

Dun Laoghaire Rathdown PPN Secretariat Meeting

Monday, 26th October, 4.00pm-5.30pm

Venue: Online meeting via Zoom

In attendance: Kay Gleeson, Tony McCarthy, Aileen Eglington, Dara Carroll, Sharon Perry, Gavin Harte, Simone Sav, Colette Downing

DRAFT MINUTES

1. Call to order	
Discussion All Secretariat members present	Actions/Agreed

2. Review minutes of June 2020 meeting a. Matters arising	
Discussion No matters arising.	Actions/Agreed Tony McCarthy proposed the minutes. Aileen Eglington seconded. Minutes agreed.

3. Network Manager Report a. Presentation to SPCs b. Website update c. Community Call Stakeholder Forum Survey d. Other	
Discussion a. Presentation from PPN to SPCs The Network Manager has made a brief presentation to all SPCs about the role	Actions/ Agreed

<p>and remit of the PPN. Presentations will be made to Council staff and to the Rural Task force.</p> <p>b. Website update The DLR PPN is being updated by staff to be more user friendly, as well as to allow for members to raise issues for the various committees.</p> <p>c. Community Call Stakeholder Forum Survey Network Manager circulated draft of survey. Feedback given by all the Secretariat members.</p>	<p>It was agreed to offer a €100 voucher for completion of survey, with different categories to select from. The survey is to be structured into sections with open ended questions. The survey is to be promoted through all our channels of communication.</p>
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4. Training for Secretariat and Representatives	
<p>Discussion</p> <p>A draft form for the Reps was presented to the Secretariat. Tony McCarthy suggested an additional question about the interaction with other organisations.</p> <p>Gavin Harte suggested a systematic approach to obtaining feedback with a pre-questionnaire and a post-questionnaire.</p>	<p>Actions/Agreed</p> <p>Question to be added to the form.</p> <p>DLR PPN staff to create the forms.</p>

5. Plenary meeting November 2020	
<p>A Plenary meeting will take place end of November. Decision was made to have it on the 26th November.</p> <p>Several suggestions made about format</p>	<p>Actions/Agreed</p> <p>Dara Carroll, Aileen Eglington and Kay Gleeson volunteered to be part of the Plenary subcommittee.</p> <p>Simone Sav to email the subcommittee to</p>

(breakout rooms) and potential guests.	begin preparing the Plenary meeting.
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6. Financial report	
Discussion Simone Sav updated the Secretariat on income and expenditure until 31st December 2020.	Actions/Agreed Simone Sav to follow up with Southside Partnership about hosting fee. DLR PPN staff to make a list of priorities for PPN infrastructure and proceed to purchase items needed. Priority to be given to local business to support the local community. DLR PPN staff to look also at additional training which can be provided for member groups as well as more efficient website platforms.

7. AOB	
Discussion a. Invitation to attend the Launch of the PPN Handbook on 19th of November 2020. b. Meeting with Head of Community Department in dlr CoCo.	Actions/Agreed Sharon Perry and Tony McCarthy to attend, if 2 attendees are allowed. It was agreed that Aileen Eglington and Tony McCarthy would meet with the Head of Department after the launch of the PPN Annual Report in November 2020.

8. Date for next meeting
Meeting date to be decided at the beginning of November 2020.