

# DLR PPN SECRETARIAT MEETING

8 December 2025, 5.00 – 6.00pm,

Online

In attendance Ronan Browne, Gavin Harte, Aileen Eglington, Sharon Perry, Anne Harrington, Bill O'Dea, Sharon Perry, Kay Gleeson, Simone Sav, Colette Downing

Apologies: Viola di Bucchianico

Absent: Hope Adjenughure, Hilda Arenas

<b>1. Call to order.</b> The meeting was facilitated by Simone Sav.	
<b>2. Declaration of conflict of interest:</b>	
No Conflict Declared	
<b>3. Review of previous meeting minutes and matters arising</b>	
Discussion No matters arising.	Actions/Agreed Proposed Aileen Eglington Seconded Sharon Perry

<b>4. New Membership Applications</b>	
The following applications were approved: Ballybrack bridge club Sandyford Women's Shed South Dublin Volleyball Club	Actions/Agreed The staff will put through memberships and notify the groups of their application status

<b>5. Membership Issues</b>	
a) A group has been in contact looking for a copy for their signed constitution that was submitted with their 2023 application. Concern was expressed as the constitution should have been widely circulated to the membership once ratified. It is not the remit of the PPN to act as a repository for governance documents of its members.	Actions/Agreed Revert to member, express concern and suggest that they look among their members, such as chair etc for the original copy
b) Secretariat HR Subcommittee still to meet to discuss the issue raised in the November meeting.	HR Subcommittee to meet on the 10/12/2025

<b>6. Financial Report and Forecasting for end of year</b>	
Budget will be spent with a 98-99% of its entirety. The new format of spread sheet and the fact that the PPN does its own banking and accounts has made the finances more transparent and easier to follow in real time.	<b>Actions/Agreed</b> No immediate action required other than any outstanding expense claims to be submitted before PPN closes for the Christmas Period

<b>7. Meetings with DLRCC and DLR Chamber</b>	<b>Actions</b>
<p>DLR Chamber meeting was attended by Colette O'Sullivan, Sharon Perry, Kay Gleeson, and PPN Staff Colette &amp; Simone. The SLA had been signed for a two-year period ending on 31 Dec 2026, the hosting fee total of 8500 per annum is for the term of the agreement. It was a very positive meeting and the assistance of the PPN as a stakeholder in their Purple Flag for the Nighttime Economy was a very positive contribution. Both parties will explore future areas of collaboration in 2026. It is likely that the Chamber will relocate to another premises in DLR and the PPN will be facilitated and included in this move. It was felt that because of the amount paid in respect of hosting that the PPN should have its own private space, not shared.</p> <p>DLR County Council meeting was attended by Mary Ruane, Ian Smalley, Barbara Henry, Shane Simmonson, Kay Gleeson, Gavin Harte, PPN Staff Simone &amp; Colette. Simone reported on the PPN activities from July to December and the workplan 2026 was discussed, clarification was provided on some to the actions. Council will check with corporate if it is correct that residents must be remembers of the PPN to receive deputations. It was a very positive meeting. Minor amendment to the MOU were agreed. The finalised MOU has just been received and will be signed by Kay and Gavin. The council will send the 2026 SLA to the Chamber and there is no need to meet.</p>	<p>Simone will organise the signing of the MOU with Kay and Gavin.</p>

<b>8. Training 2026</b>	
Survey results indicated preference of DLR PPN members and in conjunction with DC PPN the themes are funding and grants, measuring impact, leadership for community groups, how to make your groups activities more	<b>Actions</b> Training to be sourced and booked.

environmentally friendly, diversity equality and inclusion, videography. Gavin will do a series on energy efficiency, focusing on the 3 technologies solar heat pump etc. – PPN Summer school is also going ahead in 2026, and the survey results will be used to inform the training provided.	
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9. Correspondence and	
<ul style="list-style-type: none"> <li>Correspondence - this was covered in item 5.</li> <li>Submission to the Barriers to Participation report – It was agreed that we have drafted a balanced response which will be submitted by next week, any further suggestions welcome.</li> <li>Ezine – February 2026 will start Feb/March last issue goes out in Dec for Dec/January.</li> <li>National Worker’s Meeting update – Simone co-facilitated the last meeting with Dublin City. There is an in person meeting in on the 16<sup>th</sup> of December in Portlaoise, staff are not available to attend due to leave.</li> <li>National Secretariat Meeting update – if applicable – no meeting since Nov.</li> </ul>	<p><b>Actions</b></p> <p>Simone will forward the response to the DRCDG</p>

10. Governance	
<p>Kay Gleeson informed the meeting that she was stepping away from her position as secretariat member with immediate effect, the reason being that she was outside the maximum term of office which is 10 years. There was general discussion about arranging a handover from the various duties such as the HR subcommittee. Kay confirmed that she would be happy to continue to assist and that a hand over would be complete by end of Jan 2026 but December would be her last attendance at a secretariat meeting.</p> <p>The length of service of the secretariat members was discussed and, as Aileen Eglington too was outside her term of office she would have to step down from her role. Aileen requested it to be noted that she did</p>	<p><i>Action/Agreed</i></p> <p>Both Kay and Aileen’s commitment to DLR PPN will be celebrated at the Spring 2026 Network Meeting.</p> <p>Extended Secretariat Term of Office to be put on the agenda for ratification at the Spring meeting.</p> <p>DLR PPN Advisory group should be set up next year.</p> <p>Nominations for the Community &amp; Voluntary Pillar Secretariat vacancy will be sought in the new year.</p> <p>Secretariat volunteers will be sought to fill the roles vacated by Kay and Aileen.</p>

<p>not agree to this. Secretariat members argued that everyone outside of the 10 year maximum term must step down to comply with the national requirement. It was underlined that this was not a matter of choice nor was it personal, but the appropriate thing to do in order to ensure adequate governance.</p> <p>General discussion continued, with Aileen stepping away from the meeting. Kay confirmed that succession had been discussed on many occasions and that in the July meeting it was decided that the two secretariat members who had completed of their term of office would have to step down at the end of the year. Kay is happy to comply with this decision as to do so is a matter of good governance.</p> <p>Kay's commitment and diligence was acknowledged and praised; she was thanked for this as was Aileen in her absence.</p> <p><i>Action from the June 2025 meeting minutes - "The PPN Secretariat decided that the terms of office of the DLR PPN Secretariat should be changed from a maximum of 2 terms, each of 3 years, to a maximum of 2 terms, each of 5 years. ". It was also noted that this decision made in June 2025 would not be of any consequence to Aileen or Kay as they would have also exceeded the proposed new extended term of office (once ratified by the plenary at the Spring 2026 Network Meeting).</i></p>	<p>Succession Planning - Simone is to check the length of service of the existing secretariat member so that all are aware of when they will be required to step away.</p>
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<b>14. AOB</b>	
No AOB	Action/Agreed

<b>10. Date of next meeting</b>	
<ul style="list-style-type: none"> <li>January – 26<sup>th</sup> Jan</li> <li>2<sup>nd</sup> March</li> </ul>	Action/Agreed