



January 2026

Secretariat Minutes

In-person attendance: Ruth, Michael Kealy, Rachel, Shoyna, Sean, Sharon, Kuldeep, Daniel,

Online attendance: Sangeeta, Alan Moore, JJ,

Apologies: Charles, M Edwards, Derry

Quorum achieved

JJ facilitated

Rachel took minutes

Previous minutes approved: Proposed: Daniel Long Seconded: Michael Kealy

No conflict of interests

No matters arising

Correspondence - Ruth circulated an email from The Wheel Partnership re the Peninsula, an HR support platform as the PPN doesn't currently have HR support for the company, its employees and those on schemes, in particular. Ruth expressed that mandatory training in HR is in our handbook for secretariat members.

It was noted that there are 3 full time staff being paid through the Company (CLG). They are the direct employer and an independent entity.

Michael expressed positive feedback around the HR company, Peninsula, having used them for 7-8 years. JJ expressed the same with his community organisation.

Actions going forward: It was agreed after a discussion that Ruth would get a quote from the company to investigate further.

Finance:

The Quarter 4 2025 Returns were agreed and signed for both accounts. The required form was signed and will be sent to LA. Q1 2026 tranche of funding will be paid by the end of February. There was a discussion and a suggestion from that, that Michael Kealy & Derry O'Donnell could remain on the FSG when they have completed their terms of office on the Secretariat at the end of February. They would be 'associate' members, with no vote but can retain their digiboxes for authorising payments on the iBB. It is also proposed that Derry remains on as a director of the company.

This was approved unanimously.

Mapping project: Due to revenue changes, Shoyna's weekly wage is to be altered. Fiona

Crotty confirmed the 2026 tranche of funding for this project. It will be ringfenced for the project and allows the project to continue to at least the end of 2026. Transfer of the project funding has to be transferred at the moment from the Operating account to the Company one. This will not be the case for the 2026 funding transfer as the new PO from TCC will rectify this anomaly.

Sharon's annual increment (Grade 4 Increment 8) was agreed. A new contract will be signed by the end of January, when the new contract begins.
JJ proposed and Derry seconded the salary raise at the FSG meeting. Next FSG meeting in April.

Actions going forward: Charles is to sign this off.

Previous minutes and the above were discussed and approved: Proposed: Kuldeep Seconded: JJ

Coordinators Report: as per report emailed.
The new Auto enrolment for pensions was discussed

Ruth spoke about the Biodiversity Tidy Towns event that was held in last year with Fiona Crotty. Ruth proposed that this event be run again this year. Sean asked could this event be linked with Community Climate Coaches and other relevant environmental groups. A date was approved this event will be held Saturday April 18th in Thurles.

Actions going forward: Ruth is to link in with Fiona Crotty middle of April when she is back from AL to help collate and organise event.

Ruth expressed concerns over the insurance currently being used as BHP is underwritten by Alliance who are connected and have invested in Israel.

Kuldeep-included that BHP are the main insurers for community groups. They cover Indian community groups and Michael also with groups that he is involved with.

Actions going forward: It was agreed that PPN secretariat members would help Ruth and PPN to research this and look for an alternative.

Ruth was asked to join the evaluation board for the Collaboration & Innovation Fund (CIF) with the ETB.

Ruth asked the Secretariat members to have a look at the **current PPN website**. Sharon concluded that we have limited funding but can we restructure or add to what is already there? Is there information missing that should be included?

Actions going forward: It was agreed that PPN secretariat members would have a look and email Sharon and Ruth any suggestions.

Ruth showed the members the See Her Elected (SHE) guidebook. They want to launch in Tipperary in March sometime. There is funding for support with this through the Increased Participation project funded by CoCo and it fits well with other ongoing projects.

Ruth spoke about Managing Ann, CE worker, and meeting the new NTDC CE supervisor who is supportive of current situation. This was discussed in length and continues to be an ongoing issue.

Training and Funding: Local Enhancement Programme: the PPN have applied to the grant for a new projector and laptop for Sharon.

Update on **SEAI**-community groups EMP. The community groups are overall very slow to come back to TEA with their information for the audits. Ruth explained that TEA need certain information on the building before they carry out the audits but community groups might not have this information available as volunteers come & go. Only 1 audit has been carried out to date. TEA and EcoVison will attend to give advice on next steps. DOD, Rachel, Marcella on working group.

LEADER funding for community resilience and wellbeing training for groups, survey being compiled to put it out to gauge interest in it.

Rep Update: JJ attended LCSP meeting as Thurles MD rep, Sinead Carr chaired the meeting.

New secretariat member-Eugene O'Meara, Carrick MD C&V rep seat. Ruth and Michael to meet with him before they start.

Power of People and Place update: Shoyna gave us an update, funding for her role has been approved and ringfenced until of this year. 160 groups have been met in Thurles MD. Elaine and Angela are joining the team from CoCo. They have over 1400 groups to map. Angela 1 day a week and Elaine 5 days to help move the project on.

Shoyna got an enquiry about donations for period products in Moyne so she partnered up with Eoin Karr, Healthy Tipperary, and he kindly donated via St. Vincent de Paul these materials. She also got an enquiry for sanitary bins that are compostable. Again Eoin Karr helped out here. Donations also to be delivered to Templemore.

Environmental news: Ruth reminded people of Q1 Cabragh PPN environmental groups meeting coming up 1st week of February. CoCo staff have agreed they will try and attend more of these meetings. In Q2 the new administrator for the Community Climate Action Fund will attend. This is Sara Bourke, ex-STDC LEADER development worker.

Ruth spoke with Martin from EcoVision re Sustainable Tipp to be more inclusive of the environment and to have a collaborative approach.

Ruth congratulated Alan on an emotional hedgerow's presentation delivered it to Strategic Planning Committee. Alan voiced his concern that most people were online so could hear but they had no camera on. Only Charles Lamb and Alan in person, it sort of felt like a wasted opportunity.

Sean gave some updates-Economic and Enterprise SPC propose the subject of water with the serious issues of Lough Derg and River Suir and loss of habitat. Sean proposed a cross-planning SPC grouping to come together to have a collaborative discussion on the subject of water.

From Ruth's coordinator report around the County Biodiversity Plan upcoming consultation, the county Biodiversity Officer are co-hosting a webinar, possibly Wednesday 18th February.

National Workers Network: Sharon gave a review on this. PPN issues due to funding and council and non-council hosted. Networks.

South East Regional PPN Network: There will be a Secretariat networking event in Thurles Saturday 11th April/staff & secretariat training/regional training. There will be guest inputs on the day.

Tipp PPN Workplan 2026: Secretariat agreed to meet Tuesday 27th morning online to review and have input into the 2026 workplan.

AOB: Sean O F-Looking at the potential of having a community garden on TUS campus. Ruth and Sean to have a walk over with estate manager Paul Fennecy next Tues morning to look at the

benefits for community garden. Funding here will always be an issue so another member of secretariat will be there for support. Lease on land query came up in discussion.

Kuldeep said that the Social Inclusion SPC spoke about community gardens in South Tipperary