

Record of Meeting

Meeting: LPPN Secretariat meeting
 Date: 13 January 2020
 Venue: Patrickswell Community Resource House
 Present: Noreen Stokes (NS) – Facilitator, Patrick Cummins (PC), Catherine Dalton (CD), Michael Quilligan (MQ), Jack O'Connor (JOC), Rose Anne White (RAW)
 Absent: Nuala Geoghegan (NG), John Buttery (JB) (*apologies received the following day*)
 Apologies: Jim Long (JL), Patrick Fitzgerald (PF)
 In attendance: LPPN Interim Resource Worker, Mo Foley Walsh (MFW), LPPN Support Worker, Mary Casey (MC)
 LPPN = Limerick Public Participation Network
 LCCC = Limerick City and County Council
 LG = Linkage Group
 DEM = Directly Elected Mayor
 SPC = Strategic Policy Committee
 DCRD = Department of Rural and Community Development

Limerick City & County Council
 29 JAN 2020
 Re: Patrick H

Agenda Item	Detail	Action arising	Who	When
1. Agenda	<ul style="list-style-type: none"> Apologies noted Nothing added to the AOB agenda item Agenda for this meeting agreed 			
2. Minutes of last meeting	<ul style="list-style-type: none"> The minutes were reviewed and agreed to be a satisfactory summary of the meeting on 9th December 2019 All the agreed actions in the minutes were actioned Minutes were proposed by MQ and seconded by JOC 	RAW to sign the minutes once they are printed off MC to upload minutes to website	RAW/ MC MC	Asap
3. Matters arising	<p>1) Implementation Advisory Group for the Directly Elected Mayor:</p> <p>JOC read his statement of outcomes on his attendance at the meeting of the Implementation Advisory Group for the DEM which he attended as an observer on behalf of LPPN as agreed by the PPN Secretariat at the 09/12/19 meeting. <u>DEM IAG Statement of Outcomes from JOC</u> <i>I attended the meeting of the Implementation Advisory Group for the Directly Elected Mayor (DEM) in Merchants Quay as an observer on the 19th of December</i></p>			

- Thanks to RAW and the PPN staff for having the necessary paperwork ready for that meeting. I have created a file with all the information to date which is ready to give to the person attending the next meeting.
- It is a really important event unfolding for the first time in Ireland. This Limerick process is being looked at by Government and other Councils. Limerick PPN is fortunate to have input

	<p>into it at this stage.</p> <p>3) <i>It will be a very rigorous process, and debate now is mostly around the possible role and functions of the DEM, for example in relation to policing, health, education, transport, waste and water. I requested that two other key items be included: rural regeneration in the county and community energy.</i></p> <p>4) <i>Diarmuid Scully, one of the group members, carried out research on best practice from other cities around the world where there is a DEM and a few cities in UK and Auckland came up as good matches.</i></p> <p>5) <i>The PPN has been listed as a key stakeholder in the dissemination and PR process which will be now required as the next step for a public consultation roll out.</i></p> <p>6) <i>The next meeting of the group is on 28th January 2020.</i></p> <p>It was agreed to continue the rotation of secretariat members attending in an observatory capacity until such time as the Plenary chooses a Representative following an election process. PC proposed that MQ would attend this meeting in an observer capacity and CD seconded it.</p> <p>2) It was noted by the Secretariat that two letters dated 9th December 2019, intended for LPPN Secretariat members and from Hayes Solicitors on behalf of Environmental Trust Ireland had been forwarded to the PPN staff by the current occupants of the address previously occupied by Limerick Public Participation Network Operations CLG. These letters had been opened in error by the current occupants.</p> <p>3) RAW advised those present that it was with great regret that she was resigning from the Secretariat with immediate effect. The other Secretariat members expressed their dismay and dissatisfaction that RAW felt the need to take this decision.</p> <p>RAW left the meeting at this point. It was noted by members that there had been a quorum when the meeting convened and it was unanimously agreed that the meeting should continue.</p>	<p>Representation of PPN in an observer capacity at the next meeting</p>	<p>MQ</p>	<p>28/01/20 11am to 2pm.</p>
<p>4. Correspondence</p>	<p>The following correspondence was noted:</p> <p>1. An email request under the Freedom of Information Act from a named individual. The Secretariat noted that Limerick PPN is not a public body as described in the Act and therefore not, by their understanding, bound by this legislation. It was agreed that MFW</p>	<p>Reply to items of correspondence as indicated</p>	<p>MFW</p>	<p>Asap</p>

	<p>should respond suggesting that the correspondent contact LCCC with her request and refer to the signed minutes of previous Secretariat meetings on the Limerick PPN website for information on what was discussed at past meetings, including on any correspondence received.</p> <ol style="list-style-type: none"> 2. An email from the LCCC Communications Officer indicating that LPPN was on their mailing list and would receive all new press releases from LCCC going forward. 3. A synopsis of Brand Limerick from Marketing and Communications at LCCC with an offer to present it to the PPN membership. 4. An email from the Irish Environmental Network with details of a 15min introductory presentation and workshop for PPN's on the Sustainable Development Goals (SDG'S). <p>It was agreed that MFW acknowledge all correspondence and liaise with the IEN and LCCC Communications regarding presentations at the next Plenary meeting.</p>			
5. Finance	<p>A summary of the November to December 2019 finances was discussed and the following was noted:</p> <ol style="list-style-type: none"> 1. Actual expenditure for this period: €5,620 2. Expenditure from ring-fenced budget for PPN support worker: €3,051 3. Outstanding payments from 2019 as of 9/1/2020: €1,413 4. €14,110.06 was received from the DCRD and is 5/8 of the actual and projected expenditure for 2019 (€22,576.09) as of 4th December 2019 (does not include the funding associated with the clerical support worker). The remaining 3/8 is coming from LCCC. 5. The DRCD requires that the Secretariat sign off on the Statement of Expenditure for November/December 2019. The secretariat agreed to this Statement of Expenditure and it was signed by PC and MQ. <p>An overview of the budget for 2020 was reviewed and the following was noted:</p> <ol style="list-style-type: none"> 1. Committed by DRCD: €50,000 2. Committed by LCCC: €30,000 3. Received from DRCD: €25,500 (ring-fenced for support worker salary and PRSI) 4. The PPN Interim Resource Worker is part-time. Committed funding from DRCD and LCCC is based on a full-time resource worker being in place. 	Return signed Statement of Expenditure to DCRD	MFW	Asap

	<p>5. There is a need to identify priority actions for 2020 as part of the requirements for the 2020 Memorandum of Understanding (MOU) with LCCC. The workplan needs four key activity headings:</p> <ol style="list-style-type: none"> 1) Participation in decision-making and representation (e.g. elections, linkage groups, consultations) 2) Capacity-building (e.g. training) 3) Information-sharing and communication (e.g. website, newsletter) 4) Other activities (staff and administration, Secretariat and Plenary meetings, national PPN events) <p>It was noted that the draft work plan, when prepared, will need to be presented to the Plenary for consideration/adoption.</p>	<p>Draft 2020 work plan</p>	<p>MFW</p>	<p>For next secretariat meeting</p>
<p>6. Governance</p>	<ol style="list-style-type: none"> 1. <u>Draft Constitution:</u> With regard to the invitation to members to table amendments, it was noted that there had been some feedback from PPN members and the closing date for receipt of same remains close of business 16/01/20. 2. <u>Plenary Meeting:</u> It was agreed that the next Plenary meeting would be held on Monday 10th February in the evening. There was some discussion on location and based on feedback from the PPN membership it was decided it should be: <ol style="list-style-type: none"> a) a city location (since last two meetings were in the county) b) a community facility <p>The following agenda items were considered:</p> <ol style="list-style-type: none"> 1. Adoption of Minutes from last 2 Plenary meetings (<i>26 Sept and 30 Oct</i>) 2. Election for PPN Representative to sit on Implementation Advisory Group for the DEM 3. Tabled amendments and adoption of draft constitution 4. Information sessions on: <ol style="list-style-type: none"> a. Brand Limerick, 10mins T.B.C. b. Irish Environmental Network 15min presentation on SDG's T.B.C. <p>It was noted that:</p> <ol style="list-style-type: none"> a. The situation of a PPN seat on the Implementation Advisory Group for the DEM is pressing due to its importance and timeframe (the group runs to June 2020). Two options considered were to 1) ask the Plenary at its next meeting what should be done or 2) proceed with the election of a representative and hold the election at the next Plenary meeting. The latter seemed preferable. This means the nominations and elections process 	<p>Draft IAG DEM nomination form and accompanying information for Secretariat to review</p> <p>Finalise IAG DEM nomination form and accompanying information</p> <p>Contact PPN members to:</p> <ol style="list-style-type: none"> 1) Advise of upcoming Plenary 2) Invite nominations for DEM Rep 	<p>MFW /Secretariat</p> <p>MFW</p> <p>MFW</p>	<p>This week</p> <p>This week</p> <p>This week</p>

	<p>must open this week. There is the question of who the PPN Representative is answerable to in the absence of a Linkage Group. The most manageable option is that the representative reports back to and takes direction from the Plenary via the Secretariat.</p> <p>b. The next full Council meeting is 23rd March 2020. It was agreed that every effort should be made to have names of elected PPN representatives for SPC's available for this meeting.</p> <p>c. For this to happen, the following is required</p> <ol style="list-style-type: none"> 1. agreement by the Plenary on elections procedures 2. opening elections processes for PPN representatives to SPC's immediately after the Plenary meeting – assuming a constitution is ratified 3. holding elections within the linkage groups in March 2020 			
3. Membership / registrations	<p>NS noted that the meeting had run over time and it was agreed to conclude at this point. NS briefly noted that the current membership stands at 102 and can be viewed on the LPPN website's new membership directory facility.</p>			
4.	<p>Information sharing and communications: Not discussed</p>			
5.	<p>Participation in decision-making and representation: Not discussed</p>			
6. AOB	<p>None</p>			
7. Next meeting	<p>Patrickswell Community Resource House; 7-9pm, Monday 27th January Facilitator: MQ Primary purpose of meeting: preparation for Plenary meeting</p>			

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

FACILITATOR: Signature Noeen Stokes Print name Noeen Stokes Date: 28/1/20