



## MINUTES OF KILDARE PUBLIC PARTICIPATION NETWORK SECRETARIAT MEETING HELD VIA ZOOM ON 21<sup>ST</sup> MARCH 2022

	<b>Item</b>	<b>By</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timeline</b>
	<p><b>Attendees:</b> Anne Crowe, Chairperson (AC), Liz Denieffe (LD), Grainne Fleming (GF), P.J. Fagan (PJF), Cliona Kelliher (CK), Naomi Scott Hayward (NSH), Declan Nolan (DN), Dermot O'Donnell (DOD)</p> <p><b>Apologies:</b> Sarah Masterson (SM)</p>				
<b>1.</b>	<p><b>Welcome &amp; Introductions Chair</b></p> <ul style="list-style-type: none"> <li>• Meeting was due to be in person but reverted to zoom at short notice to ensure a quorum could be reached.</li> <li>• NSH will have to leave meeting by 8pm so it was agreed that any agenda item requiring a vote or agreement would be moved forward.</li> </ul>	AC			
<b>2.</b>	<p><b>Minutes Feb 21st</b></p> <ul style="list-style-type: none"> <li>• Minutes Feb 21st</li> <li>• Minutes Plenary Feb 28th</li> </ul>	AC	Proposed CK, Seconded NSH Proposed AC, Seconded PJF		
<b>3.</b>	<p><b>Matters arising</b></p> <p>There were no matter arising.</p>	AC			
<b>4.</b>	<p><b>Correspondence</b></p> <p>1. Request received from Bob Quinn, Environmental Rep on LCDC. Bob asked if Secretariat would write to LCDC seeking to increase PPN seats from 5 to 6, and that new seat would be ringfenced for Environment pillar. Failing that Bob suggested that one of the existing 5 seats would be reassigned to the environmental pillar e.g. one social inclusion seat would become an environment seat.</p> <p>It was agreed that existing representatives should be meeting regularly. Also, a strong linkage group would provide additional support to reps. The Secretariat agreed that this was not the time to make a request for changing the make up of seats.</p> <p>2. Anthony Egan correspondence from Feb 2021 is still ongoing. AC is liaising with Anthony and other parties.</p>	AC	Response to be issued to Bob's request.	AC, DN, DOD	ASAP
			AC		



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	<p>3. It had been agreed at previous meetings that a courtesy communication from the Secretariat to Chair of LCDC outlining our election schedule for 2022, would be sent. This has not been completed.</p>		AC		
	<p><b>LCDC Seats</b>          Three of the five PPN seats on the LCDC are now considerably over their term (1 year plus) which is a cause of concern for a number of Secretariat members. The Secretariat has written to LCDC about this issue. Susan Bookle has confirmed that the LCDC don't wish the PPN seats to turnover until the new Local Economic and Community Plan (LECP) has been completed.</p>	AC	Secretariat to monitor status of LCDC seats. DOD to make informal enquires regarding status of LCDC elections.	All  DOD	Ongoing
5.	<p><b>Recent PPN Elections Up-Date</b></p> <ul style="list-style-type: none"> <li>• 2 Secretariat seats have been successfully filled, both for the community and voluntary pillars.             <ul style="list-style-type: none"> <li>○ Jill Mulhern nominated by Johnstown Community Association.</li> <li>○ Anthony Egan nominated by Caragh Court Residents Association.</li> </ul> </li> <li>• The Environmental Seat on the Secretariat did not receive any nominations, but will go up for election again with seats soon to be vacant.</li> <li>• For the representative seat on the Environment SPC, nomination was received from Kilcock4ClimateAction for Ursula King.</li> <li>• The Secretariat congratulated all successful candidates and look forward to working with each of them.</li>   <li>• It was pointed out that there might be a potential conflict of interest for a person to join the Secretariat with an outstanding complaint. AC stated that that progress has been made to resolve this issue.</li> <li>• The onboarding plan outlined by GF requires some amends to include the agreed mentoring between established and new Secretariat members.</li> </ul>	GF	<p>AC to progress.</p> <ul style="list-style-type: none"> <li>• AC to meet A. Egan</li> <li>• LD to meet J. Mulhern.</li> <li>• RW and Chair to meet all new members.</li> <li>• Ali Sheridan, former environment rep. to meet</li> </ul>	AC  AC, LD, GF, AC	ASAP

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			with Ursula King.		
	The appointment of Chair was raised, as the 6 month term of the current chair was up. Nominations were sought for chair for the next 6 months		DN nominated, Seconded by DOD, supported by PJF.		
<b>6.</b>	<p><b>The Work-Plan (Coordinator 20 mins)</b></p> <ul style="list-style-type: none"> <li>Representatives Charter: GF has liaised with one SPC already and will be shortly bringing the charter to three more SPC's</li> <li>Communications Policy: Drafted by a working group (GF, PJF, LD) and feedback from the wider Secretariat has been included.</li> <li>Constitutional amendment (Dept directive): The amendment has been shared with the Secretariat. Department guidelines are mandatory to add to the Constitution. The Secretariat welcomed the flexibility offered by the new options, as attendance can be challenging for events including the Plenary.</li> <li>New Secretariat &amp; Representative Induction Process: Changes to process agreed e.g. include mentorship between Secretariat members</li> <li>KPPN first annual report will be published this year. Hopefully ready within a month.</li> <li>MRPPN meeting: Thursday 7<sup>th</sup> April, Castle Durrow at 7pm.</li> <li>Strategic Plan: Final draft has been provided although it was agreed it is not yet ready to be shared. The Secretariat did not adopt this version at the last meeting. Secretariat members are to review the document on Sharepoint and provide feedback by 4<sup>th</sup> April. AC to email Jennifer to confirm the Secretariat requires extra time to review the final document and that it was not approved in the past.</li> </ul>	GF	<p>PJF proposed, NSH seconded.</p> <p>Amendment to be presented at Plenary as a formality.</p> <p>GF to amend process and upload to Sharepoint.</p> <p>AC and LD to attend with GF and Grace Clarke.</p> <p>All Sec members to provide feedback.</p> <p>AC to email Jennifer</p>	GF GF All AC	<p>Next Plenary</p> <p>April meeting.</p> <p>4<sup>th</sup> April</p> <p>ASAP</p>
<b>7.</b>	<p><b>Linkage Groups</b></p> <p>Wider conversation required about linkage groups. LD, PJF, CK to meet to move it forward for the next meeting.</p>	All	LD, PJF, CK to meet.	LD, PJF, CK	Before April Meeting



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<b>8.</b>	<p><b>Staff Liaison Up-date</b></p> <ul style="list-style-type: none"> <li>Last meeting clashed with St Patricks Day. No major issues, although ongoing concerns around finance for day to day expenses and sundries.</li> <li>Agreed we cannot have staff or Secretariat members using their private funds for sundries such as Zoom, Canva, insurance etc.</li> <li>It was agreed we should explore opening a bank account for KPPN and explore with KCC drawing down a small sum for vouched annual sundries.</li> </ul>	AC, DN, LD	GF to explore opening a bank account and options for sundry expenses with KCC	GF	For April meeting
<b>9.</b>	<p><b>Policy Sub Committee Up-date</b></p> <p>Have not been able to meet yet.</p>	CK, DN	Policy subcommittee to be convened	GF, CK, DN	Before April meeting
<b>10.</b>	<p><b>Sustainable Development Goal Workshop update</b></p> <ul style="list-style-type: none"> <li>CK selected as SDG Rep and will be taking part in 8 months training. Secretariat congratulated CK on this important appointment.</li> </ul> <p><b>National Secretariat Up-Date:</b></p> <ul style="list-style-type: none"> <li>National PPN Communications campaign: CK was on the tender subcommittee, successful agency has been appointed. Campaign to run Q2/Q3 will include radio, TV, toolkit for social media, training for local PPNs. The Secretariat expressed their particular gratitude to Grace Clarke for her work on communications / social media to date.</li> <li>HR / governance issues: Tender has gone out and responsible subgroup is considering issues that are common to all PPN's.</li> <li>Supporting Ukrainian refugees: PPN's will be used for transfer of information in their local area. Logistics will be managed by volunteer centre. KCC had emergency meeting and are responsive to the needs of the groups. 10,000 arrived aiming for 60,000.</li> </ul>	CK  CK / GF			

**Next Meeting: April 25<sup>th</sup>, 7pm in person**