

Minutes of Kildare Public Participation Network Secretariat Meeting

Date: 15<sup>th</sup> July 2024

Location: Kildare County Council

**Attendees:** PJ Fagan, (PJF), Anne Crowe, (AC), Anthony Egan, (AE), Linda Walsh, (LW), Grainne Fleming, (GF)  
**Apologies:** Liz Denieffe, (LD), Dermot O'Donnell, (DOD),  
**No Attendance:** Naomi Scott Hayward, (NSH)

| No. | Item   | By                                     | Action   | Responsibility | Timeline     |
|-----|--|--|--|----------------|--------------|
|     | Welcome and Introductions  | PJF                                    | N/A  |                |              |
| 1   | Minutes May 13 <sup>th</sup> to be ratified  | Prop: AC<br>2 <sup>nd</sup> :AE        | N/A  |                |              |
| 2   | <b>Matters Arising – Deputy facilitator</b><br>Anne Crowe was appointed deputy facilitator       | Prop: PJ<br>2 <sup>nd</sup> : AE       | PJF will facilitate until the September meeting and handover to AC | PJF            | Sept meeting |
| 3   | <b>Correspondence</b><br>The correspondence from the Dept re: ringfencing of funds was discussed | PJF                                    | The staff liaison will meet with CKLP to discuss                   | AE & AC        | ASAP         |
| 4   | <b>Draft Process for Supporting Representatives</b><br>Process approved                          | GF<br>Prop: AC<br>2 <sup>nd</sup> : AE | A consultation with members to be held                             | Staff          | ASAP         |
| 5   | <b>Coordinators Report</b>   | GF                                     | N/A  |                |              |
|     |  |  |  |                |              |

|   |  |   |  |          |                                  |
|---|--|---|--|----------|----------------------------------|
| 6 | <b>Hosting Transition Update</b><br>Tender for 3 <sup>rd</sup> party host approved   | AE, AC<br>Prop: AE<br>2 <sup>nd</sup> : PJF | To be advertised on Active link, social media platforms & to be sent to all PPN members. | Staff    | Tuesday 16 <sup>th</sup><br>July |
| 7 | <b>Potential Plenary</b><br>It was agreed that, if possible, a one item agenda (Hosting) may happen on September 4th   | PJF   | GF to stay in close contact with PJF   | GF & PJF |                                  |
| 8 | <b>Finance</b><br>The ringfencing of funds re: Contingency plan was approved<br>PO raised for the balance of hosting fees for 2024<br>An additional 5K was received from KCC | GF. PJF                                     | Budget to be aligned   | GF       | Immediately                      |
| 9 | <b>AOB</b>   |   |  |          |                                  |

*Date of next Secretariat meeting: No Secretariat meeting in Aug, however sub-groups will continue to meet and if necessary, a Secretariat meeting may be called. - Committee Room, Áras Chill Data*