

# DLR PPN SECRETARIAT MEETING

13<sup>th</sup> May 2024, 5.00 - 6.30 pm, online

In attendance: Viola di Bucchianico, Tony McCarthy, Kay Gleeson, Gavin Harte, Aileen Eglinton, Bill O’Dea, Colette Downing, Simone Sav

Absent: Sharon Perry

## 1. Call to order.

The meeting was facilitated by Simone Sav

## 2. Declaration of conflict of interest:

No Conflict was declared.

## 3. Review of previous meeting minutes and matters arising

Discussion  
No matters arising.

Actions/Agreed  
Proposed Kay Gleeson–  
Seconded: Bill O’Dea

## 4. Review of Membership Applications

Discussion  
Approved applications  
Beaufield Residents Assoc  
Cycling Without Age  
Kill Ave Deansgrange

Actions/Agreed  
Simone will contact groups to notify  
and to raise queries on behalf of the  
Secretariat.

## 5. PPN Events & Meetings

a. Building Connections  
116 registered to date  
Kay, Tony & Aileen volunteered to  
assist with set up and will be at the  
venue, 6pm  
Tony will perform MC duties  
Gavin to launch 5-year plan

Actions/Agreed  
Simone and Colette will and liaise with the  
venue, council, services etc.

b. PPN Summer School – 27th-30th May –  
will be mentioned on Wednesday  
Secretariat to approve expenditure for  
transport to the venue. Suggestion of  
the Garda Community Bus. Tony will

Tony/Aileen to send contact details  
Simone to organise transport and circulate the  
venue location.

<p>send contact details, Aileen also has details of a minibus operator . There was a request that details of the venue location and parking be circulated to those travelling independently.</p> <p>c. Focus on Funding Training – 10th – 13th June -registration now open – 4 events - Sources of funding 7 to 9 in Pastoral Centre Dundrum - All About Council Grants 11 June in Royal Marine Hotel - Wednesday Clan Credo funding supports – Thursday Change x.</p> <p>d. Secretariat Summer Social this was requested as it was felt that there were too many clashing events in December. Aileen volunteered to host the event. Date 21 June 2024</p> <p>e. PPN National Conference – 17th, 18th October – 6 places for each PPN with (2 already allocated to the workers) to start with. Simone has booked 6 hotel rooms for the night before and the night of the conference €169 per night. Quite expensive. Secretariat members who put themselves forward to attend were Bill, Viola, Aileen and Kay, full 6 places were allocated, a waiting list will be set up for when new places are released should anyone else wish to attend, these additional places can also be allocated to dir. CoCo if they wish to attend.</p> <p>Kay advised the group that Ciara Bates is moving from the PPN but staying in the department. Ciara attended the National Secretariat meeting to say her goodbyes.</p>	
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<b>6. Finance</b>	
Discussion	Actions/Agreed
<p>A. Estimate of Expenditure Jan – April 2024 Q1 report, Simone has requested and is still waiting on the Feb bank statements, but will circulate the Q1 report to the Finance Committee. The report cannot be completed and sent to the council until the statement is received.</p> <p>B. First tranche of Funding in full €65700 has been confirmed by DRCD and is on its way</p>	<p>Simone instructed to send a reminder to SSP</p>

<p>to the council. The council and SSP have been notified.</p> <p>C. Query was raised regarding SLA. There has been no agreement on minutes provided to SSP after the March meeting between the Secretariat Representatives and SSP. The draft SLA has been with SSP for some time. A reminder was sent and the response received was that the CEO was seeking advice. Tony sought permission from the secretariat to contact the CEO directly as the SLA must be signed this month. The Secretariat gave permission.</p>	<p>Tony to contact SSP re SLA</p>
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<p><b>7. Updates:</b></p>	
<p>a. Correspondence received – GDPR/FOI requests. A request was received but was unclear and would not constitute a normal data subject access request. Another email was received from the same member of the public adding to the request. The first request was responded to as a matter of courtesy and copies of the document was provided. Advice is to be sought on how to handle such requests. Aileen reminded the Secretariat that Ciara Bates had given assurances at the 2023 PPN Conference that the PPN had the right to cease correspondence with this individual, Aileen sought confirmation that it was for her to contact Ciara again to request this in writing from her.</p> <p>b. DRCD Advisory Group, Simone is a representative. Currently working on an employee manual which will contain all policies needed by the PPN.</p> <p>c. PN 10-Year Celebration – The Secretariat felt it was most appropriate to celebrate at the conference as directed by DRCD.</p>	<p>Actions/Agreed</p> <p>Simone to contact the consultant suggested by The Wheel.</p> <p>Aileen to contact Ciara Bates</p>

<p><b>8. AOB</b></p>	
<p>Aileen met two people who are working on an app Ableactive.ie she asked for permission to</p>	

pass on the worker contacts to them. This was confirmed as acceptable.

Implementation of 5 year plan - .Secretariat workshop agreed to take place in early September duration 3 hours

Simone to check on Finbarr's availability and make arrangements.

**9. Date of next meeting**

Date of next meeting was proposed to be the 10<sup>th</sup> June. The Secretariat decided to hold a brief meeting before the secretariat social event on the 21<sup>st</sup> June.