

Dun Laoghaire Rathdown PPN Secretariat Meeting

Monday 23rd May, 5.00 - 6.35pm

Venue: Zoom

In attendance: Tony McCarthy, Kay Gleeson, Aileen Eglington, Dara O'Carroll, Gavin Harte, Sharon Perry, Viola Di Bucchianico, Bill O'Dea

Colette Downing

Apologies:

1. Call to order
Apologies: None

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 Tony McCarthy proposed. Kay Gleeson seconded. Minutes passed.

4. Network Managers Report	
a. IT Services Update: Definitive will be carrying out an audit of both workers laptops and PC's tomorrow 24th May 2022. Once this is completed they will provide a costing for the work to have the PPN migrated onto the SSP platform but with its own separate identity. b. Audit: Staff are prepared for the audit and have the files ready the only outstanding item is the "Financial System printout of the code showing receipt of the grant funding and expenditure for the year 2020" which we have requested from Fiona the financial controller SSP c. Climate Conversations 2022: Both Bill and Gavin will attend the training arranged by	

<p>the Dept. Environment, Climate and Communications which is taking place this week. The notice and the window to hold the conversations is very tight. Report will be due on 30th June so the most likely date to hold the conversations is the last week of June. Gavin and Bill will then decide if it is possible to proceed in the timeframe given.</p> <p>d. National PPN Workers meeting: The new member of DRCD staff in the PPN team is Gillian Moore.</p> <p>Mazars Report is now with the Minister, the Department could not provide a date for the launch and webinar. They did confirm that there would be an opportunity for input. Timing all depends on the Minister.</p> <p>Communications: They have upgraded the coms sub group to include different regions, gender balance and disability reps. Roll out Autumn 2022 of a national campaign was confirmed. Alice PR envisage a customisable template, they are looking at a branding that can be used alongside current logos the example used was IBEC.</p> <p>SJI/Waterford IT PPN Stakeholders Training: there were only 4 participants registered so the training was cancelled. There is an online version available which would be very informative for new staff and members. Department is looking for a solution to make the training more appealing, it was suggested that the time was not suitable as it's too much of a commitment in the middle of the day for volunteers who are working.</p> <p>e. Ukraine: We are updating our website with resources and the details of translators as they become available.</p>	<p>Colette to send details of the online training to Secretariat.</p>
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5. Annual Reports 2021	
<p>Annual Report 2021 (2 reports)</p> <p>a. DLR PPN report - Aileen commended the Draft DLR PPN Annual Report and felt that it should be published and circulated to DLR CoCo and other stakeholders as it highlighted the large volume and scope of work undertaken by the DLR PPN. Aileen</p>	<p>Aileen to send the Secretariat Forwrd.</p>

<p>will send in the Secretariat Forward tomorrow to complete the report.</p> <p>b. DRCD report - Report has been submitted ahead of the deadline. The deadline has since been extended to 27th May</p> <p>c.</p>	
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6. SLA with SSP	
<p>The 2022 SLA with SSP for hosting the DLR PPN has been signed. Tony was thanked and acknowledged for all his work on the SLA so too was Aileen and the other members of the HR sub-committee. Sharon Cummins, the CEO of SSP, will meet on a quarterly basis with the PPN to review the SLA and how it is working, for PPN updates, and to discuss any mutual opportunities of cooperation between the PPN and SSP.</p>	<p>Staff to schedule meetings</p>

7. Plenary	
<p>22 June 2022 at 7.30 pm</p> <p>The Plenary was discussed at length. This will be the first face to face meeting in over two years and it is hoped that there will be a good attendance, there is a need to market the plenary and encourage attendance, there must be something in the agenda and marketing that makes people want to attend. The inspirational quote from the 2021 PPN Annual Report could be used. Calling members to invite them if needed both Aileen and Tony volunteered to do this.</p> <p>Notice of the plenary to be sent to members no later than 1st June. This notice should include the draft agenda with details of speakers. Ideally this should also include the documentation such as Annual Report, Workplans, policies and constitution changes, Vision Statement as well as registration. the notice should sell the meeting.</p> <p>Format of the meeting. Doors open at 7 pm to provide an opportunity for members to meet and network. Members and to be offered the opportunity to have a stand/display of their group or project, limited number.</p> <p>MC. Tony and Aileen have both volunteered</p>	<p>Actions/Agreed</p> <p>Simone: Notice of the plenary to be sent to members no later than 1st June.</p> <p>Simone: Membership to be invited to bring display/information to the plenary</p>

<p>a. Guest Speakers Anthony McNamara DLR Climate Change Officer to be invited. The timing would be good, DLR Decarbonisation Zone and future funding on climate change would be of interest. It would also be beneficial if there was an example of a local project that obtained funding and how it was used. "Climate Change, What's in it for you?" was the suggested topic. Deirdre Black Heritage officer would also be of interest in particular with regard to the stories project also in relation to funding demonstrating local examples of successfully funded projects. Topic: Do You Have a Story To Tell?</p> <p>b. Constitution Amendment: There has been a directive from the DRCD for a change to the constitution in relation to Quorum. The Handbook has been updated and the constitution has to reflect this change. This is not a motion, it is a directive. The members have to be informed</p> <p>c. Draft Code of Conduct this is to be placed on the agenda. One change to include the text from the Reps charter.</p>	<p>Colette to invite Anthony McNamara on behalf of the Secretariat.</p> <p>Invitation to Deirdre Black on behalf of the Secretariat.</p> <p>Include this directive on the Plenary agenda</p> <p>Colette will add the text and recirculate the draft Code of Conduct</p>
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8. Staffing	
The HR sub-committee will be meeting with Sharon Cummins SSP to discuss maternity cover and temporary staffing needs. Meeting 26th May 2022.	

10. Review of Membership Applications	
<p>Discussion The following membership applications were received and discussed:</p> <p>Trimbleston Residents Association application -Associate Membership approved.</p> <p>Leopardstown Ukrainian Support Group - Associate membership approved.</p> <p>Killage Village Residents Association - Do not meet the criteria, resend membership criteria</p>	<p>Actions/Agreed</p> <p>Colette to notify applicants of the Secretariat's decisions.</p>

they can resubmitt their application at a later date.	
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11. AOB	
<p>Discussion</p> <p>Viola spoke about Africa Day 2022, a project undertaken by the Social Inclusion section of DLR Integration Forum and the Zimbabwe Heritage Trust taking place 28th May in Kilgobbett Park.</p> <p>Irish Kennel Club - Festival of Dogs at Leopardstown Racecourse on 28th & 29th May 2022 . Aileen mentioned this show and that it is run by volunteers, Bill will share on his media.</p>	<p>Actions/Agreed</p> <p>PPN will promote on Social Media</p>

12. Date of Next Meeting	
<p>Discussion</p> <p>Next meeting will be the pre Plenary meeting</p>	<p>Actions/Agreed</p> <p>20th June @ 5pm via Zoom</p>