

Minutes of Kildare Public Participation Network Secretariat Meeting

Date: Oct 1st 2024

Location: Kildare County Council

Attendees: Anne Crowe, (AC), Anthony Egan, (AE), Dermot O'Donnell, Grainne Fleming, (GF)

Apologies: PJ Fagan (PJF)

No.	Item	By	Action	Responsibility	Timeline
	Welcome and Introductions AC facilitated the meeting in PJF absence	AC	N/A		
1	Minutes July 15th to be ratified	Pro: AC 2 nd : AE	N/A		
2	Matters Arising and Handover to Anne Crowe PJF will be facilitating up to and including June 2025 (1 year term) and will hand over to AC for the July 2025 meeting. This will be reviewed in Jan 2025 to ensure it is working well. If PJF resigns early, AC will take up the position early.	Pro: AE 2 nd : DOD	To be on the agenda in Jan	GF	Jan
3	Correspondence 1. DCRD 2. Resignation 3. GF	PJF	Secretariat to organise an additional meeting re: GF correspondence.	PJF and All	As convenient
4	Coordinators Report AC thanked GF and GC for all the work done during SIW. It was noted that twenty-eight successful events took place and the week was very well supported.	GF	1. GF to upload the draft workplan for 2025 ASAP as it will need to be approved at the Nov meeting, any additions or	GF	Oct 3 rd

	Elections will be launched once we get formal notification from KCC		<p>questions to be sent to GF by Oct 25th.</p> <p>2. An event will be organised for December 3th (Tues), evening.</p> <p>3. Launch Elections</p>	GF GF	ASAP As soon as we get notification
5	<p>Hosting Transition Group</p> <p>It was noted: That appropriate documentation will be required for the staff consultation to commence with CKLP. The employee handbook, supporting policies, structure, reporting lines and draft contracts in addition to the financial policies and procedures.</p> <p>It was also noted that GF will be on leave from the first week in December and this would need to be a consideration. Consultation should start Nov 5th at the latest.</p>	AE/DOD/AC	1. The Secretariat are still awaiting additional information from DRCD, so they can complete actions required.	Secretariat	ASAP
6	Plenary	GF	<p>1. Scheduled for November 13th in the Osprey (Falcon Suite)</p> <p>2. GF to do the agenda</p> <p>3. Secretariat to present an update on hosting. (Presentation required)</p>	GF GF Secretariat	ASAP ASAP

7	Policy Up-date Five policies approved	DOD/GF Pro: AC 2 nd :DOD	1. Will be ratified at the Plenary on Nov 13th	GF	Nov 13 th
8	Finance Please Note: It is important that all expenditure (Invoices) is submitted for November 31st (if currently a supplier) If not a current supplier they must be processed by Nov 14th (to allow for setting up a new supplier).	GF	1. All expenses for Q3 must be submitted by Friday Oct 4 th . 2. Budget to remain as is until further clarification is sought re: Redundancy funds		
	AOB				

Date of next Secretariat meeting: Monday Nov 4th, Committee Room, Áras Chill Data