

DLR PPN SECRETARIAT MEETING

23 January 2023, 5.00 - 6.25 pm

In attendance: Tony McCarthy, Viola di Bucchianico, Kay Gleeson, Sharon Perry, Bill O'Dea, Aileen Eglington, Colette Downing Apologies: Gavin Harte

1. Call to order
Siby Sebastian was introduced and welcomed as the new secretariat member on the Social Inclusion Pillar, this appointment will be ratified at the Spring 2023 plenary.

2. Declaration of conflict of interest:
No conflict to declare

3. Review and approve minutes of last meeting. a. Matters arising	
Discussion No matters arising.	Actions/Agreed Tony McCarthy proposed. Kay Gleeson seconded.

4. Review of Membership Applications	
No membership applications received. Colette confirmed that the December group was contacted and asked if they would like to discuss their applications, but no response was received.	Actions/Agreed Colette will contact again.

5. 2023 Secretariat Meeting Dates 2023	
Meeting dates and times were discussed. 5pm suits all for online, later in the evening if in person.	Actions/Agreed 2nd Monday of the month No meeting in August

6. Staffing	
The temporary Support Worker position is vacant. The office hours are reduced from 9 days	Actions/Agreed Recruitment process will start as soon as possible.

per week to 4. We need to recruit for a replacement, Colette had discussed this with the HR Committee and Sharon Cummins SSP.	Kay Gleeson was nominated to represent the Secretariat during interviews.
---	---

7. Spring Plenary	
<p>Discussion. We will need to circulate details 21 days before the proposed date.</p> <p>Documents that will have to be circulated with the meeting notification are</p> <p>Workplan 2023</p> <p>Annual Report 2023</p> <p>Budget 2023</p> <p>Ratification of Siby's appointment to the Secretariat</p> <p>Ideas for speakers – Suggestions will be brought to the February meeting, perhaps something on planning and development.</p> <p>Agreed date April after Easter</p>	<p>Actions/Agreed</p> <p>Suggestions for speakers for February meeting</p>

8. Representatives	
<p>Discussion</p> <p>Do representatives sign charter annually? No only at the beginning of term</p> <p>The most recent representative appointment to the Transportation & Marine SPC will go before the council meeting in February for ratification this is in good time for the first meeting of the year in March. This appointment had been notified to the council in Sept 2022.</p> <p>System for onboarding of representatives, new representatives should be given the contact details of the other PPN Reps in their committee.</p> <p>Positive recognition of PPN Representatives needed. When there is a launch by the council the reps on the appropriate SPC should be included in the invitations. We need to speak to the council to see how this can happen.</p>	<p>Actions/Agreed</p> <p>Colette to share the invitation to the launch of Resource Guide on Inclusive Community Engagement in Planning and Decision Making.</p> <p>Colette will seek permission from the Reps.</p> <p>Colette to contact Bernie</p>

8. Nominations – Secretariat and SPCs	
Some had expressed an interest in going forward for these positions however no nominations	Actions/Agreed

have been received. Gavin and Bill have put a lot of time and effort into recruiting for these positions. They have also been circulated several times by the Irish Environment Network. Bill advised that he was still actively working on recruitment. As we are now over the Christmas period it may be a good time to send reminders.	Colette to send reminder to Environment Pillar Members
---	--

8. Launch Vision for Community Wellbeing Statement

<p>Discussion.</p> <p>The article in the DLR Age Friendly 2023 magazine regarding the PPN and Statement were very good. There was praise for the publication in general as it is a great resource. Aileen advised that Southside People will be publishing an article on the Vision Statement, this publication is widely read. There has been no pickup in national media on the statement. It was discussed that it would be interesting if all the PPN Vision Statement were compared to see if there were any national trends/commonalities. Aileen will begin to work on content for a podcast and will revert</p>	<p>Actions/Agreed</p> <p>Aileen to follow up on Southside People and podcast.</p>
---	---

9. Training & workshops

<p>Discussion</p> <p>Colette will be meeting with Dundrum AES to further plans regarding the 3 pilot courses being developed.</p> <p>Alice PR Communications training.</p> <p>Notification of this training was received over the Christmas period and training commenced at the beginning of January. The deadlines are too tight for the time of year and the fact that the PPNs are volunteer led. Tony attended one of the sessions, there were 11 participants.</p> <p>Colette advised that she had sent on the Vision Statement to Alice PR as a case study for their media campaign, this was acknowledged and then followed up with a general email to all PPNs with a form to complete with case studies and other information. The form was sent on 16 January with a due date of 24 January which is</p>	<p>Actions/Agreed</p>
---	-----------------------

a very tight deadline considering our resource limitations at the moment.	
Aileen volunteered to assist. It was suggested that other projects to include would be the white paper Public Participation in a Time of Crisis and Community Connection. All agreed.	Colette to send completed form to Aileen for input.

10. Finances	
<p>Discussion</p> <p>Bank Reconciliation for 2022 Funding + opening balance €121793.60, total expenditure €120713.45, closing bank balance, 28/12/2022, €1080.15. €3000 was due from council in relation to Digital Skills for Beginners funding, there was an oversight so this funding was not received in 2022 however the payment is being processed at the moment.</p> <p>We will not be in a position to carryover the approved €8000 in relation to strategic plan and redundancies. We will have a carryover of €4080.15.</p> <p>RCDC funding for 2023 has increased by €10000. Total funding issued by DRCD to It consists of: Core funding: €60,000 Ring-fenced support worker funding: €25,700</p> <p>This will issue in two tranches as follows: Tranche 1 (approx. April): €65,700 Tranche 2 (October): €20,000 Funding from DLR CoCo is Core: €30000 Ring-fenced support worker: €5000</p> <p>Colette received confirmation the €35000 has been received from the council today.</p>	

10. AOb	
None	
10. Next meeting	
13 February 2023	