**Meeting:** LPPN Secretariat meeting

**Date:** 13th June 2022, 7-9pm

**Venue:** On-line meeting

**Present:** Michael Quilligan (MQ) – Facilitator, Patrick Cummins (PC), Catherine Dalton (CD), David O’Brien (DOB), Jack O’Connor (JOC), Patrick Fitzgerald (PF), Noreen Stokes (NS).

**In Attendance:** Lorraine Broderick (LB) LPPN Resource Worker

**LPPN = Limerick Public Participation Network**

**LCCC = Limerick City and County Council**

**DRCD = Department of Rural and Community Development**

**RW = Resource Worker**

**LG = Linkage Group**

**CL&C = Community, Leisure & Culture**

**JPC = Joint Policing Committee**

**DEM = Directly Elected Mayor**

**DRBMP = Draft River Basin Management Plan**

**MOU = Memorandum of Understanding**

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| **Agenda Item** | **Detail** | **Action** | **Who** | **When** |
| 1. **Apologies** | Vidette Ryan Molyneaux, Sean Kelly, Aidan Hogan | | | |
| 1. **Conflicts of interest** | None noted | | | |
| 1. **Minutes of last meeting** | 1. The previous meeting minutes were not available as Mary Casey (MC), LPPN Clerical Officer, is unwell and was unable to complete these ahead of the meeting. 2. On Mary’s return to work these will be completed and available for review on the Secretariat Chatter Page. | Prepare previous meeting minutes and present for review ahead of the next Secretariat meeting . | LB  MC | ASAP  ASAP |
| 1. **Matters Arising** | 1. The following was noted:    1. The successful candidates in the March LPPN elections were ratified by Plenary at the April 28th meeting and LPPN nominations for Council committees were ratified at the full meeting of LCCC on the 23rd of May.    2. All LPPN seats on Council committees are currently filled. | Reps to sign Code of conduct and be inducted. | LB  MC | ASAP |
| 1. **Correspondence** | * Community Response Framework document and contact details for Las received from DRCD * Sarah Cusack , **Office of Colm Markey MEP** *Fine Gael Delegation in the EP*   Request for Member information.   * Limerick’s Lifelong Learning Festival return to inperson. * DRCD request for information regarding underspend 2021. * The International Conference and Workshop: Greener Cities - Healthier Communities conference is being organised by the City of Limerick, the project partner of the URBACT Health & Greenspace Action Planning Network. Invitation to attend. * Invite from the department of Environment, Climate and Communications for Limerick PPN to take part in the 2022 Climate Conversations and organise an event. * **NCP Migrant National Forum**'s online launch on **Thursday 26th May 2022, 6pm-8pm.** Invite and request to distribute. * The **International Conference and Workshop: Greener Cities - Healthier Communities** conference is being organised by the City of Limerick, the project partner of the URBACT Health & Greenspace Action Planning Network. It will take place **Tuesday 31st May** **in Istabraq Hall.** Invite |  |  |  |
| 1. **Finance** | Following request for clarity from DRCD as to why first tranch of funding had not been received Lorraine advised that we were sent a request from the department for more information regarding underspend. Other ppn’s have also been asked to do this.  LVP card. Lorraine spoke to the members and advised that she hoped to apply for a Low value purchase card for the ppn, highlighting how difficult it was to complete some transactions or avail of some services relating to online payments. It was agreed by secretariat members that this would be an appropriate application. | LB to email department with underspend rationale as requested.  LB to speak to Finance in LCCc regarding LVP Card application. | LB  LB | ASAP  ASAP |
| 1. **Governance** | 1. **Strategic Plan for LPPN.** The following was noted: 2. This requirement for all PPNs is included in the LPPN Draft Workplan for 2022 3. LB spoke of Strategic plans completed from other counties. It was noted that any Plan developed would need to be achievable and tailored to our needs and strengths. Lorraine advised that she would make a draft tender for Secretariats viewing. 4. **2021 LPPN Annual report**. 5. The annual report was submitted to the department as scheduled 6. LGs and Reps were invited to make submissions relating to their activities over the past year for inclusion in the annual report. None did so. | LB to generate a Draft Strategic Plan Tender document. | LB | For next Secretariat meeting |
| 1. **Participation in decision-making and representation** | 1. **Update on Linkage Groups.** It was noted: 2. Elections- Active cities/ Travel and Transportation and LCDC Reps have been approved at full council meeting **.** 3. The invitation from the department of environment, climate and communications to participate in the 2022 Climate conversations was discussed and it was agreed that an event should be organised and in person. | LB to organise inperson event for this. |  |  |
| 1. **Membership/ registrations** | **Membership/registrations.** It was noted:   1. Current membership stands at 180 groups   One new Registration: Rockhill/Bruree Community Council |  |  |  |
| 1. **Communications** | **Communications**. The following was noted:   1. Request from LCCC for contribution toward cost of MyPoint *[Information/ Decision]*   Lorraine received a request from LCCC for *€1286.00.* for what was described as a proportionate cost to our department for use of MyPoint. Lorraine advised that this seems high and if secretariat agrees we should offer €600 as we do use it for elections and it is very secure. The fact that this was a cost was questioned by CD and Lorraine explained that it was a charge that every LCCC department was paying for use of the platform; not an additional charge for PPN.  *If the cost is shared through departments then that amount is not appropriate, as we are not a department.*  *However, the benefits and transparency we have from having the use of such a robustly secure system for our elections should be acknowledged,*  LB suggested we offer €500/€600. This was agreed.   1. *PPN Information Brochures generated for distribution to libraries etc. [View/Discuss]*   After the secretariat viewed the brochure she advised that she hoped to get these printed professionally and distributed them to libraries in the City and County as well as request our colleagues in other thematic programs to distribute at their events where appropriate. PF felt there was too much information on the document and it could be redone or edited. LB agreed to put on hold until accessed again.   1. Communication and Social Inclusion Tenders *[Update]*   PF presented the assessment of the Tenders received for both Tenders. There were 3 for each. It was agreed that the assessment criteria was rigorous and the selection appropriate. LB was advised to move forward with notifying the successful candidates, generating contracts and workplans for scheduling wok to begin. | LB to discuss this with myPoint staff/ accounts  LB not to proceed until edition and vison of document reassessed | LB  LB | ASAP  On hold |
| 1. **AOB** | It was noted that Sean Kelly’s term as Facilitator is coming to an end and that the members should discuss or come forward as replacement. | Secretariat to discuss | Secretariat | Next meeting (26.09.22) |
| 1. **Next Meeting** | Monday, 26th September, 7-9pm  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\_\_Sean Kelly\_\_ Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: 04.10.2022**