



**MINUTES OF KILDARE PUBLIC PARTICIPATION NETWORK SECRETARIAT MEETING
FEBRUARY 20TH 2023**

Item	By	Action	Responsibility	Timeline
<p>Secretariat Attendees : Liz Denieffe (LD) , PJ Fagan (PJF), Anne Crowe (AC), Dermot O’Donnell (DOD), Anthony Egan (AE), Paul Leighton (PL) In attendance: Grainne Fleming, Apologies: Naomi Scott Hayward , Jill Mulhern (JM),</p>				
<p>1. Welcome & Introduction No conflicts of Interest noted</p> <ul style="list-style-type: none"> ● Minutes Dec 12th 2023 to be ratified ● Minutes Jan 9th 2023 to be ratified ● Minutes Oct 28 – Special Secretariat Meeting to be ratified <p>2. Matters arising</p>	<p>AE</p> <p>Proposed: PJ Seconded:AC</p> <p>Proposed:DOD Seconded:AC</p> <p>AE</p> <p>AE</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>Minor changes to be made and brought back to the next Secretariat meeting to be ratified</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>LD</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>March 20th</p> <p>N/A</p>



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<p>3. Correspondence Cliona Kelleher a)Following a long discussion it was agreed that AE would contact CK by phone.</p> <p>b) Under correspondence it was agreed that a letter would be sent to SS</p> <p>4. Workplan 2023 GF discussed the workplan – no questions Elections to run at the end of March</p> <p>5. Staff Contracts Discussed – Secretariat to revert re GF Contract</p> <p>6. Finance Staff Contracts GF expressed her disappointment and frustration at the delay in a response to staff</p> <p>Meeting closed: 20.05pm : All outstanding items moved to the next meeting.</p> <p>Next Meeting: March 20th</p>	AE	AE will follow up with a call to CK	AE	As soon as possible
	GF	Letter to be written	AE/GF	Immediately
	GF	GF to organise a meeting with KCC – PJ,AE & GF to attend.	GF	As soon as possible
	GF	Secretariat to revert to GF	Secretariat	As soon as possible
	Finance & Staff Liaison	Secretariat to revert to GF	Secretariat	As soon as possible