

Minutes of Kildare Public Participation Network Secretariat Meeting

Date: December 5<sup>th</sup> 2025 Location: Naas racecourse

Attendees: Anne Crowe (AC), Anthony Egan (AE), Imelda Chawke (IC), Martin Kelly (MK), Stephine Obijias (SO), Dermot O'Donnell (DOD)  
Grainne Fleming (GF)

No.	Item	By	Action	Responsibility	Timeline
	<b>Welcome and Introductions</b>	AC	N/A	N/A	N/A
1	Minutes September 2025 to be ratified  Minutes October 2025: Not ratified to be discussed further in Secretariat time.  Minutes of the Plenary (Nov 2025) to be approved	Prop: AC 2 <sup>nd</sup> : IC AC	To let GF know the outcome  All members to read them and put it back on the agenda for January	AC  Secretariat	ASAP  By January 19 <sup>th</sup>
2	<b>Matters Arising</b> GF stated that three people were taking the notes at the Plenary, however it was a very difficult job so asked everyone to review them.	AC			
3	<b>The Plenary – Next Steps</b> It was agreed that this would be discussed at the January Secretariat meeting	AC	To be put on the agenda for January 19 <sup>th</sup> 2026	AC & GF	January 19 <sup>th</sup>
4	<b>CLG Constitution</b> Concerns with the CLG Constitution/Memorandum & Articles were raised and AC has asked for all Secretariat members to review the CLG constitution and forward their concerns to her. GF will collate into one document. DOD confirmed that this is an organic document and it is not too late for changes.	AC	Review the CLG Constitution  Collate the feedback	Secretariat  GF	ASAP  When its available

	AC said her time was very limited between now and Christmas and that she would be gone until after Christmas unless there was an emergency or if needed for the finance subcommittee.				
5	<p><b>Correspondence</b></p> <p><b>Letter of resignation</b> GF informed the Secretariat about LW resignation</p> <p><b>Member Correspondence</b> GF shared some of the complaints received the morning after the Plenary, supporting staff and expressing their feelings about what was going on. A key message was that members felt intimidated on the night to speak up.</p> <p><b>Staff Correspondence</b> GF discussed a staff correspondence to CKLP the morning after the Plenary</p> <p>Secretariat members discussed non secretariat members contacting them by both email and phone. It was stressed that emails and phone numbers were never passed on by the office. IC is investigation further as to how her email was gotten. GF asked to be kept informed in case of a GDPR breach.</p>	AC & GF	Website to be updated	GC & GF	ASAP
			GF to be kept updated	IC & GF	If required
6	<p><b>Coordinators report</b></p> <p>GF asked for question from her written report from Oct and December 2025.</p> <ul style="list-style-type: none"> <li>Under Representatives in the Oct report a letter was sent to all reps on July 22<sup>nd</sup>. We are still experiencing no engagement or attendance at events from some reps. It is a difficult situation for the coordinator as her role is first point of contact with reps. In January we will need to look at CLG Directors being Representatives and Directors of the CLG as this is a conflict of Interest.</li> <li>The draft Budget and workplan for 2026 cannot be finalised because of a lack of information on the proposed costs of the CLG for 2026. This will need to be a priority in January</li> <li>Elections ran for the environmental seat filled on the Environmental Services and Water SPC A nominee for the Housing SPC was rejected by CPG. We have worked with the proposed nominee to edit his bio and it has now been re-</li> </ul>	GF			ASAP

	<p>submitted. It will go to CPG on December 9<sup>th</sup> and if approved there, it will go to full council on December 15<sup>th</sup> for approval.  We have filled four of the six seats on the Safety Partnership. Elections have been extended until Tuesday 9<sup>th</sup> December.</p> <ul style="list-style-type: none"> <li>• Secretariat nominees were received following the Plenary. Three seats have been filled as no seat was contested. They will be formally notified on Tuesday 9<sup>th</sup> Dec.</li> </ul> <p><b>Plenary follow up</b></p> <ul style="list-style-type: none"> <li>• MK &amp; TT both received verification of receiving all documentation the following morning. GF has asked for a retraction from MK</li> <li>• Feedback and complaints from members were forwarded to all Secretariat members.</li> <li>• A letter will be drafted re-iterating that Representatives do not Represent the Secretariat on committees, however they do represent the membership.</li> <li>• GF has asked for an apology from PJ Fagan for his response to her re: (Election Policy) at the Plenary (Laughing at her) As explained the change to the policy was driven by PJF when he was the facilitator and approved by all Secretariat members on June 16<sup>th</sup></li> </ul> <p><b>Holidays</b>  Office closed from December 22<sup>nd</sup> – January 2<sup>nd</sup>  GF carry over five days – To be taken in the first two weeks of January  GC carry over two days – Finishing Dec 17<sup>th</sup>  All to be taken in January 2026</p>		<p>DOD is to follow up and ask for a retraction</p> <p>DOD is to follow up and ask for an apology</p>	<p>DOD</p> <p>DOD</p>	<p>January 19<sup>th</sup></p> <p>January 19<sup>th</sup></p>
7	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Confirmation required on the proposed costing for the CLG for 2025, so we can align the budget. – Received.</li> <li>• €3341 – McMahon Accountants (CLG) – In Process</li> </ul>	GF,IC & AC			

	<ul style="list-style-type: none"> <li>• €6150 – Stephen Walsh Solicitors (CLG) – Can’t process yet. I have requested two invoices based on the terms of payment received from Tony Shanahan (KCC)</li> <li>• €2500 + VAT will be processed once we receive an invoice and supplier set up forms</li> <li>• €2500 + VAT will be processed on completion of the transfer and execution of the final SLA</li> <li>• 5800e as allocated for Auditing, Accountancy and professional fees. €3691 over budget</li> <li>• 8000e accrued from 2024 must be transferred to CLG account. Tony Shanahan is writing to KPPN CLG advising of the Criteria to satisfy KCC</li> <li>• 7000e allocated in the budget 2025 for the contingency fund must be invoiced and transferred to the CLG (Subject to the criteria been met).</li> </ul> <p>Total cost of the CLG to date €15332  <i>Note: Impact of not transferring: Loss and or reduction in budget for 2026</i></p> <ul style="list-style-type: none"> <li>• Tench 2 funding was released on October 21<sup>st</sup>.</li> <li>• Draft budget cannot be done for 2026 until we get an agreed budget for the CLG costings</li> </ul>				
AOB	IC has volunteered to liaise with LD re: the SLA DOD wished to extend very best wishes to GC and a happy new year	AC			

*Date of next Secretariat meeting: January 19<sup>th</sup> 2026*