

DLR PPN SECRETARIAT MEETING

15 September 2025, 5.05 – 6.45pm,

In person, Avoca House, Marine Road Dun Laoghaire

In attendance: Kay Gleeson, Ronan Browne, Gavin Harte, Viola di Buccianico, Bill O'Dea, Aileen Eglington, Sharon Perry Simone Sav, Colette Downing, Hope Adjenughure

Apologies: Anne Harrington , Hilda Arenas

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 Bill O'Dea Seconded Kay Gleeson
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4. New Membership Applications	
The following groups were approved for full membership: Finsbury Park Residents Association	Actions/Agreed Simone will process applications and will contact remaining groups with Secretariat queries.

5. Financial Report Quarter 1	
Accounts Jan to August 2025 reviewed, spend is on track with budget. Carryover from 2024 is also being spent in accordance with its budget and is on track. Finances are healthy considering the additional costs incurred in moving host organisation.	Actions/Agreed Secretariat approved purchase of new Desktop and second screen.

6. DLR PPN Representatives Expenses	
Simone raised the Secretariat query with the council as to the process by which DLR PPN Representatives claim expenses for attending council committee meetings. The previous committees met online due to the pandemic however this has changed in person meetings. Therefore, the Reps are incurring travel	Actions/Agreed It was decided that it would be best to notify the Community Dept of the response received from Corporate and remind them of the MOU and Circular.

<p>expenses. The Corporate Dept responded, stating that expenses are the responsibility of the nominating organization except in very exceptional circumstances. This is in direct conflict with the wording of our MOU with the council which states “Pay expenses to the PPN Representatives on such structures according to mechanisms to be agreed with the PPN, as per the PPN user guide and Departments guidelines as set out in the circulars CVSP3/2018 and CVSP2/2019 and any subsequent circulars.”</p> <p>CVSP3/2018 states: “PPN Representative Expenses In relation to the payment of PPN representative expenses, the PPN User Guide provides as follows: “Volunteers should never be out of pocket for their participation on Boards or Committees, and it is the role of the relevant Board or Committee to pay expenses. Only in very specific circumstances where the Board or Committee has no resources should the PPN pay expenses to their representatives. If a PPN representative takes on a supplementary role within a Board or Committee which incurs extra costs, those costs are the responsibility of the Board or Committee, not of the PPN. For example, if a PPN representative attends an event on behalf of their Board or Committee, the cost of that must be borne from the Board or Committee’s own resources.” The Department expects the costs incurred by PPN representatives participating on local authority boards and committees to be met by the local authority – these costs are not to be met from the core funding of €80,000 available to the PPN from the Department/local authority.”</p>	<p>Simone was asked to draft a response to the council citing the MOU and the Circular and ask what mechanism the representatives can use to claim their expenses from the council committee on which they serve.</p> <p>.</p>
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7. LGTBQ Project	
<p>1. Training Sessions</p> <p>The council have agreed to cover the costs of room hire and cost of catering for in person training secessions</p>	<p>Actions</p> <p>Staff asked to provide an approximation of the hours spent on this project for future reference.</p>

<p>2. Guide for Supports Available</p> <p>LGBT Ireland will have the final draft with us by 24 September; there is a fund of €1000 ringfenced for the production and printing of this document.</p> <p>There was general discussion re this project, what was the cost to the PPN in resources versus raising the profile of the PPN in the county?</p>	
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8. Introductory Meeting with DLR PPN reps and dlrCC Councillors	
<p>Meeting starts 6pm on 8th October in the breakout area.</p> <p>Format/ meet and greet, introduce the achievements of the PPN over the last 10 years and how we have worked together to achieve this. It is important to stress the value of the PPN as a conduit for information between the council and the membership.</p> <p>Lyn Hagin Meade, former DLR PPN Representative and former South Dublin Councilor, is available to facilitate this meeting. We have worked with Lyn on our Vison Statement, and she is well placed to understand representation from both sides.</p>	<p>Actions</p> <p>The Strategic Plan infographic can be provided as a handout.</p>

9. Plenary Networking Event – 8 th October 2025	
<p>Agenda – 6.30 Stands erected, 6.45 registration, 7 -7.30 food and networking. Networking, 8pm breakout with community action climate grants, 9pm finish.</p> <p>Simone will open the meeting and introduce the Cathaoirleach followed by a council executive, then Sharon Perry will launch the LGBTQ information pack.</p> <p>Information Stands, Simone provided information on the stands, and how each will prepare a one-minute introduction and slide. We will move the mic around the room for the introductions so as attendees know what is available.</p>	<p>Actions</p>

A photographer has been booked for the evening.	
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10. Community Safety Partnerships – PPN nominations	
<p>Correspondence has been received from the council. DLR PPN may put forward 10 expressions of interest, 6 residents association reps with a geographical spread, one from each EA. One youth rep between 18 and 25 years, and 2 social inclusion one of these with a migrant/new communities' background. The council want to see all EOIs received. There is no guarantee that any of the EOIs put forward by the PPN will be accepted.</p> <p>General discussion followed.</p>	<p><i>Action/Agreed</i></p> <p>Simone is to seek further clarification as to the ask of the PPN and the application process in general as it does not seem to be aimed at the C&V sector.</p>

11. Autumn Meetings	
<ol style="list-style-type: none"> 1. National Conference – 16, 17 October - confirmation of excursions 2. PPN Reps Networking meeting – 11th November 2025, venue etc to be confirmed. 3. Coffee mornings with new members/ new contacts: Thursday, 27th of November, evening, online 	<p>Actions</p> <p>Secretariat members attending the conference need to advise immediately which excursions they wish to attend.</p> <p>Simone will firm up plans for the Representatives Network Meeting and revert.</p>

12. Correspondence and other	
<ol style="list-style-type: none"> 1. Hosting Updates, we now have keys to the office. We need the figure paid to revenue broken down between employees and we must report the cost of the second employee separately. 2. Correspondence - additional correspondence received from member of the public, similar content as before. 3. Central Statistics Office training for dlr Community 4. Governance training – in collaboration with Dublin City PPN 	<p>Actions</p> <p>Simone to request Revenue breakdown</p> <p>Instruction - the Staff are not to engage with this individual.</p> <p>Simone will advise dates as soon as they are received.</p> <p>Agreed that DLR will provide 2 sessions of training in 2026 in reciprocation for the training provided by DC in 2025</p>

<p>5. Schedule of work for the staff busy until after plenary.</p> <p>6. National Worker's Meeting update – Brief update on the experiences of other PPNS in relation to the LCSPs.</p> <p>7. National Secretariat Meeting update Kay confirmed her attendance at the Tullamore meeting.</p>	<p>Staff are not to take on any additional work commitments until after the Plenary.</p>
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<p>13. AOB No AOB</p>	
<p>9. Date of Next Meetings</p>	<p>Actions</p>
<p>October – 6th of October November – 10th Of November December - 8th December</p>	<p>Actions</p>