



**MINUTES OF KILDARE PUBLIC PARTICIPATION NETWORK SECRETARIAT MEETING  
20<sup>TH</sup> Nov 2023 - ZOOM**

<b>Item</b>	<b>By</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timeline</b>
<p><b>Secretariat Attendees:</b> Evelyn O'Rourke (EOR), Anthony Egan (AE), Anne Crowe (AC), Liz Denieffe (LD), PJ Fagan (PJF), Dermot O'Donnell (DOD).</p> <p><b>In attendance:</b> Grainne Fleming  <b>Apologies:</b> Paul Leighton (PL),  <b>Absent:</b> Naomi Scott Hayward (NSH)</p>				
<p><b>Welcome &amp; Introduction</b></p> <p><b>1. Minutes Oct 16th to be ratified, plus additional mins if required</b></p> <p style="padding-left: 40px;"><b>Minutes Plenary Nov 1st Approved</b></p> <p><b>2. Matters arising</b></p> <p style="padding-left: 40px;">Handover to Evelyn O'Rourke (New Facilitator)</p>	<p>LD</p> <p>Proposed by:DOD Seconded:AC</p> <p>Proposed by:DOD Seconded:LD</p> <p>LD</p> <p>Proposed by:AE Seconded:DOD</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>



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<p><b>3. Appointment of deputy facilitator</b> PJ Fagan was appointed as the deputy facilitator</p>	<p>Proposed by:LD Seconded:AE</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p><b>4. Correspondence</b> None</p>	<p>EOR</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p><b>5. Workplan Report</b> Flat structure training 4<sup>th</sup> Dec – Confirmed  Rep Breakfast 8<sup>th</sup> Dec – Confirmed Anyone not attending needs to let GF know  Proposed workplan 2024  Proposed Budget 2024 Final Pos and suppliers – 1<sup>st</sup> week Dec Allocation agreed If we get additional funds in 2024 – Priority to be Team building event for the Secretariat and Board Training</p>	<p>GF      Proposed: AC Seconded: DOD   Proposed: AC Seconded: DOD</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>



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<p>Elections Up-Date Secretariat to revert tomorrow</p>	<p>GF</p>			
<p>Returns</p>	<p>GF</p>	<p>Any documentation will be signed off by EOR</p>	<p>GF &amp; EOR</p>	<p>If applicable</p>
<p><b>6.</b> Hosting Transition Group Up-Date</p>	<p>LD</p>	<p>Business plan in progress</p>	<p>Secretariat</p>	<p>Imminent</p>
<p><b>7.</b> Climate Action Event This event will not be going ahead this year</p>	<p>LD</p>	<p>Re-align funds</p>	<p>GF</p>	<p>Immediately</p>
<p><b>8.</b> Finance All funds for 2023 to be processed by 1<sup>st</sup> week Dec All secretariat expense's to be in by Friday 24<sup>th</sup> November</p>	<p>GF &amp; PJF</p>	<p>Submit expenses</p>	<p>Secretariat</p>	<p>Friday 24th</p>
<p><b>9.</b> AOB Certificates for volunteers to be looked at for 2024</p>				
<p><b>10. Private Secretariat time</b>  Next Meeting: January 22<sup>nd</sup> 2024 In person</p>				



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