

## **Community Facilities Forum Meeting**

### **Minutes of the Meeting held on - 24<sup>th</sup> January 2008**

#### **Present:**

Mary Higgins	Chair
Emma Freeman	BCON
Dermot King	BCON
Máirín Ó Cuireáin	Ballymun Partnership
Christine Carroll	Ballymun Partnership
Aidan Smyth	BNC
Eamon Farrelly	BRL
Mary Taylor	DCC
Bernie Roe	DCC

**In attendance:** Margaret Doyle - DCC

#### **Apologies:**

Róisín Burke                      BRL

#### **Minutes**

The minutes of the previous meeting were approved. There were no Matters Arising

Mary Higgins, Chair opened the meeting with a proposal to change the order of the Agenda because Mary Taylor, DCC, had to leave the meeting early. – Agreed

#### **Schedule of meetings**

The following schedule of meetings was agreed:

21<sup>st</sup> February 2008

13<sup>th</sup> March 2008

24<sup>th</sup> April 2008

22<sup>nd</sup> May 2008

19<sup>th</sup> June 2008

As far as is possible meetings will start promptly at 10.00am and finish at 11.30am.

#### **Terms of reference**

The revised draft terms of reference were considered by the meeting and a number of issues noted:

- The Forum is not legally constituted and as such cannot enter into contracts
- It was agreed that a quorum should be 4 with a minimum of one from each group
- It was agreed that meetings be held monthly for the coming six months and possibly less often after this time.
- Minutes, agendas and selected papers will be made publicly available, with the decision to be made by the Forum
- The Agenda for the next meeting will be set at the end of each meeting.
- Decisions will be made by consensus.

The Terms of Reference will be amended accordingly and presented to the next meeting for ratification.

### **Administrative Support**

DCC agreed at the last meeting to provide admin support to the group. It was agreed that the DCC staff member, Margaret Doyle, would be the Secretary of the group.

### **Selection of new Chair**

There was discussion in the group about the desired characteristics of a chair and consideration of the document “Independent Chair Specification and Section Criteria” prepared by Mary Higgins and Mairin. There was general agreement on the necessary requirements. During the discussion on the selection process it was suggested that Mary Higgins fitted the criteria. Mary said that she was prepared to be considered for the chair and felt that the Forum should go through a selection process, of which she was prepared to be a part. It was suggested that the Forum could go through such a process now, rather than spending time going through a lengthy process that would have the same result. Mary Higgins, Chair, left the meeting to allow a discussion to take place regarding the selection of a new Chair. It was unanimously decided that Mary Higgins possessed all the qualities required to Chair the Forum. Mary Higgins formally accepted the Chair for a period of six months on a voluntary basis. Expenses will be paid.

### **Work Plan**

A flow chart showing the possible development of a work plan for the Community Facilities Forum, taken from the Terms of Reference, was distributed to the members by Dermot King, BCON, for their consideration. After some discussion it was agreed to form a sub-group to draw up an Action Plan. A draft Action Plan will be presented at the next meeting. The following members volunteered for the sub-group:

- Mary Higgins, Chair
- Emma Freeman, BCON
- Máirín Ó Cuireáin, Ballymun Partnership

The next meeting of the **Community Facilities Forum** is scheduled to take place on **Thursday 21<sup>st</sup> February 2008 at 10.00am** in the **Architect’s Room** on the **3<sup>rd</sup> Floor** in the **Ballymun Civic Centre**.