

Meeting: LPPN Secretariat meeting
Date: 19 April 2021, 7-9pm
Venue: On-line meeting

Present: Michael Quilligan (MQ) – Facilitator, Patrick Cummins (PC), Catherine Dalton (CD), Aidan Hogan (AH), Sean Kelly (SK), David O’Brien (DOB), Jack O’Connor (JOC), Noreen Stokes (NS)

In Attendance: LPPN Resource Worker, Mo Foley Walsh (MFW), LPPN Support Worker, Mary Casey (MC) *(left meeting for final agenda items)*

LPPN = Limerick Public Participation Network

LCCC = Limerick City and County Council

SPC = Strategic Policy Committee

DRCD = Department of Rural and Community Development

MOU = Memorandum of Understanding

SJI = Social Justice Ireland

LG = Linkage Group

ULG = URBACT Local Group

CABE = Climate Action, Biodiversity & Environment

SOO = Statement of Outcomes

Agenda Item	Detail	Action	Who	When
1. Welcome to New Secretariat members	MQ welcomed the new members of the Secretariat and congratulated them on their recent election success. A round of introductions followed.			
2. Apologies	None noted			
3. Conflicts of interest	None noted			
4. Minutes of last meeting	1) The minutes were reviewed and agreed to be a satisfactory summary of the meeting on 15 March 2021 2) All the agreed actions in the minutes were appropriately actioned 3) The minutes were proposed by JOC and seconded by MQ	a) Sign the agreed minutes b) Upload minutes to website	MQ MC	ASAP ASAP
5. Matters Arising	<p>The following was noted:</p> <ol style="list-style-type: none"> 1) The MOU was signed and is on the website. An agenda item at this meeting is to fulfil the requirement in the MOU to have a template for proposing items for inclusion on council committee meetings agendas 2) Following the recent elections 5 new PPN representatives were ratified at the LCCC meeting on March 22 2021. The 5 SPC representatives, 3 new Secretariat members and 1 new PPN representative on the ULG were also ratified by the Plenary at the meeting on April 15 3) The LPPN Community Climate Conversation took place on March 30 with good feedback and good points made by the community groups who participated to put towards the National Climate Action Plan 4) The 2020 LPPN finance report was signed off and submitted to DRCD. It was acknowledged by DRCD with no queries/decisions to date 5) MQ updated members on the National Secretariat Network and informed them that a specific Salesforce Chatter Group has been set up to help the Secretariat members know what is going on 6) SJI completed their review of the LPPN constitution with the Secretariat so that the new simplified draft constitution that is in line with the PPN Handbook could be brought to Plenary 			

	<p>7) MQ outlined for new Secretariat members what is in the PPN constitution re registration of new members:</p> <ol style="list-style-type: none"> 1. Prospective members register/reregister by completing and submitting the on-line Limerick PPN registration form. 2. The registration form is processed by the PPN Secretariat through its staff who, before confirming membership of a group/organisation, assess eligibility for membership and ensure the appropriate electoral college/pillar (i.e. Community, Environment and Social Inclusion) and Municipal District have been chosen. 3. Where staff have any queries in relation to a registration, they endeavour to address the queries with representative(s) of the group/organisation who submitted the registration form. Where the staff remain unclear about the eligibility of a group/organisation, they refer the matter to the Secretariat who decide at their next scheduled meeting on the what course of action should be taken. The Secretariat has the final say on eligibility to be a PPN member. 	<p>c) Clarify time of the blended learning with DRCD and let Secretariat members know – this opportunity can also be opened to PPN members</p> <p>d) Organise the training with IEN for community groups in Limerick</p> <p>e) Respond to Wired FM thanking them and saying LPPN will wait until public health restrictions allow for studio visits</p>	PPN staff	ASAP
<p>6. Correspondence</p>	<p>The following items of correspondence were noted/discussed:</p> <ol style="list-style-type: none"> 1) DRCD 26/03/21 RE Online Training for Stakeholders of the Public Participation Networks (with 5 places for LPPN) 2) Irish Environmental Network (national environment pillar) 08/04/21 RE Training Proposal for PPNs 3) Patrick Fitzgerald 27/03/21 RE Resignation from Secretariat 4) College Radio Station Wired FM 13/04/21 RE Radio interview 5) John Buttery 15/04/21 RE Resignation from Secretariat 6) Mo Foley Walsh 18/04/21 RE Resignation from LCCC 7) Brian O'Connor 19/04/21 RE Resignation as PPN representative and from Environmental Trust Ireland 8) Michelle Hayes, 18/04/21 RE Draft Constitution 9) Breda Hayes 19/04/21 RE Resignation of Brian O'Connor from Environmental Trust Ireland 			
<p>7. Governance</p>	<p>MQ began by reminding Secretariat members to focus on procedures and protocols for this agenda item.</p> <ol style="list-style-type: none"> 1) Plenary meeting <p>1 It was noted that the draft minutes of the Plenary meeting are not yet available</p>	<p>f) Draft Plenary minutes to be available for next Secretariat meeting</p>	MFW	Next Secretariat meeting

	<p>2 It was unanimously agreed that the proposed updated LPPN constitution as presented at the Plenary meeting is not an immediate priority and will require open debate at a future Plenary meeting in a manner similar to the process done to adopt the current constitution</p> <p>3 The following correspondence arising from the Plenary meeting was noted:</p> <p>a) St Mary's Adult Education Group/Brian Thompson 15/04/21 RE Plenary Meeting</p> <p>b) Limerick Dragons/Vidette Ryan Molyneux 16/04/21 RE Plenary Meeting</p> <p>c) Families Support group/Seamus Scott 16/04/21 RE Plenary Meeting</p> <p>4 Disappointment was expressed by all present about the events at the recent plenary meeting</p> <p>5 Secretariat members appreciate that all PPN members' concerns should be understood and addressed appropriately</p> <p>6 Based on some comments made at the Plenary, there is also a concern in the Secretariat that PPN members, new ones in particular, may choose to disengage with the PPN and/or influence others to consider doing so – this means that all PPN members should be reached out to by the Secretariat</p> <p>7 Secretariat members considered what options are available to them according to the provisions of the LPPN constitution</p> <p>8 The sentiment is that the Secretariat and the general PPN membership have worked very hard since late 2019 to build the PPN into an empowering and accountable network to support civil society in Limerick to effectively participate in local democratic structures</p> <p>9 It was also noted that the protocols for PPN meetings need to be strengthened and followed by all</p> <p>10 A General Purposes Committee needs to be established to consider the concerns raised in the correspondence and to consider any further correspondence of this nature</p> <p>11 A letter should be sent to all PPN members 1) inviting them to make submissions on the events of the Plenary meeting which will be considered by a General Purposes Committee of the Secretariat and 2) underlining that the Secretariat is united in its commitment to the purpose and ethos of Limerick PPN and keeping its membership who are also committed to the purpose and ethos of Limerick PPN</p>	<p>g) General Purposes Committee to be established in advance of next Secretariat meeting</p> <p>h) Letter from Secretariat to PPN membership to be prepared and circulated to all PPN members</p>	<p>Secretariat members</p> <p>Secretariat members</p> <p>In advance of next Secretariat meeting</p>	<p>ASAP</p>
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	<p>2) Agenda items proposals template for LPPN</p> <p>1) This is a requirement in the MOU and it has been flagged with the Linkage Groups on Chatter</p> <p>2) Draft to be considered by the Secretariat members in Chatter. Once finalised, it is to be shared with the Linkage Groups' members and the PPN representatives and be published on the website</p>	<p>i) Draft agenda items proposals template for LPPN to be reviewed on Chatter. Following agreed changes, it will be circulated to the membership</p>	<p>Secretariat and staff</p>	<p>ASAP</p>
<p>8. Decision-making and representation - There was a brief update on the Linkage Groups</p> <p>9. National PPN Secretariat Network – covered under matters arising</p> <p>10. Finance – not discussed</p> <p>11. Membership/ registrations – Membership currently stands at 148 groups – up four since last Secretariat meeting</p> <p>12. Communications – LPPN website and social media sites are regularly updated and social media followers continue to grow</p>	<p><i>MFW and MC left the meeting at this point</i></p>			
<p>13. PPN Staffing</p>	<p>1) MFW's resignation means that the resource worker post needs to be filled</p> <p>2) There was unanimity that the preferred recruitment option is to recruit externally and continue with the current hosting arrangement with LCCC</p> <p>3) The Secretariat wished to congratulate MFW on her new role and wish her well, and agreed to share these wishes with the members and to keep them informed on recruitment plans</p>	<p>j) MQ to contact Seamus O'Connor of LCCC to confirm Secretariat decision</p>	<p>MQ</p>	<p>ASAP</p>
<p>14. AOB</p>	<p>There was a strong wish also to hold elections as soon as possible to fill all current vacant seats</p>	<p>k) MQ to inform PPN staff to open elections for all vacant seats asap</p>	<p>MQ</p>	<p>ASAP</p>
<p>15. Next Meeting</p>	<p>Monday May 17, 7- 9pm on Zoom Facilitator: Michael Quilligan</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  Print name MICHAEL QUILLIGAN Date: 17/5/21