



## Minutes Secretariat 16<sup>th</sup> September 2020

Facilitator; Charles Stanley Smith

Minute taker; Mike Edwards

Attending;

Michael Kealy, Ruth Smith, Anne Williamson, Charles Stanley Smith, JJ O'Sullivan, Avril Wilson, Sharon Melbourne, Sean O'Farrell, Mary Ryan, and Mike Edwards.

Apologies Evelyn Norton.

1. Apologies
2. Conflict of interest
  - a. Avril and Sharon have declared a conflict of interest and will absent themselves as appropriate.
3. Agenda and A.O.B.
4. Minutes were read.

Charles asked that the Co-Ordinators report be first on the agenda after minutes in future as this usually contained all items for discussion.

Proposed by Michael Kealey.

Seconded by Mary Ryan.

5. Co-ordinators report.

Avril read through the report,  
N.P.H.E.T. Is at present reviewing the Community Call.  
P.P.N. User handbook is it its final draft.  
The Annual report is drafted and ready to go to for tender.  
Clarification is needed around the use of Sales Force for Reps elections.  
The role of Facilitator for the National P.P.N. is out to tender.  
Pobal website to be used by groups concerning information on when to re-open etc.  
Tipperary P.P.N. website up and running.  
Community Wellbeing Vision, it was agreed that A4 (PDF) format would be preferable to enable more effective reprint if required, for website, all reps and secretariat to receive via email.  
Reps feedback re SPC's and Boards committees etc. letter for Corporate section to be compiled.  
Social media training to encourage groups to use social media – inline with the Tipperary Digital Strategy.  
Good Governance training possibility of running same.  
Sustainable development Goals training  
Community Response Forum meeting 23<sup>rd</sup> September.  
There will be a further Reps call this month for vacant seats.  
Guidelines for meetings etc sent to all secretariat members, zoom to be limited to an hour and a half.  
Physical and electronic meetings guidelines adopted.

Avril asked about WhatsApp groups for linkage group feedback, it was agreed that the Reps would establish these if needed and any rep leaving could make another rep the admin.

Leader funding application no funds received to date.

6. Finance.

Michael Kealy explained the report submitted.

Balance operating account €25102.64

Balance Company account €9554.55

Proposed draft expenditure report not yet completed.

Changes to Travel and Subsistence to be discussed in A.O.B.

7. Directors update.

Ruth Smith gave the update.

The registered name Has County at the start and so must be used as such.

Return to work protocol is complete.

Charles explained that as we are recognised as a group doing good by the Charities Regulator as a company we must now register with the regulator and hold an Extraordinary General Meeting (EGM) to change the Constitution accordingly, Avril agreed to ask Ciaran Lynch to provide a session on the issue and that we should make members aware of same.

Well Being Statement overarching Final Vision was agreed.

Proposed by Ruth Smith

Seconded by Mary Ryan

8. Derry asked for a support letter for the transition funding for Tipperary Energy from the P.P.N. this was agreed, and Avril will supply same.

9. A.O.B.

Mary Ryan gave the response from the Insurer that we were covered but we must ensure good seating, regular breaks etc.

Due to the declared Conflict of Interest Avril and Sharon absented themselves from the meeting, Avril ensured Charles Stanley Smith was now the Zoom meeting "Host", the circular from the dept concerning the expenses rates was discussed and agreed, the as this is a substantial issue for one worker in particular going back to 2018/2019 it was agreed that back dating of expenses was appropriate.

10. Date of next meeting is 21<sup>st</sup> October

Facilitator JJ O'Sullivan

Minute taker Sean O'Farrell