

Record of Meeting

**Meeting:** LPPN Secretariat meeting  
**Date:** 28 August 2019  
**Venue:** Patrickswell Community Resource Centre  
**Present:** Vidette Molyneaux (VM), Proinsias McMahon (PMM), Patrick Cummins (PC), Margaret O'Sullivan (MOS), Cian Devane (CD) (CD via phone)  
**Apologies:** James O'Donoghue (JOD), Patrick English (PE)  
**In attendance:** LPPN Interim Resource Worker, Mo Foley Walsh (MFW); Administrative Officer of Limerick City and County Council, Anne Rizzo (AR)

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

Agenda item	Detail	Action	Who	When
Minutes of last meeting	The draft minutes of the last meeting (01/08/19) were read and: <ul style="list-style-type: none"> <li>Proposed by VM</li> <li>Seconded by PMIM</li> </ul>	Upload signed minutes to website	MFW	Asap
Matters arising	AR updated Secretariat on new support worker position: <ul style="list-style-type: none"> <li>This has been signed off on by management of Limerick City and County Council who will employ the support worker</li> <li>Clerical officer will be drawn from existing panel that was established following open competition</li> <li>Funding for this position is additional funding from the Department specifically for this purpose (similar to all PPN's in Ireland)</li> <li>The position is full-time and is subject to funding which has been confirmed for 12 months from support worker's start date</li> <li>Support worker should be in place by end September and is booked for Salesforce training for PPN staff on 30<sup>th</sup> September</li> </ul>			
Secretariat expenses claims	<ul style="list-style-type: none"> <li>Secretariat members' claims for travel and other expenses since late 2017/early 2018 that have not yet been processed were reviewed and signed off on by 2 Secretariat members before being given to MFW or AR for processing.</li> <li>Claim forms that were not signed off on by 2 Secretariat members cannot and will not be processed.</li> </ul>	Process completed and twice-signed expenses claims	MFW/AR	Asap
PPN registrations/re-registrations update	<p><u>Promotion of registration process</u></p> <ul style="list-style-type: none"> <li>The LPPN website and @limerick_ppn twitter account are both up and going okay</li> <li>Advertisements were in the local papers this weekend and press release issued to local media contacts</li> <li>All key contacts have received notification that registration/re-registration is open</li> <li>There have been no major issues with the on-line registration form or process</li> <li>The suite of LPPN logos in various formats has been recovered from the company who originally developed them</li> <li>Registrations have started well considering the time of year. Registrations likely to increase as voluntary committees meet in September.</li> <li>South Dublin Volunteer Centre has removed <u>all information</u> that was previously stored on the Salesforce database about members. After contacting the email addresses of previously registered members, MFW destroyed this email list.</li> </ul>	<p>Proceed with membership registration process as per guidance from Secretariat</p> <p>Recommended:</p> <ul style="list-style-type: none"> <li>Article to promote registration in Limerick Post</li> </ul>	MFW	Asap and ongoing

	<ul style="list-style-type: none"> <li>• All eligible groups and organisations – regardless of previous PPN membership – must re-register. This is especially the case for Secretariat members’ groups</li> <li>• A list of the groups who have submitted 65 registration forms between them was reviewed by the Secretariat</li> <li>• 4 of the registrations are closed as they have withdrawn their registrations for different reasons</li> <li>• MFW has spoken to the main contact for most groups/organisations who have submitted registration forms - to clarify any issues and to just open communications</li> <li>• MFW is getting direction from the contact person of the national environment pillar to clarify which groups are eligible to register under the PPN environment pillar. Four Limerick groups who submitted registration forms are so far confirmed as eligible to be in this pillar</li> <li>• No group/organisation has been confirmed as registered until after discussion and agreement by Secretariat at this meeting</li> <li>• It was unanimously agreed that groups/organisations registering for membership must meet the PPN membership criteria* to become members. If a group does not have a clear governance structure and set of rules/constitution, it does not meet eligibility criteria – even in instances where it may be recognised by the national environment pillar.</li> <li>• It was unanimously agreed that:             <ul style="list-style-type: none"> <li>• registration of eligible groups who submit registration forms can proceed</li> <li>• wherever deemed necessary, groups should be invited to demonstrate that they meet the eligibility criteria by providing backup documentation</li> <li>• where a group cannot provide the backup documentation to demonstrate eligibility help should be offered to support the group to meet the PPN membership eligibility criteria</li> </ul> </li> <li>• The issue of youth organisations with members who are under 18 years of age becoming members was raised. It was felt that guidance from national level was needed, particularly in relation to the possibility of under-18’s being nominated or elected for seat on Council or other committees</li> </ul>	<ul style="list-style-type: none"> <li>• Notice for Live 95fm community notices</li> <li>• Do another advert run in the papers in early September to promote registration</li> </ul> <p>Seek clarification nationally on the under-18’s query</p>	<p>MFW</p> <p>Asap – this may be more appropriate/ly dealt with after the content of the national guidelines are known</p>
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<p><b>Plenary meeting</b></p>	<p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>Given the timeframe up to the meeting of full Council on 25<sup>th</sup> November when nominees for SPC's may be on the agenda (subject to Plenary decision on same) and given that the issues raised at the last Secretariat meeting have been addressed, a Plenary meeting date has to be set as soon as possible while allowing for adequate notice to be given to members</li> <li>Date: Thursday 26<sup>th</sup> September 2019, 7-9pm</li> <li>Venue: Woodlands House Hotel (in the large function room)</li> <li>Draft agenda:             <ol style="list-style-type: none"> <li>Open address and welcome (Secretariat representative)</li> <li>Audit Report with Q&amp;A (Limerick City and County Council representative)</li> <li>Limerick PPN Going forward (Interim PPN Resource Worker)</li> <li>Closing remarks (Secretariat representative)</li> </ol> </li> <li>General:             <ul style="list-style-type: none"> <li>round tables; no top table</li> <li>meeting to be informed by the guiding principles of PPNs (inclusive, participatory, accountable, transparent, independent and valuing diversity)</li> <li>The audit report will be circulated with the agenda</li> <li>list of PPN members (i.e. names of groups/organisations) to be shown on screens or in some manner so that those attending can see who the members are</li> <li>at this time, there is a need to only have agreement on overall actions and priorities for Limerick PPN for the immediate and medium term</li> <li>agenda items to have an allocated time written beside them on the agenda</li> <li>Item 3 has to include information on the context we are working in – particularly the new national PPN guidelines that are expected later this year – members need to have the necessary information to inform their decision-making</li> <li>Information should be presented in a simple, straightforward manner. The PPN structures and processes can get very complicated – but we cannot lose people in how the information is presented</li> <li>Only registered member groups/organisations will receive an invitation to attend the Plenary meeting. They will need to confirm who is attending on their behalf in advance of the meeting</li> <li>Invitation to register for attendance should request member groups to identify specific needs, in particular sign language interpretation</li> </ul> </li> </ul>	<p>Proceed with Plenary planning as a matter of priority</p> <p>Prepare agenda (with timing for each item) for review by Secretariat. This needs to be finalised asap so as to give members 21 days' notice</p>	<p>MFW</p> <p>MFW/ Secretariat</p>	<p>Asap</p> <p>3<sup>rd</sup> Sept 2019</p>
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<p><b>AOB:</b> National PPN conference</p>	<p><u>National PPN conference</u></p> <ul style="list-style-type: none"> <li>• Details of the national PPN conference were circulated nationally in recent weeks. There is a strong focus on encouraging engagement by local authorities.</li> <li>• MFW and the new support worker will attend</li> <li>• CD and PC are the 2 agreed representatives of the Limerick PPN Secretariat who will be attending</li> </ul>	<p>Arrange bookings for conference and accommodation for 4 from Limerick PPN</p>	<p>MFW</p>	<p>Asap</p>
<p><b>Next Secretariat meeting</b></p>	<ul style="list-style-type: none"> <li>• Monday 16<sup>th</sup> September 7-9pm</li> <li>• Patrickswell Community Resource House</li> <li>• Agenda to include:             <ul style="list-style-type: none"> <li>a) Minutes of last meeting and matters arising</li> <li>b) Plenary meeting</li> </ul> </li> </ul>	<p>Members to contact Resource Worker to add items to the agenda</p>	<p>Secretariat</p>	<p>Asap</p>

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

Proposed by: Vidette R. Molynghaugh PRINT NAME VIDETTE R MOLYNHAUGH Date: 16-09-2019

Seconded by: Roisias Mc Maston PRINT NAME ROISIAS Mc MASTON Date: 16/09/2019

**\* PPN membership criteria:**

To qualify for membership of Limerick PPN your group/organisation must:

- Be active and with a postal address in Limerick
- Operate on a not-for-profit basis
- Be volunteer-led (the organisation may have staff, but it must be under voluntary control)
- Be independent (i.e. not a subgroup or subcommittee of another organisation)
- Have at least five (5) members and be open to new members
- Have an appropriate governance structure with a set of rules on how it operates
- Meet regularly
- Be non-party political
- Be a minimum of six months in existence

Groups/organisations registering under the Environment Sector must be approved by the Environmental Pillar at a national level.

Please note groups formed around specific local issues are not eligible for PPN membership, for example, groups formed around opposition to a particular local planning application.