**Meeting: LPPN Plenary meeting**

**Date: 7th December 2023**

**Venue: The Strand Hotel, Limerick**

**Those present: List at end of the minutes**

**Apologies: List at end of the minutes**

*LPPN = Limerick Public Participation Network*

*LCCC = Limerick City and County Council*

*SPC = Strategic Policy Committee*

*LG = Linkage Group*

*DRCD = Department of Rural and Community Development*

*EDEP = Economic Development Enterprise & Planning*

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| **Agenda item** | **Detail** | **Action** | **Who** | **When** |
| 1. Standing Orders for Plenary
 | PF Confirmed Standing Orders for Plenary meetings and that the meeting had a quorum (currently 10%) |  |  |  |
| 1. Welcome Address
 |  PPN Limerick Facilitator Patrick Fitzgerald welcomed all PPN Members to PPN Limericks’ end of year Plenary Meeting. |  |  |  |
| 1. Presentation of PPN Limerick 2024 - 2029 Strategic Plan
 |  PPN Limerick Strategic Plan was presented to the Plenary attendees. Seamus O’ Connor of LCCC officially Launched this plan, wishing the PNN well. After some discussion the Strategic Plan was adopted by the Plenary members present.  | Available to all members/ copies on the website/ notify DRCD of plan completed and send copy. | LB |  |
| 1. Presentation of proposed amendments to linkage group meetings structure.
 | LB presented plenary attendees a proposal to Amend Linkage Group Meetings Structure. ---The Presentation included details of the Current Structure and participation with Local Authority Committees and the issues with this structure, including the low attendance at Linkage group meetings and the large number of meetings over the year across all the Committees. LB Proposed that PPNL trial an alternative system where we move to 4 LG Meetings (One in each Municipal District) a year to replace the 40+ that would be expected to occur otherwise. At these meetings Reps could present options for questions and motions and update the Plenary. They would alos be able to have cross Committee discussions.-Feedback included that an agreement that the current structure was not working and a query around gaining agreement for a question to SPC, Which LB stated would remain the same otherwise with the core LG Chatter being an LCCC approved place for discussion and agreement.  | Lorraine to proceed with x4 MD based LG meetings in 2024 on a trial basis. | Lorraine | 2024 |
| **Agenda item** | **Detail** | **Action** | **Who** | **When** |
| 5. Minutes of last Plenary meeting |  3. Minutes of April 2023 Plenary signed and placed on the Website. | a) Sign agreed minutes b) Minutes on website | Plenary FacilitatorLPPN Staff | ASAPASAP |
| 1. Matters arising
 | 1. Minutes of December Plenary are available on the website

These minutes are now available on the website1. A second round of elections to be initiated to seek nominees for vacant SPC seats.

Completed. 1. Details of the Autism Friendly Limerick friendly training

Shared widely, training also offered to council staff. Rooms are to be outfitted as sensory/ breakout spaces for members of the public in areas such as customer services in City and county Offices. Ongoing1. Podcast equipment and merchandise was purchased using the agreed, allocated funds.
2. Meeting with Reps

Members of the Secretariat held a meeting with Representatives to discuss their issues and experiences in their role. Following this meeting, Members of the Secretariat and Lorraine met with our LCCC Liaison Seamus O’ Connor to discuss the issues raised. It was agreed that a meeting with the SPC administrators should be arranged. This meeting is expected to be held before the Christmas break.1. Training

Proposed IT/ Salesforce training did not go ahead due to capacity issues with Staff/ Volunteers.1. Opportunity to attend UL Citizens assembly was widely shared with members.

This event was attended by a number of PPN Members and it is hoped to have the opportunity to partner with UL in future events if the plenary agree. 1. Salesforce issue

This was resolved, with council ICT giving permissions for our use of a third party platform following Staff doing business case for retention.  | Minutes available on website2nd ElectionsContinue to work with the Council where possible to advance this autism Friendly Limerick InitativePodcast Equipment MeetingTraining CancelledUL Citizens AssemblySalesforce | LBLBPF, LBSM and Reps | 2024ongoingQ2,3 |
| 1. Update from Secretariat Facilitator
 | 1. PF read the Secretariat Report. PF noted the resignation of Ailis Ni Chofaigh and Vidette Ryan Molyneaux due to person issues.
2. PF announced there is six free Secretariat Seats. Opening nominations in January.
3. PF noted PPN Limerick would be hosting PPN National Conference 2024, Two-day event and there will be a working group set up with members of the DRCD.
4. PF suggested an Expression of Interest for PPN national Conference 2024, If PPN groups would like to send a video of each group to be show cased at the conference.
5. Re: national Conference suggested by Jimmy Prior that all members send a short video if their groups in action- could be edited and shown at the opening of the conference
6. A meeting with Seamus O Connor will be arranged to sign the MOU

  | Seek nominations for secretariat Seats Work with department to organise this conferenceSend out reminder/ details for this Meet with SOC to sign MOU for 2024 and plan/ expectations for Local elections  | LB/CORPPN LimerickLB, COR Secretariat LCCC DRCDPF/LB | JanuaryOctober 2024ASAP |
| 1. Presentation of proposed 2024 workplan and budget
 | LB presented the proposed Work Plan 2024 for consideration1. Participation in decision-making and represent
2. Capacity building
3. National PPN Conference
4. Information sharing and communication
5. Governance, support and administration
6. PPNL 2024 PROPOSED BUDGET
 | Work Plan agreed by the plenary. | LB | 2024April 2024 |
| 1. AOB
 | 1. Participation with PPNL discussed and how to gain more engagement. LB stated that the cross LG meetings will be open to all and hopes that as they will be separate to the Plenarys and held in the MD areas that she can encourage members who have not previously engaged to come out to see the work of the Representatives in action.
2. Positive benefits of being a PPN Limerick Member to be highlit.
3. There was a discussion of the structure of Linkage group meetings and the difficulties of gaining approval for items on the LG side as well as the SPC allowing items on.
4. Local Elections

SPC- BT pointed out that with Local elections the PPN need to be aware of the delays to appointing representatives following the last Local Election – LB noted this and advised this would be discussed at the signing of the MOU. 1. DH stated concerns about the upcoming DEM election and his hopes that the work the PPN put into driving this would be acknowledged.
 | MD Linkage Group Meeting – drive to invite those not currently engaging with LG’s. Upcoming 2024 |  |  |
| 1. Closing remarks
 | Patrick Fitzgerald thanked everyone for coming to the meeting. He thanked Lorraine and Caroline on behalf of the Secretariat for their work and stated that we were looking forward to a busy 2024. |

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| **PPN member group/organisation** | **Pillar** | **Municipal District** | **Name of Secretariat member** |
| **Secretariat members** |
| 1. Foynes and District Community Council
 | Community | Adare-Rathkeale | Sean Kelly |
| 1. Limerick Community Education Network
 | Social Inclusion | Limerick Metropolitan | Patrick Fitzgerald |
| 1. Glin Going Strong Club
 | Community | ​Newcastle West | Patrick Cummins |
| 1. Kantoher Development Group
 | Community | ​Newcastle West | Jack O Connor |
| **PPN member group/organisation** | **Pillar** | **Municipal District** | **Name of representative(s) who attended** |
| 1. Armharc Muileann
 | Community | Limerick Metropolitan | Joanne O Callaghan |
| 1. Armharc Muileann
 | Community | Limerick Metropolitan | Sinead O’ Loughlin |
| 1. Fresh Film
 | Community | Limerick Metropolitan | Pete Moles |
| 1. Great Southern Trail
 | Community | Newcastle West | Denis Mc Auliffe |
| 1. Knockfierna Hertiage Society
 | Community | Adare - Rathkeale | Christina O’Connell |
| 1. Limerick Market Trustees – Limerick Milk Market
 | Community | Limerick Metropolitan | Fionan Coughlan |
| 1. Hospital Family Resource Centre
 | Social Inclusion | Cappamore - Kilmallock | Mary McGrath |
| 1. Down Syndrome Limerick
 | Social Inclusion | Limerick Metropolitan | Paul Burkley |
| 1. Southill Family Resource Centre/ Southill Men's Shed
 | Social InclusionCommunity | Limerick Metropolitan | Jim Prior |
| 1. Voice of Vision Impairment (DPRO)
 | Social Inclusion | Limerick Metropolitan | Marguerite Quinn |
| 1. Ridirí FC
 | Community | Limerick Metropolitan | Jerin Jose |
| 1. Ridirí FC
 | Community | Limerick Metropolitan | Abhijith ashok |
| 1. Ridirí FC
 | Community | Limerick Metropolitan | Gokul Jayapalan |
| 1. Ridirí FC
 | Community | Limerick Metropolitan | Antony Joshua |
| 1. Ridirí FC
 | Community | Limerick Metropolitan | Sajin P Mathew |
| 1. Ridirí FC
 | Community | Limerick Metropolitan | Sajith sageer |
| 1. Ridirí FC
 | Community | Limerick Metropolitan | Feby Roby |
| 1. Ridirí FC
 | Community | Limerick Metropolitan | Robin Tomy |
| 1. Adare 2020
 | Community | Adare – Rathkeale  | Mary Dundon |
| 1. Kilmurry Arts & Heritage Centre
 | Community | Limerick Metropolitan | Colm Breen |
| 1. Kilmurry Arts & Heritage Centre
 | Community | Limerick Metropolitan | Marian Hurley |
| 1. BGM Community Council CLG
 | Community | Cappamore-Kilmallock | Declan Hehir |
| 1. Alone – Limerick Branch
 | Social Inclusion | Limerick Metropolitan | Mairead Egan |
| 1. St. Mary’s Adult Education Group
 | Community | Limerick Metropolitan | Brian Thompson |
| **Apologies** |
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| **Also in Attendance** |
| Caroline O’Reilly LPPN Support Worker | PPN Limerick |
| Lorraine Broderick LPPN Resource Worker | PPN Limerick |
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**Record of the meeting taken as a fair and accurate reflection of the discussion and adopted at subsequent Plenary meeting:**

**FACILITATOR: Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**