

Record of Meeting

Meeting: LPPN Secretariat meeting
Date: 01 August 2019
Venue: Patrickswell Community Resource Centre
Present: Vidette Molyneux (VM), Proinsias MacMahon (PMM), Patrick Cummins (PC), Margaret O'Sullivan (MOS), Patrick English (PE), Cian Devane (CD) (CD via phone)
Apologies: James O'Donoghue (JOD)
In attendance: LPPN Interim Resource Worker, Mo Foley Walsh (MFW)

LPPN = Limerick Public Participation Network
LCCC = Limerick City and County Council
SPC = Strategic Policy Committee

Agenda item	Detail	Action	Who	When
<p>Agenda</p>	<p>Agenda agreed Under AOB, expenses was added</p>			
<p>Update from Resource Worker</p>	<p>1. outstanding website hosting costs paid and next payment due this month for coming year</p> <p>2. LPPN website now live; however, there are issues still in accessing back end of the site. Limerick City and County Council IT and Digital Strategy teams looking at this with input from last IT developer. Hosting Ireland have also been involved.</p> <p>3. have access sorted to the control panel (for emails etc)</p> <p>4. completed introduction to Salesforce training</p> <p>5. nationally, LPPN known to be in a reinvigoration process with an interim Resource Worker appointed by LCCC and a support worker expected to start in near future</p> <p>6. funding from the Department was provided this year to all PPN's for an additional support worker for a 12-month period</p> <p>7. updated LPPN registration form ready to go and will be added to the website asap. The form automatically updates the Salesforce database.</p> <p>8. the Salesforce database has been completely cleaned up and we will only begin to look at populating it with data (i.e. when we open the re/registration process) as soon as technically possible (all member group contacts are on an excel sheet)</p> <p>9. progress made to avail of the new secure MyPoint platform for the nomination/elections processes - thanks to staff from the Digital Strategy team in Limerick City and County Council. (Postal nominations/elections is an option, but the priority in the coming months needs to be electronic means)</p> <p>10. Workplan drafted (next agenda item) - needs review, discussion and approval by Secretariat asap</p> <p>11. Have started putting the word out through existing contacts and networks</p> <p>12. Briefly updated the Mayor of the City and County of Limerick after he requested information</p> <p>13. Have updated 2 members of the Council following queries</p> <p>14. @limerickPPN Twitter account name is the control of LPPN but it is not in use</p> <p>15. There is no new Facebook account (we do not have the password for the previous account)</p> <p>16. PPN National Conference is in Carlow 10-11 October</p>	<p>1. Access to the website should be disabled until access to the back end of the site is sorted</p> <p>2. Twitter and Facebook should be used in communications in the future, although it is recognised that these require time</p> <p>3. Provide Secretariat with details of when new support worker is starting</p>	<p>MFW</p> <p>TBC</p> <p>LCCC/ MFW</p>	<p>02/08/19</p> <p>When website and other milestones are in order</p> <p>Next Secretariat meeting</p>

<p>Draft work plan with key dates and priorities</p>	<p>Context:</p> <ol style="list-style-type: none"> 1. With the new SPC scheme currently out for public consultation and expected to be adopted by full Council in late September, the key date for LPPN to work towards is the Council meeting on 25 November 2019 where any LPPN nominations should be considered and ratified. 2. It was clarified that nationally, all SPC's start afresh after the local elections, and Limerick is no exception. If no nominations are communicated to the Council for the November meeting (after LCCC contacts the LPPN requesting nominations), the SPC's in Limerick will have no community representation. It was agreed that every effort should be made by LPPN to facilitate Linkage Groups set-up and the nominations processes with nominations communicated to LCCC 2 weeks before the Council meeting takes place in November. This however requires re-registration to open and a Plenary meeting to take place asap. 3. It was agreed that the current Secretariat members should remain for some period of time until at least the vacant Secretariat seats are filled. 4. It was noted that LPPN policies and procedures need to be revisited as there is a lack of clarity around a number of policy and procedure issues. We are also waiting the updated national PPN guidance document from the Department of Community and Rural Development.
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Workplan priorities	When	Actions arising <i>(* = items not discussed at meeting, but need consideration)</i>
1. Secretariat meetings	Monthly	Ongoing admin support for Secretariat communications and meetings
2. Establish access to website and update content. Add new registration form	ASAP/August	
3. Re-registration for LPPN membership opens (this should happen on a yearly basis regardless)	ASAP/August	Ongoing administration of the registration/re-registration processes via Salesforce
4. Communications campaign to promote re-registration/registration	When website up and running/ from August on.	<p>Drafts to be prepared asap by MFW and reviewed by Secretariat members via email of:</p> <ul style="list-style-type: none"> • letter/email to be sent from LPPN email by MFW • FB and Twitter posts • newspaper advertisement • parish notes communication • briefing notes for radio interviews which MFW is to undertake <p>CD will look at establishing LPPN FB page late August</p>
5. Plenary meeting date, venue and agenda set	asap	This will be decided upon at next Secretariat meeting and is contingent on the website being fully functional, registration process up and going, additional clerical support in place and any other necessary foundations being in place

6. Invitation to all registered members to Plenary meeting – using Eventbrite for registrations to attend	Contingent on above	Ongoing engagement with members, and administration
7. Plenary meeting	Late September/very early October	Significant preparation required
8. Nominations sought and elections (if required) for vacant Secretariat seats	October	<p>* Need to:</p> <ul style="list-style-type: none"> - propose at Plenary that current Secretariat members (with a mandate from their respective groups who are reregistered with LPPN) remain in place [for how long] along with any new members - know number of vacant seats and type (pillar or Municipal District) - know if any current members are not planning to continue with the Secretariat
9. Linkage Groups established and LPPN member groups invited to join them via named representatives	October	* Decide number and names of Linkage Groups
10. Linkage Groups hold nominations/elections process to nominate representatives the SPCs as per <i>Strategic Policy Committee Scheme 2019 – 2024</i>	October	<p>* Ongoing engagement with Linkage Group members and administration/support</p> <p>* Induction training for nominated representatives</p>

Agenda item	Detail	Action	Who	When
Plenary meeting	<p>Draft agenda was considered:</p> <ol style="list-style-type: none"> 1. Housekeeping (health and safety/phones) (2mins) 2. Welcome/opening address (some regular items not included due to time lapse since last meeting) This is about setting tone of meeting and setting out vision going forward) (5mins) 3. Role and structures of PPN (5mins) 4. Update on current situation (10-15mins) 5. Input for LCCC staff (5mins each/1 slide with image/minimum text) – TBC with staff <ol style="list-style-type: none"> i) Communications on Limerick.ie ii) Digital Strategy on MyPoint iii) Community Development Directorate on grants/funding opportunities 	<p><u>To be finalised:</u></p> <ol style="list-style-type: none"> 1) Agenda 2) Independent chairperson with an understanding of PPNs 3) Person to make opening address 	All	When date is decided

<p>Next Secretariat meeting</p>	<ul style="list-style-type: none"> iv) Corporate Services on SPC's v) Community Development Directorate on the LCDC <p>6. Next steps – list of proposed actions including above workplan priorities – this needs to be discussed and ratified (20mins)</p> <p>7. Light refreshments/networking/TBC information stands (15mins)</p> <ul style="list-style-type: none"> • Wednesday 28th August 7pm • Patrickswell Community Resource House • Agenda to include: <ul style="list-style-type: none"> a) Minutes of last meeting and matters arising b) Resource Worker's progress report c) Plenary meeting d) Expense claims 	<p>Members to contact Resource Worker to add items to the agenda</p>	
<p>AOB: Expenses</p>	<p>Satisfaction with the new venue arrangements was unanimous.</p> <p>MFW presented a draft travel and subsistence claim sheet. The key amendment to make is that 2 approvers (who are members of the Secretariat) are required and not 1.</p> <p>It was noted that there are a number of unclaimed expenses claims yet to be made by Secretariat members. This has to be sorted as a matter of priority.</p>	<p>1) MFW to circulate the amended claims form 2) MFW to circulate details of previous/latest claims to Secretariat members 3) Secretariat members to prepare their outstanding claims forms and bring them to the next meeting for review/sign-off. A separate claim form is to be done for each quarter (Jan-Mar; Apr-June; July-Sept; Oct-Dec) for each year where appropriate 4) MFW will then process them in line with LCCC policies and procedures 5) All outstanding claims to be submitted to LCCC by end of August 2019</p>	

Record of meeting taken as a fair and accurate reflection of the discussion and was adopted at subsequent Secretariat meeting

Signed: Walter R. McInerane **Date:** 28/08/2019

Signed: [Signature]

PRINT NAME: [Name]

