



**MINUTES OF KILDARE PUBLIC PARTICIPATION NETWORK SECRETARIAT MEETING
HELD VIA ZOOM ON 19TH APRIL 2021**

Item	Action By
<p>Present: James Cotter (JC) Anne Crowe (AC), P.J Fagan (PJF). Declan Nolan (DN), Cliona Kelliher (CK), Resource Worker – Grainne Fleming (RW), Support Worker - Grace Clarke (SW)</p> <p>Apologies: Louise Allen (LA), Dermot O’Donnell (DOD), Suzanne Murphy (SM),</p>	
<p><u>Agenda Item 1.</u> <u>Adoption of Minutes from Meeting held on 15th of March 2021</u> Minutes from the 15th of March 2021 were approved.</p> <p>Adoption of Minutes for Website Minutes from the 15th of March 2021 with names redacted were approved.</p>	
<p><u>Agenda Item 2.</u> Matters arising</p> <p><u>Chatter</u> The Chatter licences will be set up for the Secretariat and ready to trial over the coming weeks.</p> <p><u>Volunteer Recognition Certificates</u> The Feedback on the volunteer recognition certs was that there needed to be images of Kildare included on the Certificates. Running a competition for the public to design the certificates was suggested. This idea to be revisited if the Secretariat are not happy with the next batch of draft certificates that are designed.</p>	
<p><u>Agenda Item 3.</u> Correspondence</p> <p>SW displayed the correspondence received by the Department of Rural and Community Development notifying Kildare PPN that they will be attending the May Secretariat meeting.</p>	
<p><u>Agenda Item 4.</u> Introduction and Overview (Coordinator)</p> <p>RW introduced herself to the Secretariat and gave an overview of the work she has been undertaking since starting her role on the 6th of April, with a focus on compliance with the PPN Handbook and evaluation checklist. RW took the Secretariat through the immediate priorities on an amended workplan along with a proposed calendar/timeline for approval. Immediate priorities will take several months to complete. All in agreement.</p> <p><u>Amended Constitution</u> To ensure that the Kildare PPN constitution meets the requirements of the PPN handbook that was launched in November 2020, amendments needed to be made to ensure Kildare PPN is fully complaint. RW highlighted the major changes to the Secretariat which had being made and the Secretariat made the additional amendments:</p> <ul style="list-style-type: none"> • Deselection of Reps and Secretariat 	



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- Secretariat maximum term of 5 years to be changed to 6 years
- Remove point 16.3
- Replace the word review with amend

It was approved that the updated/amended draft version of the Constitution would be sent out to the member groups for public consultation.

All agreed.

Draft with changes made to be sent to the Chair for approval before it is sent to member groups for consultation.

Linkage Groups

Volunteers were sought from members of the Secretariat to act as Linkage Group facilitators to establish three new Linkage Groups for Kildare PPN.

- JC volunteered as facilitator for the LCDL Linkage Group (on a trial basis)
- DN volunteered as facilitator for the Housing SPC Linkage Group
- PJF volunteered as facilitator for the Transport SPC Linkage Group

Plenary

The date for the next Plenary (15th of June) was set.

Minutes from the Plenary held in March 2019 to be sent to the RW.

Agenda Item 5.

PPN Policies

Addressed under item 4

Agenda Item 6.

Q1 Workplan Review and Q1 Report (Financial Update)

The Q1 Workplan progress report and Q1 Report, including the financial update was circulated to Secretariat members.

Agenda Item 7.

AOB

Signatories

As the previous RW was an approved signatory for Kildare PPN, RW was proposed and seconded as a new signatory.

May Secretariat meeting

It was requested that the following items were added to the agenda for the next Secretariat meeting:

- Social Inclusion Week update
- Climate Action Weekend update
- Update from DRCD

It was requested that Governance is added as a standing item on each Secretariat agenda moving forward.



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<p><u>Social Inclusion Week</u> An update on Social Inclusion Week 2021 was given. This year it will take place from Monday the 27th of September to Friday the 1st of October. The theme for this year will be 'Coming together while staying apart'. The next meeting of the steering group will take place on Monday the 17th of May.</p>	
<p><u>Date of Next Meeting</u> Monday 17th May 2021</p>	

Signature: 1. _____ 2. _____