

**Meeting of Secretariat - Mayo Public Participation Network (Mayo PPN)  
Virtual Meeting via Teams**

**Wed 7<sup>th</sup> April 2021 – 7pm**

**Minutes**

**1. Welcome and Apologies:**

Present: Edith Geraghty, Darragh Owens, Bernie Finan, Mary G Duffy, Kieran Joyce, Catriona Cunniffe, Rosaleen Lally and Margaret Kenny Upton.

**Apologies:** Mary McHugh Murphy, Thomas Calvey

In attendance: R/W Mary Costello, S/W Audrey Burke.

Convenor, Mary G Duffy, welcomed everyone to the meeting especially the new members.

**2. AOB:**

- Mary C requested a disclaimer be discussed for the PPN registration form
- Mary C - Mayo Day 1<sup>st</sup> of May, be discussed
- Edith asked for Zoom to be added.
- Mary G mentioned an invite to a meeting with Mayo County Council
- Daragh to discuss Department's request to attend Secretariat meetings.

**3. Minutes from meetings – 23<sup>rd</sup> March 2021.**

Minutes were proposed by Edith Geraghty and seconded by Kieran Joyce.

**4. Finances.**

Will be circulated

**5. Blended Training – Dept of Rural & Community Development.**

The Department of Rural & Community Development are rolling out training to reps on Committees, Cllrs, Secretariat and Council Officials. Mary C emailed all reps on SPC, JPC, LCDC, Secretariat in relation to this new training to seek those interested in taking part. This training came about due to the Resource Workers discussions around reps not having their voices heard on Committees. Six participants will be facilitated on the training programme from Mayo. Training will continue in Sept 2021 and in 2022.

**6. Update on PPN Training/meetings**

A compensate suite of training is ready to be rolled out to PPN community groups. The training schedule is been finalised and will be advertised in the Mayo Advertiser, Social Media, the PPN Website and Mayo.ie

**7. MOU**

It was agreed the MOU would be updated as per the PPN Handbook. It was signed on the 1<sup>st</sup> of April by Mary G and the Director of Services and as requested emailed to the Department.

**8. Secretariat Sub-Committee**

*Update constitution/Reps Charter/Complaints manual*

Mary C discussed documents that need updating and invited 3 members of the Secretariat to set up a sub-committee in relation to updating the documents. Daragh, Mary G and Edith agreed to form a sub-committee. Collective amendments made by

the sub-committee would be brought to the Secretariat for approval before circulated to the full Plenary for observations and submissions.

## **9. PPN Handbook**

Mary C explained that we now finally have a 'bible' in the PPN 2021 Handbook. It was circulated to all Secretariat members for information purposes and to familiarise themselves with the new handbook. Daragh explained that the Dept haven't printed copies of the handbook as it is a 'live' document and will be updated on a regular basis.

## **10.AOB**

- Mary G explained she had been contacted by Mayo Co Council to arrange a meeting with the Head of Community Section. It was agreed the previous, current and incoming convenor would attend the meeting. A date was purposed for 14<sup>th</sup> April at 2pm. Mary C to confirm same with Mayo Co Council. The Secretariat will arrange quarterly meetings with the Council's Liaison Officer as per the handbook to report on the PPN work. (no meetings to be held with Liaison until after meeting on 14<sup>th</sup> until clarification is sought). Proposed Daragh Owens and Seconded by Margaret Upton Kenny.
- Margaret asked that any survey's being sent out by the Council could have a date included by which it has to be completed. She said she has missed out on a couple of survey's because by time she gets around to do them deadline is over and it's not in the email.
- Zoom – Edith brought up about purchasing a Zoom account for the PPN as we will probably be holding the next plenary virtually. Mary C to check with Mayo County Council IT Dept in relation to installation of this software on PC's. Decision will be made once we get that feedback. Proposed: Bernie Finan and Seconded by Daragh Owens.
- Daragh mentioned that the Department requested dates of the Secretariat meetings as they will sit in on a meeting. Mary C has submitted the dates to the Department.
- Disclaimer – A discussion took place around having a disclaimer on our registration form. This is particularly important now as Mayo Co Council have requested that all groups applying for grants be registered with Mayo PPN. Kieran will work with Mary C in coming up with the wording of same.
- Mayo Day-1<sup>st</sup> May 2021- Mary C suggested we could use the existing videos created by the PPN, by editing them and showcasing them on the Mayo.ie website for Mayo Day. Proposed by Daragh and Seconded by Mary G.
- Kieran request we get details from Maura on the surplus from last year's budget, so as we could quickly put a business proposal together to hold on to any underspend. There was a plan for an interactive map of all community groups in Mayo with contact details. It was noted that any underspend from 2020 could held onto provided it was ring-fenced for a project in the 2020 workplan.
- Catriona asked about the County Dev Plan and if the PPN making any submission. It was explained that details of each plan were sent via Salesforce to the groups to allow everyone respond.

## **11. Next Meeting**

Next meeting to take place on 2<sup>nd</sup> June 2021 at 7pm.

Meeting concluded at 8.00pm.