

Minutes of Kildare Public Participation Network Secretariat Meeting

Date: January 19th 2026

Location: Committee Room KCC

Attendees: Anne Crowe (AC), Anthony Egan (AE), Imelda Chawke (IC), Martin Kelly (MK), Dermot O’Donnell (DOD), Michael Kenny (MLK), Emer Conway (EC), Evonne Boland (EB), Grainne Fleming (GF)
Apologies: Stephine Obijias (SO),

No.	Item	By	Action	Responsibility	Timeline
	Welcome and Introductions Anne read the general meeting statement and asked all new Secretariat members to introduce themselves.	AC	N/A	N/A	N/A
1	Minutes October 2025 to be ratified Moved forward to February meeting Minutes of the Plenary (Nov 2025) to be approved Moved forward to February meeting Minutes December 2025 to be ratified	AC Pro: MK 2 nd : AE	AC & AE to agree wording and revert back for approval at the next meeting All members to read in preparation for approval at the next meeting To be published	AC & AE All Staff	Feb 16 th Feb 16 th ASAP
2	Matters Arising N/A	AC			
3	The Plenary – Information Evening - Next Steps The Plenary was discussed and it was proposed that we follow up on the email sent to members “Re-Introducing the PPN” <ul style="list-style-type: none"> It was suggested that we look at community halls or social enterprises as a venue. This will be considered 	AC EB	 EB to email GF with suggested venues for consideration	EB (MLK) (EB) (AE)	Jan 26 th Feb 16 th

	<ul style="list-style-type: none"> It was also suggested that we include information stands <p>It was also agreed that the area of engagement be looked at in light of the upcoming Plenary, for consideration on the workplan.</p> <ul style="list-style-type: none"> A sub-committee was set up to look at this and they will revert back at the next meeting. (MLK) (EB) (AE) 	EC MLK, EB, AE	Terms of reference to be drafted for the next Secretariat meeting	MLK, EB, AE	Feb 16 th
4	<p>CLG Constitution Review</p> <p>All concerns were collated and sent to the CLG following the December meeting. An email was received from LD shortly before the Secretariat meeting and it was agreed to discuss this at the next meeting</p>	AC	Secretariat to review	All	Feb 16 th
5	<p>SLA Review</p> <p>IC addressed concerns particularly around transparency and Hosting/Administration fees suggested for the CLG. AE said that the CLG will be paying all CLG fees. IC stated that she has not seen a copy of the CLGs financial procedures document, however it would have to be compatible and align with KPPNs. AE confirmed that NSH would be dealing with the financial elements and DOD said that personal circumstances delayed her getting in contact. IC highlighted contradictions in the SLA. A meeting on December 29th raised a number of proposed edits and changes, including job titles. These changes were agreed in theory and the Secretariat await the final draft</p>	IC	Awaiting final draft	CLG	ASAP
6	<p>Correspondence</p> <p>GF discussed a letter which she sent to KCC (CPG) addressing additional information required about a nominating organisation, who have nominated a potential KPPN Representative. This situation should resolve following a full council meeting on January 26th</p>	AC & GF	N/A	N/A	N/A
7	<p>Coordinators report – Full report available upon request</p> <p>GF asked for questions – No questions received GF highlighted the following:</p> <ul style="list-style-type: none"> Pressure points re the 2025 budget 	GF			

	<ul style="list-style-type: none"> • Total cost of the CLG to date €15,332 • Draft Budget & Workplan for 2026 cannot be done without the costings for the CLG • €7000 lost from 2025 budget due to no PO from the CLG for the contingency fund • €8000 accrued from 2024 needs to be transferred to the CLG – AE said that KCC have received everything to allow for this to happen • Insurance to be renewed • Q4 report/Annual Report 2025 all ready, however can't be finalised / published without confirmation of CLG financials 		GF to contact Tony Shannahan in KCC	GF	20 th January
7	<p>Finance</p> <ul style="list-style-type: none"> • Confirmation required on the proposed costing for the CLG for 2025, so we can do the budget for 2026 • €2500 + VAT will be processed on completion of the transfer and execution of the final SLA re: Solicitors fees • 8000e accrued from 2024 must be transferred to CLG account. Tony Shanahan to be contacted by GF. AE confirmed that all requirements have been met. • 7000e allocated in the budget 2025 for the contingency fund lost as deadline not met and no PO raised in 2025. The finance subcommittee consistently raised this as a threat, however no action was taken by the CLG. Impact reduced funding for 2026 <p>Total cost of the CLG to date €15332</p>	GF,IC & AC	GF to contact TS	GF	20 th January
	<p>AOB</p> <p>GF resigned as Coordinator. GF will finish her notice period on February 27th</p>	AC			

Date of next Secretariat meeting: February 16th 2026