

# December Dun Laoghaire Rathdown PPN Secretariat Meeting

Monday 7th December 2020, 4.15pm-5.30pm

Venue: Zoom

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

## MINUTES

1. Call to order
Apologies presented.

2. Welcome of the new Secretariat members
Introduction of new Secretariat members: <ul style="list-style-type: none"><li>- Viola Di Bucchianico (Social Inclusion)</li><li>- Bill O'Dea (Environment)</li></ul> Induction for new Secretariat members to be facilitated by Secretariat members and Simone Sav.

3. Review and approve minutes of last meeting	
<b>Discussion</b>	<b>Actions/Agreed</b>
No matters arising.	Minutes of November Meeting Proposed Tony McCarthy, Seconded Kay Gleeson. Minutes agreed.

4. Network Manager Report	
a. Community Wellbeing Survey interim report	
b. PPN Representatives	
c. Resource Workers meeting report	
d. Conference Report	
Discussion	Actions/Agreed

<p>A. Community Wellbeing Survey Survey promoted through dlr Times, our website, emails and Southside People. around 140 answers received. Feedback used for organising training.</p> <p>B. PPN Representatives. Discussion on setting in place a system of collecting data about the experience of representatives on the various committees.</p> <p>C. Resource Workers meeting report. Simone Sav reported on the meeting with Resource Workers about the reps and the decisions to go forward.</p> <p>D. Conference Report Simone reported on the participation to the DCU conference on public participation (<a href="#">link here</a>)</p>	<p>Simone Sav and Gavin Harte to collaborate on developing a form to be circulated to reps before and after meetings. Sharon Perry to send on survey templates.</p> <p>Aileen Eglington suggested that the NAG should be advised, with items going on the agenda for the following CCMA meeting.</p>
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5. Training for Membership	
<p><b>Discussion</b></p> <p>a. Zoom Survey responses highlighted the need for additional Zoom training.</p> <p>b. Video-making, Marketing</p> <p>c. Governance, Funding, GDPR Some training already in place for next year from Carmichael Centre, Alice PR. Funding to be invested mainly in Governance training for Secretariat and linkage groups.</p>	<p><b>Actions/Agreed</b></p> <p>Simone to organise a Zoom training for beginners on 17th December.</p> <p>Simone will also co-produce a training video for Zoom with the Council that will be circulated widely.</p> <p>Simone to contact Community Action Network for Governance training and source video making trainers.</p>

6. Financial Report	
<p><b>Discussion</b></p> <p>Update on Department decision to provide entire funding for 2020 and calculate any accrual in first quarter of 2021.</p>	<p><b>Actions/Agreed</b></p> <p>Available spending to be directed to</p>

Agreement on spending available funding for 2020 for training purposes, with particular emphasis on Governance training.	Governance training in proportion of 70%.
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7. AOB	
<b>Discussion</b> <ul style="list-style-type: none"> <li>a. Aileen Eglington proposed establishing a linkage group on viability of Development Plan ( now for future one) and also Local Area Plan investment.</li> <li>b. Brief report on the meeting with the local Council from Aileen Eglington, Tony McCarthy and Simone Sav.</li> </ul>	<b>Actions/Agreed</b> <p>Proposal was welcomed. Details to be established in the new year.</p>

8. Date of Next Meeting	
<b>Discussion</b>	<b>Actions/Agreed</b> <p>TBC in early January</p>