

Minutes Kildare Public Participation Network Secretariat Meeting
7:00pm 19th June 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), Dermot O'Donnell (D.O.D).
In attendance: Grace Clarke (G.C).

Apologies: Jill Mulhern (J.M), Evelyn O'Rourke (E.O.R) Naomi Scott-Hayward (N.S.H), Grainne Fleming (G.F).

Item	By	Action	Responsibility	Timeline
<p>Welcome & Introductions</p> <p>P.L began his new role as Secretariat facilitator.</p> <p>The Secretariat were thanked for facilitating the movement of the Secretariat meeting online at short notice.</p>	P.L			
<p>Minutes May 22nd to be ratified.</p>	<p>P.L</p> <p>Proposed: A.C</p> <p>Seconded: A.E</p>	Minutes to be uploaded to website	GC	ASAP
<p>Matters arising</p> <p>N/A</p>	N/A	N/A	N/A	N/A
<p>Correspondence</p> <ul style="list-style-type: none"> Correspondence from the Department of Rural and Community Development confirming Kildare PPN's first tranche of funding has been processed. 	P.L	N/A	N/A	N/A
<p>Workplan Report</p> <p>Short update was given around the upcoming Community Wellbeing workshops.</p>	G.C	Promotional materials on the workshops to be given to Secretariat members at next meeting	G.C	July

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<p>Meeting and Location Dates</p> <p>It was agreed that the Secretariat would take a short break for summer and arrange no Secretariat meeting during the month of August.</p>	P.L	N/A	N/A	N/A
<p>Political Affiliation</p> <p>Move to July agenda for discussion – awaiting communication from the Dept.</p>	P.L	<p>Add to July agenda</p> <p>Circulate current Kildare PPN documentation featuring the phrase political affiliation to Secretariat members</p>	<p>G.C</p> <p>G.C</p>	<p>July</p> <p>A.S.A.P</p>
<p>SPCs and Committee Attendance</p> <p>A discussion was held around the following:</p> <ul style="list-style-type: none"> • PPN representatives’ attendance on committees • Communication of non-engagement of representatives between committees and the PPN • Representative reporting <p>It was agreed to continue the discussion at the next Secretariat meeting</p>	A.E	<p>Remind representatives about reporting after each meeting including the reporting template and link to upload portal</p> <p>Add to July agenda</p>	<p>G.F</p> <p>G.C</p>	<p>Quarterly Representative meeting</p> <p>July</p>
<p>Update</p> <p>The working group gave an update on their progression on the exploration of hosting options for Kildare PPN.</p> <p>It was agreed to organise a workshop to explore the hosting options on Saturday the 8th of July.</p>	A.E D.O.D A.C	<p>Meeting to be set up with Kildare County Council</p> <p>Venue to be booked with conference calling facilities (potentially The Hub @ Ballymore or the Osprey) Saturday 8th July – 10:00am – 1:00pm</p>	<p>A.E</p> <p>G.C</p>	<p>A.S.A.P</p> <p>A.S.A.P</p>

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		Stephen Rourke to be approached and invited to workshop	A.E G.C	A.S.A.P
		Locate a variety of PPN's with different hosting structures to share their experience.	D.O.D	A.S.A.P
		Contact organisation currently hosted by KCC to gather further information for workshop	D.O.D	A.S.A.P
Terms of Reference (Secretariat)	N.S.H	Add to July agenda	G.C	July
Put forward to July agenda as N.S.H was not present.				
Finance	G.C	N/A	N/A	N/A
Finance report circulated.				
<u>AOB</u>				
<ul style="list-style-type: none"> Request to add membership of sub-committees to the July agenda. 	L.D	Add to July agenda	G.C	July

Date of special Secretariat meeting (Hosting workshop): Saturday the 8th of July 10:00am – Location: The Hub @ Ballymore

Date of next Secretariat meeting: Monday the 10th of July 2023 7:00pm in Áras Chill Dara.