

Draft Minutes Kildare Public Participation Network Secretariat Meeting
7:00pm 22nd May 2023 Áras Chill Dara

Secretariat Attendees: Anne Crowe (A.C), Liz Denieffe (L.D), Anthony Egan (A.E), P.J Fagan (P.J.F), Paul Leighton (P.L), Jill Mulhern (J.M).
In attendance: Grace Clarke (G.C).

Apologies: Dermot O’Donnell (D.O.D), Naomi Scott-Hayward (N.S.H), Grainne Fleming (G.F).

Item	By	Action	Responsibility	Timeline
<p>Welcome & Introductions</p> <p>The Secretariat would like to extend sincere condolences to Grainne and the Fleming and Kavanagh family on the recent passing of her brother Martin Kavanagh.</p>	P.J.F			
<p>Appointment of Deputy Facilitator (Length of Term)</p> <p>P.L to take over as facilitator at the June Secretariat meeting with L.D moving into the deputy facilitator role.</p>	P.J.F	N/A	N/A	N/A
<p>Minutes April 17th to be ratified.</p> <p>Amendments to the minutes under correspondence to provide further detail.</p>	P.J.F Proposed: J.M Seconded: L.D	Minutes to be amended and uploaded to website	GC	ASAP
<p>Matters arising</p> <p>It was decided to add National Secretariat / National Advisory Group minutes to be added to agenda to include 4 key points from the minutes.</p>	A.E	Include on Agenda	GC / GF	Following each National Secretariat meeting
<p>Correspondence</p> <ul style="list-style-type: none"> Acknowledgement letter sent to LCDC (SI) Rep following resignation. 	P.J.F	N/A	N/A	N/A

Draft Minutes Kildare Public Participation Network Secretariat Meeting
7:00pm 22nd May 2023 Áras Chill Dara

<ul style="list-style-type: none"> Acknowledgment letter sent to Housing SPC (SI) Rep following resignation. Correspondence from KCC in relation to LCDC (Env) Representative position 				
<p>LCDC Representative seat</p> <p>Dealt with under correspondence.</p>	P.J.F	N/A	N/A	N/A
<p>Political Affiliation</p> <p>Move to June agenda – awaiting communication from the Dept.</p>	P.J.F	N/A	N/A	N/A
<p>Workplan Report</p> <p>Independent facilitator (Alan McAdam)</p> <p>The Dept. recommended Alan McAdam to independently facilitate a session with Secretariat members in relation to the future hosting arrangements of Kildare PPN, where he will provide a full objective overview of the 3 different hosting options available.</p> <p>It was decided to invite Stephen Rourke, the National Secretariat facilitator to talk to the Secretariat about hosting options before engaging in the services of the independent facilitator recommended by the Department.</p> <p>PJF read out GF's update:</p> <p>MRPPN</p> <ul style="list-style-type: none"> LD and PJF to attend the MRPPN meeting on the 28th of June in Johnstown Estate, Meath. Agenda item for Kildare PPN: Climate Action Weekend <p>Mazers Implementation Working Group</p> <p>When the recommendations are sent out for public consultation, add as an agenda item to discuss at the next Secretariat meeting.</p>	P.J.F	<p>Contact the National Secretariat facilitator to speak to the Secretariat RE hosting options</p> <p>Collate presentation for the MRPPN meeting</p> <p>Add to June/July Agenda</p>	<p>A.E</p> <p>LD and GC</p> <p>GC</p>	<p>ASAP</p> <p>June</p> <p>June/July</p>

Draft Minutes Kildare Public Participation Network Secretariat Meeting
7:00pm 22nd May 2023 Áras Chill Dara

<p>Representative Breakfast LD noted the success of the recent representative's breakfast held in the Osprey hotel on the 15th of May 2023</p>				
<p>Meeting and location dates Moved to June agenda.</p>	P.J.F	Include on the agenda for the June Secretariat meeting	GC	June
<p>Social Inclusion Week AC provided an update on Social Inclusion week which is scheduled for Monday 25th – Friday 29th of September.</p>	A.C	N/A	N/A	N/A
<p>Climate Action Up-Date L.D provided an update on Climate Action Weekend. The weekend has been rescheduled from the 26th and 27th of May to the weekend of the 13th of October.</p>	L.D	N/A	N/A	N/A
<p>Finance Finance report circulated.</p>	G.C	N/A	N/A	N/A
<p><u>AOB</u> PPN Representation AE discusses broadening PPN representation to include non-statutory committees and committees outside of Kildare County Council. It was noted that through the wellbeing statement we will be able to find out what the gaps are in Kildare to help inform where PPN representation is needed. It was also noted that the data from the wellbeing statements will also provide the direction for Kildare PPN's workplan in 2024.</p>	A.E	Explore further PPN Representative opportunities from non-statutory committees in Kildare	AE	N/A

Draft Minutes Kildare Public Participation Network Secretariat Meeting
7:00pm 22nd May 2023 Áras Chill Dara

Election Process Once all elections are complete it was decided to do a report on the election process looking at what worked well, and/or what improvements could be made.	P.J.F	Report to be compiled on the election process	Election sub-committee	Begin process in June
---	-------	---	------------------------	-----------------------

Date of next Secretariat meeting: Monday the 19th of June 2023 7:00pm in Áras Chill Dara.