

Meeting: LPPN Secretariat meeting
Date: 08 November 2021, 7-9pm
Venue: On-line meeting
Present: Noreen Stokes (NS) – Facilitator, Patrick Cummins (PC), Aidan Hogan (AH), Sean Kelly (SK), David O’Brien (DOB), 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
TOR = Terms of Reference
LG = Linkage Group
LCDC = Local Community Development Committee

LAWPRO = Local Authorities Waters Programme
CL&C = Community, Leisure & Culture
CABE = Climate Action, Biodiversity & Environment
GPC = General Purposes Committee
URCD&SI = Urban and Rural Community Development & Social Inclusion
MOU = Memorandum of Understanding

Agenda Item	Detail	Action	Who	When
1. Apologies	Catherine Dalton, Jack O’Connor			
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 11 October 2021 2. The minutes were proposed by SK and seconded by MQ	a) Sign the agreed minutes b) Upload minutes to website	NS MC	ASAP ASAP
4. Matters Arising	1. The following was noted: <ul style="list-style-type: none"> a) The last in the series of online webinars for PPN members and potential members had been delivered by Social Justice Ireland on Group Facilitation Skills b) Sinead Hourigan of LCCC was contacted with regard to the ‘Decarbonising Together’ project and would be back in contact with LPPN with an email to share with relevant member organisations once the details were worked out c) The PPN election process had successfully concluded with results to be discussed later in the Agenda 			
5. Correspondence	The following items of correspondence were noted: 1) Susanne Rogers, Social Justice Ireland, 05/10/21 RE: Secretariat Staff Liaison Committee. It was confirmed that it was a mandatory requirement for all PPNs. It was further noted: <ul style="list-style-type: none"> a) A good working relationship already existed between all Secretariat members and the PPN staff and there were no issues in this area b) As it was established the requirement was mandatory, it was agreed to form the Committee c) HR training and a clear TOR would be required for the Staff Liaison Committee d) Other PPNs should already have these in place so could advise on how best to proceed It was agreed that AH, SK and MQ form the Staff Liaison Committee.	c) Check with other PPNs with regard to TOR and HR training	MC	In advance of next Secretariat meeting

	<p>2) Eoin Buckley, Facilitator of Travel and Transportation LG, 14/10/21 RE: Request for urgent meeting with the LPPN Secretariat. It was further noted that this meeting had taken place on Oct 18 and was included for discussion as a later agenda item.</p> <p>3) Gerard McNamara LCCC on behalf of the Chairperson of Limerick LCDC, Cllr. Michael Collins, 15/10/21 RE: Resignation of PPN Members from LCDC. Formal notification of resignation of LPPN Representatives Edel Geraghty and Susan O’Neill from their LCDC seats at Oct 6 meeting</p> <p>4) DRCD, 15/10/21 RE: Online Presentations from AILG. Following a request that PPN Reps should have access to AILG (Association of Irish Local Government) training webinars it was agreed with the DRCD to facilitate attendance at online events and to make recordings of previous sessions available to PPN reps</p> <p>5) DRCD, 26/10/21 RE: PPN Wellbeing Visions - Progress Status. It was further noted this formed part of the LPPN workplan for 2021 but due to DRCD sponsored initial training for the project being put on hold until 2022 it had been deferred.</p> <p>6) Hosting Ireland Customer Support, Web Hosting site for the LPPN website, 26/10/21 Re: [Ticket ID: 799704] pnp@limerick.ie This was a reply to a query raised by MC when unable to access the LPPN website. It was advised due to an increase in website traffic to upgrade to Wordpress Standard Hosting in order to prevent a reoccurrence of this issue. It was agreed by the secretariat that the LPPN web hosting package should be upgraded at the next renewal.</p> <p>7) John Lannon, DORAS, 28/10/21 RE: Nominations for the Limerick PPN Secretariat.</p> <p>8) Eoin Buckley, Ballinacurra Gaels, RE: Decision to step down from Role as a facilitator on the Travel & Transportation LG. It was further noted that this was because of increased commitments due to a change in role at his organisation.</p> <p>9) DRCD, 02/11/21 RE: Circular CVSP 3/2021: 2nd Tranche payment and other financial information.</p> <p>10) Helen Howes, RW Wicklow PPN, 02/11/2021 RE: A Message for PPNs from LAWPRO – in connection to the Draft River Basin Management Plan and proposed virtual meetings for PPNs with their Community Water Officer.</p> <p>11) DRCD, 02/11/21 RE: SAVE THE DATE: PPN Workshop on National Wellbeing Indicators, 03/12 – request for one individual to attend. It was agreed that a secretariat member should attend as forms part of 2022’s workplan. It was further agreed that NS would attend,</p> <p>12) Maura Meaney, LPPN CL&C Rep, 03/11/2021 RE: Invitation for PPN members to attend presentation on the Colbert Quarter Draft Spatial Framework at the Savoy Hotel, Limerick</p> <p>13) Ruairí Ó Conchúir (RÓC), Community Water Officer Clare, Limerick & Tipperary, 04/11/2021 RE: Request to help organize virtual online meeting on the Draft River Basin Management Plan consultation on Thursday 18th November @ 19:30hrs to 20:30 hours. It was agreed that MC should help facilitate this.</p>	<p>d) Share details of AILG training with PPN Reps</p> <p>e) Upgrade Hosting package for PPN website</p> <p>f) Attend PPN workshop</p> <p>g) Contact RÓC to organise online virtual meeting</p>	<p>MC</p> <p>MC</p> <p>NS</p> <p>MC</p>	<p>Going Forward</p> <p>At next renewal</p> <p>Dec 3</p> <p>ASAP</p>
--	--	---	---	--

	14) DRCD, 02/11/21 RE: Request for LPPN CABE Rep, Caillum Hedderman to highlight some of the contributions made at the Limerick workshop at the online launch of the report arising from the PPN Climate Conversation workshops held in March.			
6. Finance	<p>1. Funding Circular from the DRCD and Financial Controls Document. The following was noted:</p> <ul style="list-style-type: none"> a) The PPN 2021 2nd Tranche payment would be issued on Nov 4 b) PPN funding is ring-fenced & can only be used for the purposes of developing & maintaining the PPN. Spending and activities must be in line with the following 3 core functions: <ul style="list-style-type: none"> a. facilitating participation and representation b. building the capacity of member groups c. serving as a networking and information hub. c) A business case could be made to the DRCD to carryover unspent core funding from 2021 into 2022 d) The DRCD's Internal Audit Unit 2022 Workplan includes audits of PPNs' finances in the 2nd half of the year. PPNs whose accounts will be subject to audit will be informed in advance <p>It was agreed that there was a case to be made to carry over funding with respect to 2021 workplan items that had to be deferred to 2022</p> <p>2. Underspend from 2020: €10,639.01. The following was noted:</p> <ul style="list-style-type: none"> a) Permission to carryover funds was so that the project was carried out by end of 2021. b) The DRCD had clarified that if project was up and running before end 2021, funds could be retained for payment of project on completion in 2022 c) These funds must be used solely for the project for which they were approved d) It would most likely be January before a new Resource Worker was in situ <p>It was agreed that the DRCD should be contacted to see if the work could be deferred to 2022</p>	<p>h) Contact the DRCD re carryover of 2021 funding</p> <p>i) Contact the DRCD re retention of funding for work to be carried out in 2022</p>	<p>MC</p> <p>MQ</p>	<p>ASAP</p> <p>ASAP</p>
7. Governance	<p>1. Plenary meeting Dec 2nd The following was discussed and agreed:</p> <ul style="list-style-type: none"> a) SK to take over as Secretariat facilitator and to facilitate Dec 2 Plenary b) To revert to an online meeting because of the current Covid situation <ul style="list-style-type: none"> 1) Due to the current uptick in cases & that this would continue due to the winter season 2) The likelihood that current government guidelines would change because of this 3) A number of our members were older/vulnerable or were caring for those who were 4) Easier to revert to online now than having to change plans last minute c) Notice of Plenary with invitation for submission of agenda items and updated Plenary Draft Agenda to be circulated and finalised asap to allow for 21 day min notice for Plenary d) Plenary Agenda to include <ul style="list-style-type: none"> 1) Standing Orders for Plenary 2) Minutes of last Plenary meeting 3) Matters arising 	<p>j) Revert to Online & publish on Eventbrite</p> <p>k) Circulate & agree Agenda/notice of Plenary</p>	<p>MC</p> <p>MC/ Secretariat</p>	<p>ASAP</p> <p>ASAP</p>

	<ul style="list-style-type: none"> 4) Presentation on Community Funding 5) Progress and financial reports for 2021 6) Workplan with budget for 2022 7) Ratification of October/November 2021 elections 8) Proposed updated PPN constitution 9) Items and motions submitted for discussion e) Presentation on Community Funding to be allocated 15 minutes followed by 5min Q&A f) Facilitator to be supported by GPC comprised of AH, DOB, and JOC g) Voting could take place on the night via the Chat facility on Zoom with 2 Secretariat members acting as tellers being CD and MQ. h) Minutes would be taken by PC <p>2. Secretariat elections – it was noted</p> <ul style="list-style-type: none"> a) Vidette Ryan Molyneaux – Limerick Metropolitan – unopposed b) Social Inclusion seat - no nominations received c) 9 out of 10 Secretariat positions filled – vacant Social Inclusion seat 	<p>l) Prepare Annual Report & 2022 Workplan</p> <p>m) Liaise with LCCC & Abbeyfeale CC re presentation</p>	<p>MC/SK</p> <p>MC/SK</p>	<p>ASAP</p> <p>ASAP</p>
<p>8. Participation in decision-making and representation</p>	<p>1. LPPN elections – the following was noted</p> <ul style="list-style-type: none"> a) Election outcomes for contested LCDC Community seat and automatically elected candidates b) PPN nominations for Council committees would be submitted to LCCC Corporate Services for ratification at the next full Council meeting on November 22 c) Election results would be submitted for ratification by Plenary at the Dec 2 meeting <p>2. Update on Linkage Groups. It was noted</p> <ul style="list-style-type: none"> a) 2 LG meetings took place since last Secretariat meeting; T&T LG Oct 11 and H&SD Oct 19 b) A meeting had taken place between the Secretariat and the T&T LG facilitators c) Important issues with regard to the functioning of some LGs had been raised at the meeting d) Based on this AH presented potential guidance for LGs based on the LPPN constitution e) There was a need for operational consistency across LGs and that this should be further explored with the LG facilitators and Reps based on AH’s guidance document 	<p>n) Submit nominees for ratification by Full Council</p> <p>o) Liaise with LG Reps and Facilitators on LG operations</p>	<p>MC</p> <p>AH/ Secretariat / Staff</p>	<p>ASAP</p> <p>Going forward</p>
<p>9. Recruitment of PPN Resource Worker</p>	<p>The following was noted:</p> <ul style="list-style-type: none"> a) A letter had been sent to LCCC communicating the Secretariats frustration at the length of the process and highlighting LPPN work deferred due to the absence of a Resource Worker b) Interviews had now taken place and a panel had been formed c) Details were now with LCCC HR who would get in contact with the lead candidate on the panel 			

10.Membership/registrations	MC updated as follows: 1) There were 2 new registrations since the last Secretariat meeting 2) Membership now stands at 161			
11.Communications	No new updates			
12. AOB	None noted			
13.Next Meeting	TBC Facilitator: Sean Kelly			

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: 10/11/2021