



Líonra Rannpháirtíochta Pobail Chiarraí Public Participation Network Kerry

Kerry Public Participation Network	
Date:	Thursday 11 th April
Time:	6pm
Venue:	Tralee Education Centre

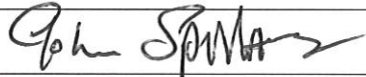
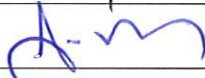
Chairperson:	Connie O'Leary (COL)
Present	Ms Anne Marie Fuller (AMF) Mr Bill Morrell (BM) Mr John Spillane (JS) Mr Derry Murphy (DM) Mr Tomás Stack (TS) Mr Alan O'Connell (AOC)
Online	Ms Maura Fitzgerald (MF) Ms Patricia Holbein (PH)
In Attendance	Breeda O'Sullivan, PPN Development Worker (BOS) Andrea Moriarty, PPN Support Worker (AM)
Apologies:	Ms Jennifer O'Sullivan (JOS)

1. Minutes of the meeting of 27/02/2024:
Proposed by BM and seconded by JS <ul style="list-style-type: none"> • A new chair must be appointed for the next quarter.
2. Matters arising:
<ul style="list-style-type: none"> • Under Item number 4 - Query raised by the Secretariat in relation to an allowance for Secretariat members attending online meetings. Response from the National Advisory Group (NAG) is that it is up to the secretariat to make this decision . • Item number 6 - Venue for the Disability Linkage Group meeting was changed to the Tralee Bay Wetlands. • Item number 7 – Minutes of each meeting to be approved at the next upcoming secretariat meeting before going up on the website.
Declarations of conflicts of interest:
N/A
3. Financial Report
<p>BOS updated the secretariat that the expenditure report and the 2024 workplan has been submitted to the department.</p> <p>The Department contacted Development Worker requesting the MOU and letter re the carryover of monies from 2023 asap.</p> <p>Copies of the financial Controls sheet documenting the expenditure distributed so far this year will be kept updated as the year goes on.</p> <p>There was an overspend on marketing and promotion in 2023. The department has advised that there is a limit on the amount of funding to be spent on marketing and this is outlined in the financial controls document. This document sets out how much we can spend per area of work. A copy of the document will be circulated out to all secretariat members via email.</p> <p>The department have also outlined that we cannot contribute any donations to any other organisation. It was agreed by the secretariat that they will carry out their contribution to Street Feast as promised this year but going forward they will no longer be able to contribute as advised by the department.</p>
4. M Drive
AM to resend link for shared drive to all secretariat members. AMF proposed to have a meeting to decide what documents they want on the shared drive and to do up a template for minutes going forward. Meeting to take place online Monday 22 nd April @9:30am
5. Letter to Department re carryover from 2023
It was agreed that BM would contact the department in relation to the carryover from 2023.

6. MOU
The PPN will contact the department requesting a letter expressing that the MOU is needed to release the first tranche of funding. The Executive of the Kerry PPN will then attach this document to a letter to the Director of Services, Kerry County Council and the Senior Executive Officer, Community Department, Kerry County Council and KCC's Liaison Officer expressing that a meeting needs to be held to get the MOU signed. COL will circulate the MOU to all secretariat members.
7. Disability Linkage Group Meeting Next Step
It was agreed that a follow up is required with some of the PPN reps nominated to represent Kerry PPN on the Strategic Policy Committees. AOC to contact Corporate Affairs, Kerry County Council for this information. The feedback from the groups will be then passed onto the relevant reps to feed back into the meeting and make them aware of our next meeting taking place on the 23 rd May. MF name will be put forward to sit on the Housing SPC – BM proposed, AOC seconded. BOS to contact Housing in KCC.
8. Environmental Linkage Group Meeting/Sub-Committee Next Step
AMF outlined the outcome of the last environmental linkage group meeting was 3 separate working groups for the following policies, County Level Tree Policy, Allotment Policy and Herbicide and Pesticide Policy. AMF to contact the subgroups to see their process to date and to confirm the next meeting.
9. Any other business (AOB)
1. BOS PPN Development worker informed the meeting that herself and AM PPN Support worker will be doing a series of Roadshows for the month of May to promote the Kerry PPN in 4 different libraries in the 5 Municipal District areas.
2. The Development worker, BOS is to attend the Local women in election event on Tuesday the 16 th of April in the Meadowlands Hotel, Tralee representing Kerry PPN and BOS wanted to thank AMF for coming on board at such short notice to also give a talk from a volunteers point of view.
3. The Development Worker updated the meeting on monies given by Kerry PPN towards the purchase of Hi-Viz jackets, Kerry PPN in collaboration with Age Friendly. A PO was raised before the new year and Age Friendly was dealing with the supplier. They had to go with a different supplier and the price increased by €900. The secretariat instructed the Development Officer to inform Age Friendly that they will have to cut the quantity down to meet the price of the original PO raised.
4. JS mentioned about the email he received from Kerry PPN in relation to emails ending up in SPAM. AM said how some groups had contacted her to say they were not receiving the weekly newsletter only to find it ended up in SPAM, so AM sent a mass email out to all groups and a lot came back to say with the last number of weeks the newsletter is coming into SPAM. AM has contacted IT in KCC to look further into this issue.
5. MF informed the group how she was approached by SKDP to sit on the SICAP under Social Inclusion.

Actions Arising from This Meeting:			
Item No.	Action	Person Applicable	Timeframe
4	Link for shared Drive to be sent to all secretariat members	AM	ASAP
5	Letter to dept re carry over of monies from 2023	BM	ASAP
6	Letter to dept requesting letter for MOU	Executive	ASAP
7	MF name will be put forward to sit on the Housing SPC, Housing in KCC to be contact in relation to this	PPN Development Worker (BOS)	ASAP
8	Environmental subgroups to be contacted to see their process to date & confirm date of next meeting	AMF	Ongoing

Next Meeting	
Date:	16 th May 2024
Time:	10:30 am
Venue:	Tralee Education Centre

Signed	
Date	16/05/2024
Signed	
Date	16.5.24