



MINUTES OF KILDARE PUBLIC PARTICIPATION NETWORK SECRETARIAT MEETING HELD VIA ZOOM ON 17TH JANUARY 2022

Item	By	Action	Responsibility	Timeline
<p>Secretariat attendees : Liz Denieffe (LD) , Naomi Scott Hayward (NSH) , Anne Crowe (AC) , Dermot O’Donnell (DOD) , PJ Fagan (PJF), Cliona Kelleher (CK),Sarah Shakespeare (SS), Declan Nolan (DN),James Cotter (JC)</p> <p>In attendance: Grainne Fleming</p>				
<p>Closed Secretariat Meeting – 6:45pm – 7p.m Recommendations from facilitator: 7c.Communication : Subgroup to take on actions to review policy. Established group to meet as soon as possible to bring finalised policy for plenary. 7e. Grievance: Relevancy to Secretariat DN proposed update. 7d. Boundaries Protocol Staff liaison to review protocols and discuss with Co-ordinator. Highlighted not disciplinary a discussion once Communication Policy drafted. AC constructive use of Staff Liaison. PJF stated not enough of an investigation undertaken. DN asked if report issue was dealt with Chair AC confirmed. LD queried procedure DOD stated current procedure followed. AC acknowledged everyone’s involvement in moving forward. Agenda Item 2 a) Minutes from Dec 13th (Public minutes) (Private Minutes) Agenda Item 2.b) Public Minutes Nov 15th New format success NSH</p>	AC	<p>Proposed by AC agreed CK to seek other GP PPNs (Dec min) DN prop update. PJF agreed. Prop NSH AC agreed</p> <p>Proposed CK Seconded DN To be supplied by SS Proposed NSH Second JC</p>	<p>Communication subgroup</p> <p>Policy subgroup</p> <p>Staff Liaison</p> <p>Minutes SS Minutes CK sent</p>	<p>21st February</p> <p>Update 21st Feb</p>



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<p>Agenda Item 2.c) Minutes from Oct 18th (Public: Item 4 Only) (To be ratified)</p> <p>Suggestion of Dropbox or share folder. Need for update</p> <p>Agenda Item 3.Matters Arising : SS accepted scribe role and NSH timekeeper. Policy review group established not stated in December minutes. DOD, CK and GF.</p>		<p>Proposed NSH Seconded JC LD to email AC outstanding actions.(Mins December) Shared folder</p>	<p>GF to query updated mins.</p> <p>Shared folder GC & GF</p>	
<p>Agenda Item 4. Strategic Plan- Update: Survey circulated to PPN members 17/1 to be returned 24/1 review meeting with Jennifer w/e 28th 15 questions Plenary 2022 Update: 28th February booking for Osprey deferred. Launching of elections. Workplan for 2022. AC suggested Kildare Volunteer Awards guest of honours , Tidy Towns CK TASC guest speaker Sean McCabe PJF KCC review of Covid for balance . Possible panel discussion /some in person. Engagement piece important NSH. Save date sent for 28th February to be sent out * subject to guidelines Vacant seat due to work commitment Environmental rep Maynooth N. Kildare Agenda Item 5. Climate Action Fund – Up-Date CK update Information awareness and planned Co-ordinator recruitment. Meeting weekly Jan 2022. Agenda Item 6. Finance Report Underpayment explained from report supplied. Finance stable secure 2022/3 NSH requested minutes on website query satisfactory response. Agenda Item 7. Staff Liaison Up-date</p>	<p>GF</p>	<p>GF to share draft template of Plenary All members to email GF with suggestions .</p> <p>Subcommittee LD,CK,AC, NSH with GF any 3 GF to distribute with details to follow</p> <p>CK update</p> <p>Prop PJF Seconded AC</p> <p>AC, LD, DN, SS</p>	<p>GF to share folder</p> <p>LD,CK,AC,NSH</p> <p>GF</p> <p>CK, LD</p> <p>Staff Liaison</p>	<p>10 days/ 2 weeks</p> <p>27th Jan deadline</p> <p>17th Feb</p>



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Meeting to be rescheduled for Thursday before next Secretariat.				
<p><u>Agenda Item 8. Policy Sub Committee Up-date</u></p>				
No update from CK . Await Mazars Review but create draft.		For next 21 st Secretariat meeting . CK,DOD,GF	CK, DOD	21 st Feb
<p><u>Agenda Item 9. Governance</u></p>	AC			
No update under Governance.				
Update Linkage group to be added to agenda for March meeting.		LD proposed NSH sec		
<p><u>Agenda Item 10. Climate Action weekend</u></p>	CK	LD CK to identify dates.	LD CK	21 st Feb
Headline panel successful Positive feedback on social media. Seasonal discussion on moving to summer months. KCC Climate and Energy event differs from PPN. Timing of event to run one event within their event or vice versa.	LD			
<p><u>Agenda Item 11 SDG Sustainable Development Goals</u> CK a manner of linking the three pillars . An opportunity to bring in new membership.</p>	CK	CK update on half day training . GF costing on SDG section on website.	CK	
<p><u>Agenda Item 12. Elections.</u></p>				
Launch of vacant seats of Secretariat and Climate Action SPC representative seat. Four members extended to September 2022. Phased term of replacement. 1-March 1-May 1-July and 1-September.	AC	JC, PJF, DOD, DN to decide dates of replacement with GF	GF, JC, PJF, DOD, DN	21 st February
6 vacant seats create timeline of uptake of positions. Succession plan	GF	Proposed NSH sec PJF		
Gender balance due to 4 seats to be replaced.				
GF Election buddy system encrypted for elections.				
Subgroup must be secretariat members. Subgroup membership with elected new members prior to taking seats. To be confirmed Feb meeting				
LCDC election succession plan to be discussed at Feb meeting.				
<p><u>Agenda Item 13. AOB</u></p>				
Midlands meeting 27 th January PJF on Community resilience at meeting.	GF		PJF AC	27 th January

Next Meeting : February 21st 7pm