



MINUTES OF KILDARE PUBLIC PARTICIPATION NETWORK SECRETARIAT MEETING NOVEMBER 14TH 2022

	Item	By	Action	Responsibility	Timeline
	<p>Attendees: Dermot O’Donnell (DOD) Anne Crowe (AC), Liz Denieffe (LD), P.J. Fagan (PJF), Cliona Kelliher (CK), Sarah Shakespeare (SS) Jill Mulhern (JM) Anthony Egan (AE) In attendance: Grainne Fleming Apologies: Paul Leighton</p>				
1.	<p>Welcome & Introductions NSH passed over facilitator role to DOD. SS as minute taker.</p>	NSH,	LD nominated AE for Deputy Facilitator. SS seconded.		
2.	<p>Elections; Appoint a Deputy Facilitator . AE came forward for role. PJF raised pillar rotation of roles. 4th type of pillar as Municipal district.</p>				
3.	<p>Minutes 17th October</p>	DOD	GF raised names 4 tables. Additional €12,000 is for 2023. AC proposed DOD seconded		
4.	<p>Sub-Committees</p> <p>Expressions of Interest</p> <p>Finance – PJ and Naomi Policy – Cliona and Liz Denieffe Staff Liaison – Anne Crowe and Jill Mulhern The Working Group – Dermot O’Donnell & Anthony Egan</p> <p><i>PJ highlighted that facilitator could sit on any subgroup when required.</i></p>	DOD	Full sub-committees positions completed.		



MINUTES OF KILDARE PUBLIC PARTICIPATION NETWORK SECRETARIAT MEETING NOVEMBER 14TH 2022

5.	<p>Motion “The appointed facilitator holds responsibility for guiding Secretariat meetings through the agreed agenda, facilitating discussion, agreeing the order of contributions and confirming decisions. All 11 members, and any other attendees, are reminded to treat all meeting participants with respect in accordance with the terms of the Secretariat Code of Conduct, and to understand, and have due regard for the role and function of the facilitator. All members and attendees are asked to play their role in ensuring that meetings are efficient and respectful of people’s time and contributions”.</p> <p>PJF suggestion removal of motion to “ Statement” GF suggestion end of each agenda as footer. AC proposed placing as Header of each agenda. NSH seconded. All in agreement to its importance . PJF suggested a check in at end of each meeting. GF highlighted that the Motion was on December’s agenda.</p>				
6.	<p>AOB. GF raised loss of speaker .Ruari is suggested replacement. All in agreement to source him . LD gave suggestions by email 20th September. JM asked if speaker is attending on a voluntary basis. GF confirmed PPN paid speakers . JM asked from what background. JM may have suggestions. CK Michael Quirke known for extensive work with PPNs</p> <p>Plenary 6-6.15pm to run through programme. 21st Plenary currently 35 registered. 28th Training 12th December 7pm KCC Workplan, Budget, SLA and MOU to be covered in December. NSH looked for confirmation that December meeting is in person in December. Next meeting 12th December KCC building</p>				



MINUTES OF KILDARE PUBLIC PARTICIPATION NETWORK SECRETARIAT MEETING NOVEMBER 14TH 2022