



## MINUTES OF KILDARE PUBLIC PARTICIPATION NETWORK SECRETARIAT MEETING HELD VIA ZOOM ON 15TH FEBRUARY 2021

### Item

**Present:** Louise Allen (LA), James Cotter (JC), Anne Crowe (AC), Declan Nolan (DN), Cliona Kelliher (CK), Suzanne Murphy (SM), P.J Fagan (PJF).  
Support Worker - Grace Clarke (GC)

Apologies: Dermot O'Donnell (DOD),

#### **Agenda Item 1.**

**To approve Minutes of Meeting held on 25<sup>th</sup> of January 2021**

The Minutes from the Secretariat meeting held on the 25<sup>th</sup> of January were approved.

#### **Agenda Item 2.**

**Matters Arising**

No matters arising

#### **Agenda Item 3.**

**Update from Support Worker**

The SW gave the Secretariat a short update on the following items:

##### County Development Plan

The PPN County Development Plan submission workshop taking place on Thursday the 18<sup>th</sup> of Feb. The SW will then write up the submission to lodge with KCC by the 8<sup>th</sup> March.

##### KCC Community Grants Info Night

The SW contacted the Community Dept. in KCC about a possible collaboration to host a grants information workshop online. They are currently in the process of finalising a new online application facility and will revert back once this is completed.

##### Wellbeing Statement

The SW contacted Social Justice Ireland for a status update. It is looking very unlikely that the wellbeing workshops will be tailored to be delivered online, so any training or preparations for this is postponed until further notice.

##### Community Conversations

Kildare PPN have been chosen as one of the focus groups for the Community Conversations with the Dept. Environmental, Climate Action and Communications. A moderator from the Secretariat has been identified to facilitate the session.

Spaces for PPN members to attend the conversations are limited to 20 participants.

It was agreed by the Secretariat that there will be an equal quota given to each of the pillars and that these will be filled on a first come first serve basis. If the quotas are all filled, people can opt to be put on a waiting list if any of the participants are unable to attend.

##### Support Worker Training

The SW attended:

- 'Developing an Annual Report' training with the Kildare Volunteer Centre & The Carmichael Centre,



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- Show and Tell training with the Dublin Volunteer Centre (Eventbrite & BEEPro)
- Childrens First – Child Protection Training

### **Agenda Item 3.** **Expenditure 2020**

The SW informed the Secretariat that payment to CKLP for their hosting services in 2020 was never processed due to a confirmation issue. Because of this, the 2020 hosting fee to CKLP will have to be paid out of the 2021 Budget.

### **Agenda Item 4.** **Representative Reporting**

The system of Representative reporting was discussed, and it was agreed that a reporting system needs to be implemented that ensures that information is filtered down to the PPN network where Linkage Groups are not present, while also ensuring that confidential information specific to committees are not shared.

It was acknowledged that more support should be provided to newly elected Representatives. The concept of introducing a 'buddy system' was explored (linking a newly elected Representative with a Secretariat member where Reps can contact that Secretariat member for advice or with any questions they have).

This item is to be split up into two separate items (Rep reporting and Rep support) to discuss at the next Secretariat Agenda.

### **Agenda Item 5.** **AOB**

#### Handbook

SW to send a printed copy to members of the Secretariat that request one.

#### Training for member groups

It was agreed to provide training for PPN groups in the next quarter. The SW to identify different training options based off the training needs analysis that was conducted last year for the Secretariat to choose from.

#### Policies

The Checklist in the PPN Handbook will be referred to, to identify what policies need to be produced for Kildare PPN for the next Secretariat meeting.

#### Covid and Social Inclusion

The Secretariat discussed the fact that many groups are non-operational due to Covid and may need assistance integrating back into the community post Covid. It was suggested that this might be a good theme for Social Inclusion Week 2021.

### **Date of Next Meeting**

The Secretariat agreed to reschedule the next Secretariat meeting from the 15<sup>th</sup> of March to the 22<sup>nd</sup> of March 2021.