

Minutes of Kildare Public Participation Network Secretariat Meeting

Date: 23rd March 2026

Location: Committee Room, Áras Chill Dara, Naas

Attendees: Anthony Egan (AE), Evonne Boland (EB), Emer Conway (EC) Dermot O'Donnell (DOD), Michael Kenny (MIK)

Staff: Grace Clarke (GC)

Apologies: Stephine Obijias (SO), Martin Kelly (MK)

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	Adoption of Minutes January 2026 Proposed: DOD Seconded: EC February 2026 Proposed: EB Seconded: DOD	Upload meeting minutes to PPN website	GC	ASAP
3	Matters Arising January minutes <ul style="list-style-type: none"> DOD queried the finance item regarding the 2025 underspend and whether funding was lost and would impact 2026 funding. Clarification provided that a business case is being submitted to the Department to request that the unspent funds be carried forward. 	N/A	N/A	N/A

3	<p>Correspondence</p> <p>Corporate Services RE PPN nomination to the Housing and Regeneration SPC The Secretariat discussed the issue regarding the PPN nomination that was deferred at the February Council meeting and their dissatisfaction with how it has been handled to date. Similarities were noted and discussed with the previous experience of the youth representative nomination on the LCSP. Concerns were raised about the handling of both these nominations.</p> <p>SPC nomination: Await the outcome of the Council meeting on the 30th before follow up action is agreed.</p> <p>LCSP nomination: Request a meeting with the Executive.</p> <p>Anne Crowe Appreciation Letter Acknowledged</p> <p>Lack of Engagement from PPN Rep – Climate Action SPC</p> <p>National PPN Workers Group – Proposal Correspondence from the DRCDG Principal Officer advising against the proposal was noted. The Secretariat decided not to contribute.</p>	<p>GC to inform AE of the outcome of the nomination decision.</p> <p>MIK to draft letter requesting a meeting</p> <p>Send follow on email to Representative and contact nominating organisation</p>	<p>GC</p> <p>MIK</p> <p>GC</p>	<p>30th March</p> <p>A.S.A.P</p>
4	<p>March Update Report <i>Item Skipped</i></p>			
5	<p>Dept. Returns</p> <ul style="list-style-type: none"> • 2026 Budget • 2025 Income & Expenditure 	<p>2025 / 2026 Documentation to be submitted to the DRCDG</p>	<p>GC</p>	<p>ASAP</p>

	<ul style="list-style-type: none"> Business case to Dept. to request carry over. <p>All approved by finance sub-committee</p>	Business case to carry over unspent funding to be submitted to the Dept.	GC	ASAP
6	<p>Identification of priorities from Work Plan</p> <ul style="list-style-type: none"> 2026 Calendar (provisional) <p><i>Item Deferred</i></p> <p>The Plenary meeting was flagged is an upcoming priority if it is to go ahead at it's scheduled date of the 23rd of May 2026.</p> <p>Plenary sub-committee to meet on Tuesday the 31st of March at 8:00pm via Zoom</p> <p><i>GC departed the meeting at 8:30pm to allow the Secretariat conduct the rest of their meeting in private.</i></p>	GC to assign zoom licence to EB who will host the meeting.	GC, EB	A.S.A.P
Private Secretariat Time				
7	<p>Written Update from CLG</p> <p>Read and approved</p>			
8	<p>Draft 2025 Annual Report</p>	Members to read and feedback to Grace and Secretariat	All	A.S.A.P
9	<p>Approval Process / eBulletin Guidelines</p> <p>DOD will approve in a timely manner (24 hours) and AE will be the backup if DOD is not available</p>			

10	Review of Midlands Regional PPN Membership EB will attend the next Midlands Regional PPN meeting and report back			20 th April
11	Update from sub-committees <ul style="list-style-type: none"> • Plenary sub-committee Meeting arranged for Tuesday the 31st of March • Finance sub-committee Noted no issues. Secretariat have approved the use of the new Debit Card Purchase Approval Request Form MIK and AE to approve payments. • Recruitment sub-committee DOD will review and the position will be advertised this week • Policy sub-committee DOD to review Election Policy • Staff Liaison Noted no issues. Weekly meeting continue as a support mechanism • Working Group Noted no issues • National Secretariat DOD sent in report noted no issues 	Review Review	DOD DOD	A.S.A.P 20 th April
12	Membership of sub-committees No changes			
13	Review of process for CSP elections (correspondence with NCD) This is on-going	Review again at next meeting.	Secretariat	20 th April

14	<p>Communications - within the Secretariat and with Members</p> <p>EB will draft a communication to the members. No issues mention in relation to communications within the Secretariat. AE express to keep all member engaged and his preference for in person meeting.</p>	Draft Communication	EB	
15	<p>AOB</p> <p>Secretariat have given approval for the purchase of a conference speaker for hybrid price around €200</p>	Purchase speaker	GC	20 th April

Date of next Secretariat meeting: Monday the 20th of April – Áras Chill Dara, Naas