

Meeting: LPPN Secretariat meeting
Date: 22 June 2021, 7-9pm
Venue: On-line meeting
Present: Noreen Stokes (NS) – Facilitator, Patrick Cummins (PC), Catherine Dalton (CD), David O’Brien (DOB), Jack O’Connor (JOC), Michael Quilligan (MQ)
In Attendance: Mary Casey (MC) LPPN Support Worker

LPPN = Limerick Public Participation Network
LCCC = Limerick City and County Council
DRCDC = Department of Rural and Community Development
LG = Linkage Group
SPC = Strategic Policy Committee

CABE = Climate Action, Biodiversity & Environment
LCDC = Local Community Development Committee
CL&C = Community, Leisure & Culture
SOO = Statement of Outcomes

Agenda Item	Detail	Action	Who	When
1. Apologies	Aidan Hogan Sean Kelly			
2. Conflicts of interest	None noted			
3. Minutes of last meeting	1. The minutes were reviewed and agreed to be a satisfactory summary of the meeting on 17 May 2021 2. The minutes were proposed by CD and seconded by MQ	a) Sign the agreed minutes b) Upload minutes to website	MQ MC	ASAP ASAP
4. Matters Arising	The following was noted: 1) All relevant sections with respect to LPPN of the DRCDC PPN Annual Report 2020 have now been completed and submitted on behalf of LPPN and LCCC. 2) All members/member organisations who made a submission with regard to the April 15 Plenary meeting have been responded to. It was again noted that the LPPN constitution does allow for a simple majority vote at Plenary meetings and that this would need to be accommodated at any future online Plenary meeting. 3) The Agenda Items Proposal template has now been updated to better clarify the signatories and shared on Salesforce Chatter and the LPPN website 4) The two Zoom licenses for LPPN have been renewed for a further 12 months at the cost of €280 excluding VAT. This cost was covered by the LPPN staff as Zoom does not have a purchase order option for low value licences and the cost is to be recouped through expenses.	c) Plan to accommodate online voting for Plenary d) Recoup Zoom license expenses	Secretariat/ LPPN Staff MC for MFW	For next online Plenary meeting ASAP

5. Correspondence	<p>The following items of correspondence were noted:</p> <ol style="list-style-type: none"> 1) Michelle Hayes, Environmental Trust Ireland, 23/05/21 RE: Statement of Outcomes CABE 13th April 2021 2) Michelle Hayes, Environmental Trust Ireland, 24/05/21 RE: Statement of Outcomes CABE meeting 13th April 2021 3) Martin Heneghan, Graduate.ie, 24/05/21 RE Citizenship & Democracy Programme for Second level students. It was agreed that providing funding of this sort does not come under the remit of the PPN and to advise him of this. 4) Sarah Wetherald, Sligo PPN Resource Worker, 26/05/20 RE Insurance Reform: Community benefits to date survey. It was agreed to share the survey with the membership to complete as they wish 5) DRCD, 26/05/21 RE PPN Income and Expenditure Query – covered in later Agenda item 6) Tom Tarpey, CABE Linkage Group Meeting Facilitator, 27/05/21 RE CABE SPC Agenda circulation. It was agreed to contact the council regarding the agreement to “circulate meeting documentation 10 days in advance of a meeting to enable sectoral representatives to consult within their sector” [in relation to same]. 7) Ciara Shevlin, School of Architecture, Planning and Environmental Policy UCD, 01/06/21 RE Survey for LCDC & SPC Reps for Local State Society Relations Research Project. It was noted that although Rep contact details could not be shared due to GDPR, names of Reps and their member organisations could be viewed on the PPN website, which they could be contacted through. 8) DRCD, 02/06/21 RE PPN structural review: online survey – details of how to participate in the survey have been widely shared with the membership. 9) Liz Gabbett, CABE SPC Representative, 09/06/21 Letter of resignation. This was noted with regret and her hard work and contribution as a PPN representative recognised. 	<p>e) Contact Martin Heneghan with funding decision</p> <p>f) Share Insurance Survey with PPN members</p> <p>g) Contact Council regarding timely circulation of SPC Agendas</p> <p>h) Email Ciara Shevlin re details of Reps available on PPN website</p>	<p>MC</p> <p>MC</p> <p>PPN Staff on behalf of Secretariat</p> <p>MC</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
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<p>6. Governance</p>	<p>1. Plenary meeting draft minutes. It was noted that not all Secretariat members had a chance to review the minutes of the last Plenary so it was decided to re-circulate them to read in order to get agreement to upload them to the PPN website.</p> <p>2. Chatter Activity on CABA LG in relation to proposed visit to Irish Cement. It was noted:</p> <p>1) Although the conversation was robust, this was to be expected where people held strong opinions.</p> <p>2) A fact-finding visit by members of a LG with respect to a potential request for an independent monitoring station as minuted at LG meeting could not be perceived as LPPN support for Irish Cement.</p> <p>3) The proposed visit was now postponed until September after the time limit for judicial review.</p>	<p>i) Email minutes from April plenary to Secretariat and agree to post on LPPN website</p>	<p>MC /Secretariat</p>	<p>Before next Secretariat meeting</p>

<p>7. Participation in decision-making and representation</p>	<p>1. Update on Linkage Groups</p> <p>1) An update was given of Linkage group activity since the last meeting</p> <p>2) It was noted:</p> <p style="margin-left: 20px;">a) Good discussion had taken place in LG meetings and on Chatter to reach consensus on questions and proposals for Agenda items to bring to SPC meetings</p> <p style="margin-left: 20px;">b) Concern about circulation of meeting documentation ten days in advance of SPC meetings still exists.</p> <p>2. Liz Gabbett resignation/Vacant CABE SPC seat. The following was noted:</p> <p>a) It was disappointing to lose another good PPN representative</p> <p>b) There is lot of work involved in being a PPN rep, alongside salaried work and volunteering</p> <p>c) There are now a total of 5 vacant seats to be filled: 1 JPC, 2 SPC and 2 Secretariat seats</p> <p>d) With most things dying down for the summer months it would be best to hold off on elections</p> <p>It was agreed to wait until the new Resource Worker is in place to hold elections.</p>	<p>m) Hold off on elections</p>		<p>Until new RW is in place</p>
<p>8. Finance</p>	<p>Underspend from 2020: €10,639.01.</p> <p>a) A Secretariat sub-committee was formed to deal with the 2020 underspend comprising of PC, MQ and NS</p> <p>b) 2 meetings have taken place to date;</p> <ul style="list-style-type: none"> • One with Seamus O'Connor of LCCC to explore how LPPN could work with LCCC/LCDC to support better public participation of under-represented groups • Follow up meeting to formulate a proposal to submit to DRCD with regard to the underspend <p>c) The following proposal was submitted to the DRCD:</p> <p><i>Following consultation, Limerick PPN propose to use the 2020 budget underspend to connect with hard to reach groups in the community through a combination of capacity building and a focused communications campaign to enable them to represent their communities through greater public participation.</i></p> <p><i>Following a meeting with Seamus O'Connor, our liaison person with Limerick City and County Council and LCDC Chief Officer, this would be done in collaboration with both the LCDC and Limerick City and County Council.</i></p>			

	<p>d) The DRCD responded agreeing to the proposal and the first tranche of 2021 funding from the DRCD has now been received It was agreed that the subcommittee would continue to meet in order to follow through with the underspend proposal.</p>	n) Subcommittee meet to plan implementation of underspend proposal	PC, MQ, NS & MC	ASAP
9. Secretariat recruitment subcommittee update re PPN Resource Worker post	<p>The following was noted:</p> <ol style="list-style-type: none"> 1) The job spec for the LPPN resource worker has been agreed and the job posting has been live since Thursday, June 17. 2) The posting has been widely advertised on the LCCC website, ActiveLink, on social media, the PPN website and on the Resource Workers network. 3) Applications are being accepted up until June 30 – allowing for shortlisting, interviews, reference checking, notice being required etc. it would be most likely mid to late September before the position is filled. 4) A request for 1 LPPN Secretariat nominee to sit on the interview board had been requested by Seamus O'Connor <p>It was agreed that MQ would sit on the interview board for the new RW. This was proposed by CD and seconded by DOB.</p>	o) Join RW interview board	MQ	Going forward
10. Membership/registrations	<p>MC queried whether a sporting organisation could register under the Social Inclusion Pillar. It was agreed that this was acceptable in the case of Limerick Cricket Club due to it's reach and work within the migrant community.</p> <ol style="list-style-type: none"> 1) There were four new registrations since the last Secretariat meeting 2) Membership now stands at 152 			
11. Communications	MC continues to manage the LPPN communications through the website and social media but highlighted that she is unable to devote as much time to it due to increased responsibilities until the new RW is in place.			
12. AOB	None noted			
13. Next Meeting	Monday July 19, 7- 9pm on Zoom Facilitator: Noreen Stokes			

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

FACILITATOR: Signature *Noreen Stokes* Print name NOREEN STOKES Date: 19th August 2021