



SECRETARIAT MEETING MINUTES

Thursday 19th April 2018 7:30pm

Thurles Chambers Enterprise Centre, Thurles LIT Campus.

1. In attendance: Anne Williamson, JJ O'Sullivan, Mary Carey Ryan, Charles Stanley-Smith, Sara Bourke, Ruth Smith, Derry o' Donnell, Helen Butler, Richard Long, Michael Kealy, Avril Wilson (PPN Coordinator).
Apologies: Sean O'Farrell.
Facilitator for next three meetings: Charles Stanley-Smith.
2. One conflict of interest stated:
 - Sara (LEADER Application)
3. Agenda was agreed.
4. Minutes from previous meeting proposed by Mary Carey Ryan and seconded by JJ O'Sullivan. No matters arising.
5. Issue raised by Charles Stanley-Smith around the upcoming re-election of PPN LCDC Reps. Concern regarding continuity and loss of historical knowledge if all current PPN reps are to step down. Propose a scheme whereby one rep would step down from each pillar and one would remain for a set period to allow for continuity. All LCDC Reps were invited to attend the meeting. Clare Cashman (LCDC Rep) attended for this section of meeting. Unanimous agreement by secretariat members re drafting a proposal re same and submitting to LCDC Chair. Charles to send draft letter to Avril.
6. Financial Report, Mary reported on behalf of finance sub-committee. See Finance handout. Directors to set up bank account for new company.

7. Coordinators report: see handout.
8. Reps & Secretariat vacancies update: see coordinators handout.
9. PPN case study – Equal Ireland Integrated Project: Perceptions of key stakeholders on the role of the PPN in Tipperary. Helen and Avril undertaking case study as part of the degree programme. Requested input from secretariat members via questionnaire & interview/focus group.
10. Review of Health & Wellbeing event: Overall consensus that the event was wonderful and a great success. Question around lack of footfall from the community on the day and if this was as a result of the time/day it was held. Next plenary to be held around Sept/Oct.
11. Company Structure Progress: Company is now set up and directors are in place. Bank account needs to be opened and some policies around health & safety etc are to be developed. Directors meeting to be arranged.
12. Work Plan 2018 & Staff Sub-group report: Review of subgroup for the next meeting.
13. LEADER Application for PR: difficult for the PPN to apply for LEADER funding. Question around conflict of interest with LCDC? The new company could apply for funding.
14. There was no correspondence.

As this was Sara's last secretariat meeting before she begins her new role in STDC, all secretariat members wished her the best and thanked her for her invaluable input over the last three years.