MINUTES OF KILDARE PUBLIC PARTICIPATION NETWORK SECRETARIAT MEETING FEBRUARY 19th 2024

Item	Ву	Action	Responsibility	Timeline
Secretariat Attendees: Evelyn O'Rourke (EOR), Anthony Egan (AE), Anne Crowe (AC), Liz Denieffe (LD), PJ Fagan (PJF), Paul Leighton (PL), Linda Walsh.				
In attendance: Grainne Fleming Apologies: Absent: Dermot O'Donnell (DOD), Naomi Scott Hayward (NSH),				
Welcome & Introduction	EOR			
1. Minutes Jan 22 nd to be ratified	Proposed by:AC Seconded:PL			
2. Matters arising	EOR	None		
3. Correspondence Finance Query (DRCD)				

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4. Workplan Report GF gave an overview of the following areas:	GF			
Plenary Feb 24th (Saturday) Up-date				
Elections (Secretariat seats only March 1st) Up-Date				
Flat structure training date April 13th -Ballymore Hub		Ballymore Inn to be cancelled and	GF	
Training Programme 2024 Up-Date		refreshments brought in		
Climate Action weekend Date (April 19th) Up-Date		orought in		
❖ In addition to the above it was approved to add an additional action to the workplan re − Transition to CLG			GF	Immediately
❖ Grainne discussed the "Let's Talk" series starting Q2			GF	As appropriate
5. Hosting Transition Group Up-DateNo Up-Date	EOR & LD			



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6. Finance	PL & GF	PL to organise a	PL	Week
GF expressed concern re the following:		meeting with the		commencing
 Certified statements in preference to audited accounts moving 		accountants, KCC,		Feb 26 th .
forward (CLG). It was agreed that it would be considered in		secretariat		
the interest of best practice & governance.		members & GF		
❖ Preparation for the handover to the accountants – what is				
required?		LD requested that		GF to work
❖ Time schedule for the transfer from KCC re: payments and		GF do an overview		on this Wk:
transfer of funds.		of the time		Feb 26th
Financial obligations for April		schedule &		
		financial		
		requirements for		
		the transition.		
GF gave the requirements for opening a bank account to LD				
or gave the requirements for opening a bank account to LD				
7. AOB	EOR	None		
8. Private Secretariat time				
Next Meeting: March 25th 2024 In person				



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