**Secretariat minutes 08 October 2024**

Present: Mick, Stephen, Kelley, Alicia, Siobhán G, Catherine, Frank

Apologies: Gavan, Ernie,

Staff: Coordinator (note taker),

**Minutes:**

**Represent, Educate, Network: facilitated by Kelley Bermingham**

1. The September minutes were proposed by Mick and seconded by Stephen. You can access the September minutes [here](https://dublincityppn.ie/resources/ppn-secretariat-minutes-september-2024/).
2. Kelley Bermingham was welcomed onto the Secretariat and took the role of the facilitator for the October meeting (as Ernie sent apologies).
3. The list of new PPN member groups was ratified by the Secretariat.
4. Coordinators update:

* Dublin City PPN submitted its 2023 annual report to the Department of Rural and Community Development, on Thursday 19 September. Many thanks to Mick and Ernie who checked the document.
* Q2 and Q3 PPN reports can be accessed [here](https://dublincityppn.ie/resources/ppn-workplan-2024-q2-report/) and [here](https://dublincityppn.ie/resources/ppn-workplan-2024-q3-report/).
* The 2025 draft workplan and budget can be accessed [here](https://dublincityppn.ie/resources/2025-ppn-draft-workplan-and-budget/) and in a screen reader accessible format [here](https://dublincityppn.ie/resources/2025-ppn-draft-workplan-and-budget-in-accessible-format/) ahead of the November Plenary.
* The November Plenary is to be held on Thursday 21 November from 6.30pm – 8.30pm with a draft agenda of welcome/updates from the Secretariat/presentation from DCVC Community Volunteers programme/working in groups/pillars – get to know your new reps (Mick, Kelley and Catherine will be present on the night to help).
* On 27 September, Dublin City PPN presented 19 new PPN representatives to Dublin City Council: 15 new SPC reps/3 new LCDC reps and one new person onto the Secretariat (Kelley). A full breakdown of this process and outcomes will be written into the Q4 report for the January 2025 meeting.
* The Secretariat agreed that they did not have the capacity, at this time, to have member groups come to the monthly meetings to present on different topics but would encourage groups to come to the Plenary meetings and get involved in linkage/working group meetings.

1. Secretariat updates

* Mick discussed recent activity with the Disability Thematic Group (DTG), including access to the college green site with DCC and ongoing work with the Return Boxes. He had attended the National Secretariat meeting and was looking forward to attending the PPN National Conference in Limerick.
* Catherine encouraged all members of the Secretariat to follow IEN updates and in particular to note the “introduction to SPC webinar” delivered by the IEN for environmental reps in particular, but all reps would be welcome.
* Siobhán G is now a PPN representative on the Finance SPC and she looks forward to her role. She has experience of financial matters from her work with the older persons council and other groups, and looks forward to the new challenge.
* Alicia was happy to note the autumn series of training sessions were going well as they were co-designed with Alicia and Ernie and they had spent a great deal of time trying to offer member groups what they needed and were asking for. Her work continues to focus on refugees/migrant work and EDI in general.
* Stephen has just returned from an Erasmus+ project in Poland,w here people seemed to know a lot about PPNs, and this was very encouraging and nourishing for Stephen. He looks forward to the new council term, with opportunities for cross pollination and more local government support for member groups.
* Frank is involved in a new mentoring scheme for musical societies and is working on development of new curriculum. He will provide PPN staff with suggestions for music for the Plenary.
* Kelley has just started her second term on the LCDC and says that the new Local Economic Community Plan (LECP) will be launched at St Patrick’s, which will align with DCC’s work.

1. Any other business (AOB)

It was noted that one person from the Secretariat might benefit from support work with Anne Eustace, who has supported staff/Secretariat and Representatives in the past.

Six people are attending the National Conference in Limerick: Mick, Kelley, Catherine, Martin Hoey, Ruth and Siobhán O. Accommodation has been booked and trains booked (for those who requested).

1. Next meeting to be held on Tuesday 12 November from 6.30pm – 8.30pm (online), which will be facilitated by Ernie.