

Minutes of Kildare Public Participation Network Secretariat Meeting

Date: 17th Feb

Location: Kildare County Council

Attendees: PJ Fagan (PJF), Anthony Egan (AE), Dermot O'Donnell (DOD), Anne Crowe, (AC), Grainne Fleming, (GF),
Apologies: Linda Walsh (LW)

| No. | Item | By | Action | Responsibility | Timeline |
|-------|--|----------------------------------|--|----------------|------------------------|
| | Welcome and Introductions | PJF | N/A | | |
| 1 & 2 | Minutes Jan 28th to be ratified & Matters Arising | Prop: AC 2 nd : AE | Minutes to be published | GF | 17 th Feb |
| 3 | Correspondence DRCD – Request for the Income and expenditure report (Additional comments under finance no 6) | PJF & GF | N/A | | |
| 4 | Coordinators report <ul style="list-style-type: none"> Staff have still had no formal update on the transition from CKLP The MRPPN will be held in Lawlor's in Naas on May 14th. The agenda is set by the group and is agreed, we will be progressing the challenges established in Meath: Funding for PPNs – PPN staff Challenges & Needs – PPN National Coordination Structure Terms for the MRPPN agreed membership – 2 staff & 2 Secretariat per meeting. The hosting PPN may invite additional Secretariat members. PJ reiterated the agreement of the MRPPN members to progress parity across all PPNs and the Benchmarking exercise for all CLGs provided by Kildare staff will be considered and reviewed by the Secretariat once the transfer is complete. | GF | Secretariat to let GF know who would like to attend. Benchmarking Kildare PPN staff salaries & conditions | Secretariat | ASAP April 2025 |

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| | <ul style="list-style-type: none"> • Secretariat elections will launch on Feb 24th. New members will attend training with GF in March and attend their first Secretariat meeting in April • GF has confirmed that director's insurance is in place | | | | |
| 5 | <p>Plenary</p> <p>Notification went out on Feb 8th along with all supporting documentation. The agenda is agreed with a workshop to progress the advisory groups which will replace linkage groups.</p> <p>The Annual Report 2024 will also be launched if accounts can be finalised to allow for printing to be returned on time.</p> <p>All Secretariat members are asked to register</p> | GF | N/A | Register for Plenary | Secretariat members ASAP |
| 6 | <p>Finance</p> <ul style="list-style-type: none"> • Draft budget for 2025 is now complete and ready for the Plenary to ratify • Quotations (public procurement) for all CLG expenses to be sent to GF • The bank account is set up. The supplier form, letter head and invoice must be in the council by Feb 21st or we will not be able to retain the 8k accrued • GF informed the Secretariat that POB will not release any funds to the bank account without all appropriate processes in place. MOU, SLA and all financial processes. • The Income & Expenditure report cannot be returned until we have clarity around the 8k, the MOU & SLA are complete and signed off by the council and board. If we do not meet the deadline funding will not be released | GF & PJF Pro: PJF 2 nd : AC | | | AE & PJF ASAP PJF 18 th Feb Secretariat ASAP Secretariat ASAP |

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| 7 | <p>Hosting Transition Group</p> <ul style="list-style-type: none"> • Confirmed meeting with CKLP • Confident that the deadline of March 31st will be met • Staff contracts with the solicitor & will go to all appropriate parties once complete. • GF noted that staff will need appropriate time to review contracts and conditions with appropriate parties before the transition is complete | PJF, AE & DOD | | | |
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Date of next Secretariat meeting: March 24th, Time to be confirmed. Committee Room, Áras Chill Data