

MURANG'A COUNTY GOVERNMENT

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KENOL MUNICIPALITY

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MINUTES OF INAUGURAL ADMINISTRATION, FINANCE, PUBLIC SERVICE, IT & ECONOMIC PLANNING COMMITTEE MEETING HELD ON 11TH JUNE, 2024 AT THE MUNICIPALITY BOARDROOM

Present

- | | |
|-------------------|-----------------------|
| 1. Charles Kabuga | Committee Chairperson |
| 2. Anne Ndung'u | Board Member |
| 3. Rosemary Ngigi | Board Member |

In Attendance

- | | |
|--------------------|---------------------|
| 1. Lewis Maina | Municipal Manager |
| 2. Jane Wangeci | Urban Planner |
| 3. Walter Ojwang | Municipal Economist |
| 4. Josephine Kagoi | Environment Officer |

Agenda

1. Preliminaries
2. Opening Remarks by the Chairperson
3. Asset Inventory and Asset Maintenance Plan
4. Annual Strategic Plan 2025/2026
5. Status of Staff Deployment
6. Any Other Business
7. Adjournment.

Item	Description	Action
	<u>Preliminaries</u> The Committee Chairperson, Charles Kabuga called the meeting to order at 10.15 am. A word of prayer was led by Walter Ojwang.	
Min 1/11/06/24	<u>Opening and Welcome Remarks</u> The Chairperson, Charles Kabuga pointed out the place of Kenol Municipality as a model municipality favored by its strategic location and resource endowment. He reiterated the importance of working together adding that solidarity is the only sure way to take the municipality to its proper place.	
Min 2/11/06/24	<u>Reading and Confirmation of Previous Minutes</u> The Chairperson took the committee through the meeting minutes of 21 st March, 2024. The Minutes were confirmed to be a true recording of the day's	

	deliberations, were proposed by Rosemary Ngigi and seconded by Anne Ndung'u	
Min 3/11/06/24	<p><u>Matters Arising</u></p> <p>There were no matters arising</p>	
Min 4/11/06/24	<p><u>Departmental Report</u></p> <p>A. Revenue Status Report</p> <p>The Municipal Manager reported that revenue services in the County has been fully automated. He said that all payments are done through USSD code. The Manager informed the committee that he had been advised to liaise with the County Revenue Office to generate the report. However, he had not been able to get the report for the Municipality.</p> <p><u>Committee Deliberations</u></p> <p>The Committee observed that for proper follow-up of adequate budgetary allocation, it is necessary to have the revenue figures so as to justify increased allocation. The Committee directed the Manager to liaise with the County Revenue Office and produce the report at the earliest opportunity.</p>	Municipal Manager
	<p><u>B. Asset Inventory and Asset Maintenance Plan</u></p> <p>The Municipal Manager reported that the Municipality is in the process of updating the asset register with the draft Asset register available at the office. He informed the Committee that the update of the register had been impacted by lack of valuation for the assets. He said that the office is in communication with the County to engage the county valuer to undertake the valuation for proper update of the asset register.</p> <p><u>Committee Deliberations</u></p> <p>The committee recommended that a list of assets that the Municipality owns, the debts/ arrears that have accumulated and the list of the debtors if any, be compiled provided in the subsequent committee meeting.</p> <p><u>C. Annual Strategic Plan/ Annual Investment Plan for the FY 2025/2026</u></p> <p>The Municipal Economist took the committee through the county budget process, noting that the process begins by the issuance of the budget circular in August and the tabling of the Annual Development Plan at the County Assembly by 1st of September. He informed the members that the Municipality needed to identify early enough the projects to be done during the FY 2025/2026. He told the committee that since project identification and prioritization took place at the public fora, the was need to convene the same in due time to allow sufficient time to undertake feasibility studies, and environment and social safeguards assessment.</p> <p><u>Committee Recommendation</u></p> <p>The Committee recommended that the Manager liaise with relevant committees and conveners to ensure that the public forum is convened at the earliest opportunity possible.</p>	

	<p><u>D. Status of Deployment of Staff</u></p> <p>The Manager reported that the requisite staff had been deployed. He pointed out that most of the Sub County staff had been seconded to the Municipality. He however, reported that some essential staff such as Social Safeguards Officer, Municipality Finance Officer, Human Resources Officer, and Public Health Officer had not been officially deployed with most of them only seconded through allocation of additional duties.</p> <p>Committee Deliberations and Recommendation</p> <p>The Committee noted that it follows that all technical officers at the Sub need be deployed to serve in their respective capacities. The committee directed the Municipal Manager to liaise with the CECM, Lands, Physical Planning and Urban Development for immediate deployment of the staff to the vacant positions. They committee noted that the essential Staff is not only required as part of the minimum conditions by the Kenya Urban Support Programme but is also required for provision of services to the people.</p>	
Min 5/21/03/24	<p><u>Any Other Business</u></p> <ol style="list-style-type: none"> 1. The Chairperson requested the team to work on what is expected of them on KUSP II requirements so as to avoid last minute rush. The chairperson also requested that the reports to presented need to be shared early enough for committee advance perusal. He offered his commitment to push some of the issues raised. 2. The Anne Ndung'u thanked everyone and noted that it is a collective responsibility to work for the people. He informed the members that the Board was always willing to assist wherever it can. 3. Rosemary Ngigi urged the technical team to ensure that they deliver quality services to the people 4. The Municipal Manager requested the Committee to assist in pushing for more facilitation for the activities taking place at the Municipality e.g., papers, water and tea for the board members. 	
Min 6/21/03/24	<p><u>Adjournment</u></p> <p>Having no other business, the meeting adjourned at 12:48 PM with a closing prayer by Josephine Kagoi.</p> <p>Minutes Compiled by:</p> <p>Walter Ojwang _____</p> <p>Minutes Confirmed By:</p> <p>Manager _____ Date _____</p> <p>Chairperson _____ Date _____</p>	