

DLR PPN SECRETARIAT MEETING

3 April 2023, 5.00 - 6.00 pm, online.

In attendance: Tony McCarthy, Kay Gleeson, Bill O'Dea, Sharon Perry, Aileen Eglinton, Viola di Bucchianico, Colette Downing, Miriam Callanan. Apologies: Gavin Harte, Siby Sebastian.

1. Call to order

2. Declaration of conflict of interest:

No conflict to declare

3. Review and approve minutes of last meeting.	
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a. Matters arising	
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Discussion	Actions/Agreed
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Siby will be presenting his own stand at the Age Well Expo (not assisting Tony with his).	March's minutes will be corrected. Tony McCarthy proposed. Kay Gleeson seconded.
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4. Review of Membership Applications	
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Woodlawn Park & Tivoli Close Residents association approved. South Dublin Malayalee Association. Will review application when they are six months in existence in September.	Actions/Agreed
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5. Spring Plenary - update	
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Discussion	Actions/Agreed
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The Assembly Hall is booked from 6 – 9 pm and catering is being arranged. BHP Insurance have requested to have a stand at the Plenary. Speakers: Siobhan Ni Gaoithin & Garda Chief Superintendent. Budget 2023 & Annual report 2022. Ratification of: Work Plan 2023, Budget 2023, Annual Report 2022 & new secretariat member, Siby Sebastian.	Not suitable for the Spring Plenary. They will be invited to the Winter Plenary. Agreed. Will be circulated to all members.
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6. Income & Expenditure Report 2022	
<p>Discussion</p> <p>The Income & Expenditure Report 2022 was submitted to the Department on time on March 30th.</p>	<p>Actions/Agreed</p> <p>Receipt of same has been acknowledged.</p>

7. Representatives	
<p>Discussion</p> <p>Representatives have been contacted and asked to submit their reports for the first quarter. Nine were received.</p> <p>A possible workshop for reps at the end of May/June was discussed. Topic suggested was 'How local government works'.</p> <p>Suggestion that we have badges for the reps at the Plenary.</p> <p>There are 3 PPN reps on the Working Group on SPCs.</p>	<p>Actions/Agreed</p> <p>Reminders will be sent for reports at the end of each quarter this year.</p> <p>Tony will ascertain how he can attend one of their meetings.</p>

8. Vision for Community Wellbeing	
<p>Discussion</p> <p>There is a €500 stipend due for this and Colette has invoiced Social Justice Ireland.</p>	<p>Actions/Agreed</p>

9. Strategic Plan	
<p>Discussion</p> <p>Colette attended a meeting with Dublin City PPN last week and would like to include Succession Planning in the SP. The SP will be discussed at the next secretariat meeting.</p> <p>Discussion around the tender process for the SP</p>	<p>Actions/Agreed</p> <p>Colette will send the SP to secretariat members.</p> <p>Colette is preparing the draft tender document and will circulate it to the secretariat this week.</p>

10. AOB

Discussion

An email has been sent to all members re whether they want their contact details included on the new website.

Colette attended a PPN resource workers meeting where there was a discussion around HR services.

Tony sought support with preparation for the stand at the Age Well Expo on June 11th.

Actions/Agreed

Aileen will help with this.

11. Date of next meeting

Discussion

Next Secretariat meeting

Actions/Agreed

May 22nd 2023.