

Meeting of Secretariat - Mayo Public Participation Network (Mayo PPN)
Mayo House
Wednesday 1st of May, 2024 at 7pm

Minutes

1. Welcome and Apologies:

Present: Maureen Timlin, Graham Manley Cawdell, Gemma Hensey, Sheila Hunt, Annette Maughan, Bernie Finan, Daragh Owens

Also in attendance: R/W Mary Costello, S/W Sarah Rawlings, Head of Community, Deirdre Finnerty and PPN Liaison Officer Maura Murphy

Apologies: Kieran Joyce, Joe O'Grady, Kathy Rowland

Others not in attendance: Clara Caulfield, Austin Francis O'Malley

Convenor Maureen Timlin opened the meeting, welcomed PPN members, and introduced new Support Worker, Sarah Rawlings.

2. Declaration of Conflict of Interest (as per PPN Constitution): No declaration

Head of Community, Deirdre Finnerty and PPN Liaison Officer Maura Murphy in attendance to discuss the following:

1. PPN Staffing. *New Support Worker in place*
 2. Approval of 2023 Income & Expenditure Report.
 3. Draft 2024 Budget.
 4. 2024 Workplan.
 5. MOU
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1. New Support Worker is now in place – Sarah Rawlings.
 2. Budget report was presented by PPN Liaison Officer, Maura Murphy. It was identified there was a deficit of €5,000. Overall total expenditures were around €130,000 but should have been €120,000. Mayo County Council made up €5,000 of that deficit, leaving an additional €5,000. Expenditure report did not show that shortfall. It was amended in real time by Maura Murphy and new copies were presented. Resource Worker, Mary detailed the financial questions in the financial report. All submissions were agreed upon by the Committee. The amended report by Maura was approved and signed by Maureen Timlin and Maura Murphy.
 3. Draft 2024 Budget: Mary gave an update on the PPN training, as there is not budget in place Mayo PPN will offer online training and workshops to community groups, eg funding opportunities available from Mayo Co Council .
 4. Mary reported that over 400 groups attended these training sessions. This is an excellent way to engage and build capacity with the PPN community groups.
 5. The MOU was agreed and signed.

Now that there is a draft budget in place for 2024, PPN can begin to draw down those funds, if approved by the group. The group went over the breakdown of line items in the 2024

budget. Considering total spend for 2024, there is €11,200 remaining in the PPN budget. A discussion took place regarding new PPN reps and engaging with a consultant to provide training and the setting-up of linkage groups. Since last year's budget expired on 31/1/24, and we did not have a new budget until now, Maureen proposed that we backdate the 2024 budget to 1/2/24. Budget was signed by Maureen Timlin and Maura Murphy.

A lengthy discussion took place around the Council elections in June. All SPC committees will be re-formed. The PPN will commence a nomination and election process once they receive notification of reps required. Deirdre Finnerty offered her assistance, as she has a solid understanding of SPCs and underscored the fact that they are policy-driven, not operational. Annette noted that it is important that the Chair of the SPC knows that it is important to engage with the PPN rep. Daragh noted that he would like to see more PPN reps on these committees, as representation in Mayo is low compared to other counties.

MOU: The group discussed the current MOU and one change was recommended and accepted. Under the heading "Operational Co-operation," where it says "Mayo County Council will" the first bullet, "Support the development of a wellbeing statement at local and county level" was stricken, as it was noted that this has already been done. Maureen proposed, since the former MOU expired on 31/1/24, that the current MOU would be backdated to 1/2/24. This proposal was seconded by Darah Owens. All agreed.

Sheila Hunt proposed that all documents be approved and signed as amended. Graham Manley Cawdell seconded. All agreed.

Secretariat Members Meeting:

8. Minutes from Secretariat Meeting of 17th October 2023: Daragh noticed that under "Apologies," the minutes said "Clara Caulfield, Support worker." It was agreed that there was some confusion, as a cursory read makes it sound like Clara was the support worker, rather than Lara Gallagher, who was also absent. Clara is, of course, a member of the Secretariat Committee. Annette proposed that the minutes be accepted, Daragh seconded, and all agreed.

9. NAG Report/Minutes – Daragh Owens: The focus of the NAG report was on PPNs and their effectiveness nationally. Daragh hopes that they will come up with some recommendations. Daragh tried to get changes made to the PPN handbook but was stonewalled. Next meeting is Thursday 2/5/24. As per Mayo County Council policy, PPN members must abide by the same rules as staff with respect to travel. Public transportation must be used if available. Daragh said he would take the train to Dublin. All approved.

10. AOB: Mary noted that we will have to tender for a consultant and Annette said we will need to flesh out the rest of the budget for the remainder of the year. The value added of offering training likely offsets the cost of a consultant.

It was reiterated by Maureen and the Secretariat Committee, that the PPN support worker is part of the PPN and for the duties of PPN only, as per the circular from the Department.

Deirdre requested for access to the Wellbeing Statement for final compilation of the LEPC. This was agreed by the Secretariat Committee.

11. Next Meeting: To be confirmed.

Meeting concluded at 8.30.