

**Meeting:** LPPN Secretariat meeting  
**Date:** 11 October 2021, 7-9pm  
**Venue:** On-line meeting  
**Present:** Noreen Stokes (NS) – Facilitator, Patrick Cummins (PC), Aidan Hogan (AH), Sean Kelly (SK), 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  
 DRCD = Department of Rural and Community Development  
 LG = Linkage Group  
 SPC = Strategic Policy Committee  
 LCDC = Local Community Development Committee

CABE = Climate Action, Biodiversity & Environment  
 JPC = Joint Policing Committee  
 CL&C = Community, Leisure & Culture  
 EDEP = Economic Development, Enterprise & Planning  
 URCD&SI = Urban and Rural Community Development & Social Inclusion  
 MOU = Memorandum of Understanding

Agenda Item	Detail	Action	Who	When
<b>1. Apologies</b>	Catherine Dalton, David O’Brien			
<b>2. Conflicts of interest</b>	None noted			
<b>3. Minutes of last meeting</b>	1. The minutes were reviewed and agreed to be a satisfactory summary of the meeting on 30 August 2021 2. The minutes were proposed by SK and seconded by PC	a) Sign the agreed minutes b) Upload minutes to website	NS MC	ASAP ASAP
<b>4. Matters Arising</b>	1. The following was noted: <ul style="list-style-type: none"> <li>a) This Secretariat meeting and been originally scheduled for Oct 7 but due to an IT issue had to be deferred until Oct 11</li> <li>b) Social Justice Ireland delivered a webinar; Local Authority Budgets and making pre-budget submissions, to PPN members and potential members.</li> <li>c) Four LPPN Reps will undertake the PPN training sessions ‘Creating Capable Communities’ facilitated by WIT and SJI and their names have been submitted to the DRCD</li> <li>d) Election nomination forms and information documents have been prepared and uploaded to the elections page on the PPN website</li> <li>e) Advance notification has been issued to all LPPN members who had registered in 2019 and 2020 with details of how the re-registration process would work with invitations to re-register being issued on Sep 15</li> </ul>			
<b>5. Correspondence</b>	The following items of correspondence were noted: <b>1) DRCD, 08/09/21 RE:</b> Update on status of Recruitment of LPPN Resource Worker. It was noted: <ul style="list-style-type: none"> <li>a) MC had filled them in on the process to date</li> <li>b) MC had also expressed the Secretariat’s frustration at the pace of the recruitment process</li> </ul>	c) Redirect future queries from	MC	Going forward

	<p>c) Future queries should be directed towards LCCC as they were the ones in charge of recruiting the Resource Worker</p> <p><b>2) Nick Doran, Development Perspectives, 08/07/21</b> RE: Rerun of the online SDGs workshop for Limerick PPN. It was agreed that there was quite a lot going on currently and that this would be best postponed until the new RW is in place</p> <p><b>3) Susan O’Neill, LPPN Representative on the LCDC, 13/09/21</b> RE: Notice of intention to Resign from LCDC at October 6 meeting.</p> <p><b>4) Edel Geraghty, LPPN Representative on the LCDC, 14/09/21</b> RE: Notice of intention to Resign from LCDC at October 6 meeting. It was further noted that:</p> <ul style="list-style-type: none"> <li>a) This left 1 vacant Community/Voluntary seat on the LCDC and 1 vacant Social Inclusion Pillar seat on the LCDC</li> <li>b) The advance notice from both Reps had enabled the inclusion of these vacancies in the current round of elections</li> <li>c) The call for nominations in the current elections had been deferred from Oct 4 to Oct 7 to allow for the official resignation of the Reps at the Oct 6 meeting</li> <li>d) Both vacant seats were now included in this round of elections</li> </ul> <p><b>5) Declan Hayden, Land Development Agency, 17/09/21</b> RE: FW: Colbert Quarter Launch and consultation on the Draft Spatial Framework. This has been emailed to all members.</p> <p><b>6) Michelle Hayes, Environmental Trust Ireland, 23/09/21</b> Re: Agenda Items Proposal Template. This was discussed further under LG updates.</p> <p><b>7) Caroline Toal, Resource Worker Kerry PPN, 01/10/21 10:12</b> RE: Smart Villages. It was agreed that this was of great interest and that more should be found out about the “North Kerry, West Limerick: Smarter Villages, Stronger Communities” project.</p>	<p>DRCD on RW to LCCC</p> <p>d) Postpone rerun of SDGs workshop</p> <p>e) Find out more about project from C Toal</p>	<p>LPPN</p> <p>MC</p>	<p>Until new RW in place</p> <p>Going Forward</p>
<p><b>6.</b> Presentation on ‘Decarbonising Together’ initiative</p>	<p>Sinead Hourigan(SH) of LCCC and Helena Fitzgerald(HF) from UL joined the meeting at 7:20pm to give a presentation on an initiative they are involved with:</p> <ul style="list-style-type: none"> <li>a) ‘Decarbonising Together’ is one of 14 projects selected across Ireland for the €2 million Creative Climate Action Fund awarded by The Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media in collaboration with the Department of the Environment, Climate and communications.</li> <li>b) It will be a creative collaboration with 5 Limerick metropolitan communities with arts and creative industry partners using Limerick’s new Citizen Innovation Lab</li> <li>c) 5 communities will be selected following a call for expressions of interest shared by LPPN</li> <li>d) Each group will learn about Limerick’s plans for decarbonisation and identify a decarbonisation challenge relevant to their day-to-day lives</li> <li>e) The challenges will form the basis of an open call for arts and creative industry partners to work with the communities to address the challenges drawing on a range of creative skills</li> </ul>			

	<p>f) The groups, through the project, will focus on making and doing together to enable behaviour change towards decarbonisation in Limerick.</p> <p>g) An open call for interested groups would take place in Nov, work with the chosen groups to identify climate challenges would follow with a call out for creative partners in Jan. Work on the projects would take place across 2022.</p> <p>h) Funding of about €2000 would be available to the participant communities</p> <p>It was agreed that this was an interesting and relevant project that LPPN would be happy to assist with.</p> <p>NS thanked SH and HF for their presentation and they left the meeting.</p>	<p>f) Liaise with SH &amp; HF on 'Decarbonising Together' project</p>	<p>MC</p>	<p>Going Forward</p>
<p><b>7. Finance</b></p>	<p>1. <b>Underspend from 2020: €10,639.01.</b></p> <p>a) Seamus O'Connor (SOC) Chief Officer of the LCDC made few minor points about the Underspend tenders but agreed that they were fine overall</p> <p>b) MQ pointed out that at the start of this process it was believed that a new Resource Worker would be in place to oversee the tendering process and to guide the work on the projects going forward</p> <p>c) It was also agreed that, given MC's present workload, there was little room to accommodate this</p> <p>d) Due to the timeframe given by the DRCD to spend the additional funds it was agreed that the DRCD should be written to the explore any potential leeway given the pace of the recruitment process which the Secretariat were not in a position to expedite</p>	<p>g) Write to the DRCD re timeframe for the use of extra funds</p>	<p>MQ</p>	<p>ASAP</p>
<p><b>8. Governance</b></p>	<p>1. <b>Annual members meeting Dec 2<sup>nd</sup></b> The following was discussed and agreed:</p> <p>a) The Plenary would be held in person unless Covid-19 government guidelines changed</p> <p>b) The Venue would need to be of adequate size to accommodate social distancing – due to LCCC procurement requirements, it was agreed that they should be consulted with to check what venues had been used for recent events of this size</p> <p>c) Current standing orders for Plenary meetings to be reviewed to reflect changes required following April Annual members meeting GPC recommendations</p> <p>d) New Constitution to be considered with a view to presenting at Plenary</p> <p>e) A Presentation on LCCC funding streams and the Social Inclusion &amp; Community Activation Programme(SICAP) to be given by LCCC in conjunction with LPPN organisation</p> <p>f) Follow up with Abbeyfeale Community Council as LPPN member group to give experience of funding processes</p> <p>g) Items to be considered for 2022 Workplan which SK will work on</p> <p>h) MC to provide Annual Report for Secretariat report to Plenary on LPPN 2021 activities</p> <p>2. <b>Elections.</b> MC gave an update on the current round of LPPN elections taking place as follows:</p> <p>a) Elections had opened and nominations were being called for to fill 7 LPPN vacancies as</p>	<p>h) Liaise with LCCC on possible venues for Plenary</p> <p>i) Standing orders to be circulated for review on Chatter</p> <p>j) Circulate Constitution</p> <p>k) Liaise with LCCC &amp; Abbeyfeale CC re presentation</p> <p>l) Prepare Annual Report &amp; 2022 Workplan</p>	<p>MC</p> <p>MC/ Secretariat</p> <p>MC</p> <p>MC/JOC</p> <p>MC/SK/ Secretariat</p>	<p>ASAP</p> <p>Before next Secretariat meeting</p> <p>ASAP</p> <p>Before next Secretariat meeting</p> <p>In advance of Dec Plenary</p>

	<p>follows: 2 seats on the LPPN Secretariat, 1 CABE SPC seat, 1 Home &amp; Social Development SPC seat, 1 JPC seat and 2 LCDC seats</p> <ul style="list-style-type: none"> <li>b) Call for nominations had been deferred from Oct 4 to Oct 7 to allow for the official resignation of the LCDC Reps at the Oct 6 meeting</li> <li>c) Nomination forms and election information were available on the Election resources page of the LPPN website</li> <li>d) Elections had been publicised on Social Media, the LPPN Website and election notification emails had been sent to all LPPN members</li> </ul> <p>3. <b>Re-registrations of PPN membership.</b> MC gave an update as follows:</p> <ul style="list-style-type: none"> <li>a) Invitations had been issued to all LPPN members who had registered in 2019 and 2020</li> <li>b) To date replies had been received from approximately 30% of groups contacted</li> <li>c) Only one of these groups had chosen not to re-register and that was due to the fact they had disbanded</li> <li>d) The process was time-consuming as any updates had to be input by PPN staff</li> </ul>	m) Continue with re-registration process	MC	Until process complete
<p><b>9. Participation in decision-making and representation</b></p>	<p><b>Update on Linkage Groups.</b> MC gave an update as follows:</p> <ul style="list-style-type: none"> <li>a) Four LG meetings had taken place since the last Secretariat meeting; CABE LG on Sep 20<sup>th</sup>, EDEP LG on Sep 21<sup>st</sup>, CL&amp;C Oct 1<sup>st</sup> and URCD&amp;SI on Oct 7th</li> <li>b) MC had been present at the CABE LG meeting which was attended by 4 other LG members of which one was a CABE PPN Rep and the meeting facilitator. An issue arose with the Agenda Items Proposal Template regarding an item put forward for the upcoming SPC meeting by one of the attendees</li> </ul> <p>The following was noted and agreed by the Secretariat:</p> <ul style="list-style-type: none"> <li>a) It forms part of the MOU with LCCC that an agreed PPN Template be used for proposing SPC Agenda items signed by the LG facilitator and at least one elected LPPN Rep on the SPC</li> <li>b) The requirement for two signatures on the template could have been met by the PPN Rep who was Facilitating the meeting and one other LG member present from a different organisation.</li> <li>c) It was agreed that the current wording on the Template should be reviewed in order to Clarify this</li> </ul>	n) Look to clarify wording on Agenda Items proposal template	MC	Before next Secretariat meeting
<p><b>10. Recruitment of PPN Resource Worker</b></p>	<p>MQ gave an update as follows:</p> <ul style="list-style-type: none"> <li>a) LCCC's HR department had contacted been in touch to let him know that interviews had been scheduled to take place over 2 days on October 20<sup>th</sup> &amp; 21<sup>st</sup></li> <li>b) 11 of the 12 shortlisted candidates were available to interview</li> </ul> <p>The Secretariat expressed frustration at the undue length of time taken to schedule interviews</p>			

	since shortlisting of candidates had occurred over 2 months earlier at the end of July It was further agreed that this should be communicated to LCCC indicating LPPN work deferred due to absence of Resource Worker and to ensure no further delays occurred.	o) Write to LCCC	NS	ASAP
<b>11.Membership/registrations</b>	MC updated as follows: 1) There were three new registrations since the last Secretariat meeting 2) Membership now stands at 159			
<b>12.Communications</b>	No new updates			
<b>13. AOB</b>	<b>New Facilitator:</b> NS agreed to facilitate for one further meeting			
<b>14.Next Meeting</b>	Monday November 8 <sup>th</sup> , 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: 17<sup>th</sup> December 2021.**