****

**Limerick**

**PPN Secretariat Meeting**

**Minutes 25/9/17 7pm, The Gallery, O’Connell Street, Limerick.**

**Attendance:**

PC, VM, JOD, PM, PE

Apologies sent to Coordinator – LK and AB

VW – coordinator

**1.Previous minutes:**

08.09.2017

VW read out the minutes covering the section she attended. Proposed by VM, seconded by PM. Final section to be agreed by Secretariat following coordinators exit.

**2. Conflict of Interest / Loyalty Policy:**

This was circulated to the Secretariat approx. 6 weeks ago. No content amendment sent to coordinator from any Secretariat members.

Secretariat received an email that another member was dissatisfied with the policy and considering going to the department about it. Suggested amendments were not received by the coordinator.

All 5 secretariat members in attendance agreed and ratified the content of the policy. All 5 in attendance signed declarations contained within the policy.

**3. Coordinator Updates**

Invoices signed for the last secretariat meeting, training location for 30th September and the sign language for the Plenary.

Secretariat discussed the need to update the IT system as a matter of urgency. Budget implications - €1000 allocated for IT and the additional to come from the excess unallocated section of the budget. Coordinator provided 3 quotations. These are for a desktop pc, 2 screens, a network drive and Microsoft office. These all work from wifi. Proposed by VM and seconded by JOD that we go with the best quotation received which was North Star Computers. All secretariat members in attendance were in agreement and further agreed to include the addition of anti-virus software.

Passwords and security codes for all PPN accounts to be locked in PPN filing cabinet and forwarded to the Company Secretary. Key to filing cabinet to be issued to the company secretary.

**4. Office Space Requirements**

Coordinator was asked to provide a history of the criteria for office space and for advice on the needs of a PPN coordinator.

Office space requirements were issued to all member organisations on 1st December 2016 and included;

* Office large enough to comfortably facilitate two or three people. Can be furnished or unfurnished.
* Lockable so when PPN staff are not there the space is not accessible by anybody else.
* Access to a meeting room large enough for Secretariat meetings - up to 11 people and include if this is an additional cost.
* Access to a meeting room large enough for Plenary / Linkage group / Consultation meetings (30 people) and include is this is an additional cost.
* Kitchen and bathroom facilities.
* Easy access to parking (free or affordable).
* Easy access via public transport.
* WIFI.
* Evening and weekend access is essential.
* Cost to be inclusive of heating, wifi etc.

This was the criteria used when deciding on Central Buildings.

Feedback on experience in a shared office, hosted arrangement previously;

Shared office meant those working around the coordinator were operating often on shared projects and the discussion around this could be distracting at times. There was no privacy for taking calls and if on a sensitive call and the meeting room was busy it sometimes meant standing outside in the rain. Storage was an issue and the PPN has a significant amount of items to store. These were stored in the coordinators house and carried in and out when needed.

Additional info to consider – when selecting the office the PPN will have to register this with the CRO. One of the requirement to comply with company law is a plaque on the outside of the registered office. Secretariat asked coordinator to source a plague for the current location.

**5. AOB**

Out of Pocket - Secretariat dissatisfied with coordinator having to purchase items from own monies on behalf of the PPN – meeting refreshments, etc. LK paid the hosting invoice and will need to reclaim. Long term solution is a debit / credit card. Terms of bank account mean a debit card will not be available due to the requirements for two signatures on all transactions. Bank advised a credit card that is paid in full monthly. This will have a higher level of security than a debit card as the bill will be issued before being approved by two directors for payment. There will be no fees for a credit card as the amount will be repaid in full monthly so is better value that a debit card. All agreed to the need for this once the bank account is opened and requested that signatories present to bank asap in order to progress the opening of the account asap.

Desktop Audit – Secretariat were asked to sign an audit that differed to the one prepared by the coordinator on behalf of the secretariat. This is now over two weeks late for submitting to the department. Differences discussed and secretariat all agreed that the figures as presented by coordinator are an accurate reflection of the actual spend of the PPN and these are the figures they will sign off on. Coordinator to follow up with Geraldine Dollard tomorrow.

SLA – All agreed dissatisfaction with the time since issuing to LCCC and coordinator to follow up again with LCCC tomorrow as it is crucial the balance of funding for the year goes through the CLG account.

**6. Secretariat only section**

Coordinator left and this section is minutes by the Secretariat separately.