

Dun Laoghaire Rathdown PPN Secretariat Meeting

Monday 25th April, 6.00 - 7.45pm

Venue: Zoom

In attendance: Tony McCarthy, Kay Gleeson, Aileen Eglinton, Dara O'Carroll, Gavin Harte, Simone Sav, Colette Downing

Apologies: Sharon Perry, Viola Di Bucchianico, Bill O'Dea

1. Call to order

Apologies: Sharon Perry, Viola Di Bucchianico, Bill O'Dea

2. Declaration of conflict of interest

No conflict of interest declared.

3. Review and approve minutes of last meeting

a. Matters arising

Discussion
No Matters arising

Actions/Agreed
Kay Gleeson proposed.
Aileen Eglinton seconded.
Minutes passed.

4. Network Managers Report

- a. IT services update- DLR PPN Secretariat has agreed to go under Southside Partnership but with a separate identity. This has not progressed. We are waiting for SSP to obtain a quote from Definitive and a meeting to further this, the delay is not on the part of the PPN.
- b. Bank account update - No developments, We are waiting to hear from them on the revolut card.
- c. Financial report - financial controller in SSP is new, Fiona Purcell, she is eager to engage and is providing monthly bank account statements. 1st quarter of 2022, no major expenditure, mainly wages and phone. Wages, a further adjustment will have to be made for incremental increases. Funding received to date

Simone to ask for this to be included in this week's meeting with Sharon Cummins SSP, Simone has already made the request. See No 6 - Agenda for SSP meeting this week, Thursday at 3.30 - should now include IT, Banking

Simone will seek clarification

<p>€35000, €30000 core budget and €5000 for support worker. Additional funding for digital skills training from council €3000 has been received.</p> <p>d. Recoup of SW funds issue - Colette raised at national staff meeting, we have since been in correspondence with the DRCD and have sent details of the hosting paid for both employees in the years 2019, 2020, 2021 to the department they will make a decision and notify us by email. They have accepted the hosting fee for support worker should be part of the ring fenced money.</p> <p>e. Update on Ukrainian refugee situation - Simone is attending the weekly stakeholder forum which includes ourselves and other organisations such as Tusla, DLR Volunteer Centre and SSP. These meetings take place on Monday mornings. Local councils have been given the task of supporting the refugees, their needs and the responsibilities keep changing in what is a dynamic situation. The Ballyogan Regional Temporary Rest Centre is due to open on the 26th and is a partnership between DLR CoCo and SSP the DLR Volunteer Centre is also very involved. They are expecting 80 residents by Friday, 300 in the next few weeks. Project leader position has been advertised. The PPN assists by sharing information and finding out what is happening in the community to provide assistance, we relay the information. DLR PPN uses this information to update a dedicated web page with local offerings available, SSP has a specially dedicated facebook page on which they advertise the needs and asks. It was suggested that the Community Connection programme may be a good way to relay information and share stories this opportunity has been offered to SSP and the other stakeholders on the community forum. We are waiting for expressions of interest.</p>	<p>Simone will monitor the situation as the needs continue to unfold and will keep the Secretariat updated.</p> <p>Simone will forward the name of the Facebook group set up by SSP to the Secretariat.</p>
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5. Annual Reports 2021	
<p>Annual Report 2021 (2 reports) -</p> <p>a. DLR PPN report - Draft is under way. A volunteer was sought to write the introduction from the Secretariat.</p>	<p>Aileen will complete the secretariat intro, Simone to email last year's report to Aileen for reference.</p>

<p>b. DRCD report - Deadline is 16th May for this we also need to included signed SLA, Workplan etc.</p> <p>The format has changed slightly this year as there are now only 2 sections to complete, a, by us and b, by council. There is no longer section c which was done in collaboration with DLR CoCo, the meeting arranged will now have to be cancelled.</p>	<p>Cancel meeting with DLR CoCo</p> <p>Simone to send completed draft to Secretariat before completing online form</p>
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6. SLA with SSP	
<p>a. Staff Cover</p> <p>Sharon Perry wanted the staff cover proposal to SSP to be noted and ratified by the secretariat. There is a meeting with SSP scheduled for the first week in May, purpose to discuss maternity cover.</p> <p>b. The draft SLA was updated after the March Secretariat meeting including dispute resolution.</p>	<p>The Secretariat ratified the decision taken in relation to the staff cover, as agreed after the meeting held on the 11st of April.</p> <p>Simone - Agenda for SSP meeting this week, Thursday at 3.30 - should now include IT and Banking.</p> <p>Simone will resend the draft SLA to refresh memories in advance of the meeting.</p>

7. Plenary	
<p>Plenary Meeting: In person event, not virtual Date: set Wednesday 22nd June. Suggested venues: County Hall or Kiltarnan Parish Centre, Booterstown Parish Centre, Lexicon Studio suggested as there is catering beside. Sub Committee volunteers sought: Kay & Tony will assist, more volunteers are welcome. Theme suggestions: Community - How PPN can deliver for the community in times of crisis such as emerging from Covid and now Ukraine. There may soon be news on the Pobal Codema funing which is something else to consider as it is environment and community. That would tie in well with the Vision. On the Agenda:</p> <ol style="list-style-type: none"> 1. Ratification of the Vision for Community Wellbeing Statement. 2. Ratification of the Workplan 2022 3. Constitution amendment. Changes to the Quorum as directed by DRCD 4. Updated Policies 5. Member Motions <p>Guests:</p>	<p>Actions/Agreed</p> <p>Simone will recirculate the Department Circular on Quora</p>

<p>Invite the new DLR Co Co CEO, should he not be available, possibly head of Community Dept. We could also invite the new Cathaoirleach.</p> <p>Alieen Eglington volunteered to speak on the night if needed.</p> <p>Shorter meeting so that people can network conversation tables to be discussed at sub committee.</p>	<p>Sub committee to meet and organise reporting back at the next secretariat meeting.</p>
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8. Projects 2022	
<p>a. Vision for Community Wellbeing Draft - Draft Vision has been sent to all members together with invitation to 2 workshops 26th & 28th April, Lyn Hagen Meade will facilitate. Tom Hanlon will take notes. Details of Draft Survey also sent to all members, posted on website and social media. Feedback from the draft workshops and survey will be added then the finalised Vision Statement will be circulated, for ratification at the June 2022 Plenary. It was proposed that a launch event could be held later in the year in person with all the stakeholders invited, possible location, the Lexicon. This could be done during the day 11-12. We have a budget of €2000 for that. Should it be by location/area or just one launch, we will decide later on.</p> <p>b. Strategic Plan update - We have the template tender ready and have included our requirements. Overall budget €8000, €6000 for the work, €2000 is for the printing and launch. Date to send out the tender was discussed as the Strategic Plan is in the Workplan 2022. The Strategic Plan should reflect the Vision statement and also include the recommendations based on the Mazars review, this report has been delayed since November 2021 however it will have huge implications for the PPN. These documents are critical to a long term plan. The Strategic Plan will have to be put on hold and the new terms of reference can be added.</p>	<p>Ratify at June Plenary with launch later in 2022</p> <p>Put the Strategic Plan on hold until after the Mazars report is released and our Vision Statement is ratified.</p>

<p>c. Website update: We need wordpress platform and to be able to manage the site ourselves, for budgeting purposes. We have 3 quotes; 2 Cubes, very complex to find out what is being quoted for. Click Media they have an understanding of working with councils, dlr community website. Graphedia have an understanding of PPN as they have already completed websites for PPNs such as Kildare.</p> <p>Gavin will assess the brief that was sent originally and see if anything should be added. Aim for June to decide who to go with. Integration with social media channels to be considered. Functional but not too complex should be the overall feel.</p>	<p>Simone to forward brief to Gavin Harte for his input.</p>
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9. Dlr Age Friendly Alliance	
<p>Discussion</p> <p>We were asked by the council to join the Age Friendly Alliance. It's an obvious fit we are happy to join. If we have to nominate someone to attend, Tony McCarthy volunteered.</p>	<p>Actions/Agreed</p> <p>Tony McCarthy to represent DLR PPN</p>

10. Review of Membership Applications	
<p>Discussion</p> <p>The following membership applications were received and discussed:</p> <ul style="list-style-type: none"> ● WNORA Residents Association ● Grange Hill Residents Association ● Ballinascorney Golf Club ● Siel Bleu can be accepted on the basis that they are a charity however they must provide constitution and minutes. If they don't have a branch in DLR they will be granted Associate membership but if they have a physical branch they will be Full. ● Castle Court Estate management company, limited by guarantee, has a residents focus, documentation provided. 	<p>Actions/Agreed</p> <p>Simone will notify successful applicants</p> <p>Simone will contact Siel Bleu for the necessary documentation and to check branch status.</p> <p>Guidance to be sought from the Dept, on the acceptance of Estate Management Companies as distinct from Residents Associations - Simone</p>

11. AOB	
Discussion Southside Partnership staff raised a query with regard to Ballybrack Climate Action and DLR PPN Membership.	Actions/Agreed Simone to relay the Secretariats response, as agreed at the meeting.

12. Date of Next Meeting	
Discussion	Actions/Agreed 23rd May @ 5pm via Zoom