



**MINUTES OF KILDARE PUBLIC PARTICIPATION NETWORK SECRETARIAT MEETING
JANUARY 22ND 2024**

Item	By	Action	Responsibility	Timeline
<p>Secretariat Attendees: Evelyn O'Rourke (EOR), Anthony Egan (AE), Anne Crowe (AC), Liz Denieffe (LD), Dermot O'Donnell (DOD), Paul Leighton (PL), Naomi Scott Hayward (NSH), Linda Walsh (LW).</p> <p>In attendance: Grainne Fleming</p> <p>Apologies: PJ Fagan (PJF)</p> <p>Absent:</p>				
<p>Welcome & Introduction</p> <p>1. Minutes Nov 20th to be ratified</p> <p>2. Matters arising LD proposed an extension of one month to EOR role of facilitator. PJF will start as facilitator in March 24</p> <p>Correspondence Department correspondence re funding 2024. It was suggested to raise this at the MRPPN for further discussion and a letter of disappointment to be sent to the Department.</p>	<p>EOR</p> <p>Proposed by: AC Seconded: DOD</p> <p>EOR Proposed: LD Seconded: AE</p>		<p>GF,EOR,PJF</p>	



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<p>3. Workplan Report Plenary and Plenary agenda agreed for Feb 24th (Saturday) Elections (Secretariat seats only March 1st) No Representative elections until after SPCs re-established</p> <p>MOU/SLA 2024 has been signed to cover Jan – March 31st 2024</p> <p>Flat structure training agreed for Sat April 13th to be followed by the April Secretariat meeting – Subject to confirmation from SJI</p> <p>Training Programme 2024 – More information on “Meet the Candidates” to be addressed at the Feb Secretariat meeting (Decision will then be made)</p> <p>Climate Action weekend confirmed for April 19th. Grainne and Grace will drive the date and organise a training session. An expression of interest will also be sent to groups and LD, NSH and any other members wishing to support from the Secretariat are welcome to support.</p>	<p>GF Agreed Agreed Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p>		<p>GF GF GF</p> <p>GF</p> <p>GF</p> <p>GF/GC</p>	
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<p>4. Hosting Transition Group Up-Date No up-date</p> <p>5. Finance NSH discussed the quotation from the accountants (Total figure to include all services for 2024 €4105.20 incl VAT</p> <p>An outstanding receipt for Hanahoe & Hanahoe due 24th (Urgent)</p> <p>6. AOB</p> <p>7. Private Secretariat time</p> <p>Next Meeting: February 19th 2024 In - Person</p>	<p>LD & EOR</p> <p>NSH</p> <p>Proposed: NSH Seconded: DOD</p> <p>AE</p>	<p>To be sent to GF urgently</p>	<p>AE</p>	<p>Jan 24th</p>
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