

Meeting: LPPN Plenary meeting
Date: 2nd December 2022
Venue: Limerick Strand Hotel

Those present: List at end of the minutes

Apologies: List at end of the minutes

LPPN = Limerick Public Participation Network

LCCC = Limerick City and County Council

SPC = Strategic Policy Committee

LG = Linkage Group

DRCD = Department of Rural and Community Development

EDEP = Economic Development Enterprise & Planning

Agenda item	Detail	Action	Who	When
a) Opening words by Secretariat Facilitator	LPPN Secretariat Facilitator, Patrick Fitzgerald: a) Welcomed everyone, thanked them for attending b) Confirmed Standing Orders for Plenary meetings and that the meeting had a quorum (currently 10%)			
b) Welcome Address and update from Secretariat	a) PF Presented 2023 Work plan. The work plan is broken down into the key areas of PPN activity and is subject to funding from DRCD and Limerick City and County Council. b) Proposal of LPPN budget with carryover submissions Staff are requesting to be brought into next year. To include ordering promotional items and merchandising for the promotion of LPPN. DRCD allowed considerable carryovers due to covid restrictions but are carrying out a reconciliation exercise for the coming year. c) There was discussion of Workplan and Budget (see item 6)			

Agenda item	Detail	Action	Who	When
<p>c) Launch of LPPN Strategy for Inclusion of Under Represented Groups.</p> <p>d) Launch of LPPN Communication s Strategy with Presentation by Ailís Ní Chofaigh on proposed development in coming year</p>	<p>a) PF presented a power point presentation of LPPN Strategy for Inclusion of Under- Represented Groups.</p> <p>Scope of this project, Opportunities and Recommendations and Recommendations to Overcome Barriers to Participation. (Document available on the ppn website).</p> <p>b) Ailís Ní Chofaigh presentation of Network Connections proposal.</p> <p>*Presenting</p> <ul style="list-style-type: none"> - Network Connections: Aim is to Connect with the people, Groups, Promoting, and Simplifying, Benefits, Pillar and structure of LPPN. - Process images more than words. In order to engage with the public. - Proposing a map option for the website. Link on each area of the map. To allow the member to access the link automatically. Click to connect. - Smart Ageing Connections: Percentages of people who use Internet. - Digital Literacy- In Person Training, Repeated sessions. <p>b) PF introduced LPPN’s Community Voice Podcast’s promotional video. Podcast is interviewing PPN members about their work in the community/ voluntary/ environmental sectors in Limerick and their links to the PPN. Will be launched and available from January 2023</p> <p>-</p>	<p>Initiate aspects of this strategy</p> <p>Initiate aspects of this strategy</p> <p>Launch Podcast and publicise</p>	<p>LB</p> <p>LB</p> <p>LB</p>	<p>Early 2023</p> <p>Early 2023</p> <p>Jan 2023</p>
e) Minutes of last Plenary meeting	A) PF stated that minutes of last plenary meeting are on the LPPN website. Minutes were Proposed and seconded.	<p>a) Sign agreed minutes</p> <p>b) Minutes on website</p>	<p>Plenary Facilitator</p> <p>LPPN Staff</p>	<p>ASAP</p> <p>ASAP</p>
f) Matters arising	a) LB outlined she had to date received no response or update in relation regarding member’s interest in the Directly Elected Mayor in Limerick. Letter sent to relevant LG department on behalf of the LPPN outlining LPPN involvement in IAG prior to the vote and requesting an update was displayed.	Advised members to individually to write a letter to	LPPN Staff	ASAP

	<p>b) LPPN members were advised to individually write a letter to TD's regarding this issue.</p>	<p>TD's/staff will send another communication to Department</p>		
<p>g) Presentation of Proposed 2023 work plan and budget</p>	<p>c) Proposal of LPPN workplan and budget with carryover submissions Staff are requesting to be brought into next year. To include ordering promotional items and merchandising for the promotion of LPPN. DRCD allowed considerable carryovers due to covid restrictions but are carrying out a reconciliation exercise for the coming year.</p> <p>Budget increase for PPN's announced but exact amount not confirmed as yet.</p> <p>Question was asked as to why there was such a large underspend. LB explained that there had been a carryover from 2020 as well as 2021. The 2020 carryover had been utilised for the two strategies completed this year. LB stated that she had started the role in 2022 and would not have had the capacity to take on further projects while settling into the projects large range of tasks in addition having staffing issues for several months during the year.</p> <p>Suggestion was made that ppn should be linking in with the development companies more meaningfully. LB agreed that this was her preference also and that in the coming year opportunities would be there, including with the Autism friendly program.</p> <p>With agreement that the suggestions from members present would be taken on board the 2023 workplan and budget was approved and passed.</p>			
<p>h) Acknowledgement of Oct/Nov 2022 Secretariat Election results</p>	<p>PF noted that Ailís Ní Chofaigh and Helena Kelly were nominated to the Secretariat during the recent election for to fill two vacant Seats. The LPPN was notified 02/12/2022 Helena Kelly will not be going forward to take the seat.</p>	<p>Run election to fill vacant seat</p>	<p>LPPN Staff</p>	<p>Early 2023</p>

<p>i) AOB</p>	<p>a) Linkage group members were concerned with stated difficulty using Salesforce. It was suggested to source a different platform. LB advised that SF is funded and supported by the DRCD and we use it for our membership database and division within by pillar/ Municipal district etc. it is linked to our website and in terms of Chatter is approved in our MOU with LCCC as an approved, monitored forum for discussion and approval of items to be submitted to SPC. It was agreed that we should seek to make more user friendly. Ailís Ní Chofaigh suggested LPPN App pilot, online tutorials for members to assist using Sales force and online services.</p> <p>c) Trish forde Brennan stated she was unhappy that some secretariat meeting minutes from 2022 were not available on the website.</p> <p>TFB also stated that Members were not notified that the PPN National Conference occurred in October. Was offered explanation but stated she did not want one.</p>	<p>Staff will seek ways of improving use and accessibility of SF</p> <p>Place Available minutes on website</p> <p>Ensure that members are aware of criteria for attendance to Conference in the coming year.</p>	<p>LB</p> <p>LB</p>	<p>Early 2023</p> <p>As occurs</p>
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	a) Eoin Buckley noted thanks to LB for the work organised during her first year in the Role.			
j) Closing remarks	Patrick Fitzgerald thanked everyone for coming to the meeting and for their active engagement with the PPN.			

PPN member group/organisation	Pillar	Municipal District	Name of Secretariat member
Secretariat members			
1. Limerick Pedestrian Network	Environment	Limerick Metropolitan	Ailís Ní Chofaigh
2. Glin Going Strong Strong Club	Community	Newcastle West	Patrick Cummins
3. Tait House Community Enterprise CLG	Social Inclusion	Limerick Metropolitan	Michael Quilligan
4. Foynes and District Community Council	Community	Adare-Rathkeale	Sean Kelly
5. Limerick Dragons	Social Inclusion	Limerick Metropolitan	Vidette Ryan Molyneaux
6. Limerick Civic Trust	Community	Community/Limerick Metropolitan	David O'Brien
7. Kantoher Development Group	Newcastle West	Community/Newcastle West Metropolitan	Jack O Conner
PPN member group/organisation	Pillar	Municipal District	Name of representative(s) who attended
1. Limerick Pedestrian Network	Environment	Limerick Metropolitan	David Tobin
2. Limerick Pedestrian Network	Environment	Limerick Metropolitan	Madeleine Lyes
3. Garryowen CDP	Social Inclusion	Limerick Metropolitan	John Buttery
4. Southill Family Resource	Social Inclusion	Limerick Metropolitan	Jim Prior

5. Abbeyfeale Community Council	Community	Newcastle West	Maurice O Connell
6. St. Mary's Adult Education Group	Community	Limerick Metropolitan	Brian Thompson
7. Rockhill Bruree Community Council	Community	Cappamore-Kilmallock	Jimmy Feane
8. Limerick Cycling Campaign	Community	Limerick Metropolitan	Anne Cronin
9. Ballinacurra Gaels GAA	Community	Limerick Metropolitan	Eoin Buckley
10. Limerick Grow It Yourself	Environment	Limerick Metropolitan	Trish Forde-Brennan
11. Environmental Trust Ireland	Environment	Limerick Metropolitan	Frank Heffernan
12. Down Syndrome Limerick	Social Inclusion	Limerick Metropolitan	Paul Burkley
13. Maigne Rivers Trust	Environment	Cappamore- Kilmallock	Elizabeth Gabbett
14. Kilmurry Arts & Heritage Centre	Community	Limerick Metropolitan	Marian Hurley
15. Adare Women's 2020 Club (Women's Shed)	Community	Adare-Rathkeale	Mary Dundon
16. Adare Women's 2020 Club (Women's Shed)	Community	Adare-Rathkeale	Bridget Lohan
17. Rockhill Bruree Community Council	Community	Cappamore-Kilmallock	Noel O'Halloran
Apologies			
Ormston house	Community	Limerick Metropolitan	Mary Conlon
Pallas United Soccer Club	Community	Cappamore-Kilmallock	Noreen Stokes
Rathkeale Community Council	Community	Adare-Rathkeale	Pat Neville
Also in Attendance			
Caroline O'Reilly LPPN Support Worker		Limerick PPN	
Lorraine Broderick LPPN Resource Worker		Limerick PPN	

Record of the meeting taken as a fair and accurate reflection of the discussion and adopted at subsequent Plenary meeting:

FACILITATOR: Signature _____ Print Name _____ Date: _____

DRAFT