

MURANG'A COUNTY GOVERNMENT

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KENOL MUNICIPALITY

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MINUTES OF ADMINISTRATION, FINANCE, PUBLIC SERVICE, IT & ECONOMIC PLANNING COMMITTEE MEETING HELD ON 21ST MARCH, 2024 AT THE MUNICIPALITY BOARDROOM

Present

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

In Attendance

- | | |
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| 1. Steven Macharia | Ag. Municipal Manager |
| 2. Jane Wangeci | Urban Planner |
| 3. Walter Ojwang | Municipal Economist |

Agenda

1. Preliminaries
2. Opening Remarks by the Chairperson
3. Departmental Report
4. Committee Terms of Reference
5. Any Other Business
6. Adjournment.

Item	Description	Action
	Preliminaries The Committee Chairperson, Charles Kabuga called the meeting to order at 10.15 am. A word of prayer was led by Walter Ojwang.	
Min 1/21/03/24	Opening and Welcome Remarks The Chairperson, Charles Kabuga reminded the members of their noble duty to work and ensure that Kenol Municipality becomes a model municipality as depicted in its vision. He reiterated the importance of working together as a team both for the Board members and the staff. He said that solidarity is the only sure way to success and called the members to give their full commitment.	
Min 2/21/03/24	Departmental Report A. Municipality Integrated Development Plan (2024-2028)	Municipal Manager

	<p>The Municipal Manager tabled the Municipality Integrated Development Plan (2024-2028) and took the committee through the proposed strategic interventions. The Manager highlighted the contents of the IDeP (2024-2028) noting that it had been prepared in conformity with the provisions of the Urban Areas and Cities Act, 2011 and Public Finance Management Act, 2012.</p> <p>The Municipal Economist on his part, informed the Committee that the IDeP is subject to review annually. He said that this is envisaged to enable recognition and response to the various changes in the Municipality policy and development priorities.</p> <p>Board Deliberations</p> <p>The Committee observed that the Integrated Development Plan had not captured in detail some of the functions provided under the Urban Areas and Cities Act, such as urban agriculture. The members advised that future review will elaborately provide for the functions as provided for under the Act. The Board tasked the Economist to prepare the additional documentation for submission of the same to the County Executive as envisaged under the law.</p> <p>Recommendation and Adoption</p> <p>The Committee recommended that the Municipality Integrated Development Plan be adopted and tabled before the full Board for adoption and onward transmission to the executive, and finally to the County Assembly.</p> <p>B. Municipality Budget for the Financial Year 2024/2025</p> <p>The Municipality Economist took the members through the Municipality budget allocation for the financial year 2024/2025. He made the following highlights:</p> <ol style="list-style-type: none"> 1. The Municipality allocated a total of Kshs 74,348,024 comprising of Kshs 33,976,200 recurrent expenditure and Kshs 40,371,824 development expenditure 2. Of the recurrent vote, Kshs 20,000,000 is for staff salaries while office operations is Kshs 3,476,200 3. The recurrent vote is inclusive of Kshs 10,500,000 grant from Kenya Urban Support Programme – Urban Institutional Grant 4. The development vote of Kshs 40,371,824 is inclusive of Kenya Urban Support Programme – Urban Development grant of Kshs 35,371,824 5. Board and committee allocation of Kshs 1,000,000 <p><u>Committee Deliberations</u></p> <p>The Committee observed that the bulk of the allocation was from the donor through the Kenya Urban Support Programme, with county</p>	
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	<p>allocation very minimal. It was also clarified that the Urban Institutional Grant of Kshs 10,500,000 is a county-level funding and as such, not an entirely municipality budget.</p> <p>The committee noted that for the Municipality to grow, the county needed to invest adequate resources so that the requisite services can be provided by the Municipality. The committee tasked the Ag. Manager to explore ways through which the county could enhance budget allocation to the Municipality</p>																					
	<p>C. <u>Investment Menu for the Municipality UIG Allocation</u></p> <p>The Municipality Economist informed the Committee members that based on the list of eligible menu of activities as contained in the Kenya Urban Support Programme Manual, the invest menu of the Municipality UIG allocation is as follows:</p> <table><tr><th>Activity</th><th>Tentative Allocation (Kshs)</th></tr><tr><td>Feasibility study report for KUSP II APA 1 Projects</td><td>300,000</td></tr><tr><td>Environmental and Social Safeguards Assessment (ESSIA) & NEMA Certification for proposed UDG Project</td><td>500,000</td></tr><tr><td>Design of proposed APA 1 UDG Project</td><td>500,000</td></tr><tr><td>Board/Staff capacity building, training and peer learning</td><td>5,000,000</td></tr><tr><td>Kenol Municipality Integrated Development Plan 2023-2027</td><td>1,500,000</td></tr><tr><td>Development of Municipality By-laws</td><td>550,000</td></tr><tr><td>Development of Private Sector Engagement Framework</td><td>750,000</td></tr><tr><td>Procurement of ICT Accessories, Laptops, Desktops, Printers, Projector for the Municipality offices</td><td>500,000</td></tr><tr><td>Total</td><td>10,500,000</td></tr></table>	Activity	Tentative Allocation (Kshs)	Feasibility study report for KUSP II APA 1 Projects	300,000	Environmental and Social Safeguards Assessment (ESSIA) & NEMA Certification for proposed UDG Project	500,000	Design of proposed APA 1 UDG Project	500,000	Board/Staff capacity building, training and peer learning	5,000,000	Kenol Municipality Integrated Development Plan 2023-2027	1,500,000	Development of Municipality By-laws	550,000	Development of Private Sector Engagement Framework	750,000	Procurement of ICT Accessories, Laptops, Desktops, Printers, Projector for the Municipality offices	500,000	Total	10,500,000	
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	<p>Committee Deliberations</p> <p>The Committee noted that the bulk of the funds had been allocated to policy formulation. The Economist explained that the policies budgeted for were part of the minimum conditions and performance standards required to access the Kenya Urban Support Programme UIG and UDG. He said that the allocations were tentative and could be changed based on the priority needs.</p> <p>Adoption of the Report</p> <p>The Committee adopted the report for onward tabling and adoption in the full board meeting.</p>	
Min 3/21/03/24	<p><u>Committee Terms of Reference</u></p> <p>The Chairperson, Charles Kabuga presented the Terms of Reference of the Committee as had been adopted during the inaugural full Board meeting. The Chairperson listed the ToRs of the Committee as follows:</p> <ol style="list-style-type: none"> 1. Review and recommend the Municipality Annual Budget and Financial Plans 2. Monitor and report on Municipality financial performance against budget and strategic goals 3. Assess financial risks and establish mechanism for adequate risk management strategies in the Municipality operations 4. Develop and review policies, strategies, procedures and frameworks that govern Municipality operations 5. Establish mechanisms to ensure compliance with legal and regulatory frameworks in relation to public finance management in the Municipality 6. Developing and recommending Municipality organization structure that reflect sufficient staffing and coordination 7. Facilitating communication and collaboration among other Municipality committees 8. Oversee the development, implementation, and management of technology initiatives within the Municipality <p><u>Adoption of the Terms of Reference</u></p> <p>The terms of reference were proposed by Anne Ndung'u and seconded by Rosemary Ngigi, and consequently adopted by the Committee</p>	
Min 4/21/03/24	<p><u>Any Other Business</u></p> <ol style="list-style-type: none"> 1. The Chairperson directed the Manager to liaise with the CECM Lands, Physical Planning and Urban Development so that requisite technical officers can be appointed to enhance service delivery 	

	<ol style="list-style-type: none"> 2. Director Rosemary Ngigi urged the technical team to ensure that they deliver quality services to the people 3. Director Ann Ndung'u reminded the manager to ensure that the allocated budget is used prudently in areas that would spur municipal growth 4. The Manager thanked the Committee members for prioritizing the urgent issues of the Municipality. He promised that he would liaise with the office of the CECM to ensure that swift deployment in the Municipality 	
Min 5/21/03/24	<p><u>Adjournment</u></p> <p>Having no other business, the meeting adjourned at 12:41 PM with a closing prayer by Ann Ndung'u.</p> <p>Minutes Compiled by:</p> <p>Walter Ojwang _____</p> <p>Minutes Confirmed By:</p> <p>Manager _____ Date _____</p> <p>Chairperson _____ Date _____</p>	