

Record of Meeting

Meeting: LPPN Secretariat meeting

Date: 09 December 2019

Venue: Patrickswell Community Resource House

Present: Rose Anne White (RAW) – Facilitator, Nuala Geoghegan (NG), Noreen Stokes (NS), John Buttery (JB), Patrick Cummins (PC), Rose Anne White (RAW), Jim Long (JL), Patrick Fitzgerald (PF), Michael Quilligan (MQ), Jack O'Connor (JOC), John Buttery (JB)

Apologies: Catherine Dalton (CD)

In attendance: LPPN Interim Resource Worker, Mo Foley Walsh (MFW)

LPPN = Limerick Public Participation Network

LCCC = Limerick City and County Council

LG = Linkage Group

SPC = Strategic Policy Committee

DCRD = Department of Rural and Community Development

Agenda Item	Detail	Action arising	Who	When
a) Agenda	<ul style="list-style-type: none"> <li>• Apologies noted</li> <li>• Nothing added to the AOB agenda item</li> <li>• Agenda for this meeting agreed</li> </ul>			
b) Minutes of last meeting	<ul style="list-style-type: none"> <li>• The minutes were reviewed and agreed to be a satisfactory summary of the meeting on 25 November 2019</li> <li>• JL clarified that he did not initiate the correspondence with the Irish Environmental Network. This started with an email from MFW.</li> <li>• All the agreed actions in the minutes were actioned</li> <li>• Minutes were proposed by JB and seconded by NS</li> </ul>	<p>JB to sign the minutes once they are printed off</p> <p>MFW to upload minutes to website</p>	JB/MFW	Asap
c) Matters arising	<p><u>Environmental Trust Ireland (ETI) membership:</u></p> <ol style="list-style-type: none"> <li>1. RAW proposed that the two ETI registration forms be amalgamated and that their registration be ratified.</li> <li>2. It was noted that:               <ol style="list-style-type: none"> <li>a) between the two forms, the necessary information for registration is available including validation to join the environment pillar received</li> <li>b) previous email correspondence from ETI indicates that there is in fact one registration, not two – therefore there is no need to request permission to amalgamate the forms</li> <li>c) where PPN staff have queries about membership registrations, these are brought to the Secretariat</li> </ol> </li> </ol>			

	<p>From the discussion it was agreed that:</p> <ol style="list-style-type: none"> <li>1. ETI should be immediately registered – completed during the meeting.</li> <li>2. ETI should receive an email from MFW on behalf of the Secretariat – completed during the meeting.</li> <li>3. PPN staff can continue to bring queries on registrations to the Secretariat. Where there are no queries or no queries that cannot be resolved informally with the group/organisation, registrations can proceed as normal supported by the PPN staff on behalf of the Secretariat</li> </ol>			
d) Correspondence	<ol style="list-style-type: none"> <li>1. MFW brought to the attention of the Secretariat that email correspondence addressed to the Secretariat had been received from two individuals. It was agreed that MFW should respond to both email correspondences indicating that the matters raised are not the responsibility of the current PPN Secretariat. This was proposed by Jack O'Connor and seconded by Patrick Fitzgerald</li> <li>2. <u>The following correspondence was noted by the Secretariat members:</u> Correspondence from ETI:             <ol style="list-style-type: none"> <li>a) Email dated 02/12/19</li> <li>b) Email dated 03/12/19</li> <li>c) Email dated 09/12/19</li> </ol>             Correspondence from Hayes Solicitors on behalf of ETI:             <ol style="list-style-type: none"> <li>a) Email with letter attached 09/12/19</li> </ol>             Correspondence from Hayes Solicitors on behalf of ETI to an individual Secretariat member:             <ol style="list-style-type: none"> <li>a) Three letters dated 6/12/19 received by RAW</li> </ol> </li> </ol>	Contact the two people who wrote to the Secretariat advising of Secretariat's position	MFW	Asap
e) Governance	<p>It was noted that while the Limerick PPN has no clearly agreed policies and procedures, there is no framework to operate in. Therefore, any decisions/actions/future elections are potentially open to challenge by PPN members or other parties. Having an agreed constitution has to be a high priority. To proceed with the elections to council or any other committees seems inappropriate while there is a high risk of challenges to any election process.</p> <p><u>The following actions were agreed:</u></p> <ol style="list-style-type: none"> <li>a) postpone all election processes until a constitution is adopted</li> <li>b) invite PPN members to review the draft constitution and to table their amendments to it.</li> </ol> <p>These can be brought to a Plenary meeting in January where the constitution will be discussed, amended where agreed and adopted.</p> <p>The deadline to receive tabled amendments is close of business Thursday 16<sup>th</sup> January 2020 hold a Plenary meeting in January 2020</p>	Contact members to: 1. advise of postponement of elections until constitution adopted 2. invite tabled amendments to draft constitution	MFW	Asap

f) Information sharing and communications: Not discussed	<p>Implementation Advisory Group for the Directly Elected Mayor: RAW read her statement of outcomes on her attendance at the first meeting of the Implementation Advisory Group for the Directly Elected Mayor. <u>DEM IAG Statement of Outcomes</u> <i>On Monday 2nd December 2019, I attended the establishment meeting for the Implementation Advisory Group for the new office of Directly Elected Mayor for Limerick, on behalf of Limerick Public Participation Network. I was to attend in an observer capacity and as an interim measure. This was as agreed by the PPN Secretariat on 25th November 2019 who agreed that the PPN should be represented at this initial meeting after receiving an invitation that day from the Department of Housing, Planning and Local Government to select a PPN representative to sit on this group. There were representatives there from Limerick Council, and various other bodies, such as the University of Limerick, Limerick Chamber, and the Dept of Housing, Planning, and Local Government. The meeting outcomes are as follows:</i></p> <ol style="list-style-type: none"> <li>1. Terms of Reference reviewed and agreed</li> <li>2. Everyone at the meeting was directly asked about their view on the scope of the Directly Elected Mayor role. In the spirit of representing the PPN, I commented that public consultation should be vigorous in the process, and that it should be begun early and the comments that were received, taken into account by the IAG</li> <li>3. It was clarified that there is a significant body of work to get through, therefore meetings are to be held fortnightly until the summer.</li> </ol> <p>It was clarified that the next meeting of the group is on 19<sup>th</sup> December 2019. It was agreed that JOC would attend in an observer capacity.</p>	Representation of PPN in an observer capacity at the next meeting	JOC	19/12
g) Participation in decision-making and representation				
h) Membership/registrations				
i) Finance	Not discussed			
j) AOB	None			
k) Next meeting	Patrickswell Community Resource House; 7-9pm, Monday 13 <sup>th</sup> January Facilitator: NS			

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

FACILITATOR: Signature White Print name ROSE ANNE WHITE Date: 16 Jan 2020