



**MINUTES OF KILDARE PUBLIC PARTICIPATION NETWORK SECRETARIAT MEETING
HELD VIA ZOOM ON 19TH SEPTEMBER 2022**

Item	Action By
<p>Secretariat attendees : Liz Denieffe (LD) , Naomi Scott Hayward (NSH) , PJ Fagan (PJF), Cliona Kelliher (CK), Anne Crowe (AC), Dermot O’Donnell (DOD) In attendance: Grainne Fleming, Apologies: Paul Leighton, Anthony Egan, Jill Mulhern Absent: Attendance noting :</p>	
<p><u>Agenda Item 1.</u> Welcome and Introduction. Members were welcomed back by the Facilitator after summer break.</p>	
<p><u>Agenda Item 2.</u> Adoption of Minutes/Website Minutes from previous meetings. Proposed and Seconded with minor amendments.</p>	
<p><u>Agenda Item 3.</u> Change of Facilitator. Transition to flat structure rotation of Facilitator commenced, with each new Facilitator to serve a two month term. NSH appointed as Facilitator.</p>	
<p><u>Agenda Item 4.</u> Matters Arising. Outgoing Facilitator was thanked. Position of new Deputy Facilitator (DOD) was agreed and it was suggested that a deputy be nominated at each changeover, in order to ensure smooth transition.</p>	
<p><u>Agenda Item 5.</u> Correspondence Discussion was held re correspondence received from a PPN Representative. Decision was made to allow some time before October meeting to allow for a more detailed examination of the issues with said Representative. It was agreed that next meeting would commence at 6.45 p.m., in order to allow for this. Correspondence re MRPPN (Midlands Regional PPN). Secretariat members are invited to next MRPPN meeting. Two members volunteered and agreed to discuss a topic to bring to the meeting</p>	<p>GF LD/PJF</p>
<p><u>Agenda Item 6.</u> Work Plan Report and Questions Arising. Work plan agreed by Secretariat members. Re-registration of member groups is ongoing and will finish the 20th September. A letter is to be written to the Department in support of increased PPN funding. Representatives meeting was postponed due to ongoing work by Coordinator to arrange mandatory training for Council Staff and Elected Representatives.</p>	<p>AC</p>
<p><u>Agenda Item 7.</u> The Plenary Discussion was held re date for Plenary. A suggestion was made to engage a speaker for opening address. Format and range of information on offer was also discussed. Ongoing work to be done to complete schedule.</p>	<p>GF</p>
<p><u>Agenda Item 8.</u> Sub-Committees</p>	



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<p>No sub-committee updates. It was suggested that members step down from committees in order to refresh expertise. Facilitator to send email to Secretariat members to enquire if any are interested in becoming part of a sub-committee.</p>	<p>NSH</p>
<p><u>Agenda Item 9.</u> Climate Action Weekend. An update was given on the Climate Action Weekend. It was agreed that it was very successful, despite two events having to be cancelled because of weather. A review meeting will be held to discuss further, and to plan for next year.</p>	<p>LD/CK/NSH</p>
<p><u>Agenda Item 10.</u> Representatives and Linkage Groups. PJF had a meeting (Culture & Heritage) but it was poorly attended. It was suggested that we have sign-up sheets on the night of the Plenary, and this may result in further group members signing up to Linkage groups. LD, PJF and CK to arrange meeting in relation to linkage groups.</p>	<p>LD/PJF/CK</p>
<p><u>Agenda Item 11</u> Policies No update.</p>	
<p><u>Agenda Item 12</u> Governance No update.</p>	
<p><u>Agenda Item 13</u> Finance Sub-Committee Update No update.</p>	
<p><u>Agenda Item 14</u> AOB Query re PPN Representative sitting on two committee seats. Discussion was held and final decision was that, in line with handbook guidance, Representatives will not be allowed to hold more than one seat and in this instance, the Representative in question would be informed of this decision and would be asked to choose between the two seats. Correspondence to be issued.</p>	<p>GF/NSH</p>
<p><u>Date of Next Meeting</u> Monday 17th October 2022</p>	

Signature: 1. _____ 2. _____