

**MINUTES OF KILDARE PUBLIC PARTICIPATION NETWORK SECRETARIAT MEETING  
HELD VIA ZOOM ON 15<sup>TH</sup> NOVEMBER 2021**

<b>Item</b>	<b>Action By</b>
<p><b>Present:</b> James Cotter (JC) Anne Crowe (AC), Dermot O'Donnell (DOD), Naomi Scott-Hayward (NSH), Cliona Kelliher (CK), PJ Fagan (PJF). Resource Worker – Grainne Fleming (GF) Apologies: Declan Nolan (DN), Sarah Shakespeare (SS), Liz Denieffe (LD).</p>	
<p><b><u>Agenda Item 1.</u></b> <b><u>Welcome and Apologies</u></b> Welcome from Chair and apologies.</p>	AC
<p><b><u>Agenda Item 2.</u></b> <b><u>Adoption of Minutes/Website Minutes from Meeting held on November 1st 2021 and Minutes from October 18<sup>th</sup> 2021</u></b></p> <p>Minutes were looked for from 1st November Changes were requested to minutes. There was discussion re detail level and format of minutes. It was proposed and seconded that minutes for website be actions and decisions. Item 4 in the redacted minutes from Oct 18th to be changed and brought back to the next secretariat meeting to be ratified. Minutes for 18th October - public minutes to be approved. Proposed but further discussion around detail and sensitivity of minutes led to a decision to postpone the decision re website minutes until next Secretariat meeting. <b>Agreed by all that decision would be postponed.</b></p>	
<p><b><u>Agenda Item 3.</u></b> <b>Matters Arising (AC)</b></p> <p>No matters arising.</p>	
<p><b><u>Agenda Item 4.</u></b> <b>Work plan Update (GF)</b></p> <p>Work-plan survey has been sent to all member organisations and will be out for 2 weeks. Work-plan is ready with all the essential items. That survey will be sent to Secretariat to see if any additional items need to be covered. Work-plan will be ratified in December which will give a full year. Autumn training is complete. Evaluation will be done for Secretariat. We will go into collaboration with Offaly PPN and we have had a request from CKLP to collaborate also, further discussions will need to take place before any decision is made. Proposed budget for 2022 is done - departmental update that we can carry €7,000 forward. (specifically for Well Being Statement)</p> <p>Budget is tight for next year so we should bear that in mind with any requests. Financial policy doc is almost ready after meeting with Finance sub-group, to be ratified in December.</p>	GF



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<p>Strategic plan update - meeting was held with (consultant), RW and Chair Consultant would like to meet with Secretariat. 29th November is the proposed date. Assuming meeting on the 29th can be held, this can be followed up with reps meeting. It was suggested that 7 - 7.45 might be the best time.</p> <p>MOU and SLA with KCC and CKLP, sent out to all parties to review. Chair is approved to sign both documents. KCC is happy to sign both docs. No change in docs except date.</p> <p>A question arose re insurance. We should establish what the insurance refers to specifically. Wellbeing statement fund of €7,000 is approved, has to be used in 2022, formal application will be made to Council.</p> <p><b>Staff Liaison terms of reference are complete - will be ratified at next meeting.</b></p> <p><b>Working group terms of reference will be agreed at working group meeting and ratified at next meeting.</b></p>	
<p><b><u>Agenda Item 5.</u></b> <b>Finance Report</b></p> <p>We will have unused funds at end of year based on current look at budget. We could book a plenary for end of February (due be held in the Osprey) and then also promotional products.</p> <p>Possibility of buying suitable office chair/equipment for RW/SW. Also Promotional products, printer and ink for GF.</p> <p>We can investigate pop up tents also to be used for future events.</p> <p>Provisional date for plenary - Monday 28th February.</p> <p>Invoices need to be in and paid this year.</p> <p>We will be audited for 2020.</p>	GC
<p><b><u>Agenda Item 6.</u></b> <b>Correspondence.</b></p> <p>LCDC guidelines have been issued which means that we are progressing towards our elections.</p> <p>The job of the LCDC is to come to PPN to request elections.</p> <p>A query arose re role of Council vs. role of PPN in setting election date.</p> <p>Letter from Dept. – Dept. advises that PPN is independent and that all decisions should be made locally.</p>	AC



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<p>It was suggested that a decision needs to be made in relation to correspondence.</p> <p>It was decided that RW would contact the Dept. who can best advise and will revert to Secretariat.</p> <p>Decision to employ a facilitator was proposed and seconded.</p> <p><b>Decision was made by Secretariat to employ a facilitator. Agreed by all.</b></p>	
<p><b><u>Agenda Item 7.</u></b> <b>Governance.</b></p> <p>No governance updates. RW informed Secretariat that communications policy it is not quite ready for Secretariat input. It will be ready in a week/10 days and will be ratified at December meeting.</p> <p>A yearly list of actions and decisions was requested.</p>	AC
<p><b><u>Agenda Item 8.</u></b> <b>Climate Action Weekend</b></p> <p>Update was given re C.A. Weekend. All going well and a good program of events is now live on the website. SW was commended on a fantastic job with website and graphics.</p> <p>Main Panel event still to be agreed but all other information is up to date on the website and it was requested that anyone on social media share the updates over the next while.</p>	CK
<p><b><u>AOB</u></b></p> <p>It was requested that Zoom chats be kept to a minimum.</p> <p>Chair will advise on correct use of chat at next meeting.</p> <p>Christmas holiday period - Wednesday 22nd to January 4<sup>th</sup>.</p> <p><b>Agreed by all.</b></p>	
<p><b><u>Date of Next Meeting</u></b></p> <p><b>Monday 13<sup>th</sup> December 2021</b></p>	