

Minutes of Clare PPN Secretariat Meeting

Tuesday 4th June 2019

Present: Pdraig Hayes, Sarah Clancy, Sarah Ferrigan, Sue Considine, Mary O'Donohue, Theresa O'Donoghue, Fionnuala Collins, Damon Matthew Wise, Marie Therese Carroll, Trudy Leyden

Apologies

Christy Russell

1. A.O.B

:

- a) Future dates for Secretariat and Plenaries
- b) Presentations to newly elected councillors
- c) Communications Strategy

- a) Sarah C suggested in planning for the future dates, that the Plenaries and Secretariat meetings could be held on the same day and be more convenient for everyone.

Present Representatives have had to stand down and must be reformed. This links in with the Council Committees who also must stand down due to the County Council elections being held. End of summer likely to be next meeting for the Representatives. Need to set up LCDC Representatives first.

The next Secretariat (2nd) agreed Tuesday 30th July at 7pm. Secretariat to agree date for training induction for new Representatives and plan the Plenary meetings.

- b) Presentation to new elected councillors.

Sarah C will liaise with Ann Reynolds regarding a presentation to newly elected councillors regarding the role of the Clare PPN.

- c) Received draft copy of the new Communications Strategy and asked for comments. Theresa who is the NAGs representative attended new Communications Strategy Group, which met the first time today. New Communications strategy is about how to market the PPNs.

Sarah C reported that the Political hustings were very successful, they sent out a good message. If we are going to grow the membership of the PPN we need to recruit those with experience of formulating policy, can't just be about increasing the membership numbers.

- 2. Agreed minutes of last meeting. Mary O Donohue and Theresa O Donohue moved minutes were correct
- 3. Sarah C introduced Sue Considine, the new staff member. Sue left the meeting so that Sarah C could discuss with the Secretariat the recruitment and selection process that took place recently
- 4. Christy Russell new Secretariat member replacing Eugene Crimmins, Shannon Municipal Representative. Sarah C suggested that we recruit 2 youth delegates for the future.

5. Charities regulator have been in contact regarding setting up Charitable Status. Sarah F trying to organise a video conference with them, they would like the Secretariat to be present. Sarah F needs suitable dates for the video conferencing from the Secretariat.
6. Financial report presented by Sarah F. We have an underspending on training and meetings. The rent has been paid full in advance, Clare FM and the heating etc. No lease has been signed yet. The Clare PPN would like the outside of the building painted and a new Clare PPN sign put in place.
7. Brief Work Update. Sarah C reported that the local election Hustings were very successful, alongside the Big Hello event and the Governance training. 500 plus attended. Good promotional work.
8. Discussion took place around the low representation – low numbers of people turned out to vote at the local elections. Sarah C suggested that there is a need to have general election hustings.
9. Circular on Organisation of PPNs from the Department. The Clare PPN needs to review document sent out for consultation from the Department and send submission. Sarah C read out circular to the members of the Secretariat. Any new PPNs would need to seek permission to be external to the Council. The Department would prefer PPNs to be managed by the Councils.
10. SPC reconfiguration. PPN to request meeting with Ann Reynolds. Department of Rural and Community Development will be holding a series of regional meetings. Sarah C will invite 3 members of the Rural Development Forum. There will be a meeting held at the Templegate Hotel on June 20th, 2019.
11. LCDC elections update. Any member of the Secretariat that was standing for election was asked to leave the meeting whilst discussion took place regarding the election. We need strong commitment from the Representatives.
12. Plan to be put in place for new Representatives training and the Secretariat will discuss this further at the next meeting.
13. Contract sign off. The HR committee signed off on the Support Workers Employment contract.
14. Secretariat terms of reference. A draft copy of the new Terms of Reference for the Secretariat will be emailed out to members of the Secretariat. Sue C is presently drafting one up.

Discussion around the length of office for the Secretariat. Sarah C suggested 3 years term of office instead of the present 5. This will need to be put to the next plenary meeting and written into the Terms of Reference. Also need to ensure the Clare PPN record the date of commencement of office for new Secretariat members.

Please note: Next meeting of the Clare PPN Secretariat to be held on Tuesday 20th July 2019 7pm