



MINUTES OF KILDARE PUBLIC PARTICIPATION NETWORK SECRETARIAT MEETING HELD VIA ZOOM ON 27TH JUNE 2022

Item	By	Action	Responsibility	Timeline
<p>Secretariat attendees : Liz Denieffe (LD) , Naomi Scott Hayward (NSH) , PJ Fagan (PJF), Cliona Kelliher (CK), Sarah Shakespeare (SS), Jill Mulhern (JM), Anne Crowe (AC), Dermot O’Donnell (DOD) Paul Leighton (PL)</p> <p>In attendance: Grainne Fleming,</p> <p>Apologies: Cliona Kelliher (CK)</p> <p>Absent: Anthony Egan</p> <p>Attendance noting : DOD left meeting at 8.00pm <i>Will be placed at specific time of departure from meeting minutes.</i></p>				
<p>1. Welcome & Introduction AC welcomed PJF and DOD return by election success AC welcomed PL in his position as Environmental representative.</p> <p>2. Minutes .</p> <p>3. Matters arising. None</p> <p>4. Correspondence: -Evonne Boland -Jude Brown GF gave detailed briefing on correspondences received. Feedback that both are resigning seats. GF requested EB feedback in writing JB emailed that there was no internal reason for her resignation. Email was requested. LD raised concern on losing representatives all from environment . AC proposed a specific meeting, but rep feedback required. NSH proposed to add to agenda. LD suggested SPC Chairs invited to September or Autumn briefing to</p>	<p>AC AC AC AC LD AC</p>	<p>Proposed NSH Seconded JM</p> <p>AC July meeting seeking feedback from reps</p>		



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<p>aid understanding.</p> <p>5. Policy Sub Committee Up-date Grievance & Disciplinary Procedure to be ratified. Added line to duration on dealing with complaint. All complaints must be submitted in a timely manner to be fresh in everyone’s mind no more than “ideally” one month after the incident. PJF:15 days for process to begin not complete. Policy currently states completing of complaint process in 15 working days.</p>	<p>GF</p>	<p>Proposed NSH Seconded DOD</p>		
<p>6. Strategic Plan GF raw data belongs to KPPN JVA to see the project handed over and offer a debriefing on the process. JVA gave presentation on end of process and debrief. AC stated to build on the Strategic Plan. JVA queried what was to be added. NSH stated to add to the longevity of the Plan. Professional integrity of research project raised by JVA.GF reassured content to high standard. Raw data requested by GF from JVA. JVA offered support to next chapter.</p>	<p>GF JVA</p>			
<p>7. The Work-Plan -MRPPN 30th June Osprey JM hasn’t met with TOR subgroup, so agenda carried forward. GF, GC, and AC in attendance JM to attend. - MD meeting NSH proposed Clane/ Maynooth meeting 29th June. Maynooth Autism Friendly town group giving presentation Emer Conway SEP with networking opportunity. Maynooth Community Council on tables Registration up to 12 currently Annual Report agreed AC will launch -Elections: Currently MD Athy seat vacant. 6/8 week -Climate Action Linkage group facilitator: GF requested a facilitator possibility on CK and LD sharing facilitation. -Training Modules 2022: 5 modules over 6 weeks 1 a week</p>	<p>GF NSH GF GF GF</p>		<p>NSH</p>	



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<p>1) Writing successful Submissions 2) Tidy towns 3-hour workshop Doing More for Less Gavin Heart 3) Unpacking of Complaints 4)Building community resilience 5) Demystifying GDPR for Community Groups GF to ask Paula O’Brien re council funding re training. JM has offered to undertake contacting groups</p>	<p>GF JM</p>	<p>GF to ask POB re funding GF to contact JM</p>	<p>GF GF</p>	<p>Immediate</p>
<p>8. <u>SJI training Flat Structure:</u> AC sought feedback on training. GF stated she had trainer notes and would deliver training.GF offered to facilitate training was declined to by some Secretariat members. Positive feedback by NSH. Skills survey suggested by NSH. Rotation of facilitator and subgroups . LD proposed SJI to return to deliver training SS seconded. PJF suggested broadening the training to more than Sec members. Some may not want to facilitate was discussed.</p>	<p>AC GF</p>	<p> GF to arrange SJI training.</p>	<p> GF</p>	
<p>9. <u>Governance:</u> Nothing.</p>	<p>LD</p>			
<p>10. <u>Climate Action Weekend</u> NSH suggested moving to next meeting LD will be held second weekend in September.</p>	<p>LD</p>			
<p>11. <u>Linkage Groups</u> Thematic groups proposed. LD gave feedback on progress and shared draft document. Facilitators of groups suggested two Sec members to facilitate groups at least setting up. GF suggested admin and Chair of SPC invited to briefing in September. PJF stated separate meeting required on Linkage groups.</p>	<p>LD GF PJF GF</p>			
<p>12. <u>Finance Sub Committee</u> Movement on budget €2,000 for plenary move €1,000 for MD meetings. Plenary refreshments already paid from 2021 budget. 100% from Department this year.</p>				



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<p>13. <u>Staff Liaison Update</u> No update</p> <p>14. <u>Summer Meetings</u> Proposed 18th July meeting to cover representatives and Linkage group. Formal Secretariat meeting will be held. Finance and Governance. PJF suggested every 6 weeks. Meetings to be on agenda next meeting. Zoom meeting in July agreed. No August meeting and September 19th meeting .</p> <p>15. <u>AOB</u> LD discussed attendance . GF stated attendance document in SharePoint. Full attendance to be noted. Possible review of day of meeting. GF send out poll. PJF proposed early leaving of meeting be minuted as may effect quorum. NSH seconded.</p>	AC	GF to send out poll in relation to meetings days.		
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Next Meeting : July 18th 7pm by Zoom