

Meeting: LPPN Secretariat meeting
Date: 27 January 2020
Venue: Patrickswell Community Resource House

Present: Michael Quilligan (MQ) – Facilitator, Patrick Cummins (PC), Jack O’Connor (JOC), John Buttery (JB), Patrick Fitzgerald (PF), Noreen Stokes (NS)
Absent: Jim Long (JL)
Apologies: Catherine Dalton (CD)
In attendance: LPPN Interim Resource Worker, Mo Foley Walsh (MFW)


DEM = Directly Elected Mayor
SPC = Strategic Policy Committee
DCRD = Department of Rural and Community Development

LPPN = Limerick Public Participation Network
LCDC = Limerick City and County Council
LG = Linkage Group
LCDC = Local Community Development Committee

| Agenda Item | Detail | Action arising | Who | When |
|----------------------------|--|--|-------------|------|
| 1. Agenda | <ol style="list-style-type: none"> 1. It was noted that the quorum for the Secretariat meetings is 50%+1, with the membership now at 8, the quorum is 5 2. Apologies noted 3. Nothing added to the AOB agenda item 4. Agenda for this meeting agreed | | | |
| 2. Minutes of last meeting | <ol style="list-style-type: none"> 1. The minutes were reviewed and agreed to be a satisfactory summary of the meeting on 13th January 2020 2. It was noted that at no point did anyone at the previous meeting make any formal statements accepting or denying any action they may or may not have taken 3. All the agreed actions in the minutes were appropriately actioned 4. Minutes were proposed by PC and seconded by JOC | NS to sign the minutes once they are printed off MFW to upload minutes to website | NS/ MFW | Asap |
| 3. Matters arising | <ol style="list-style-type: none"> 1. The date for the next meeting of the Implementation Advisory Group on the DEM has been postponed to 19th February 2020. Therefore, MQ will not be attending as agreed at last Secretariat meeting. (Election for PPN rep to the Advisory Group to take place at upcoming Plenary meeting). 2. The IEN staff member is not currently available to attend the Plenary meeting. 3. It was agreed that in light of the more pressing priorities in advance of and in preparation for the Plenary meeting, the draft 2020 workplan should be put on hold until after 1) the Plenary meeting and 2) the basic PPN structures are up and going (i.e. Linkage Groups electing representatives to SPC’s) | | | |
| 4. Correspondence | <p>The following correspondence was noted:</p> <ol style="list-style-type: none"> 1. An email with letter attached dated 24th January 2020 from Nuala Geoghegan confirming her | Both correspondences | Facilitator | Asap |

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| | resignation with immediate effect. 2. A letter dated 27th January 2020 from Jim Long confirming his resignation as of 12.30pm Tuesday 28th January 2020. | | | | |
| 5. 2020 priorities | 1. Agreed under item 3 to defer this item 2. The immediate priorities were agreed – with these actioned, there should be clarity on the way forward: 1. Plenary meeting, 2. Draft constitution, 3. Election for PPN representative to the Implementation Advisory Group on the DEM | | | | |
| 6. Information sharing and communications | Having a Facebook page was proposed so as to enhance communications with the PPN membership. MQ suggested that some of the Secretariat members could open the Facebook account and work with the LPPN staff on it after MFW clarified that LCCC staff cannot host a Facebook page. | Communications (including Facebook page) to be included in the 2020 workplan | | | |
| 7. Participation and decisionmaking | It was noted that: 1. there are currently 4 PPN representatives sitting on the LCDC with 1 vacancy 2. no Linkage Group or other accountability mechanism (including any statement of outcomes from meetings) currently exists for these representatives | JB to write to LCDC Chief Officer requesting clarity on the criteria for PPN representatives sitting on the LCDC | JB | Asap | |
| 8. Membership/registrations | The current membership stands at 104 and can be viewed on the LPPN website's membership directory facility. | | | | |
| 9. Plenary meeting | Facilitator: John Buttery – proposed by JOC and seconded by NS Agenda: 1. Welcome address by Facilitator 2. Minutes of Plenary meetings on 26th September 2019 and 30th October 2019 3. Tabled amendments and adoption of the new PPN Constitution 4. Election for PPN representative to sit on the Implementation Advisory Group for the DEM 5. Secretariat's report to the Plenary | Prepare report for Plenary Elections to be supported by LPPN staff who will recruit tellers from those attending | Secretariat members facilitated by JB LPPN staff | In advance of Plenary meeting Plenary meeting | |
| 10. Next meeting | TBC after the Plenary meeting | | | | |

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

FACILITATOR: Signature  **Print name** MICHAEL QUILLIGAN **Date:** 4/3/20