**Secretariat minutes 09 April, 2024**

Present: Catherine, Mick, Frank, Ernie, Alicia, Gavan, Stephen

Apologies: Rachel, Siobhan

Staff: Resource Worker (note taker)/Support worker

**Minutes: *“represent, educate, network”***

**Draft Agenda:  represent, educate, network (Catherine to facilitate).**

1.  March meeting minutes proposed by Mick, seconded by Catherine.

2.  Coordinator's update:

a. Please see the 2024 Workplan Q1 Report attached.  This is a quarterly report on the workplan, and is written in portrait form, without gridlines as preferred by some members.  Please read through the updates, and if there are any questions about the updates, we can discuss during the meeting.  If however, there are no questions, this report will be uploaded to the website.

b. The PPN received two queries about its Income and Expenditure report from 2023, and these queries have been responded to (03 April, 2024).  See copy "2 queries on Income and Expenditure Report 2023" attached.

c.  The Q1 accounts will be ready for the May meeting.  These accounts are prepared by the DCVC host accountant.

d.  There are currently 5 people interested in being nominated for SPC/LCDC roles post 07 June.

3.  The Secretariat will begin to ratify new PPN member groups at each meeting. The new members will be sent to the Secretariat ahead of a meeting, and discussed at the meeting, then deemed accepted.

4.  Updates from the Secretariat;

Mick updated the Secretariat about the Disability Thematic Group’s (DTG) photographic event at the Mansion House on 20 March. Cllr Declan Mehan is to speak alongside the Lord Mayor and representatives from the DTG, about accessibility within the city.

Mick, Rachel and Catherine are to think about an away day team building day for the Secretariat and PPN representatives. Mick, Catherine and Rachel to come back to the next meeting, with some suggestions about a date and activity (boat trip down the Liffey/trip to Pheonix Park etc).

5.  Any other business (AOB).

6.  Close the meeting.  The next meeting will be held on 14 May.