

Minutes of Kildare Public Participation Network Secretariat Meeting

Date: Nov 4th 2024

Location: Zoom

Attendees: PJ Fagan (PJF), Anthony Egan (AE), Dermot O'Donnell (DOD), Grainne Fleming, (GF)

Apologies: Anne Crowe, (AC),

No.	Item	By	Action	Responsibility	Timeline
	Welcome and Introductions	PJF			
1	Minutes Oct 1st to be ratified	Pro: AE 2 <sup>nd</sup> : DOD			
2	Overview of Salesforce – Postponed	GC			
3	<b>Correspondence</b> a) Department Circular b) GD	PJF	GF will respond		
4	<b>Coordinators Report</b> Representative and Secretariat dinner to be booked for Monday 2 <sup>nd</sup> December  GC title to be changed to “Administration & Communications Officer”  An addition to the draft work plan 2025 – Investigate options for a welcome evening for new groups- Potentially by Zoom every 6 months	GF  Pro: AE 2 <sup>nd</sup> : DOD  Pro: PJF 2 <sup>nd</sup> :DOD	GF to organise	GF	ASAP  Immediately

	No further questions on the Coordinators report				
5	<b>Hosting Transition Group</b> <ul style="list-style-type: none"> <li>• Everything moving along</li> <li>• Finalising the bank account</li> <li>• Will set up a meeting with CKLP</li> </ul>	PJF AE/DOD/AC	Set up a meeting with CKLP	PJF	ASAP
6	<b>Plenary</b> Invite POB & MH to attend JR to be invited to the Plenary in February 2025 Agree on who is Presenting the Hosting Update	GF	GF send invite GF PJ to get back to GF	GF PJ	ASAP Within two days
7	<b>Finance</b> <b>Please Note:</b> All invoices for 2024 need to be in by Mid November if new supplier. Bank details need to be supplied by mid-November to allow for funds to be transferred. CLG details will need to be supplied so the CLG can be set up as a supplier.	GF		PJF & Secretariat	November 14th
	<b>AOB</b>				

*Date of next Secretariat meeting: TBC, Committee Room, Áras Chill Data*