

DLR PPN SECRETARIAT MEETING

10 July 2023, 5.00 - 6.10 pm, online.

In attendance: Tony McCarthy, Kay Gleeson, Viola di Bucchianico, Sharon Perry, Gavin Harte, Colette Downing, Miriam Callanan. Apologies: Bill O'Dea, Aileen Eglington, 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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Kay proposed the minutes and Tony seconded them.	
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	Actions/Agreed
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	June 2023 minutes approved.
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4. Review of Membership Applications	
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Discussion	Actions/Agreed
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Kilmacud Men's Shed.	
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SPICE (Supreme Indian Club of Erin).	
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This is Me Neurodiversity.	
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	Approved.
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	Approved for the Social Inclusion Pillar.
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	To be put on agenda for September meeting.
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	Colette will contact the groups.
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5. LCDC & SPC Vacancies	
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Discussion	Actions/Agreed
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Nomination to be run for Environment Rep on Planning and Citizen Engagement SPC LCDC – SI Sharon is coming to the end of her term on this in September. Nominations will have to be sought. C&V Rep D Chambers is coming to the end of his first term if he does not	
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	Actions/Agreed
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	Colette will run nominations and elections as required
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wish to remain there will be a second vacancy to fill.	
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6. Training Autumn/Winter 2023	
<p>Discussion</p> <p>Colette has been getting quotes for training. The Carmichael Centre provides a course on 'How to form and run a Community Group' which costs €600 for one online session. A 2 hour session on Power Point costs €750. The budget remaining is €4,000. Sharon suggested that perhaps Southside Partnership could provide trainings under SICAP. Colette pointed out that the ETB for example, will not provide training on the PPN's behalf as member groups may not be disadvantaged.</p> <p>There was a discussion on whether the €4,000 should be used to fund courses. Tony stressed the importance of providing training in 'Running Groups' which is badly needed, as well as 'Understanding and Influencing Local Policy' and 'How your Local Council Works'.</p>	<p>Actions/Agreed</p> <p>Sharon will put it out to her contacts in the Community to see if she can get names of providers for future training.</p> <p>Gavin suggested that we pool our resources with other PPNs for training. Colette will speak to the other PPNs re this.</p>

7. Future Dates – Winter Plenary & Autumn Reps' Meeting	
<p>Discussion</p> <p>The Winter Plenary will be held in the Royal Marine Hotel on November 23rd. Colette has booked the room and arranged for hot finger food to be served.</p> <p>October 12th date confirmed for Autumn Reps' Network Meeting.</p> <p>Colette has received information on the National PPN Conference which is due to be held on October 5th in the Arklow Bay Hotel. There was a discussion around the practicalities of attending as the hotel has been block-booked by Wicklow PPN. Each PPN is allocated six places at the Conference reduced from 10 in 2023</p>	<p>Actions/Agreed</p> <p>Colette will make the reservations as soon as possible</p>

8. Tender – Strategic Plan 2023

Discussion	Actions/Agreed
This process is ongoing. Colette has written to RCDC and suggested that it would be helpful if PPNs were provided with template documents via The Wheel for tenders etc.	

9. MOU/SLA Southside Partnership	
Discussion	Actions/Agreed
Tony said that Sharon Commins is happy with the MOU/SLA and he is awaiting a copy of it.	
Miriam's contract is still outstanding.	Tony will write to Sharon about this.

10. Annual Report RCDC 2022	
Discussion	Actions/Agreed
Colette said that it would be very beneficial if we could receive the Template for this report before the start of the year making it easier to capture the data throughout the year this request was also made to the DRCD	

11. Finance	
Discussion	Actions/Agreed
There is currently just over €2,000 in the PPN account. The remainder is with Southside Partnership.	

12. AOB	
Discussion	Actions /Agreed
This is Colette's final secretariat meeting as Chair as she will be handing over to Simone in August. There is no meeting in August. It is also Miriam's final meeting as she will be finishing up with the PPN on August 18 th .	

13. Date of next meeting	
Discussion	Actions/Agreed

The next meeting will be in September. Date to be confirmed.	
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