***PPN Secretariat Meeting***

***7th March 2018***

***Venue: Buvinda House***

**Attendees** Ronan Murtagh (Chair), Bernard Kenny, Andy Ogle, Karen Mahon, Michael Gunn, Liam Foster, Garret O’Brien, William Brennan

**Apologies** Marjan Boers, Keith Mulvey, Teresa Stack

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

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| **Item** | **Discussion / Action** |
| **1.** | **Minutes of Previous Meetings**  The minutes of the 7th February    Proposed by: Karen Mahon  Seconded by: William Brennan |
| **2.** | **Matters Arising**  **MoU:**  The final draft of the MoU has been completed. Discussion arose in relation to whether a member of the Secretariat could be part of an interview board for the position of Resource Worker. Clarification was requested from Fiona in relation to this which Catherina will follow up on. Members present proceeded to vote on whether the MoU should be accepted and signed in the current draft. All 8 members present agreed to accept and sign off on the MoU. Catherina will follow up with suggested date of 21st April to sign with Meath Co. Co.  **Defibrillators:**  Application process for defibrillators has been launched. Signage for the previous round of defibrillators will be delivered to groups by Garret. Waiting on 3 groups to finalise the application process.  **Vacancies on Committees:**  There is still a vacancy for the Trim MD on the Secretariat. Catherina will make contact with the groups to seek a nominee.  **Training for Members**  Training on governance and data protection has taken place in Ashbourne. Training will be rolled out.  **Promotion on LMFM/Interviews**  Secretariat agreed to run the advertisement for a further 3 weeks until the training is over. Keith did an interview with LMFM to promote the PPN and highlight the training that was taking place.  **Data Protection**  Keith and William will meet to review the data currently being held by the Secretariat and facilitate a session on Saturday 21st April to discuss further and develop a data protection policy for the PPN. It was outlined by members present that guidance from Meath Co. Co. in relation to data protection for the PPN will be required to feed into the development of a data protection policy.  **Article for Meath Chronicle**  Article on training submitted to the Meath Chronicle however it was not given a prominent position in the paper.  **Annual Report 2017**  Catherina is in the process of completing the Annual Report for 2017 to be submitted to the Dept. of Rural and Community Development. Ronan will review and sign off on the report on behalf of the Secretariat prior to submission.  **Secretariat members insurance**  Correspondence was circulated by Catherina clarifying the Public Participation Network insurance cover under Meath Co. Co.’s policy.  **Workplan**  Workplan for 2018 was approved by all 8 members present. The plan will be reviewed after the plenary.  **Training for Representatives**  Catherina raised the issue of training for Representatives on Committees and how they could be supported in their role. Previous correspondence circulated by Catherina to the Representatives re: training needs did not get a response |
| **3.** | **Any other Business**  **Plenary**  Discussion arose in relation to the plenaries for 2018. It was decided that the Social Inclusion Pillar would host the May Plenary and the Environment Pillar will host the October Plenary. The SIP will be holding a brainstorming session to decide on the themes for the Plenary and will feedback the detail to the Secretariat.  **Secretariat National Network**  Catherina highlighted that there is currently no National Network for the Secretariat members. In response nominees are being sought from each of the PPN’s to form and become part of a network. Karen expressed an interest in being the representative from Meath PPN Secretariat. Catherina will follow up on this.  **Annual Report 2017**  There will be more of a focus on the qualitative rather than the quantative for the 2017 report. On receipt, Catherina will review and complete as appropriate. It will then be circulated to the Secretariat for feedback to be incorporated. A sub-group of the Secretariat will meet with Catherina to sign off.  **Registration with the Charities Regulator**  Query was raised in relation to whether PPN’s need to register with the Charity Regulator. The issue has been forwarded to the National Advisory Group for clarity.  **Mileage:**  Catherina reminded the Secretariat members to submit their mileage.  **PPN Conference 2018:**  Catherina outlined details of a proposal for the PPN conference in May that will be submitted by Westmeath PPN to the National Advisory Group.  **Discretionary budget:**  Discussion arose in relation to the discretionary budget available to Councillor’s and if there was the possibility of exploring joint initiatives between the PPN and the Councillor’s. It was suggested that a meeting between the Councillor’s and the Secretariat may be beneficial to update the Councillor’s on the work undertaken by the PPN and explore a partnership approach on joint initiative’s.  **Memorandum of Understanding:**  Final draft has been completed and will be forwarded to Fiona Fallon. A meeting to finalise will follow.  **Municipal District Meetings**  Secretariat members agreed that they would hold 2 meetings in each of the Municipal Districts in 2018. Discussion arose in relation to the setting up of satellite offices around Meath. There are currently hubs in place in Athboy and Slane. The hubs were set up to provide support to community groups.  **Feedback from committees:**  Catherina gave an update from the Transport SPC, LCDC and the Housing, Community and Cultural Development SPC. It was noted by the Secretariat that Fiona highlighted that the agendas/minutes of meetings could be forwarded by Catherina to all Secretariat members. |
| **4.** | **Next Meeting: 7th March @7.30pm in Buvinda House, Navan** |

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| **Item** | **Action** | **Follow up/Responsibility** |
| Defibrillators | Application process for the 5 defibrillators purchased will commence.  Outstanding training will be completed.  Registration of units with the NAS  Signage to be erected | Catherina will issue notification to groups  Catherina will liaise with Michael Fitzsimons re: training.  Catherina will contact groups to check and organise. |
| Workplan 2018 | Draft to be drawn up for consideration | Catherina will put together a draft and circulate to Secretariat |
| LMFM interviews | Keith, Liam and William have volunteered to give interviews | Keith will liaise with LMFM to coordinate |
| Training | Schedule has been agreed | Advert. For 19/02 edition to be submitted to Meath Chronicle  Secretariat members will attend sessions as per attached |
| Data Protection | Workplan on the PPN GDPR issues to be drawn up and presented to the Secretariat | Keith and William will collate and present to the Secretariat on 21st April |
| Vacancy on Secretariat | Groups in Trim to be approached re: nominee for the Secretariat | Catherina will follow up with groups in Trim |
| Secretariat nominee | Karen will represent Meath PPN on the Secretariat members National Network | Catherina will forward name to the  National Advisory Group |
| Mileage | To be submitted by members |  |
| Poster | Approved for publishing | Catherina to follow up |
| Resource Worker | Secretariat have approved the extension of Catherina’s secondment for another year | Catherina to notify Fiona |
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