

Minutes of Kildare Public Participation Network Secretariat Meeting

Date: 20th April 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.			
2	Adoption of Minutes Plenary November 2025 Proposed: MIK Seconded: EB Secretariat Meeting March 2026 Proposed: EB Seconded: EC	Upload meeting minutes to PPN website	GC	ASAP
3	Matters Arising Secretariat March minutes <ul style="list-style-type: none"> DOD asked about the potential loss of funding related to the 2025 underspend. There is still no formal response from the Department regarding our carryover business case. However, GC received a call from the Department seeking clarification on contingency fund totals, and the interaction suggested a positive view of our submission. 			

	<ul style="list-style-type: none"> MIK referenced the Secretariat letter agreed upon at the previous meeting. This will be addressed under Agenda Item 9. 			
3	<p>Correspondence</p> <ul style="list-style-type: none"> Kildare County Council (Corporate Services) Noted PPN C&V Rep – Climate Action SPC Acknowledgement letter Noted 	To be discussed under item 9		
4	<p>April Update Report</p> <p>National Ploughing Championship It was noted that the National Ploughing Championships will take place from 15–17 September 2026. The Department will organise a PPN stand and invite PPN representatives to assist in staffing it.</p> <p>Plenary Meeting The final day to send out notice and documentation to members for the Plenary meeting is April 29th.</p>	<p>Interested Secretariat members asked to indicate their availability and whether they prefer an AM or PM shift.</p> <p>All information to be sent to GC as soon as possible to prepare invitation, website, Eventbrite etc. in advance.</p>	<p>MIK GC</p> <p>Plenary sub-committee GC</p>	<p>23rd April 2026</p> <p>A.S.A.P</p>
5	<p>Identification of priorities from Work Plan</p> <ul style="list-style-type: none"> Assign leads 2026 Calendar (provisional) <p><i>Item Deferred</i></p>			
6	<p>Elections</p> <p>The Secretariat discussed the vacant Secretariat and Representative seats and agreed to proceed with elections to fill the vacancies as soon as possible.</p>	Prepare nomination materials and circulate to the membership	GC	A.S.A.P

	2025 Annual Report Approved Q1 2026 Report Approved	Upload to website and circulate to relevant stakeholders	GC	A.S.A.P
<i>GC departed the meeting at 8:00pm to allow the Secretariat conduct the rest of their meeting in private.</i>				
Private Secretariat Time				
7	Outcome of PPN Nomination Review	EC to formally write to the Cathaoirleach (Chairperson) of Kildare County Council requesting a meeting and an explanation	EC	
11	Update from sub-committees <ul style="list-style-type: none"> • Plenary sub-committee Venue and draft agenda have been formally agreed upon. • Finance sub-committee A proposal to transfer €60,000 to the CLG was proposed by MIK and seconded by DOD. • Recruitment sub-committee Update provided; the recruitment process is progressing well with a strong volume of responses. • Policy sub-committee • Staff Liaison 	DOD to provide a full report at the next meeting.	DOD	18 th May 2026

	<p>No report available for this period.</p> <ul style="list-style-type: none"> • National Secretariat 	DOD to provide a progress report at the next meeting	DOD	18 th May 2026
15	AOB	N/A		

Date of next Secretariat meeting: Monday the 18th of May 2026 – Location TBC