

Cork County PPN, Secretariat meeting – DRAFT MINUTES

Tuesday 20th July 2021 @7pm, by Microsoft Teams

Present: Tommy Collins, Colum Cronin, Michael Doyle, Peter Dineen, Pauline O’Dwyer, Pat Dooley, Gavin Falk, Anne Finch, John Fuller, , Carol Harpur, Tom Howard, Liam McCarthy, José Ospina, , Brid Coakley, Sean Kelly, Patrick Buckley, Sandy McGroarty, Harriet Emerson. Brid Coakley, Sean Kelly

Apologies: Tom Howard, Pauline O’Dwyer

Not Present: Tomas O’Sullivan, Iniobong Usanga, Ronan Kenneally, Jude Gilbert

Rotating Chair: Peter Dineen

Minutes: Sandy McGroarty

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1) Welcome, apologies, ground rules- Everyone was welcomed to the meeting.

Apologies from Tom Howard and Pauline O’Dwyer for being absent. All present were reminded of the ground rules for conduct during the meeting and to raise their hands or say their name to indicate if they wished to contribute to discussions and to put your microphone on mute when not speaking.

2) Agenda- The draft agenda was adopted.

3) Minutes and Matters Arising-

- The Draft Minutes of the previous meeting held on the 22nd June (pre-circulated) were adopted.
- **Finance Standing Orders Working Group:** A 3 page Financial Policy document ‘Cork County PPN Financial Governance, Controls and Systems’ has been drafted (to be approved by plenary) by the Finance Standing Orders Working Group (Peter, Liam and Jose) assisted by Harriet. It offers guidelines to the Resource and Support Worker on expenditure and financial reporting. They will maintain accounts and generate a monthly financial report and schedule of expenditure to be circulated before each monthly meeting. A Finance Sub-Committee should be set up to sanction expenditure between monthly meetings.
- **Renegotiate next year’s MOU-** The working group (Liam, Jose and Pat) set up to renegotiate next year’s MOU needs to set up a meeting with Sharon Corcoran and Kay Keegan in one month’s time and it should be made clear on requesting of meeting of the main issue being the payment of Reps expenses. Cork County Council will be finalising their annual budget soon and so this issue needs to be worked through now. The WG will meet next week to begin work on a proposal and pull together the supporting documentation needed ie Gov Circulars. Sandy will ask other Resource Workers what is their procedure on this.

4) Grievances/Complaints- None Reported

5) Rotating Chair/Facilitator- Sandy thanked all those who put their names forward for the rotating chair. A schedule is now in place for the remainder of the year:

Secretariat Member	Month
Peter	July
NO MEETING IN AUG	
Jose	Sept
Liam	Oct
Carol	Nov
Jude	Jan

6) DRCD Mazars Structural Review

- Mazars have closed the survey and moved onto setting up Focus groups with various PPN Stakeholders including- PPN Staff (Sandy + Patrick), Reps (Jose + Liam), Members (Carol), Secretariat (Pat) and LA (Kay could not make this). The Focus groups have been taking place from 14th July for several weeks. Carol had attended the 'PPN Members Focus Group' and found it very positive and informative. Jose asked Carol and Sandy to circulate some main points to consider and feedback at their 'Reps Focus Group'. Jose expressed the need to put forward a positive dialogue demonstrating the value and potential PPNs have. Mazars will be accepting written submissions in case anyone has missed the Focus Groups and still wishes to give their input.

7. Work Plan:

- PPN Website Re-Design: Web Design Company selected (approved by Staff Liaison Sub-Committee) after contacting 5 companies and gaining 3 written quotes. An assessment criteria was drawn up and will be circulated. The chosen company's quote was the highest at €7,500 but it was felt their wealth of experience working with PPNs made them the best option. They have begun the process and will aim to publish it in phases over the next 3 months. An unforeseen issue was raised by Cork County Council's Communications Officer Lisa O'Riordan who queried the need for the static content on our website to be bi-lingual as we are a Gaeltacht county. Sandy looked into this and it seems PPNs are not obliged to do this as they are not a government body. It will therefore be upto the Secretariat to make this decision. Translation costs for this can be very high. Sandy has asked the Dept if they have published the handbook in Irish. Peter commented that he would not favour investing time and money into a bi-lingual website.
- Re-registration process started, almost 200 responses to date. A reminder email will be sent out next week to those groups who did not respond as yet.
- Membership Criteria update from DRCD- Only groups with an active committee based in Cork County (autonomous, local committee and set of rules) can join the

PPN as a full member. Groups with local offices in the County but who are governed centrally outside of Cork County should only be permitted to join as an associate member. Sporting Clubs can join as full members as it's felt they operate locally and are often a community hub at a local level. This info has been updated in the draft Constitution.

- The other matter of whether groups who have moved into the new Cork City boundary are eligible to apply for LEADER funding was answered by Jude who queried this with LEADER. There was a Government Circular outlining that these groups are entitled to apply for LEADER funding in the current LEADER extension phase (up to 2023). This is done via SECAD and the Cork County LAG. Groups DO NOT have to be PPN members to apply for LEADER funding. **Said group will not be eligible to apply for the new LEADER funding in 2023.**
- Payment approval for Texting service for groups- once-off setup fee of €200 and an annual fee of €200 which allows for up to 1,000 messages per month.
- Training Needs Assessment the next step

7) Celtic Interconnector PPN Thematic Network

- Liam and Sandy updated the group stating a Thematic Network meeting took on Thursday 8th July at 7pm. They noted that eventhough all PPN groups in the Cobh and East Cork MD were notified of the meeting and the wider project implications, attendance was poor. Feedback from the meeting noted a general lack of awareness of the interconnector project and the level of disruption that communities will suffer during construction. Jose noted the PPN are perfectly placed to raise awareness to these communities. Sandy and Liam also told the group that the Planning Application went live yesterday 19th July. Carol warned that this is not the same as a Public Consultation and asked what other PPNs do to engage with Communities with these types of planning processes. Sandy responded to say from her knowledge, PPNs simply send out the info in their newsletter and if groups have questions or an appetite for engagement, PPNs will facilitate an event.

8) Any other Business

- A. Harriet's timeline for continued support- Harriet stepped out of the meeting while the group discussed whether to relieve Harriet of her obligations to us. It was felt that while we did not need her continued support with the workplan, we did wish to retain her support specifically on the renegotiation of the MOU and the big issue of the payment of Reps expenses. Harriet agreed to stay on in order to get that specific issue resolved and the new MOU over the line. With regards to our future work developing a Vision for Wellbeing due to be carried out in 2022, we can re-engage with Harriet in Q4 2021 and request a quote (3 written quotes will be sought).

- B.** New intake for WIT Creating Capable Communities Course in September. Email circulated with course details. Please send Sandy on your name if you are interested in attending.

Next meeting: **7.30pm Tuesday 14th September** via MS Teams