



**MINUTES OF KILDARE PUBLIC PARTICIPATION NETWORK SECRETARIAT MEETING
18TH SEPT 2023 - ZOOM**

Item	By	Action	Responsibility	Timeline
<p>Secretariat Attendees: PJ Fagan (PJF), Anthony Egan (AE), Naomi Scott Hayward , Jill Mulhern (JM), Paul Leighton (PL), Anne Crowe (AC), Liz Denieffe (LD), Dermot O’Donnell (DOD), Evelyn O’Rourke (EOR)</p> <p>In attendance: Grainne Fleming</p> <p>Apologies:</p>				
<p>Welcome & Introduction</p> <p>1. Minutes July 10th to be ratified</p> <p>2. Matters arising</p> <p>3. Handover to Liz Denieffe Liz thanked Paul for facilitating and the work he had done Appointment of deputy facilitator EOR was appointed deputy facilitator and will facilitate for November and December</p>	<p>PL</p> <p>Proposed: PJF Seconded: JM</p> <p>PL</p> <p>PL/LD</p> <p>Proposed: LD Seconded: AC</p>	<p>One small change to be made - PL</p> <p>The policy subcommittee will be carried over to Oct 16th</p>	<p>PL</p> <p>GF to put on the agenda</p>	<p>ASAP</p> <p>Oct 16th</p>



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<p>4. Correspondence None</p> <p>5. The workplan report</p> <ul style="list-style-type: none"> • Wellbeing drafts update Liz asked for the success and professionalism of the workshops to be noted. • Date of Elections – To be launched at the Plenary Detail of seats to be discussed on Oct 18th • Date for Plenary – Nov 1st. • Flat structure training • Linkage Groups • Representative Breakfast & thank you 	<p>LD</p> <p>GF</p>	<p>Raw data to go on website in the coming weeks and Statements to be ratified at the Plenary Agenda oct 16th</p> <p>Book Venue Draft agenda</p> <p>Mon December 4th Evening time – 7pm</p> <p>Motion agreed to carry over to Oct 16th - Agenda Fri December 8th</p>	<p>GF</p> <p>GF</p> <p>GF</p> <p>GF</p> <p>GF</p>	
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<p>6. Kildare PPN future hosting Liz gave a comprehensive update on the steps taken to date PJ asked for it to be recorded that his views were not asked for. A number of Secretariat members replied stating that all secretariat members were invited to all meeting, however PJ was unable to attend. Another member who was not in attendance stated that he/she did not feel excluded. Liz and Dermot proposed a vote: CLG – 6 votes – KCC – 2 votes – Hosting 1 vote (Private vote) The recommendation for CLG carried. It will be brought forward to the Plenary. All documentation to be sent to members on Oct 11th (Grainne recommended that the document given to the Secretariat in Feb should be used) An information evening will take place on Oct 25th via zoom.</p>	<p>LD</p>			
<p>7. Subcommittee membership Policy – DOD,EOR,GF Staff Liaison – AC,AE,JM,GF Finance – PJF,NSH,PL,GF Working Group – AE,DOD,GF Hosting Transition Group – LD,PL,AE,DOD It was agreed that meetings would go ahead as long as two Secretariat members were available.</p>	<p>LD</p>	<p>Information/ documentation re hosting to GF</p>	<p>Hosting transition group</p>	<p>ASAP</p>



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<p>8. Finance Updated report – In good order The finance subcommittee agreed 5K to be ringfenced for potential additional costs for the future hosting arrangements. Proposal to take some funds from the climate action weekend budget.</p> <p>9. MRPPN Will take place in the Osprey hotel with LD and PJF attending</p> <p>10. AOB</p> <p>11. Private Secretariat time</p> <p>Next Meeting: In person – Oct 16th 2023 - 7pm</p>	GF GF LD			
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