

## Secretariat minutes - 20<sup>th</sup> April 2022

**Present:** Padraic, Dermot, Damon, Mary, Elaine, Sarah C, Sarah F, Elaine, Fionnuala, Monica

**Apologies:** Tracey

- **Work report by Sarah C and Sarah F**

Clare Co. Co. has accepted funding to work with us on a pilot project of 'Enhance Engagement with Marginalised Groups'. Sarah C wrote the funding application and budget for funding. Padraig (the man who replaced Deirdre) is heading this for Clare Co. Co. The project will enshrine Public Sector Duty into socio-economic LECP actions.

Traveller CDP holding interviews on 26<sup>th</sup>. Bridgie has settled well into the premises. Wifi has been installed and an SLA has been drawn up between CPPN and CLDC regarding rent and utilities. CPPN to receive payment on behalf of CWN.

IHREC project held first peer research sessions and the information coming out of them is proving useful. Facilitators have attended training and Kilrush peer research taking place on 25<sup>th</sup>. Dates agreed for Ennis and Shannon are 11<sup>th</sup> and 18<sup>th</sup> June. Waiting on some PQs from February.

*Action: Sarah F to liaise with Clare Leader Forum and Bridgie for focus group sessions.*

Sarah C involved with the Ukrainian Response and is attending the Council meetings. Resources desperately needed for communities who are relying on volunteers. Insurance has been secured by CPPN for volunteer response provided the volunteer is registered with either CVC or CPPN.

- **Finance report by Sarah F**

PPN core funding is in line with budget. 75% of the yearly grant has been drawn down.

IHREC spending is well under budget. 40% has been drawn down and the next 40% can be drawn down once invoices for 80% expenditure is produced. Bursaries to be offered to the Novas group @ €25 per person and Conor's second payment will be processed this week.

Sarah F has online digi-passes for Monica and Mary.

*Action: Sarah C to bring digi-passes to Kilrush peer research on Monday.*

The 2021 Financial Return has been submitted to the Department.

- **Upcoming work**

Annual report due 16<sup>th</sup> May.

*Action: Sarah F to draft it. Elaine to review it before submission to Department.*

- **AOB**

Sarah Clancy is taking a month's holiday from 29<sup>th</sup> April (two weeks of which are TOIL). Sarah F will be in Amsterdam for two weeks from 26<sup>th</sup> April but will be working remotely.

**NEXT MEETING 1<sup>ST</sup> June 2022 @ 6.30pm**