



MINUTES OF KILDARE PUBLIC PARTICIPATION NETWORK SECRETARIAT MEETING HELD VIA ZOOM ON DECEMBER 12TH 2022

Item	By	Action	Responsibility	Timeline
<p>Secretariat Attendees : Liz Denieffe (LD) , PJ Fagan (PJF), Cliona Kelliher (CK), Anne Crowe (AC), Dermot O’Donnell (DOD), Anthony Egan, Jill Mulhern In attendance: Grainne Fleming, Apologies: Paul Leighton, Naomi Scott Hayward Minute Taker: Sarah Shakespeare</p>				
<p>1. Welcome & Introduction Statement read by all</p> <p>2. Minutes Nov 2022</p> <p>3. Matters arising - None</p> <p>4. Plenary minutes</p> <p>5. Workplan Report 2022 To be ratified at January meeting. Identified areas not completed to be discussed.</p> <p>6. Elections process on agenda for January meeting.</p> <p>7. Workplan 2023</p> <p>8. Every action for 2023 linked to Strategic Development goals and what aim it is linked to in the strategic plan.</p>	<p>DOD</p> <p>DOD</p> <p>DOD</p> <p>DOD</p> <p>GF</p> <p>GF</p>	<p>Proposed by: JM Seconded by: AE</p> <p>Proposed by: AC Seconded by: DOD</p> <p>Proposed by: AE Seconded by: PJ</p>		



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<p>9. Proposed budget</p>	<p>GF</p>	<p>Proposed by: PJ Seconded by: JM</p>		
<p>10. MOU and SLA to be signed by CKLP & KCC in 2023. CKLP have told us 2023 will be the last year they will host us. Pat Leogue meeting with Staff Liaison and Working group . Options: KCC or KPPN as a company / employer. CK gave feedback on PPNs independent and council based. LD echoed importance on gathering information of both options prior to discussions. PJF proposed adding to agenda for January AE asked for feedback as to holding reserves / Potential liabilities? LD asked if there would be suggested guidance from other PPNs. Flat structure training to be scheduled for first Q 2023.</p>	<p>GF</p>			
<p>11. Motion Proposed AE Seconded PJF Communication document to include meetings. GF suggested Co-ordinator in attendance with sec member. PJF stated 2 people who are deemed appropriate decided at secretariat meeting.</p>	<p>DOD</p>	<p>Proposed by: AE Seconded by: PJF</p>		
<p>12. Correspondence NSH meeting dates letter proposal . 9th January meeting agreed Funding – 2nd trench of funding Audit Clean bill of health.</p>	<p>DOD</p>			
<p>13. Frequency of meetings DOD proposed every 6 weeks CK stated zero communication between meetings doesn't work effectively. LD echoed CKs feedback</p>	<p>DOD</p>			



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<p>AE importance of being agenda based.</p> <p>14. New Leader Programme Discussion on new programme and potential for PPN input.</p> <p>15. Election Procedure. On January meeting. Establishment of subcommittee on elections. Currently LD , PJF, GF and CK.</p> <p>16. Governance – no notes</p>	<p>DOD</p> <p>LD</p>	<p>SS, AE and DOD to meet on LCDC feedback.</p> <p>To meet in January</p>		
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