



**MINUTES OF KILDARE PUBLIC PARTICIPATION NETWORK SECRETARIAT MEETING
HELD VIA ZOOM ON 18TH OCT 2021**

Item	Action By
<p>Present: (JC) (AC), (DOD), (DN), (NSH), (SS), (LD), (PJF). Coordinator – (GF) Apologies: (SM)</p>	
<p><u>Agenda Item 1.</u> Welcome and Introduction</p>	AC
<p><u>Agenda Item 2.</u></p> <p>1. a) Minutes from Sept 20th (Public & Private) Private Proposed by: (NSH) Seconded by (PJF) Public: Proposed by: (NSH) Seconded by: (PJF)</p> <p>b) Minutes from Closed Secretariat Meeting Aug 12th (Private Only) (To be ratified) It was explained that a report was done on the evening and not minutes. It was incorporated into the Minutes of the normal secretariat meeting in August.</p>	AC
<p><u>Agenda Item 3.</u> Matters arising</p> <p>██████████ felt that it was important to note that the accuracy of notes needed to be considered and felt that the ██████████ notes were not accurate. ██████████ proposed that a separate minute taker be appointed and perhaps that could be the ██████████. The ██████████ pointed out that notes had never been an issue prior to this and that everyone received minutes in draft format so that they could feed into them, however ██████████ had no objection to a minute's secretary being appointed. The ██████████ could not agree to the ██████████ attending due to a waste of resources. The Chair asked if anyone would like to volunteer and no one did. The Chair asked ██████████ would ██████████ be happy to continue taking notes and ██████████ agreed. It was agreed that the current process would stay in place, with ██████████ doing the notes.</p>	SS



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<p><u>Agenda Item 4.</u> Progress report: Draft Terms of Reference (Facilitator) After a long discussion it was agreed to contact the department and request guidance on this issue.</p>	
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<p>Agenda Item 5. Correspondence Letter received 28th September The Chair asked how this correspondence had come about? It was clarified who it was from. ■■■ said she had no issue with the content however did have an issue with how it came about. ■■■ felt she had tried to address these issues before and was not satisfied with the response. ■■■ stressed his dissatisfaction with it been questioned ■■■, ■■■ and ■■■ were not happy to be excluded from a meeting or to have not had their opinions heard. ■■■ wanted it noted that there was no meeting. ■■■ stated that she knew many of the secretariat through volunteering and stated that there was no clandestine meeting. ■■■ objected strongly and disagreed. He left the meeting. ■■■ said how the letter came about and said that it wasn't the issue and that it was a deflection and wouldn't have come about if people were satisfied. ■■■ said that the letter was for the betterment of the PPN. ■■■ said that she had shared the letter with the four who had not been included and that they had added to it. A PowerPoint was shared, and all parties agreed on the majority of points. This will be re-visited at the next secretariat meeting. Please see separate updated PowerPoint.</p>	<p>AC</p>
<p>Agenda Item 6. The Workplan Due to the time the coordinator was asked if there were any items which she needed addressed. There was three points: 1) An increase in ■■■ for ■■■ Proposed by: AC Seconded by: CK 2) The tender for the strategic Plan 2022-2026. It was agreed that the tender would be sent to the Secretariat the following day and that the coordinator would work with the Finance Sub-Committee so a decision can be ratified on Nov 1st at the latest. 3) The coordinator asked who would like to attend the MRPPN meeting and discussed the agenda item of collaboration with another PPN to half the training costs in 2022. No one wished to attend Note: ■■■ suggested that the meeting come to an end and that an extra meeting be held on Nov 1st to conclude the rest of the agenda items. Everyone agreed ■■■ wants it noted that there will be no mention of the complaint at the Nov 1st Meeting. It was agreed that notes would be high level</p>	

Next Meeting : November 1st 2021 – 7pm