

Dun Laoghaire Rathdown PPN Secretariat Meeting

Tuesday 5th of December 2017

Venue: Room 1, 3rd Floor, The Lexicon.

MINUTES OF MEETING

Present: Kay Gleeson (Convenor), Tom Kivlehan, Goff Lalor, David Girvan, John Nolan, Claire Carroll, Ben Stafford, Aileen Eglington, Laura Howe.

Apologies: Sheila Moore

1. Review and approve minutes of last meeting (5.30-5.40pm)

a. Matters arising

A discussion was had around the importance of having admin support for the PPN in 2018, regardless of whether PPNs receive an increased budget for this in 2018.

Agreed: DLR PPN needs admin support in 2018 as a priority.

Laura Howe will put together an outline budget that will show how taking on a part-time admin will affect the 2018 budget and will send to Finance Sub-group for approval. This will then be sent to the rest of the Secretariat for approval.

Minutes approved: Proposer John Nolan, seconded by Goff Lalor.

2. Finance update (5.40-6.00pm)

- a. Expenditure report for DRCD
- b. Expenditure update
- c. 2018 budget

Laura Howe updated Secretariat members on the PPN expenditure report for the Dept. of Rural and Community Development. A copy of this report and a detailed expenditure report, both of which had been submitted to DLRCC, was shared with Secretariat members.

A discussion followed relating to DLRCC's expectation of quarterly financial reports from the PPN in addition to the Department's half yearly reports and the PPN's relationship with DLRCC.

Agreed: To request a meeting with Helen Griffin in the new year to get clarity on communications and expectations of the PPN.

Laura Howe gave an update on end of year expenditure.

Agreed: Laura Howe and Aileen Eglington to work on pre-Christmas communications campaign.

The PPN will pay three invoices from 2016 that were not submitted to DLRCC last year, to be paid from the 2017 budget.

3. 2017 Workplan review (6.00pm-6.20pm)

A discussion was had relating to the 2017 workplan and progress made on the actions within the workplan. It was acknowledged that some actions did not get achieved in 2017, largely due to staffing and time limitations.

Agreed:

The next Secretariat meeting in January will be a planning session for PPN activity in 2018.

4. Updates: (6.20-6.40pm)

a. Leader programme (Aileen)

Aileen Eglington, who is also chair of the DLR Leader programme gave an update and explained that LEADER grants were coming up in the new year.

It was noted that Fingal LEADER will give applicants help to fill out the application forms.

It was noted that there is a need for capacity building around applying for grants and how to successfully fill out application forms.

b. National Advisory Committee (Aileen)

Aileen Eglington, who is a member of the National PPN Advisory Committee gave an update on the most recent meeting. The Advisory Committee agreed that in the event of any issues arising with PPNs and other stakeholders in the first instance the Secretariat must try to resolve them.

c. Letter to Minister re. increased funding (Aileen)

Aileen Eglington notified Secretariat members that following a meeting between PPN representatives and Minister Sean Kyne the minister said there would be no additional funding for PPN support staff in 2018. However the minister was encouraged by the growth and success of PPNs nationally and expressed a willingness to look at this again in the future.

d. SSP/PPN agreement (David)

David Girvan will look at the most recent draft of this agreement and work with Tom Kivlehan to progress it.

5. Seniors Alert Scheme (6.40-6.50pm)

Following a discussion about the new Seniors Alert Scheme it was **agreed** that the PPN would publicise it in the December ezine and try to get more information about how community groups can support it in the new year.

6. Greater Dublin Area PPNs Environment Meeting (6.50-7.00pm)

Laura Howe gave Secretariat members an update about an information and support event for groups interested in Environmental issues being planned by the 4 Dublin PPNs.

Aileen Eglington suggested LEADER should be there.

7. A.O.B.

A discussion was had around the election of the next Secretariat, which is due in March 2018. It was suggested that a gradual transition in Secretariat members would be preferable so that there is continuity. This will be further discussed at the next meeting.

Agreed:

Each Secretariat member will check when they were elected to the position.

Laura How will check what other PPNs do.

8. Convenor and date for next meeting

Monday 8th of January 2018. Convenor: David Girvan