

MINUTES OF KILDARE PUBLIC PARTICIPATION NETWORK SECRETARIAT MEETING 9^{TH} January 2023

Item	Ву	Action / Responsibility / Timeline
Attendance: Liz Denieffe (LD), Naomi Scott Hayward (NSH), Anne Crowe (AC), Dermot O'Donnell (DOD), Sarah Shakespeare (SS) (First 20mins), Jill Mulhern (JM), Grainne Fleming (GF) Apologies: Paul Leighton (PL) & PJ Fagan (PJF),		
1: SS attended the meeting to tender her resignation from the Secretariat. She addressed the meeting outlining her reasons for her resignation. She indicated that she would write to the Secretariat in due course. Sarah was thanked for her commitment and work during her time on the Secretariat.	SS	(AE) will respond to her on receipt of her written communication.
2: Correspondence: CK has informed the Secretariat by email that she was resigning her position due to personal reasons and to spend time with her family.	DOD	The facilitator (AE) is to write to CK expressing thanks for her work on the Secretariat.
3: DOD handed over the facilitator's role to AE.	DOD	
 4: DOD proposed PJF as Deputy 5: Minutes December 12th to be finalised by GF & ratified in Feb 		DOD proposed LD seconded GF
Special meeting of Oct 28th AE and LD to meet re minutes of special meeting before next Secretariat meeting (Feb)	GF	LD & AE
6. Coordinators report	GI	
The Coordinator requested that all take note of the following dates: Feb 24 Representatives Breakfast meeting in ospery 9am to 11 March 6 and Oct 4 Plenary meetings April 26 Flat structure training Jan 16th meeting with Working group Staff Contracts GF informed the meeting that the staff are working out of contract. The working group (AE,DOD,GF,PL,POB,LK) are meeting on Monday 16 Jan and this issue will be addressed at this meeting. Also for discussion is staff salaries and hosting. CKLP have		



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indicated that they will cease hosting on Dec 31 2023. GF informed the meeting that the PPN had secured extra funding and requested that this be used to bring the staff up to grades 4 and 5. These amounts were circulated in Circular Letter CVSP1/2015		
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from the Dept and in Circilar CVSP 5/2022 from the Dept which		
stated that the funding may be used for staff salaries. GF then left		
the meeting to allow discussion on this. In the discussion that followed more information was sought as follows:		
Is this once off funding? or is it part of the core funding going forward. AC to write to the Dept for clarification before the Staff		AC to write to the
Liaison and Finance Committee meet so that they can put a		Dept
proposal to the Secretariat before next meeting.		
Another observation was made as to the wisdom of using all the		
extra funding on salaries as there has to be decisions on options of		
hosting going forward either hosting by KCC, another community group or setting up a private company.		
7. Frequency of meetings		
The secretariat has an ambition to move to every 6 weeks, to be		
discussed again in 3 months (April meeting)		
8. Election Procedures	LD/GF	Meeting to be
GF re-joined the meeting. The members of this group LD, PF and		organised
GF to meeting and examine our election process before going out for elections as we are having challenges in attracting people and		
filling seats. GF requested that GC join this group as she has in the		
past and will going forward organise and run the elections.		
9. Wellbeing statement	GF	
GF informed the meeting that training will be held for staff and		
Secretariat. NSH has expressed interest in attending this training.		
GF will give an update at the next meeting.	LD	
10. LD informed the meeting that hopefully Climate Action Weekend would take place on May 18 to 22 and requested input		
Weekend would take place on May 18 to 22 and requested input and support from all Secretariat members.		



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Next Meeting: February 20 th 2023 – KCC Building					
Signature: 1	2				