



**MINUTES OF KILDARE PUBLIC PARTICIPATION NETWORK SECRETARIAT MEETING HELD VIA ZOOM ON 25<sup>TH</sup> APRIL 2022**

	<b>Item</b>	<b>By</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timeline</b>
	<p><b>Secretariat attendees :</b> Liz Denieffe (LD) , Naomi Scott Hayward (NSH) , PJ Fagan (PJF), Cliona Kelliher (CK), Sarah Shakespeare (SS), Jill Mulhern (JM) Anthony Egan (AE)</p> <p><b>In attendance:</b> Grainne Fleming, Grace Clarke</p> <p><b>Apologies:</b> Declan Nolan, Dermot O’Donnell, and Anne Crowe</p>				
	<p><b>1. Welcome &amp; Introduction</b> PJF in AC absence was proposed as Facilitator of meeting</p> <p><b>2. Minutes .</b> Amended line 4. Correspondence “ It was agreed that existing representatives should be meeting regularly.”</p> <p><b>3. Matters arising.</b></p> <p><b>4. Correspondence:</b> Discussion on manner of communications and challenges with email. CK proposed “reply to all” to be used. GF suggested particular targeted/ specific emails (ie subgroups) to main address and others are ccd. LD requested any correspondence from Secretariat to representatives be circulated to all members. NSH proposed emphasis on flat structure to support communication policy after SJI training.</p> <p><b>5. <u>The Work-Plan</u></b> <b>Quarter 1 Update;</b> 56 Actions in WP 24 actions completed. Q2 priority to launch Annual Report . NSH suggested sustainable printing material. Reregistration of plenary . MD meetings . GF to work on PowerPoint for all meetings</p> <p><b><u>Elections:</u></b> 4 seats for election announced 24/25<sup>th</sup> May.</p>	<p>PJF</p> <p>PJ</p> <p>GF</p> <p>GF</p> <p>GF</p>	<p>Proposed SS Seconded LD Proposed NSH Seconded CK</p> <p>GF to forward email sent to BQ. All members would be conscious of need to reply to emails.</p> <p>MD reps to meet re meeting format</p>	<p>SS amend minutes</p> <p>GF</p> <p>All members</p> <p>MD reps DOD LD SS NSH</p>	<p>Immediate</p> <p>Immediate</p> <p>May</p>

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<p><b><u>Climate Action date</u></b> 18/19<sup>th</sup> June confirmed.</p> <p><b><u>MRPPN</u></b> Laois, West Meath, Meath, Offaly, and Longford AC LD GF attended Durrow. JM to work on Terms of Reference of MRPPN . Kildare to host end of June. Costings discussed. LD highlighted positive network opportunity.</p> <p><b><u>Secretariat / Staff Liaison training:</u></b> GF thanked LD and CK for raising training needs on Flat structure. SJI to deliver <b>mandatory</b> Secretariat training 18<sup>th</sup> May 6.30-9pm Osprey Hotel. Costing €400 plus room hire approx.. €150..</p> <p><b><u>Training SLG</u></b> GF training paid for online. Membership of SLG to rotate. NSH proposed review subgroup membership add to agenda after elections to allow new members</p> <p><b><u>Annual Report Department:</u></b> Return submitted for 2021 14/4/22</p> <p><b><u>Strategic Plan Update:</u></b> GF, NSW AC met with JVA. Unhappy with quality. No change to graphics KPI etc. GF actioned to send formal correspondence on Secretariat refusing to accept document as final submission.</p> <p><b><u>Heritage Forum;</u></b> GF spoke on request for a Heritage linkage group</p> <p>6. <b><u>Complaints:</u></b>  <b><u>Process for complaints</u></b> PJF proposed a subcommittee be established for two complaints refer back in 10-15 days (3 working weeks) . NSH insure in line with grievance policy.</p> <p>7. <b><u>Linkage Groups:</u></b> LD, PJF CK subgroup feedback. SS and PJF expressed concern on misunderstanding of PPN representative’s role re calling meetings etc.</p>	<p>LD CK</p> <p>GF</p> <p>GF</p> <p>GF</p> <p>GF</p> <p>PJF</p> <p>PJF</p>	<p>will update next meeting</p> <p>GF to email all members to confirm attendance.</p> <p>SS, LD and DN to complete it . DN to clarify if undertaking it</p> <p>GF to draft letter expressing disappointment to be sent to all members GF to speak to Brigid then refer to new Linkage Group subgroup.</p> <p>AC, PJF, JM, NSH. to meet.</p> <p>LD,PJF,CK to meet .</p>	<p>LD CK</p> <p>GF</p> <p>GF</p> <p>All named</p> <p>LD,PJF,CK</p>	<p>Immediate</p> <p>Immediate</p> <p>As soon as possible Feedback to Secretariat.</p>
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	<p>SS to call meeting Transport Linkage group week commencing 2<sup>nd</sup> May. Will update and cc Linkage subgroup .          CK; Emer Conway looking for admin support for Climate Action Linkage group. Jennifer acknowledged as brilliant facilitator of CA linkage group. GF to write to thank Jennifer for her support.</p> <p>8. <b><u>Finance Sub Committee:</u></b> No update</p> <p>9. <b><u>Staff Liaison Update</u></b> Meeting Wednesday 11am</p>	<p>PJF</p> <p>PJF</p>	<p>SS transport meeting</p> <p>GF to write to thank Jennifer for her support.          GF seek offers of facilitator for CA</p>	<p>SS</p> <p>GF</p>	<p>May</p>
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**Next Meeting : May 23<sup>rd</sup> @7pm**

**Mandatory training 18<sup>th</sup> May 6.30-9pm Osprey Hotel**