

DLR PPN SECRETARIAT MEETING

13th November 2023, 5.00 - 7.30pm, online.

In attendance: Tony McCarthy, Kay Gleeson, Viola di Bucchianico, Gavin Harte, Aileen Eglinton, Siby Sebastian, Bill O'Dea, Colette Downing, Simone Sav,

Guest: Finbarr Fitzpatrick – Business Improvement Solutions

Apologies: Sharon Perry

1. Call to order

The meeting was facilitated by Simone Sav, who introduced Finbarr Fitzpatrick to the Secretariat.

2. Declaration of conflict of interest:

No conflict to declare

3. Strategic Planning Session

Discussion

Staff left the meeting at 510. The secretariat met with Finbarr for the Strategic Planning session. This section of the meeting was not minuted. The staff rejoined the meeting at 6 pm and Finbarr left the meeting.

Actions/Agreed

4. Review of previous meeting minutes and matters arising

Discussion

Amended September Meeting Minutes
October Meeting Minutes

Actions/Agreed

Proposed by Aileen Eglinton, Seconded by Kay Gleeson
Proposed by Tony McCarthy and Seconded by Viola di Bucchianico

4. Review of Membership Applications

Discussion

The following applications were approved for full membership.
Merville RA, Shankill Tennis Bridge Club,
Dalkey Means on Wheels, James Joyce Tower

Actions/Agreed

Simone will relay the secretariat decisions to the applicants.

<p>Museum, Cabhrú Housing Association, East Coast Sea Kayaking Club, Stillorgan Cricket Club</p> <p>It was suggested that to save time at Secretariat meetings a Secretariat Subgroup would be set up for membership reviews/approvals</p>	<p>Simone will send a message to the secretariat.</p>
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5. November Plenary	
<p>Discussion</p> <p>38 registered – Format of evening meeting to start at 7 with 30 mins for networking when hot food will be served. The rest of the meeting will be devoted to the Strategic Plan. It was decided not to break into pillars for linkage meetings as more time was needed for the Strategic Plan. Members would be free to continue networking after the meeting.</p> <p>The message to members needs to encourage them to participate in the plans for the future of the PPN that they are part of.</p>	<p>Actions/Agreed</p> <p>Simone will contact the members and circulate the agenda.</p>

6. Finance Update	
<p>By 31 October 63% of our budget had been spent. Simone reported on the predicted expenditure to the end of the year and earmarked a carryover to 2024 of 5k concerning the strategic plan. This leaves the sum of 14700 available for PPN use to year-end.</p> <p>A potential issue has emerged in that it is possible that Simone's maternity social welfare maternity benefit was not credited to the PPN wage bill and that the full maternity pay was taken from PPN funds. This has been queried with SSP and we are currently awaiting a response,</p> <p>All invoices must be put through for payment by 30 November 2023.</p> <p>The purchase of new laptops was approved and a phone to replace the support worker's handset. As was payment for Community Connection and the booking of venues for the</p>	<p>Actions/Agreed</p> <p>Simone to purchase equipment and organise training and venues.</p>

<p>December Secretariat meeting, the Spring network meeting and/or networking meeting. Staff have approval and do not need to revert to the Secretariat again regarding these funds.</p> <p>Simone is to book training to take place in the new year, ideas were sought.</p> <p>Budget 2024 should include a sum for Representative training and facilitation for linkage groups</p>	<p>Reps' training/ facilitator to be included in budget.</p>
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7. Relevant Updates and actions

Discussion	Actions/Agreed
<p>a. The idea of carrying out a Census of member groups in 2024 was put forward by staff this was approved by the secretariat. The results of this census will provide us with up to date information regarding our member groups and their needs for the future. We can also use it to ascertain their concerns and areas of policy they feel are important/wish to focus on post-election. The results of this survey would provide the new representatives with an up-to-date snapshot of the membership when they take up their new roles in 2024/2025 and when the new SPCs are formed. A subscription to Survey Monkey to be purchased.</p> <p>b. Training update – The training provided this autumn was of an excellent standard, there was disappointment at the number of attendees.</p> <p>c. October Representatives Meeting. It was felt that Gavin's presentation to the representatives was very worthwhile and informative. The feedback has been shared with the Secretariat. Gavin offered to review and analyse this. The report will be circulated to the representatives.</p> <p>d. Civic Forum, Simone will be attending to represent the workers. As will Kay representing the National Secretariat.</p>	<p>The idea of carrying out a Census of member groups in 2024 was put forward by staff this was approved by the Secretariat.</p> <p>The interim Workplan will be updated to include this.</p> <p>Survey Monkey subscription</p> <p>For 2024 focus on putting on training in the Spring only as there is a lot of events and activities in the Autumn, we may improve numbers by doing that.</p> <p>Gavin will liaise with Colette in this regard.</p>

<ul style="list-style-type: none"> e. Community Forum members will be meeting with a delegation from the Lithuanian Government on 22nd November, f. Community Climate Action Funding Information Session will be held on 14/11/2023, the session will be recorded and posted on our website. g. Office closing over Christmas period 22nd Dec to 8th January 2024. 	Simone and Colette will attend.
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8. AOB	
<p>Discussion</p> <p>Viola has been in contact with the council's social inclusion and community staff and asked on their behalf if it would be possible to share information on voting registrations etc.</p>	<p>Actions/Agreed</p> <p>DLR PPN staff will be circulating the information when received.</p>

12. Date of next meeting	
<p>Next meeting – there will be no Secretariat meeting in December 2023 in the usual format. Instead, the Secretariat will attend a networking dinner on the 11th of December.</p> <p>January 2024 meeting TBC and will fit in with the Strategic Plan project.</p>	<p>Staff to suggest venues for Secretariat networking event and book venue.</p>