitted to the Meath Chronicle with the details on the meetings and the information will be circulated to all PPN members.  Items for the agenda for the meetings were agreed and will include, an update on the PPN, role within the secretariat, local issues, information sharing and representation on committees.  **Update on litter/waste survey**  There were around 200 responses on the waste survey. REDC will follow up with some of the respondees who will be selected randomly and remain anonymous. The results of the survey will be presented at the plenary  **Workplan/Budget Plan**  All items to be included in the workplan are to be submitted to Catherina by Friday 5th May for the draft workplan to be compiled for 10th May. Objectives include the:   * Communication Strategy * Follow up on findings of the waste survey * Allocation of the defibrillators   **Plenary meeting**  The meeting date for the first plenary of 2017 was agreed for 24th May at 7.30 in the Knightsbrook Hotel, Trim. The following programme for the evening was discussed:   |  |  |  | | --- | --- | --- | | Time | Item | Responsibility | | 7pm – 7.30 | Registration | Ronan, Patricia, Catherina | | 7.30 – 7.40 | Welcome and Introduction | William Brennan | | 7.40 – 8pm | Update on issues register, workplan, secretariat | Keith Mulvey | | 8pm – 8.20  8.20 – 8.30 | Waste Survey Presentation  Questions, Answers, Comments | Red C | | 8.30 - 8.40 | Criteria & application process for defibrillators | Garet | | 8.40 – 9pm | Representation on committees and linkage groups | Karen and committee members | | 9pm – 9.20 | Groups and feedback | All secretariat members | | 9.20 – 9.30 | Close | William |     **Defibrillators:**  Garet gave an update on the criteria that has been drawn up for allocation of the defibrillators. Garet will consult with Patricia, National Ambulance Service and First Responders before sign off. This will be circulated to secretariat members for consideration prior to the next meeting.  Discussion arose in relation to how the defibrillators can be accessible to all the PPN members if the criteria were applied. It was clarified that it was agreed at previous meetings that strict criteria needs to be applied to ensure that groups are qualified to manage the use and ongoing maintenance of the defibrillators. The hope is that there will be groups in all the Municipal Districts that can apply based on the criteria.  **Referrals Register:**  Municipal District Representatives will update Keith on the issues arising from their meetings that need to be included on the register.  **Social Inclusion Vacancy on the LCDC:**  Jacinta O’Sullivan has been nominated as the representative for the LCDC from the Social Inclusion College. Jacinta is from the South Meath Social Economy in Trim.  **Vacancy on Transport SPC:**  No one currently available for the vacancy from the environmental college.  **Meath Partnership Board:**  Communication to be sent to Michael Ludlow confirming PPN elected Board members. |
| **3.** | **AOB:**  Update given on the Social Inclusion College Information session.  Update given on Road Map on Homelessness.  Catherina informed the meeting that she is in the process of getting a Facebook page for the PPN. |
| **4.** | **Next Meeting: Wednesday 10th May in Knightsbrook Hotel Trim at 7.30** |

**Follow up agreed**

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| **Actions** | **Tasks** | **Responsible** |
| All MD meetings to be organised within the next two weeks | All MD Secretariat members will organise a meeting in their area and confirm with Catherina by Friday | MD Secretariat members  Catherina will follow up on venue for Laytown/Bettystown and contact Pat re: Trim |
|  | Advertisement to be submitted to Meath Chronicle | Catherina |
|  | Information posted on website | Catherina |
| Plenary meeting to be organised for Wednesday 24th May | Venue to be booked Knightsbrook Hotel including equipment | Catherina |
|  | Committee reps to be requested to attend and give update | Catherina |
|  | Workplan to be agreed on 10th May and key areas of focus submitted prior to this for Catherina to compile | Secretariat/Catherina |
|  | REDC to give presentation on the waste survey | Karen to contact |
| Allocation of defibrillators | Gareth will draft criteria for circulation within the next two weeks | Gareth |
| Pre planning meeting to be organised | Book room in the Knightsbrook 7.30 on 10th May | Catherina |
| Meath Partnership reps | Names to be forwarded to Michael Ludlow | Catherina |