

Brief Report (Not Minutes) of The Secretariat Meeting 14.10.25

Present: Fiachra, Damian, Sandra, Rafaela, Aisling, Finian, John, Michael & Daniel

Apologies from Savina, Mags and Sridevi

Damian chaired the meeting and Rafaela was secretary.

Work report discussed

Finance report discussed with change to budget re-allocating unused funds from undelivered workplan projects to work which can be bolstered to deliver tangible results for member groups. E.g. 500 from training and 500 from Regional meetings to increase Emergency Response Pilot Project to 2500 for deployment by end of November. Passed by all present. The underspend of 1000 in 'Community Recognition Project' also needs to be reallocated and staff sought permission to do so. Agreed.

Workplan

Brief overview of 2025 Workplan

Top 20 scored inputs from Plenary members + staff recommendations + requirements overviewed and discussed.

The following, including requirements, were adopted. Members were asked to please finalise any workplan inputs before Monday 3rd November for ratification at Plenary on 7th. Any inputs must be in line with PPN core work and mandate.

Work discussed and adopted thus far:

The first 6 were discussed with the remaining 6 identified as requirements of the PPN to undertake. Note, there is no Meitheals/Roadshows there, nor an InterPPN event or Staff Wellbeing Day. All of which are regular features on the workplans. Let me know if you want these incorporated? I've put them at the end in a separate table for your convenience.

Area	Action	Lead	Timeframe
Environ	Host 2-3 nature based events for creating a greater sense of connectivity not only to local nature but between those engaging in the events. This will engender a greater sense of appreciation of the beauty of Cavan's nature and encourage a promotion of our green agenda and care. This should also incorporate a signposting flier for people to be better informed on how to be an ally of nature e.g. signposting them to where to go to report littering, illegal cutting etc.	Damian & Fiachra	All year
Reps	Look into pillar-based regular meetings whereby the PPN reps can have a 'linkage' to the plenary who elected them to espouse a 2-way communication going forward. This should also take in study visits to other PPNs to see cases of best practice.	Damian Michael Staff	By Year's End
Social Incl	Develop more awareness of what groups are out there, with a potential mapping exercise for the website, and promote involvement and presence at community events and festivals.	Sandra Rafaela Staff	All Year

Media/ County Council	Raise the PPN voice in the county by encouraging greater active collaboration through local media and council hosting the PPN to have a regular voice as the community spokespersons. Examples may include monthly piece in Anglo Celt or on Northern Sound.	All	All Year
Comm/ Vol	Help maintain/inform community groups in what they should be doing, a risk assessment or checklist for better community group organising.	Staff & CCLD	1 st Qtr
Soc Incl	Tackling racism and misinformation through a special training package and promotion. This should include a module on encouraging more critical thinking and outside-the-box thinking of participants with unconscious bias training.	Fiachra Staff	1 st Qtr
Meetings	Host 6 Secretariat, 2 Plenary and 4 Oversight Meetings and ensure the PPN has a voice at regional and national level.	Staff & Sridevi	All Year
Comms	Publish 50 ENews, 4 Newsletters, maintain the website and social media and manage the register of members.	Staff	All Year
Reps	Ensure full effective and full representation on all boards and committees engaged with the PPN in a timely manner giving adequate time for groups to consider their expressions of interest.	Daniel	As it arises
Training	Source & deploy relevant training to member groups with a quarterly call for training needs	Finian	All year
Consults	Support & deploy effective consultative inputs for member groups to have a say on local and other consultations which may be of relevance to them.	Daniel	As they arise.
Reporting	Complete all required reports and forms required by funders in regard to PPN activities and manage the budget of CavanPPN to ensure responsible spend with at least a bi-monthly report of finances.	Staff	As they arise

Possible Additions (regulars and potential repeat of altered unsuccessful 2025 workplan point)

Networking	Host 3 Meitheals across the county to promote the PPN and have an inspirational speaker at each	Staff & MD Secretariat	2 nd Qtr
InterPPN Event	Host a themed interPPN day trip for members of neighbouring secretariats to engage one another to build relations and peer learning opportunities.	All	3 rd Qtr
Community Recognition	Outreach and partner with another local recognition event whereby the PPN can sponsor a recognition category for PPN members at this.	Sridevi & Staff	In tandem with awards
Staff Wellbeing	Staff to undertake a 'Wellbeing Day' as part of an educational trip to network with another PPN or meet with an agency/group/initiative to support their work.	Staff	Any

The meeting ended with a vote of sympathy for the death of Daniel's brother. He thanked the members and hailed the work of his colleagues during this difficult time but ended on a bright note of informing the Secretariat of he and his wife's expectation of a baby in 2026, now that they are pregnant.