

# DLR PPN SECRETARIAT MEETING

**12 June 2023, 5.00 - 6.30 pm, online.**

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

1. Call to order
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2. Declaration of conflict of interest:
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No conflict to declare
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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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Aileen proposed the minutes and Kay seconded them.	
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	Actions/Agreed
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	May 2023 minutes approved.
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4. Review of Membership Applications	
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Discussion	Actions/Agreed
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There were no new applications.	
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	Actions/Agreed
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5. LCDC Election & other vacancies.	
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Discussion	Actions/Agreed
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There were 9 nominations from the C&V pillar, which is a positive sign that members are willing to engage. Jo Varley from the Maritime Institute was elected the Representative and will attend the Reps' Summer Meeting on June 20 <sup>th</sup> . Colette has written to the nominees advising of the outcome of the election. We will keep in contact with them in the hope that they will put themselves forward again should other vacancies arise or when new committees are formed after the 2024 elections.	
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	Actions/Agreed
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6. Reps Summer Meeting	
<p>Discussion</p> <p>Currently, there will be 16 Reps attending the Summer Meeting on June 20<sup>th</sup>, as well as guest speaker, Anne Colgan. It was suggested that this could be a foundation meeting of the linkage groups (linkage groups must meet 3 times a year).</p> <p>Suggested questions for the Reps to consider:  How will they represent their members?  How can Reps engage with members?  Do they need further training?  Do they need to meet amongst themselves?  Can Reps share their contact details?</p>	<p>Actions/Agreed</p> <p>Colette will have questions for each table at the Summer Meeting.</p>

7. Linkage Groups	
<p>Discussion</p> <p>As mentioned above, Linkage Groups must meet 3 times a year. Aileen suggested we survey each pillar. Colette asked the secretariat to consider how to proceed to create the linkage groups.</p>	<p>Actions/Agreed</p> <p>Colette will have questions for each table at the Summer Meeting.</p>

8. Training – Autumn/Winter 2023	
<p>Discussion</p> <p>Suggestions for training included:  ‘How Your Council Works’  ‘Power Point for Beginners’  ‘Power Point Infographics’  ‘Online Safety’  ‘GDPR Regulations’  ‘Building a Website – 10 things you should know’  ‘Making groups more sustainable’.  ‘Biodiversity’</p>	<p>Actions/Agreed</p> <p>Colette will research training for these.</p>

9. Tender for the Strategic Plan 2023	
<p>Discussion</p> <p>The process is ongoing</p>	<p>Actions/Agreed</p> <p>Kay, Sharon and Colette will meet on June 19<sup>th</sup> to review any applications.</p>

10. MOU/SLA Southside Partnership	
<p>Discussion</p> <p>Tony has circulated an Appendix document for this on required HR procedures regarding annual leave, sick leave, attendance and timekeeping of staff.</p>	<p>Actions/Agreed</p>

11. Annual report RCDC 2022	
<p>Discussion</p> <p>The Annual report was submitted in good time. Colette suggested that it would be helpful if we could get the report template at the start of the year, as that way, we could capture the required data throughout the year and that we write to the department re this.</p> <p>Colette will attend the PPN Resource Workers' meeting on 29<sup>th</sup> June. There is an election currently going on to elect an Employee Representative on the NAG</p>	<p>Actions/Agreed</p> <p>Colette will report back on this.</p>

12. Expo 2023	
<p>Discussion</p> <p>Aileen, Tony and Siby reported on the dlr Age Well Expo which was held at the weekend. About 1,500 people attended the event and there was a very important networking aspect to it. The Council staff and the Gardaí were commended for their work on the day. Viola commended Aileen on her presentation also. Aileen reported that as there are lots of new houses being built, there are new Residents Associations being created and she directed them to our website if they wish to join the PPN. Tony also reported on a Free Smoke Alarm scheme being run by Dublin Fire Brigade. Tony also said that we would need 2 people to work each stand at a future Expo.</p>	<p>Actions /Agreed</p> <p>A piece on our contributions to the Expo will be included in the June Ezine.</p> <p>This will also be included in the June Ezine.</p>

13. Winter Plenary	
<p>Discussion</p>	<p>Actions/Agreed</p>

<p>Colette suggested that the next Plenary be more conversational rather than presentational in style. Aileen suggested Barbara Scully, writer &amp; broadcaster as a guest speaker. As Mental Health Week is in October and it is also Social Inclusion Month, Viola suggested that the PPN do something for this. Colette said that the Community Connection broadcast on Dublin South FM might do something on Mental health. Bill also suggested that for the next plenary, we could do a piece on Biodiversity to create better understanding and awareness. It was suggested that the Winter Plenary be held towards the middle/end of November, perhaps the 23<sup>rd</sup>. The Royal Marine Hotel, Dun Laoghaire was suggested as a venue and hot food was recommended. It is planned to make this more of a networking event. Tony suggested that it be divided into 2 halves, opening &amp; ratifications and networking &amp; chat. Aileen suggested that we have an inspirational speaker from the newer communities in DLR. In order to boost attendance, Tony suggested that PPN members could be asked to make phone calls to 'spread the word.'</p>	<p>Viola will send material on this to Colette.</p> <p>Bill will undertake this.</p> <p>Secretariat members will consider guest speakers and other ideas.</p> <p>Colette will research the venue &amp; food options</p>
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15. Date of next meeting	
Discussion	<p>Actions/Agreed</p> <p>The next meeting will be on Monday, July 10<sup>th</sup> 2023 at 5pm, online.</p>