



**MINUTES OF KILDARE PUBLIC PARTICIPATION NETWORK SECRETARIAT MEETING
HELD VIA ZOOM ON 17TH MAY 2021**

Item	Action By
<p>Present: Louise Allen (LA), James Cotter (JC) Anne Crowe (AC), Suzanne Murphy (SM), P.J Fagan (PJF). Declan Nolan (DN), Dermot O’Donnell (DOD), Resource Worker – Grainne Fleming (GF), Support Worker - Grace Clarke (GC).</p> <p>Guests: Elaine Jennings (EJ), Alan Monks (AM) – Department of Rural and Community Development.</p>	
<p><u>Agenda Item 1.</u> <u>Welcome and Introduction</u> Representatives from the Department of Rural and Community Development (DRCD) to the Kildare PPN Secretariat meeting.</p>	
<p><u>Agenda Item 1.</u> <u>Adoption of Minutes from Meeting held on 19th of April 2021</u> Minutes from 19th of April Secretariat meeting were approved.</p>	
<p><u>Agenda Item 2.</u> Matters arising</p> <p>No matters arising.</p>	
<p><u>Agenda Item 3.</u> Correspondence</p> <p>Correspondence was received from the DRCD containing the template for the 2020 annual report, with the 14th of June listed as the closing date for submission. The circular will be disseminated to each Secretariat member via email.</p>	
<p><u>Agenda Item 4.</u> Governance</p> <p>The Chair welcomed the appointment of the three new Secretariat members that will be joining the Kildare PPN Secretariat at their next Secretariat meeting on the 31st of May.</p> <p>An Induction pack has been sent out to the new Secretariat members containing meeting minutes, policies and an induction video.</p>	
<p><u>Agenda Item 5.</u> PPN Policies The following policies were approved by the Secretariat:</p> <p><u>Constitution.</u> Proposed and Seconded.</p> <p><u>Terms of Reference: Secretariat.</u> Proposed and Seconded.</p> <p><u>Terms of Reference: Linkage Groups, Representative & Facilitators.</u> Proposed and Seconded.</p>	

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<p><u>Representatives Charter.</u> Proposed and Seconded.</p> <p><u>Travel Expenses.</u> Proposed and Seconded.</p> <p>These policies will be brought to the next Plenary for ratification from member groups.</p>	
<p><u>Agenda Item 6.</u> Plenary</p> <p>The ‘Save the date’ for the Plenary will be sent out to member groups on the 25th of May with a view to holding the Plenary on the 15th of June.</p> <p>It was suggested moving the Plenary to the agenda for the next Secretariat meeting to ensure more time could be devoted to discussions surrounding themes etc. All agreed. Between now and the next meeting, if anyone has any ideas on themes etc., send to the RW for inclusion in the agenda.</p> <p>It was noted that organising the Plenary at the next Secretariat meeting would be a nice way to bring the new Secretariat members in and get them involved.</p>	RW/SW
<p><u>Agenda Item 7.</u> Up-date: Social Inclusion Week</p> <p>An update on Social Inclusion Week 2021 that will take place from Monday the 27th of September to Friday the 1st of October. The Save the Date poster will be sent out to the PPN network on the 1st of June. The plan for Social Inclusion Week this year is to include a blended programme of events, both virtual and in person (subject to public health advice).</p> <p>It was noted that Social Inclusion Week was one of Kildare PPN’s greatest achievements and it has encouraged other PPN’s to follow suit.</p>	
<p><u>Agenda Item 8.</u> Up-date: Climate Action Weekend</p> <p>A short update was given on Climate Action Weekend 2021, which will provisionally take place during September. Similar to Social Inclusion Week, the weekend will have a blend of both virtual and in person events (subject to public health advice).</p>	
<p><u>Agenda Item 9.</u> Linkage Group Up-Date</p> <p>An update was given on the experience of facilitating the Transportation Linkage Group. It was found to be beneficial for Linkage Groups to have an external facilitator that is not a member of that Group, to help set the format of the meeting. It was acknowledged that the meeting itself was very productive.</p> <p>The RW stated that the Representatives were very positive about the facilitation and it was well received across the board. The RW is currently in the process with meeting with all of the PPN representatives to gather their feedback. The findings from these meetings will then be compiled into a report that will be shared with the Secretariat.</p>	RW

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<p><u>Agenda Item 10.</u> Reports SPC</p> <p>A short update from the Local Community and Cultural SPC. One of the updates from the SPC was a very engaging presentation on the National Peatlands Park group. This presentation was suggested as a possible speaker for the Plenary or the Climate Action Weekend.</p> <p>As reports from representatives are being sent in, the conversation about uploading the Representative Reports to a designated space on the PPN website will be added to the agenda for the next Secretariat meeting.</p>	
<p><u>Agenda Item 11.</u> Finance Report</p> <p>The RW has organised a meeting with Kildare County Council to discuss the PPN's financial system to ensure the process is clear and streamlined.</p>	
<p><u>Agenda Item 12.</u> AOB</p> <p><u>Chatter</u> Chatter licences have now been set up for all Secretariat members. An instructional video on how to use chatter will be recorded and available for the Secretariat over the coming weeks.</p>	SW
<p><u>Agenda Item 13.</u> Update from the DRCD</p> <p>The DRCD gave an update to the Secretariat on the following:</p> <p><u>Annual Report</u> The annual report template will be collected with new software this year as the software used last year had some issues.</p> <p><u>Communication Campaign</u> The Dept. are working on rolling out a communications campaign for PPN's which will focus on:</p> <ul style="list-style-type: none"> • Public Awareness campaign with local radio • Communication best practice guidelines for Staff and Secretariat <p><u>Structural Review of PPN's</u> The Structural Review of PPN's will be carried out by Mazers. Consultation will be carried out in the form of surveys and focus groups with both PPN members and external stakeholders. There will also be an opportunity for PPN's to make a submission to feed into the review. It is envisioned that the report with recommendations will be available at the end of the year.</p> <p><u>National Training Programme</u> The PPN National Training Programme is being rolled out to PPN's in conjunction with</p>	



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<p>Social Justice Ireland and Waterford Institute of Technology. The training lasts 8 weeks and is accredited. The training is open to PPN Staff, Secretariat and Representatives, and Local Authority staff. The training will be potentially available for Kildare to avail of in September.</p> <p><u>Climate Action Bill</u> In the Bill it is mentioned that Local Authorities need to consult with PPN's to contribute to the Local Authorities 5 year action plan. This is the first time PPN's have been mentioned in legislation which is a very positive step.</p> <p>The Dept. Representative took some questions from the Secretariat on the above developments.</p> <p><u>Remote Hubs</u> The Secretariat were updated with a positive development that was brought up at the National Secretariat meeting. DRCD will be making it a condition that remote working hubs will have to allocate a certain amount of time for meeting space for free to community groups.</p> <p>The Dept. explained that this will more than likely be done by using the PPN number of a community group when booking the space.</p>	
<p><u>Date of Next Meeting</u></p> <p>Monday 31th May 2021</p>	

Signature: 1. _____ 2. _____