

Minutes of Kildare Public Participation Network Special Secretariat Meeting

Date: 23rd February 2026 Location: Online

Attendees: Anthony Egan (AE), Evonne Boland (EB), Emer Conway (EC) Dermot O'Donnell (DOD), Martin Kelly (MK), Michael Kenny (MIK), Stephine Obijias (SO)
Staff: Grace Clarke (GC)

No.	Item	Action	Responsibility	Timeline
1	Welcome and Introductions AE opened the meeting which was convened for the specific purpose to consider the Work Plan and Budget for 2026.	N/A	N/A	N/A
2	Work Plan The Workplan was reviewed and amendments made from Secretariat input.	Upload and circulate final version to Secretariat	GC	A.S.A.P
	Governance The Memorandum of Understanding (MOU) has been forwarded by KCC to AE for signature. No material changes have been made, other than the replacement of County Kildare LEADER Partnership with Kildare PPN CLG	MOU to be circulated to Secretariat and AE to sign on behalf of Secretariat	AE	A.S.A.P
	Work plan action 'create short plain language summarise of PPN policies to make more accessible for members'	GC to consult with MIL	GC & MIL	Ongoing
	Secretariat membership of subcommittees	GC to circulate the list of subcommittees in advance of the March Secretariat meeting so members can identify which groups they may wish to join	GC	9 th March
	Dept. Annual Report Template	Set up new folder in Secretariat Sharepoint featuring the Dept. Annual Report Template	GC	A.S.A.P

	<p>Review of Kildare PPN Policies</p> <p>Capacity Building</p> <p>Agreement to collaborate with KCC Climate Action Team on Kildare Climate Action Week/end</p> <p>Social Inclusion Week</p> <p>Strengthen Participation in Decision Making & Representation</p> <p>Wellbeing Statement's action to be deferred to 2027 work plan</p> <p>Administration and Communications</p> <p>DOD stated that the Secretariat should approve the eBulletin's prior to their circulation moving forward</p> <p>The following items were agreed for inclusion on the agenda for the next or a future Secretariat meeting:</p> <ul style="list-style-type: none"> • Discussion of Strategic Plan • Review of MRPPN membership • Outstanding Strategic Plan actions • Identification of priorities from the Work Plan 	<p>Conduct a review of policies impacted by the hosting transition.</p> <p>N/A</p> <p>Request meeting with CKLP RE Social Inclusion Week</p> <p>N/A</p> <p>Secretariat to decide on process / create guidelines for eBulletins.</p> <p>Add items to March Agenda</p>	<p>Policy sub-committee (DOD)</p> <p>N/A</p> <p>GC & MK</p> <p>N/A</p> <p>Secretariat</p> <p>AE & GC</p>	<p>N/A</p> <p>N/A</p> <p>Q1</p> <p>N/A</p> <p>A.S.A.P</p> <p>March</p>
3	<p>Budget</p> <p>No amendments suggested for the draft budget.</p>	<p>AE to liaise with GC to finalise and send to MIL for approval.</p>	<p>AE, MIL & GC</p>	<p>A.S.A.P</p>

4	<p>Upcoming Secretariat Meeting</p> <p>The next Secretariat meeting is scheduled for Monday the 23rd of March. We will endeavour to seek a meeting location that can facilitate a hybrid meeting.</p> <p>Going forward, the Secretariat will look at increasing the use of online meetings</p>			
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Date of next Secretariat meeting: 23rd March 2026 – Location TBC