

DLR PPN SECRETARIAT MEETING

3rd March 2025, 5.00 – 6.15pm, online

In attendance: Kay Gleeson, Ronan Browne, Gavin Harte, Sharon Perry, Hilda Arenas, Aileen Eglinton, Simone Sav

Apologies: Bill O’Dea, Viola di Bucchianico, Colette Downing (on leave)

1. Call to order. The meeting was facilitated by Simone Sav.
2. Declaration of conflict of interest:
No conflict declared

3. Review of previous meeting minutes and matters arising	
Discussion No matters arising.	Actions/Agreed Proposed: Sharon Perry Seconded: Kay Gleeson

4. New Membership Applications	
Simone presented the list of 15 open registrations. Most organisations had not submitted full set of documents or were less than 6 months in existence. Secretariat discussed St. Fintan’s Green Application and advised that a new, valid membership application must be submitted if the group wishes to join the PPN. Membership approved for Dalkey Interchurch Migrant Support Group.	Actions/Agreed Simone to follow up with the organisation and request documents/ updates to progress their applications. Simone to contact St. Fintan’s Green Action with request for a new, valid application.

5. Hosting Updates	
a. Bank, Payroll, IT services Dlr Chamber have clarified their process for payroll – PPN staff to be paid from the PPN account – to keep transaction separate between the two organisations. Simone has been following up on the Tax Registration process, which is more	

<p>complicated than anticipated due to the uncommon structure of PPNs. If no progress, Secretariat suggested that DRCD be consulted about obtaining a TCC. In the meantime, dlrCC have sent part of the contribution €9,950 to the PPN account. The remaining part (€25,050) will be sent to the dlr Chamber account, who will then transfer it to the PPN account.</p> <p>Online Banking will be shortly possible, as verifications are in place and digipasses have been sent.</p> <p>IT Services – data migration from Nostra to VBT has been completed for a much more affordable price than quoted by Nostra.</p> <p>Documents for pension and insurance have been left with dlr Chamber CEO to be signed off before they can be submitted to Kirwan Pike, the broker approved for PPN staff.</p> <p>b. Office set up Staff will purchase equipment needed for the new office premises: Lockable cabinet, printer and potentially a desk. So far, we do not have a key to the office.</p>	<p>Simone to contact DRCD if no progress on the Tax Clearance Certificate.</p> <p>Staff will request key and access codes for the new office, once the first tranche of the hosting fee has been paid.</p>
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<p>6. PPN Representatives</p>	
<p>dlrCC training was dense and targeted at the elected councillors. Specific training is needed for Sectoral Representatives.</p> <p>Reps who are on the Secretariat have been asked for feedback about the PPN training provided:</p> <ul style="list-style-type: none"> - There was too much content for a 2 hour session. - More support needed for new reps - The issue of 'giving up the evening' was mentioned, as training was scheduled at a time when volunteers are usually available - Reps to meet separately, as per previous years, either in June or September. 	<p>Actions/Agreed</p> <p>Simone to follow up with the 12 reps who did not participate in the first session</p> <p>Another session to be organised for new reps specifically and additional support to be provided as needed. Simone to meet with reps who need more support.</p>

7. Spring Networking Meeting Plenary

Spring Networking Meeting Plenary the Talbot Hotel Stillorgan has been booked for the evening of 25th March.

Simone will circulate the relevant documents for Secretariat approval. All documents to be circulated to the membership by the 14th of March. No motions received.

Actions/Agreed

Simone to circulate documents to Secretariat and, after approval, to the membership as per timeline.

8. Training

A. PPN Workers' retreat (27th-28th March - Galway). Simone and Colette will attend. National Workers' meeting was set on the morning of the 27th of March.

B. Collaboration with Dublin City PPN – March Training.

Dublin City PPN are offering two training sessions (How to Make Submissions; Funding Tips) which are open to DLR PPN members, as part of the collaboration. Two more sessions will be announced. DLR PPN will organise two sessions in the autumn.

C. PPN Summer School (26th to 30th May). Dates have been set and we will keep the Secretariat posted about the sessions to be included.

D. National Conference – 16th-17th October, Trim. Dates announced and registration to open shortly.

Actions

9. Correspondence and other

Format for PPN ezine to be changed and frequency to be reduced to more efficient in how we communicate with the membership and how much time is spent on putting the ezine together.

Actions

<p>More correspondence received from a member of the public repeating requests for information that have been asked for and answered on numerous occasions. Staff instructed to take no action and not to enter correspondence with this person.</p>	
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<p>10. AOB</p>	
<p>DLR PPN Secretariat asked the staff to step out to discuss HR issues relating to wages, pension and other.</p>	<p>Actions Secretariat approved that PPN staff wages be brought in line with DRCD recommendations and practices for other PPNs.</p>

<p>12. Date of next meeting</p>	
<p>Next meeting – Monday 7th April 2025</p>	