

Meeting: LPPN Secretariat meeting

Date: 30th January 2023, 7-9pm

Venue: On-line meeting

Present: Patrick Fitzgerald (PF) - Facilitator, Vidette Ryan Molyneaux (VRM), Noreen Stokes (NS), Ailís Ni Chofaigh (ANC), Patrick Cummins(PC), Jack O' Connor (JOC)

In Attendance: Lorraine Broderick (LB) LPPN Resource Worker, Caroline O'Reilly (COR) LPPN Support Worker

LPPN = Limerick Public Participation Network

CL&C = Community, Leisure & Culture

LCCC = Limerick City and County Council

JPC = Joint Policing Committee

DRCD = Department of Rural and Community Development

DEM = Directly Elected Mayor

RW = Resource Worker

MOU = Memorandum of Understanding

LG = Linkage Group

Agenda Item	Detail	Action	Who	When
1. Apologies	Michael Quilligan, Sean Kelly & David O'Brien			
2. Conflicts of interest	Ailís Ni Chofaigh declared a conflict of interest if there was a discussion around one of the two complaints received before Christmas in meeting. Ailís Ni Chofaigh was advised of any discussion around the matter would be of information she already received and would be an update from the GPC.			
3. Minutes of last meeting	The following was noted: Draft Minutes taken as read.	LB to include Actions/who/when to Draft and publish on website.	LB	ASAP

<p>1) Matters Arising</p>	<p>The following was noted:</p> <p>The following was noted:</p> <ol style="list-style-type: none"> Response received from Minister re: DEM query. Response from Kieran O' Donnell Minister of Local Government. This letter states that the legislation is near end of process. LB confirmed LVP Card has been approved to go forward however as LCCC were currently switching from Ulster Bank to BOI, the process is delayed. As per our 2023 Work plan; to tender for our 5 year Strategic plan. There has been three offers to tender. Procurement policy states a need a choice of five tenders. Strategic plan will be re: advertised and P.O raised for active link for the advertisement. As Secretariat Members have agreed, they would preferably like the selected consultant to have knowledge and enthusiasm about the Public Participation Network. LPPN will also re advertise on LPPN social media and website. As proposed from MQ (not in attendance) it was agreed by Secretariat Members, to extend an invite to Minister Kieran O'Donnell to attend Limerick Public Participation Network Plenary in April. LB will write a letter to minister Kieran O Donnell to attend Limerick PPN Plenary meeting . Secretariat Members proposed introduction pack for new registrations of PPN. Limerick Public Participation Network Logo; Secretariat members would like Limerick to be Limerick green on logo. LB is going refer back to consultant with SM request. 	<p>Put the letter onto website; inform Plenary that response was received.</p>	<p>LB</p>	<p>Asap</p>
		<p>LB to advertise again if required.</p>	<p>LB</p>	<p>ASAP</p>
		<p>LB to draft a letter of invitation to the Minister/ share with PF for approval and send.</p>	<p>LB/PF</p>	<p>ASAP</p>

	<p>7. LB informed SM, as new registrations to the LPPN, Additional paper work will be added to the daily work schedule.</p> <p>8. Upcoming elections were discussed by Secretariat Members. As LPPN LB spoke about there is one Vacant seats on Secretariat; Environmental Pillar. Two vacant seats on Community Leisure and Culture (Mary Conlon and Karen O' Donnell- O' Connor resigned). One vacant seat on CABE (Ailís Ní Chofaigh resigned). There is a possibility there could be an Election vacant for EDEP seat. As Lorraine will make contact with rep to confirm seat. To confirm there is a seat is available, LB stated she would hope to confirm the election dates by February 10th 2023 as time line was discussed.</p> <p>9. LB asked SM to form a sub group for elections.</p> <p>10. Limerick PPN merchandising items (pens, pop up stands ect.) with new logo will be purchased, When SM approve of items.</p> <p>11. Secretariat Members spoke about current attendance of group member to linkage group/secretariat meetings.</p> <p>12. LB proposed the use of the salesforce app on group members phones.</p> <p>13. LB advised Secretariat Members PPN Newsletter: will be monthly, beefree platform has been reinstated.</p> <p>14. Patrick asked the cost of Zoom.</p> <p>15. LB informed the Secretariat Members about LPPN podcast being launch and positive feedback and good reviews.</p> <p>16. Secretariat Members asked LB about series two and PF expressed he would like to keep the interviewees within the LPPN.</p>			
<p>5. Correspondence</p>	<p>The following items of correspondence were noted:</p> <ul style="list-style-type: none"> • Correspondence received RE: DEM <p>I wish to acknowledge receipt of our correspondence to Mr. Joe O'Brien T.D., Minister of State for Community Development and Charities, in relation to Limerick PPN.</p> <p>The Minister has noted the contents of your letter and has asked me to thank you for bringing it to his attention.</p>			

The Minister has written to his colleague Minister Darragh O'Brien in relation to the issues you raised and asked that he reply directly to you on the matter concerned.

Funding Opportunities

- **Minister Humphreys and Minister Joe O'Brien** announce funding to support 180 community and voluntary groups with their energy bills

Minister for Rural and Community Development, Heather Humphreys TD, and Minister of State, Joe O'Brien TD, Tuesday, 13th December announced funding to support **180 community and voluntary groups** with their energy bills.

- **HSE National Lottery Grant Scheme**

The HSE has been allocated National Lottery Funding for distribution, Under the respite Care Grant Scheme and the National Lottery Grant Scheme.

We are now accepting funding applications for the 2023 National Lottery Grants. The closing date for applications is 12 noon on 17th February 2023.

You can apply and get more information at: <https://bit.ly/3ZLkMX7>

- **Music Capital Scheme 2022:** The scheme which comprises three different awards, Supports the purchase of musical instruments and is designed to respond to broad range of capital needs within the music sector in Ireland.

- **Community Water Development Fund 2023:** The Open Call element of the Community Water Development Fund 2023 will formally open for applications on 1st December.

Applications will be accepted via an online portal at <https://consult.watersandcommunities.ie/.../community...> until the closing date of 7th Feb 2023.

- **Community Engagement: North Kerry, West Limerick: Smart Villages, Stronger Communities**

North Kerry, West Limerick: Smart Villages, Stronger Communities: Project Closing Events
 The 'North Kerry, West Limerick: Smart Villages, Stronger Communities' project is an initiative jointly led by North, East and West Kerry Development (NEWKD) and West Limerick Resources (WLR) in association with KPMG Future Analytics and University College Dublin. The project addresses the unique challenges facing Ireland's rural regions today. With support under the Rural Development (LEADER) Programme 2014-2020, this project

aims to unlock innovative new solutions for the sustainable growth and development of rural communities within the North Kerry – West Limerick region.

- **Metropolitan Tidy Towns Groups take note**

Details of **Limerick Decarbonising Together** here Closing Date 31st January.

- Limerick City and County Council Annual Tidy Towns Seminar, Wednesday 15th of February 2023 in the Woodland Hotel Adare. Further details and Eventbrite invite to follow.
- Return to School

It's back to the school run for many families this week. Consider if you can start 2023 with an active commute – can you walk or cycle instead where safe to do so? #ReduceYourUse Consultations/Surveys

- EVIDENT is a Horizon 2020 research project which is exploring the behavioural biases which impact energy decision making (more detail available on the project website). As mentioned, this survey will allow individuals to test their energy and financial literacy skills and will explore energy appliance decision making through a series of choice experiments. Survey participants can enter a raffle to be in with a chance to win one of eight €350 Amazon vouchers.

Please find below a link to the project website, where you can find more information on EVIDENT and the projects aims.

EVIDENT project website: <https://evident-h2020.eu/>

Campaign Impact Report 2022

- Campaign Impact Report 2022 Thank you to everyone who worked hard to make this year's campaign a success!
- Department of the Environment, Climate and Communications:

The Department of the Environment, Climate and Communications is holding a meeting of its National Stakeholder Forum on the UN Sustainable Development Goals on Tuesday 17th January.

2) Finance	1. Finance		
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	<p>a) Low value purchase card for LPPN expenses Application remains on system until transfer of banks completed.</p> <p>b) 2022 financial reporting document. Not received yet- format is being changed.</p>			
<p>3) Governance</p>	<p>1. Strategic Plan for LPPN: As detailed above in Matters arising. Secretariat Members agreed to re advertise 5 year Strategic plan. Tender will be re published on Active Link. One Vacant seats on Secretariat; Environmental Pillar. Two vacant seats on Community Leisure and Culture (Mary Conlon and Karen O’ Donnell- O’ Connor resigned). One vacant seat on CABE (Ailís Ní Choífaigh resigned). Awaiting for formal response from an EDEP Rep (another possible vacant seat). LB will prepare documentation and will initiate all elections in the coming weeks.</p>			
<p>4) Participation in decision-making and representation</p>	<p>1. Update on Linkage Groups. It was noted:</p> <p>a) Update on Linkage groups</p> <p>1. Secretariat members request to ask SPC for information regarding a number of reps that are not engaging with SPC or their LG. LB should write to request attendance of member and engagement.</p> <p>b) There have been 3 LG meetings; Community leisure and culture, Home and social development and EDEP. CABE, Travel, and transportation scheduled for the coming days.</p> <p>(i) LB wishes to draft a piece to member groups to encourage them to get others in their member groups to join Linkage Groups of interest,</p>	<p>Contact reps involved.</p>	<p>LB</p>	<p>ASAP</p>

	<p>essentially reminding that engagement does not need to be limited to the two named contacts from a group.</p> <ul style="list-style-type: none"> • A “did you know” type of graphic on the social media/ newsletter to remind of the above. <p>The Secretariat agreed to this initiative and LB spending the time on it.</p> <ul style="list-style-type: none"> • Assess use of chatter- Find out how many are using the app. The app appears to be more user friendly. If this works, push app download. 	<p>LB to draft the described graphics/document and distribute.</p> <p>As described aside</p>	<p>LB/ COR</p>	<p>During January</p>
<p>5) Membership / registrations</p>	<p>Membership/registrations. It was noted:</p> <p>2. Membership/registrations – Update</p> <p><u>189- 5 new Registrations:</u></p> <ul style="list-style-type: none"> -Plassey Residents Association/ Community/ Limerick Metropolitan -Ballylanders AFC / Community/ Cappamore-Kilmallock -Gerald Griffin Resource Center/ Community/ Adare-Rathkeale -Thomondgate residents association /Community/ Limerick Metropolitan -Limerick Astro Football/Community/ Limerick Metropolitan <p><u>*Thomondgate Nature Park Project/ Environmental/ Limerick Metropolitan</u></p> <p><u>(*referred to IEN)</u></p>			

<p>4. Communications</p>	<p>5. Communication Strategy:</p> <ul style="list-style-type: none"> a. LB announced The podcast was launched and has gotten very favourable feedback so far. b. PPN Newsletter: will be monthly, beefree platform has been reinstated. c. New Logo: Alice PR (Department Consultant) wish to confirm that we are approving the new logo. d. Social media: Instagram 72 posts 182 followers e. Facebook 234 likes 347 followers (581) f. Twitter 567 <p>6. Salesforce – as per detailed above in 4. B. ii.- Encourage chatter users to download the Salesforce app.</p>		LB	ASAP
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<p>A. AOB</p>	<p>a. LB advised Secretariat Members Dublin City PPN has requested to use an icon that is on our website for a toolkit they are developing for Reps and members. There will be a possibility for us to benefit from this when completing our own. Secretariat Members Approved; LB will notify Dublin of this.</p> <p>a. Update regarding end of 2022 Complaints received. Secretariat members agree matter is closed and resolved. As complaint has not been appealed within the time frame.</p> <p>b. LB stated that PPN Merchandise options will researched and shared on Chatter/ ready for next meeting. Orders cannot be made until the new logo is confirmed Secretariat Members have Approved.</p> <p>c. PF suggested using google calendar for notification updates of current meeting dates.</p> <p>d. PF Proposed having meetings in person. Secretariat Members. Disapproved and going ahead with online meetings.</p>		
<p>B. Next Meeting</p>	<p>28th of February at 7pm</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: Peter Fitzgerald Date: 06.03.2023