

Sligo PPN Secretariat Meeting

30 March 2022 – meeting began at 2:20pm

Present: Brendan Lynch, Mark Kupczak, Jean Finnerty, Pippa Black, Lisa Moore (via Zoom) and Sarah Wetherald (Resource Worker)

Apologies: Pat Benson

Previous minutes were proposed by Mark and seconded by Brendan as a true and accurate record.

It was agreed to leave matters arising to our next full meeting as this meeting was called specifically to address our budgetary priorities. Proposed by Mark and seconded by Pippa.

MoU: Sarah said the the MoU was only awaiting approval from the reps who attended the last meeting with the Council before it could be submitted to the Council. Brendan asked whether it could first be circulated to the full Secretariat and Sarah agreed to do that.

The following was agreed in terms of the work ahead and the budget for it:

- (1) **Training calendar:** €10k allocated, €1500 spent, €3.5k allocated to the Climate community training in the summer. Budget reduced to **€5k**
- (2) **Outreach to member groups:** **€5k** allocated. Draft tender is available in Chatter. No change to spending.
- (3) **Strategic Plan:** Tender draft will be put in Chatter. Agreed to source locally. Meehan Tully and Liam Smollen were both suggested. **€5k** agreed. Later in the meeting it was agreed to include work on governance with this.
- (4) **Re-registration Process:** No cost other than staff time – has to be done. Brendan proposed that we require that no single contact person can stand for more than one group. Jean seconded this and it was passed. This should be stated on the re-registration forms. There is no expectation on staff to double check but where double-ups are noticed, it would be necessary to follow through.
- (5) **Elections:** Age Friendly is done. Reps will be sought for the peace Programme Committee. There are still the two seats on the Secretariat and one on SPC3 to be filled. No cost to this other than staff time.
- (6) **Comms Strategy:** We agreed to allocate the full **€13k** to this project which will include promotional material and social media templates.
- (7) **Let's Play Sligo:** This is EU funded and involves 4 activities through the year that we promote. Sarah is on the committee.
- (8) **Publications and Documentation:** Jean and Lisa are still discussing the logo update. Several guides will be produced including: Resident's Association, Environmental Promotion, Wellbeing Vision, PPN Representatives. We increased the budget to **€3k**.
- (9) **Plenary:** It was agreed in principle that we should hold 2 plenary meetings each year. However, this year we will only hold the one, preferably in person in October. The budget was left at **€2k**

- (10) **IT Sligo Climate Programme:** This will now be a series of three workshops on alternative energy involving an introduction, one looking at alternative energies grants and schemes for public buildings and then a workshop offering clinics for private homes. These will be rolled out in three locations: Sligo Town, Ballymote/Tubbercurry and Enniscrone. Our role would be arranging a venue, advertising and we could use it as an outreach potentially by having a stall in the venue where the clinics are held. **€4k**
- (11) **Sligo Town and County FRC project:** This project is now expanded on account of the arrival of Ukrainian refugees. The goal was always to raise awareness of migrant communities and to enhance their role in public decision making. Now the FRCs would look to become local hubs bringing Ukrainian refugees together and providing support. On the premise that the FRCs can provide a suitable breakdown of their plans and who is to be included, we agreed to increase the total budget for this programme to **€10k**. These events should also be used to help publicise and diversify the PPN.
- (12) **Operational Activities:** Still ongoing with no expected over runs.
- (13) **IT Community Energy Clinic Series:** This was mentioned earlier. **€4k** is allocated.
- (14) **Website Review:** The structure has been changed. The original tender was for review, upgrade and amendment. We need to recheck the original tender to see whether more funds will be required for completion. **€2k** allocated.
- (15) **Submission to CDP:** Brendan said that the council is currently under pressure to embrace change and are actively looking to set up pilot projects. **€2.5k** allocated.
- (16) **PPN Rep Networking:** It is hoped to hold two networking sessions. **€2k** has been allocated for room hire and lunch.
- (17) **MD engagement:** It was agreed to leave this off for now and focus on the plenary.
- (18) **Plenary engagement:** with the exception of the Housing Thematic Group pilot (later), it was agreed to take another look at this next year.
- (19) **Autism Friendly Sligo:** This will involve hosting one public event, publicity, training for businesses. It might be helpful to hire someone to promote the initiative. Next step is the formation of the committee. There will be more information after the first meeting with AsIAM in May. It was agreed we should make this replicable to other towns in the county. **€3k** was allocated.
- (20) **PPN Awards Ceremony.** It was agreed to hold this as a Christmas event and to put on transport to facilitate better inclusion of those from outside of Sligo Town. It would be an evening event from 7-10/11pm. The costing for this is to be broken down into different components venue, catering, MC/Band €5k. Awards €4k (The volunteer centre are happy to contribute €1k and 1 award for a local volunteer).
- (21) **Community Thank You Day – 19 May.** This is an initiative between the Council, Volunteer Centre and the department to acknowledge those who helped out through covid. There will be a letter and a pin for nominees. The Cathaoirleach of the council is to make a speech. If that happens, we would also like to make a speech. We agreed to contribute **€2k**

(22) **Thematic Groups – Housing thematic Group Pilot:** There would be 3 meetings held this year for which we budgeted €750, and there would be a cost for using professionals to help develop position papers (we could look to do 4 or 5 this year). We may be able to use IT students of a suitable level. There would also be local media releases. Total allocated was **€3,650**

(23) **Photo competition for Website photos:** The plan is to hold a photo competition to get good images to use on our website. We agreed to a prize pool of **€5.6k**

These budgeted amounts were totalled and came to €74k leaving 10k for extra expenses to support Ukrainian refugees.

The following table of expenses was written up by Brendan during the meeting:

Project	Cost	Date of Funds d/d
Training	5000	Apr - Oct
Relationship/Member Outreach	5000	Apr/May
Strategic Plan and Governance	5000	Apr/May
Communications	13000	From April
Community Energy	5000	May/June/July
IT Sligo Programme	1000	May
FRC Project	10000	May
Website	2500	May/June
Housing Group (inc submission)	3650	May to Oct
Website prizes	5600	May / June
Covid thank you	2000	May
PPN Reps Networking	2000	May & September
Publications	3000	June
Autism Friendly	3000	Sept
October Plenary	2000	Oct
Community Celebration Night	5000	Dec
Prizes for Community Celebration Night	4000	Dec
CPD Submission	2500	Unknown

Joan Swift has been working with the OECD programme around health and sustainable transport and has been invited to attend a workshop that will involve two nights in Dublin. We agreed to cover accommodation costs of up to €294 for the two nights plus a €10 meal allowance.

Pippa and Brendan to join the Ukrainian Community Response Forum on behalf of the PPN.
Proposed by Jean seconded by Mark.

Meeting ended: 5:30pm. Minutes taken by Pippa.