



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

| Item | Action By |
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| <p>Present: James Cotter (JC) Anne Crowe (AC), Demott O’Donnell (DOD), Suzanne Murphy (SM), Declan Nolan (DN), Naomi Scott-Hayward (NSH), Sarah Shakespeare (SS). Resource Worker – Grainne Fleming (GF), Support Worker - Grace Clarke (GC).</p> <p>Apologies: Louise Allen (LA), Cliona Kelliher (CK), Liz Deniffe (LD), P.J Fagan (PJF),</p> | |
| <p><u>Agenda Item 1.</u> <u>Welcome and Introduction</u> In the absence of the Kildare PPN Chairperson, an alternative member of the Secretariat volunteered to Chair the meeting for this occasion.</p> <p>A new Secretariat member joined the meeting and was welcomed to the Secretariat.</p> | |
| <p><u>Agenda Item 1.</u> <u>Adoption of Minutes/Website Minutes from Meeting held on 31th of May 2021 and Minutes from the June Plenary</u> 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> <ol style="list-style-type: none"> 1) Correspondence from Director of Services in Kildare County Council inviting RW to sit on the Kildare Interagency Integration Committee to represent Kildare PPN. 2) Correspondence from DRCD notifying Kildare PPN of their allocated slot for training with Social Justice Ireland in conjunction with W.I.T. 5 places are available for Kildare PPN with the training commencing on the 13th of September. DRCD will contact Kildare PPN mid-August when registrations open. SW to circulate training brochure to Secretariat with dates/details of the modules being delivered to Secretariat. | |
| <p><u>Agenda Item 4.</u> Governance</p> <p>Nothing to report.</p> | |
| <p><u>Agenda Item 5.</u> Work-Plan – Up-Date</p> <p>RW gave an update on the following items:</p> <p><u>What is the PPN – New Video</u> RW sought approval to circulate the PPN introductory video to member groups via email/website etc. It was suggested also using clips from the video to use on Kildare PPN’s</p> | |

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social media channels.
Proposed and Seconded.

Training Calendar

RW circulated the proposed training calendar which was developed from the results of the training needs analysis. A Secretariat member had an issue that the data from the survey results were not shared to the Secretariat prior to the draft training calendar being circulated to Secretariat. RW explained that the Training Needs Analysis and Training was on the workplan and all information was gathered in order to put a complete proposal to the Secretariat for a decision. The Chair noted these comments.

There was discussion on holding training more specific to certain member groups e.g. Residents Associations and Tidy Towns groups where the advantages and disadvantages were discussed. This will be added to the agenda for the next Secretariat meeting.

Proposal: To proceed with the training modules scheduled (draft) for PPN member groups and to revisit delivering more specific training modules in 2022.

Proposed and Seconded.

Web-Site – Information Hub

When contacting website developers for quotes to develop the information hub and translate function on the Kildare PPN website, it was explained that as the current website is built from a wordpress template, the website may not be able to support the functions needed for the information hub and SDG interactive map. As a new website would have to be built, in total this would cost approximately €5,885 + VAT, total €7238. This would be an additional €4238 extra than previously budgeted for (€3000)

Proposal 1: Complete the base website including the addition of the disability function, translator function and information hub to meet the deadline for under €5,000 (inclusive of V.A.T) and revisit the website in 2022 for updates and extra functions including the SDG Interactive Map.

Vote: 5 votes

Proposal 2: Go to tender and complete all website and associated works in 2021 and launch the information hub at the end of the year instead of during Social Inclusion Week.

Vote: 2 votes.

Linkage Groups – Comhairle na nOg, LCDC, Tidy Towns, Housing

Due to the time of year, the above Linkage Groups are being put on hold until September.

National Resource Meeting – July 1st – Grants Directive

At the National Resource Workers meeting held in July, the DRCD issued a directive that no PPN's could administer grants of any kind moving forward.

Kildare Integration Strategy Steering Group

Addressed under item 3.

Staff Liaison Committee

RW told the Secretariat that 2 Secretariat members had put themselves forward. The Chair has also agreed that if no one else puts themselves forward she would be happy to do it. A third Secretariat member volunteered for the position. The committee will be ratified at the



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| <p>Secretariat meeting in August but will act as the interim Staff Liaison committee until then.</p> <p><u>MRPPN</u> Kildare PPN are hosting the Midlands Regional PPN meeting. As the Chair will be absent from the meeting, another member of the Secretariat has agreed to Chair the meeting, with another Secretariat member volunteering to attend to represent Kildare PPN.</p> | |
| <p><u>Agenda Item 6.</u> <u>Social Inclusion Week</u></p> <p>A quick update of Social Inclusion Week was given and it was explained that the hope for the week is still to have a mix of both online and in-person events but with the emergence of the Delta variant this will have to be monitored.</p> | |
| <p><u>Agenda Item 7.</u> <u>Climate Action Weekend</u></p> <p>Kildare PPN Climate Action Weekend is scheduled for November 26th - 28th. Any Secretariat member interested in joining the steering groups to contact RW or SW.</p> | |
| <p><u>Agenda Item 8.</u> <u>Appendix/Note to Representatives</u></p> <p>Item 8 will be moved to the agenda for the August Secretariat meeting.</p> | |
| <p><u>Agenda Item 9.</u> <u>Finance Report</u></p> <p>The financial report was circulated along with the figure of committed expenses and the floor was opened to questions.</p> <p><u>Audit</u> Audits of PPN's will be taking place towards the end of the year and we will begin preparations for this shortly preparing documentation dating back over the previous 3 years for the Auditors.</p> | |
| <p><u>Agenda Item 10.</u> <u>AOB</u></p> <p>RW addressed the issue that staff have had to purchase IT subscriptions for the PPN with personal debit cards due to the subscriptions not accepting Purchase Orders. RW has contacted KCC enquiring about obtaining a credit card but as PPN staff are not KCC employees this is not possible. It was suggested that this matter be referred as an item for the Staff Liaison Committee. Agreed.</p> <p>There was specific correspondence to be addressed under AOB but as the meeting has gone over in time, it was agreed for these correspondents to be circulated to the Secretariat via email and added as an item on the agenda for the August Secretariat meeting.</p> <p>The stand in Chair was thanked for facilitating the meeting.</p> | |



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| <u>Date of Next Meeting</u> Monday 16 th August 2021 | |
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