

# DLR PPN SECRETARIAT MEETING

**21st July 2025, 5.00 – 6.00pm, online**

In attendance: Kay Gleeson, Ronan Browne, Gavin Harte, Viola di Bucchianico, Bill O’Dea, Simone Sav, Colette Downing

Apologies: Hilda Arenas, Aileen Eglington, Sharon Perry

<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: Kay Gleeson Seconded: Gavin Harte

<b>4. New Membership Applications</b>	
The following groups were approved for full membership: Dublin Bay Outrigger Canoe Club Glór na nGael, Holy Trinity Church Killiney Rockfield Community Garden Blackrock	Actions/Agreed Simone will process applications and will contact remaining groups.

<b>5. Financial Report Quarter 1</b>	
Q2 Report Revenue paid and up to date we may we still have to pay June, Chamber have been asked by Simone to invoice us monthly. We are due to receive 2 <sup>nd</sup> tranche from DRCDG 20k in October, if Annual Report is submitted on time. We are due to pay second tranche of hosting fee but have not yet been invoiced. We are on track.	Actions/Agreed Simone is to reinstate the tracking spreadsheet which shows percentage of spending versus budget and income.

<b>6. Consultations</b>	
1. Community & Voluntary Strategy 2026-2030 PPN is a specific mention. Kay has been invited to a stakeholder strategy	Actions/Agreed

<p>meeting in Tullamore and will provide feedback from her meeting. Simone encouraged the Secretariat to also engage – strengthening the PPN is an important objective.</p>	<p>Simone to draft submission on behalf of the PPN - It should fit with our Strategic plan and Wellbeing Statement and circulate to Secretariat for approval.</p> <p>Simone to encourage the members and representatives to make submissions.</p>
<p>2. Local Democracy Taskforce Stakeholder Engagement</p> <p>This is a very important consultation, and Simone emphasised the need to participate and make a submission. A conversation ensued about which was the best approach to collect feedback from our members.</p>	<p>Simone will comprise a survey based on the relevant questions in the Taskforce Survey. Simone will circulate same to Gavin and Kay for feedback before sharing it with the members and representatives in order to collate and use to draft the final submission.</p> <p>Simone will also use the feedback given by previous reps which helped inform the submission made to the dlr Corporate Plan.</p>

7. Meeting with dlrCC - Proposed Agenda	
<p>Meeting date 31 July 2025 at Marine Road. Secretariat members attending will meet before the start of the meeting to prepare council at 31st will meet before hand</p> <ol style="list-style-type: none"> <li>Community safety partnerships, council to provide update.</li> <li>Updates from the PPN (hosting, training, Resource Hub, LGBTQ+ project, Information and Networking event – 8th October)</li> <li>National PPN Conference – 16th - 17th October, Meath – details of council delegate</li> <li>Budget 2026 Budget submission will be made by PPN for increased funding</li> <li>Representatives SPC Expenses - Clarification on the process</li> <li>Propose Information session for dlrCC staff, SPCs and LCDC on the PPN.</li> </ol>	<p>Actions</p> <p>This is the agreed agenda</p>

8. Secretariat Nominations Received	
<p>Two nominations received - both strong and involved candidates.</p> <p>It was proposed that both should be approved as two current Secretariat members have completed their maximum time of 10 years on the Secretariat and will have to step down at</p>	<p><b>Actions</b></p> <p>Secretariat have approved the nominations and will accept both candidates onto the Secretariat. There will be no election.</p> <p>The two secretariat members who have completed their terms will stay until the end of</p>

the start of next year, as discussed in the June meeting.	<p>the year to assist with the onboarding of the new members and the setting up of the Advisory Committee and will then step away in the new year.</p> <p>Simone to contact both Hope Adjenughure and Anne Harrington and inform them that they have been approved and there will be no election.</p> <p>Motion to change Secretariat term of office will be brought to the plenary at the Spring 2026 Network Meeting.</p>
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<b>9. Autumn Meeting</b>	
<p>a. Meeting of the Dublin Region Secretariats – date TBC summer meeting did not happen, hopefully in September. It is great that the dlr secretariat is taking the initiative to support the reactivated Dublin PPNs.</p> <p>b. Networking meeting – 8th October 2025, 7pm, Talbot Hotel booked – large scale as our plenary/ network meeting, anticipating a few initiatives will want to attend – dlr coco will have stand about grants and dlr Climate will be there about Strand 2 Grants. Simone has reached out to Dara Carroll and Tim Ryan as it would be good to talk about the Harbour Masterplan. Simone will invite insurance companies as insurance is something member groups are interested in. LGBT Ireland will be present, and we will launch the LGBTQ+ Resource Pack.</p> <p>c. Meeting with Councilors – 8th October, 5.30 or 6pm it may be useful to have the two at the one time and for the councilors to meet the PPN groups</p> <p>d. National Conference – 16, 17 October - confirmation of secretariat attendees sought. Kay, attending Bill for the 16<sup>th</sup>, Viola and Gavin interested, they will get back to Simone by 25<sup>th</sup> July as the hotel has requested confirmation.</p> <p>e. PPN Reps Networking meeting – 11th November 2025 – suggested dinner and find out how they are getting on and see what they may need assistance with.</p> <p>f. Coffee mornings with new members/ new contacts induction workshop then another session on Friday 25th of July, at 1pm,</p>	<p><b>Actions</b></p> <p>Simone will proceed to secure participants</p>

and then on Thursday, 27th of November, evening, online	
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<b>10. Correspondence and other Updates</b>	
<p>Hosting Updates (office, funds, Revenue taxes) covered in Q2 financial report. We still do not have a key to access the premises and on a couple of occasions we were not permitted access as the room was in use for meetings and as a workplace for an intern.</p> <p>It was suggested that we could meet with the Chamber to have a 6-month review and feedback from them about implementing SLA etc. Gavin and Kay willing to meet.</p> <p>Correspondence – Member of public contacted office re questions that have already been asked and answered on many occasions. Instruction to staff not to engage More contact from someone looking to contact the PPN via the Adult Education Service South-East. Office did email asking what assistance was needed, reply asked to have a call or to drop into office. Staff instructed not to meet public without knowing who and what the need to meet is.</p> <p>National Worker’s Meeting update – At the June meeting it was decided to form a committee to put together a template for pre-budget submission. Kildare and Longford PPN attended a the Oireachtas putting forward the PPNs case for additional funding .</p>	<p><i>Action/Agreed</i></p> <p>Simone to contact Chamber re access, Gavin happy to draft correspondence if needed. Set up meeting to review hosting.</p>

<b>9. AOB</b>	
None	<b>Actions</b>

<b>9. Date of Next Meeting</b>	
<p>15<sup>th</sup> of September – in person, in the Chamber and then a celebration dinner</p> <p>6<sup>th</sup> of October - online</p>	<b>Actions</b>

