

Meeting: LPPN Secretariat meeting
Date: 23 March 2020
Venue: On-line meeting
Present: Patrick Fitzgerald (PF)– Facilitator, Jack O’Connor (JOC), John Buttery (JB), Noreen Stokes (NS), Patrick Cummins (PC)
Apologies Michael Quilligan (MQ); Mo Foley Walsh (MFW)

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

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

Agenda Item	Detail	Action	Who	When
Conflicts of interest	None Noted			
Minutes of last meeting	1. The minutes were reviewed and agreed to be a satisfactory summary of the meeting on 2 March 2020 2. All the agreed actions in the minutes were appropriately actioned 3. Minutes were proposed by JB and seconded by NS	a) PC to sign the minutes once they are printed off b) staff to upload minutes to website	PF PC	
Matters Arising	1. Directly Elected Mayor advisory group: Email to be sent to the PPN representative to help with support and invite to next secretariat meeting for portion (5–10 mins). It was agreed that the Secretariat are the linkage group and would need updates on advisory group meetings including mins etc 2. Correspondence on eligibility of current secretariat members: It was discussed and agreed that the constitution that is enacted now cannot be retroactively enforced and no further correspondence is required as the query has been responded to 3. Finance Ireland: Noted and accepted correspondence. It was discussed that in light of current situation that if organisations wishing to present at the plenary could themselves organise and run a webinar that could be attended and shared around by the PPN 4. It was noted that further correspondence was received by the Secretariat by a named individual 5. No letter has been received from the data commissioner as of this date in regards to GDPR issues – Still within the 15 days of response time	c) Email to PPN rep d) Email to CFI	PF staff	ASAP ASAP
Correspondence	1. Joint Policing Committee (JPC): Correspondence noted – No elections are currently taking place in current climate	e) Email and let members know f) Email to be sent	staff staff	ASAP ASAP

	2. Forward Planning Department of Limerick City and County Council re new Development Plan: Correspondence noted. Email to be sent to suggest a webinar/blog and the PPN can share around			
Governance	1. Code of conduct – to be circulated again on salesforce and is for signing by Secretariat members 2. MOU discussed – two main points arising: a) Insurance – PPN does not agree with organisations having to indemnify the council for representatives – insurance issue will need to be included in MOU b) Staffing needs to be covered in the MOU	g) Code of conduct to be shared on salesforce h) Check what other PPNS are doing, email Seamus regarding more clarity surrounding insurance i) Circulate MOU again for review	PF Worker PF	ASAP ASAP ASAP
Participation in decision making	1. Discussion and agreement that no voting can place in current climate 2. Draft minutes of plenary meeting reviewed and can be posted on website	j) Update wider PPN membership k) Draft minutes to be posted on website l) Circulate online voting platforms for review and further discussion	staff staff PF/MFW	ASAP ASAP ASAP
Staffing	Staffing: finance is available for full time resource worker. It was agreed a full time worker is needed. Two options discussed – LCCC recruiting or LCCC assigning someone. It was agreed that the PPN is going to liaise with LCCC for recruiting a full time worker	m) Email outlining discussions around staffing to be sent to Seamus O’Connor n) Previous job description/spec to be circulated	facilitator Worker	
Membership registrations	No update as worker was not present	o) Update on numbers	Worker	
Finance	No update as worker not present			
Information Sharing	It was agreed that only reputable information should be shared across the PPN platforms and was encouraged and Secretariat members should be sharing the wider information			
AOB	1. Item for next agenda – More long term facilitator 2. PF to facilitate next meeting since it is online 3. Could CD be contacted just to make sure right email is being used 4. Salesforce: All Secretariat members can use and post	p) CD to be contacted just to make sure email is ok and receiving emails	Worker	
Next Meeting	April 20 th 7.00pm – Online (arranged by PF) Facilitator: Patrick Fitzgerald			

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 Patrick Fitzgerald

Date: 25/05/2020