

7.35 Minutes & Matters Arising.

Name of Meeting	Date	Venue	Chair/Secretary
Secretariat Meeting	12.08.25	CCLD Board Room	Chair: Sandra Nelson Secretary: S. Nelson/A. Carolan

Attendees: Sandra Nelson, Michael Lynch, Damian McCarney, Savina Donohoe, Daniel Downey, Aisling Carolan, Finian McNamara, Amanda Murray (LCSP).

Apologies: Sridevi Balan, Fiachra Keogh, Rafaela Radulescu.

Agenda Item	Record	Actions/Proposer & Seconded
1. Welcome, Introduction & Apologies	The Chairperson, Sandra Nelson, welcomed everyone to the meeting and listed the apologies.	n/a
2. LCSP (Local Community Safety Partnership)	Amanda Murray, staff officer for the LCSP in Cavan described the new partnership. It has a three-year plan. Guidelines have been approved. It aims to be more community-focused, compared to the old Joint Policing Committees – to get all the voices around the table. It answers to the Dept. of Justice. The community will assist with identifying safety requirements. A Q+A session followed.	n/a
3. Minutes, Matters Arising & Correspondence	Previous minutes amended to clarify that Sandra Nelson attended the Secretariat meeting in Ballyjamesduff on 13.06.25.	Proposed: D. McCarney Seconded: M. Lynch
4. Staff Report	As read from Agenda Pack by Daniel Downey. Daniel informed the Secretariat that the position of Cavan County Council is unchanged regarding travel expenses for PPN Representatives – the Council will not be paying these costs. Sandra Nelson is attending the National Conference in Co. Meath on behalf of the Secretariat.	n/a
5. Finance Report	As read from Agenda Pack by Finian McNamara. One notable expense was the renegotiated hosting fee with CCLD, which now includes rent. This is now fully paid for the year.	Proposed: M. Lynch Seconded: S. Donohoe
6. Open Elections	Daniel updated those present with information on the elections for both the Secretariat and the LCDC. The Bailieborough-Cootehill MD has one nominated person. The Community & Voluntary Pillar has two people nominated – an election is required. The LCDC has three people nominated – an election is required.	Staff
7. Midyear Report	Discussion centered around the planned awards ceremony. Little progress has been made this year. Secretariat agreed to alter the plan to include an award of a promotional video, made by a professional videographer, for the winning community group. Collaboration with Cavan Co Co was also considered as an option.	Proposed: S. Nelson Seconded: M. Lynch

8. Upcoming events: Enniskillen event, November Plenary	Damien and Sandra, along with the staff, are attending the Inter Border event in Enniskillen, in partnership with Fermanagh Trust. Ballyconnell will be the location for the November Plenary.	Staff & Secretariat
9. Emergency Response Pilot	Daniel outlined the plans for the pilot project, centered around the community of Corlough in West Cavan, which was badly affected by Storm Eowyn. Staff are to compile a list of storm-proofing options (e.g. powerbanks, handcrank radios, flasks, etc.). A budget has been set aside for same.	Staff
10. Financial Management Course Report	Finian outlined his learnings from the course including the possible introducing of templates (e.g. Risk Management) to aid the smooth running of the PPN. Savina instructed Finian to explore this further with the aim of trialing them in the PPN.	Finian McNamara
11. The Altered Hosting Fee	Daniel described the process of negotiating a new hosting fee, which includes rent and other associated costs. This fee is broadly in line with the average hosting fee of other PPNs. A discussion was had and all present were content with the outcome.	n/a
12. AOB & Close	<p>Daniel informed those present he had successfully in receiving a €5000 grant, from the Dept. of Foreign Affairs, for Cavan PPN to undertake a piece of community-based work looking at the benefits and influence of Ireland's EU membership.</p> <p>Further updates to the MOU & SLA were discussed. Updates approved by the Secretariat.</p>	<p>Daniel Downey</p> <p>Proposed: M. Lynch Seconded: S. Nelson</p>
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