



**MINUTES OF KILDARE PUBLIC PARTICIPATION NETWORK SECRETARIAT MEETING
HELD VIA ZOOM ON 31ST MAY 2021**

Item	Action By
<p>Present: Cliona Kelliher (CK), Louise Allen (LA), James Cotter (JC) Anne Crowe (AC), Liz Deniffe (LD), P.J Fagan (PJF), Suzanne Murphy (SM), Sarah Shakespeare (SS). Resource Worker – Grainne Fleming (GF), Support Worker - Grace Clarke (GC).</p> <p>Apologies: Declan Nolan (DN), Demott O’Donnell (DOD), Naomi Scott-Hayward (NSH).</p>	
<p><u>Agenda Item 1.</u> <u>Welcome and Introduction</u> The newly elected Secretariat members were welcomed to the PPN by the Chair.</p>	
<p><u>Agenda Item 1.</u> <u>Adoption of Minutes from Meeting held on 17th of May 2021</u> Proposed and Seconded</p> <p>Adoption of Website Minutes Proposed and Seconded.</p>	
<p><u>Agenda Item 2.</u> Matters arising</p> <p>No matters arising.</p>	
<p><u>Agenda Item 3.</u> Correspondence</p> <p>No Correspondence.</p>	
<p><u>Agenda Item 4.</u> Governance</p> <p>All up to date on developing/reviewing policies. The next policy that will be developed will be the Kildare PPN Communications Policy.</p>	
<p><u>Agenda Item 5.</u> Plenary</p> <p>As a way to encourage member groups to attend the Plenary, the RW suggested the possibility of running a competition for a member group to be able to win 2 sessions with a consultant (not exceeding the value of €1,000) for their group on a choice of their topic e.g. support with signing up to the Governance Code, assistance filling out a grant applications form, assistance with developing a strategic plan for their organisation etc.</p> <p>One member voiced reservations with the suggestion as member groups could be disappointed if they do not win the consultant session, and also felt that 2 weeks’ notice of this prize was not enough of a lead in time for member groups to understand the prize. A suggestion was made that if someone is upset that they missed out, that could be turned into a positive and consult with that group on what training they require and could be added to the PPN’s training calendar for 2021.</p>	

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It was suggested to divide up the prize so that two member groups would have the opportunity to win one session with a consultant each (with a maximum value of €500 for the session).

Proposed and Seconded.

Agenda

The Chair went through the proposed agenda for the Plenary.

A suggestion was made to allocate a short slot at the Plenary to demonstrate how the PPN has benefitted member groups, with the possibility of getting a group to showcase how being a member of the PPN has benefitted their group. Due to the amount of items that need to be ratified at the upcoming Plenary, it was suggested this could be looked at for the second Plenary of the year. This idea of featuring ‘testimonials from member groups’ could also be tied in with the ‘What is the PPN’ video or a promotional video for the PPN.

For the speaker, a suggestion was made to invite a member of the Community Call to discuss the Community Response to Covid 19. All in agreement to be added to the Agenda for the Plenary.

Also included will be an introduction slide featuring the full Secretariat outlining their role along with an introductory slide for staff including contact details.

Budget

The RW went through the amended budget to allow for the amended income figure for 2021. The surplus coming from the extra income to be received this year to be allocated for the website (Information Hub for the Kildare Integration Strategy) and equipment (Balance).

The following documents were approved for use at the Plenary:

- Agenda
- Budget
- Workplan

Agenda Item 6.

Reports & Representative Feedback

The RW discussed the proposed Information hub which would become part of the KPPN website. This information hub was proposed as the KPPNs part in meeting the challenges which were identified in the Kildare Integration Strategy. It would also be launched in Social Inclusion Week. Everyone agreed this was a great idea and gave it the go ahead.

The RW gave a brief overview from the Representative Feedback Report that was circulated to the Secretariat. The experiences and feedback from the Representatives was all very similar and a bigger conversation is needed with the Director of Services in Kildare County Council around some of the feedback.

A recommendation from the report was to upload the representative reports on the PPN website for ease of access and information sharing. All agreed.

RW gave a brief update on the establishment of Linkage Groups and Thematic groups:

- Transportation Linkage Group – Up and running.
- LCDC Linkage Group – In progress. Linkage Groups call out to member groups to be sent out shortly.
- Housing Linkage Group – No update.



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<ul style="list-style-type: none"> • Tidy Towns Thematic Group – hold their first meeting this week. • Comhairle na nOg – in discussions with the Comhairle na nOg representative to explore the possibility of setting up a Youth Thematic Group. 	
<p><u>Agenda Item 7.</u> Communications</p> <p>It was proposed that Kildare PPN provide a mobile phone for the Resource Worker. This to be discussed at a later stage. It was flagged that there may be some communication issues with the Representatives. It was acknowledged that the Representatives Charter that is being sent out will address these issues.</p>	
<p><u>Agenda Item 8.</u> Finance Report</p> <p>Addressed under Budget item</p>	
<p><u>Agenda Item 9.</u> AOB</p> <p>A run through for the Plenary should be done on June 14th.</p>	
<p><u>Date of Next Meeting</u></p> <p>Monday 21st June 2021</p>	

Signature: 1. _____ 2. _____