DLR PPN SECRETARIAT MEETING

26 January 2025, 5.00 – 6.30pm,

Online

In attendance Ronan Browne, Gavin Harte, Sharon Perry, Anne Harrington, Bill O'Dea, Viola di Bucchianico, Hilda Arenas, Simone Sav, Colette Downing

Absent: Hope Adjenughure

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 Ronan Browne Seconded Bill O'Dea

4. New Membership Applications	
Approval of Associate Members Community Roots & ARFID Ireland	Actions/Agreed Staff to follow up on incomplete applications and process new members As of 1 January 2026, all applicants must provide a signed and dated copy of the adopted constitution of their group.

5. Financial Report for 2025	
Simone presented the draft report- bank charges increased due to online banking. Outreach is a new category for reporting this well received by the council at our Dec 25 meeting. 2024 Carryover €19717, to include contingency fund, transfer to new host, etc. all spent so no recoup will be looked for. Underspend is €5,500, all of which will be added to the contingency fund. Ronan expressed thanks for assistance with reps' expenses process. Sharon felt accounts and budget here handled with skill especially as the move in hosting changed the accounts	Actions/Agreed Plenary Costs – were bigger than we expected. Both were in the Talbot hotel – it was agreed to keep the costs down in 2026, first plenary, hold in a community centre and have the second one as the larger hotel event. LGBTQ time spent –An approximate indication of the time spent to be provided, – all projects are different and this information would not transferable. It is difficult to retrospectively calculate this. An indication is sufficient.

process. Keep in mind the staffs need for good technologic so budget accordingly and consider applying for grants.	

6. Annual Impact Report 2025 and Infographic 2025	
Info graphic with the activity stats complete. Great way to show the significant activities per Bill highlighted that it was a stressful year, especially as the year started with uncertainty with hosting changes. Graphics and photos very inclusive.	Actions/Agreed Secretariat were asked to check and see if there are any edits or additions to be made before circulation to members as the report will be on the agenda for ratification at the Spring Plenary.

7. Funding for 2026	Actions
Increase of €15000 from dlr CoCo – 2026 funds to be transferred next week as we are running low. The meeting in July attended by Gavin, Kay and Ronan gave us a good opportunity to put forward our case to the council for the funding increase. Funding in 2026 will total €150540 from dlr and DLRCG. We are due a refund of almost €1100 form council for LGBTQ project, also €40 for reimbursement of SPC Reps expenses, we will receive a fee of €300 for processing reps expenses therefore total Budget available will be around €152000.	Actions/Agreed Staff to work on proposed budget and circulate to Secretariat for agreement and then draft circulated to membership in advance of the plenary. Staff, both to be paid on council scale at grade 5. Transfer or around 13k for contingency funding into the account once the council send the funding.

8. Schedule of Event for 2026	
A) Plenary meetings – Council made it clear that we need to have budget and income approved before 30 March each year. Propose to hold plenary on 24th March which is a Tuesday and have it in a community centre, we have approached Crinken in Shankill who have availability. Proposed speakers, subject to availability, Rediscovery Centre and Tim Ryan for the harbour– Agreed and 30th September agreed in the Talbot, roadshow event, participants and format to be decided.	**Actions/Agreed** Plenary dates agreed 24 March and 30 September, proposed venues agreed. Simone to contact Rediscovery Centre and Tim Ryan for the harbour.
B) Training - Staff are finalising spring programme, online training to be shared with Dublin City PPN as	Staff to source venue Good and varied offering for members

previously agreed. Adult Education Service South East are providing us with a trainer, they developing new training for members exploring DLRs current demographic with stats from the CSO, they will also provide Committee Skills training, the PPN will have to source venue. These will be short courses of 3 workshops each. DCU has been in touch to see if there was an appetite for another summer school, all 4 Dublin PPNs have expressed an interest and will meet to discuss in February.	

9. Documents to be Reviewed	
Secretariat have received two draft documents with proposed changes as discussed and agreed previously, the Constitution and the Code of conduct. Main change in the constitution is the term of office of Secretariat members.	Secretariat will take time to review and will agree finalised amendments by the meeting on 2nd March in order that the proposed amendments can be circulated to the members in advance of the plenary, where they will be put forward for ratification.

10. Governance	
a) Secretariat Vacancies – 1 Vacancy, will advertise the vacancy in another 2 to 3 weeks.	*Action/Agreed* Simone will commence the nomination process.
b) HR Subcommittee - HR subcommittee Bill has agreed to take on the line management of staff with Sharon; he will also take on the finance authorisation role. This committee needs to have 3 members; a volunteer was called for.	HR Subcommittee members are, Sharon Perry and Bill O'Dea both staff line managers and Gavin Harte.
c) Financial Subcommittee – Ronan and Bill are on this committee, a third member is needed, a volunteer was called for. The role involves checking the quarterly reports and ensuring that the finance protocols already in place are adhered to (Bill authorises payments in excess of the managers limit and Ronan checks all payments and documentation against bank transactions).	No one volunteered, secretariat was asked to consider further, this will be on the agenda for the March meeting.
d) National Secretariat Representative – This position is now vacant, and the next meeting of this committee is on the 12th of	No one volunteered so position is still vacant, this will be revisited and put on the agenda for the March meeting.

February, it is important that we attend as they are discussing their new 3-year Strategic Plan. Gavin offered to fill the gap and asked Simone to send on the details, but he cannot commit to this role permanently. Gavin asked would some of the newer secretariat members like to fill this role.	

11. Correspondence and other	
a) Correspondence - Staff have received an instruction from the HR subcommittee not to communicate with a member of the public and take action to comply with the instruction. Woodley RA are pressurising for a PPN number as DLR corporate has a criterion that RAs must be registered with PPN to make representations. We should meet with Corporate Dept to explain our membership criteria as we do not want the issue of membership to be an obstacle to participation. b) Ezine and Community Connections 2026 – Ezine is scheduled for sending on 1st February, this informs the radio programme, we have had a few conversations last year about the members appetite to participate in this programme waning. The number of interviews and programmes has reduced yet the cost keeps increasing. We need to ensure that it is still relevant, as the same groups are being interviewed repeatedly. The money spent on this could be put into creating/ updating a resource hub. c) National Worker's Meeting update – PPN workers the majority of which are council hosted, are dissatisfied with terms and conditions of employment. They are grade 5 they feel that they should be grade 6 or 7. Some of the workers decided at their December meeting to call an EGM in January, which happened last week. The proposal was that they would hire a consultant to complete a bench marking exercise. This consultant facilitated the January meeting the fee for his facilitation was €2000. Some PPNs have offered to contribute to the cost of this and the event hire for that meeting. The consultant is to come back with a costing for	*Action/Agreed* Staff to comply with instruction. Simone to correspond with the Corporate Dept and check the situation. Staff to notify radio station that we will not be proceeding with the programme for 2026. The secretariat endeavours to ensure that staff terms and conditions are the best they can be given the funding available and while sympathetic cannot support this. There would need to be a formal working group to put forward national motion made through a diplomatic process before they could consider involvement.

the benchmarking exercise. Is there scope for DLR PPN to contribute to this?	

12. AOB	
International Women's Day – 6th of March The dlr Chamber event is one we regularly attend as a sign of support. Simone asked for 2 or 3 interested ladies from the Secretariat to drop her an email if interested.	*Action/Agreed*

13. Date of next meeting	
• 2nd March	*Action/Agreed*