



**MINUTES OF KILDARE PUBLIC PARTICIPATION NETWORK SECRETARIAT MEETING  
HELD VIA ZOOM ON 20<sup>TH</sup> SEPT 2021**

<b>Item</b>	<b>Action By</b>
<p><b>Present:</b> (JC) (AC), (DOD), (SM), (DN), (NSH), (SS), (LD), (PJF).</p> <p>Coordinator – (GF)</p> <p>Apologies: (CK), (GC).</p>	
<p><b><u>Agenda Item 1.</u></b>            Welcome and Introduction            A member of the secretariat welcomed everyone and explained that as the next chair was ratified at the January meeting that item 6 would be off the agenda. The current chair stepped down on Sept 5<sup>th</sup> and had done six months. He said he was not stepping down as vice chair and therefore no vacancy as he felt that it was best for continuity.            A member asked how long the term would be, and it was proposed that the new chair would like to stay in for a year so she could try and have a real impact.            It was seconded by another member of the secretariat.            It was also asked how long the vice chair was in for, was it the same and he said he was staying in the interim and not resigning until a policy was put in place.            Another member expressed concern that something could be on the agenda and then not. Not everyone saw the email sent by the current chair ref her resigning.            It was explained how and when the new chair was elected.            A member asked that the term should be put on the agenda for the next meeting and felt it would only be a formality.            Proposed and Seconded            The original proposal was withdrawn.</p>	
<p><b><u>Agenda Item 2. ( New Chair took over)</u></b>            Adoption of Minutes/Website Minutes from Aug 16<sup>th</sup> 2021            A secretariat member said that he did not see the correspondence from █████ before the last meeting. That secretariat member was not happy for the minutes to be ratified unless item 4 was deleted, as he believed it was not a true reflection of what happened.            It was purposed the minutes from Aug 12th (closed secretariat) minutes to be ratified at the next secretariat meeting.            █████ opposed this issue being discussed and advised that a motion was on the agenda to help resolve this issue and moved to vote on this. A further discussion continued and it was agreed to take item 4 off the minutes.            Proposed and Seconded</p>	

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<p><b><u>Agenda Item 3.</u></b> <b>Matters arising</b></p> <p>No matters arising.</p>	
<p><b><u>Agenda Item 4.</u></b> <b>Correspondence</b> <b>None</b></p>	
<p><b><u>Agenda Item 5.</u></b> Motion to engage an external facilitator          ■■■■■ said she had to leave early and as we had a quorum could we vote on this. ■■■■■ said that we needed to have a slight discussion about what we expected of a facilitator first. It was agreed that no one needed to leave the meeting.          ■■■■■ spoke about the importance of trying to resolve this issue internally and wanted to explore all options first. ■■■■■ agreed.          ■■■■■ asked again for the motion to be voted on and noted that two attempts had already being made to resolve this internally.          ■■■■■ said that the reputation of people involved needed to be considered and wanted the issue resolved as soon as possible. ■■■■■ said that we should ask the department for a facilitator. ■■■■■ asked that the department not be involved and that whatever decision was taken that the issue be dealt with without airing this issue publicly for the sake of the reputation of KildarePPN.          ■■■■■ suggested that two members of the secretariat, that were not involved and were neutral should try meeting with and resolving the issue first.          After much conversation it was proposed that two members of the secretariat draw up terms of reference for a facilitator and that they would be brought back to the full secretariat for approval.          ■■■■■ proposed ■■■■■, and ■■■■■ offered to do this. ■■■■■ asked if all involved were happy with this.          Proposed and Seconded</p>	AC
<p><b><u>Agenda Item 6.</u></b> <b>Appointment of Chair and Vice-Chair</b> <b>Removed from agenda</b></p>	
<p><b><u>Agenda Item 7.</u></b> <b><u>Communication Policy/GDPR Policy/ Access Request.</u></b> <b><u>Appointment of a Controller</u></b> <b>Training</b>          ■■■■■ asked what the Secretariat would like to do about the Access request. ■■■■■ said she was happy to respond. However, a GDPR policy would need to be done. ■■■■■ also told</p>	

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<p>the Secretariat she was attending mandatory training with CKLP on GDPR on Wednesday 22<sup>nd</sup>.</p> <p>█ proposed █ to respond. Proposed and Seconded</p> <p>█ addressed the vacant seats which are coming up on the LCDC committee. █ told █ about the conversation she had last June, explaining that at the time the plan was to phase out reps , so the LCDC would not lose all that experience at the same time. █ said that at the last LCDC meeting █ and █ said that the stipulation from the Department was no extensions. It was agreed that we should be talking about this.</p> <p>█ asked about the vacant seat on the Secretariat and █ said that elections took a lot of work and time and that it would be better to wait, rather than do it for just one seat.</p> <p>Ref: The communications policy, █ to look for what we have and circulate. █ said that all communication should go through the Resource worker/Coordinator.</p>	
<p><b><u>Agenda Item 8.</u></b> <b>Governance</b> N/A</p>	
<p><b><u>Agenda Item 9.</u></b> <b>Workplan</b></p> <p><b><u>Training Modules</u></b> – The Coordinator explained that the following had taken place: Committee roles and responsibilities – (10 Organisations attended) Running an effective meeting – (9 Organisations attended) Understanding and preparing budgets was due to take place on Wed 22<sup>nd</sup> and to date (17 Organisations registered)</p> <p><b><u>Website</u></b> – The Coordinator explained that the Beta site was sent to the Secretariat the week before and thanked everyone that had responded. 40% was paid and we are on track to go live as planned on Wednesday 29<sup>th</sup>.</p> <p><b><u>Staff Liaison Training</u></b> – The Coordinator has sourced this with Carmichael house and is booking it for the Staff Liaison Group</p> <p><b>Request for a Finance Sub-Committee</b></p> <p>Three members put themselves forward.</p> <p>█ said that it was important that secretariat members sat on no more than two committees to give everyone a chance to get involved. █ agreed. █ felt that no one should be penalised for volunteering to get involved and █ agreed. The coordinator stated the importance and value of sub committees and stressed the importance of terms of reference. She also said that sub committees should be added value and when they work well, they really enhance the work.</p>	
<p><b><u>Agenda Item 10.</u></b></p>	

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<p><b>The Working Group – Up-date</b></p> <p>█ discussed the actions from the working group meeting.</p> <ol style="list-style-type: none"> <li>1) Terms of reference would be drawn up by the coordinator respecting the MOU and SLA and the working group would make additions and changes. Once that was done it would go to the Secretariat for approval.</li> <li>2) The coordinator requested a finance sub committee and that was been taken care of.</li> <li>3) GDPR policy – To be put on the next Secretariat meeting agenda.</li> <li>4) A Strategic Plan should be put in place.</li> </ol> <p>█ said that the coordinators probation was over and she was now permanent /full time. And her title was confirmed as Resource Worker/ Coordinator, she could use either or both.</p>	
<p><b><u>Agenda Item 11.</u></b> <b>Social Inclusion Week – Up-date</b></p> <p>█ gave an update and asked that everyone try to attend. █ explained that some events would be outdoors weather dependent. Events this year cater for everyone 2yrs – 100yrs. After the event an evaluation would take place in preparation for next year. The Chair of SIW thanked █ for the work they had done and █ thanked the Chair of SIW for her work.</p>	
<p><b><u>Agenda Item 12.</u></b> <b>Climate Action Week – Up-Date</b></p> <p>█ gave a brief update in █ absence and confirmed the dates for the last week in November. █ also confirmed a meeting for the following week and that an update would be done at the next Secretariat meeting. █ also extended an invitation to anyone that would like to join the group.</p>	LD
<p><b><u>Agenda Item 13.</u></b> <b>Finance Report</b></p> <p>The coordinator took the Secretariat through the finance report highlighting the underspend to-date.</p> <p>She sought approval to advertise and go to tender for a company to undertake the strategic plan 2022-2026. She explained that she had spoken to █ in the County Council and as long as we engage a company and raise the invoice this year the bill can be paid next year. It is just important that it starts in 2021.</p> <p>Proposed and Seconded</p>	
<p><b><u>Agenda Item 14.</u></b> <b>AOB</b></p> <p>█ said it was important to start the conversation about return to work and health and safety issues.</p> <p>It was also time to consider a return to face-to-face meetings for the Secretariat.</p>	

**Next Meeting : October 18<sup>th</sup> 2021 – 7pm**