

MURANG'A COUNTY GOVERNMENT

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KENOL MUNICIPALITY

MINUTES OF KENOL MUNICIPALITY FULL BOARD MEETING HELD ON 19TH MARCH, 2024 AT THE MUNICIPALITY BOARDROOM

Members Present

1. Robert Kimani Ndung'u – Chairperson
2. Rosemary Muthoni Ngigi – Vice-chair
3. Charles Kabuga Githatu – Member
4. Clement Muiruri Kamau – Member
5. Anne Wanjiku Ndung'u – Member
6. Patrick Kamande Ndorongo – Member
7. John Gathuma Gichuhi – Member
8. Levis Maina Ndegwa – Municipal Manager (Secretary)

Agenda

1. Preliminaries
2. Communication from the Chair
3. Adoption of the Meeting Agenda
4. Formation of Board Committees
5. Terms of Reference of Board Committees
6. Any Other Business
7. Adjournment

Item	Description	Action
Min 1/19/3/10/24	<u>Preliminaries</u> The Chairperson, Robert K. Ndung'u called the meeting to order at 10.08 AM. Opening prayers were offered by John Gathuma	
Min 2/19/3/10/24	<u>Opening and Welcome Remarks</u> The Chairperson welcomed the members to the meeting and conducted a self-introductory session. He informed the members that the meeting being an inaugural meeting, the meeting would be used to form committees from which members would be expected to serve the residents of the municipality.	
Min 3/19/3/10/24	<u>Formation of Board Committees</u> The Municipal Manager took the Board Members through Section 26 of the Urban Areas and Cities Act, 2011 on the formation of Board Committees. The Manager explained that the Act provides that the Board may establish such	

	<p>committees for any general or special purpose which, in its opinion, would regulate or manage its affairs more efficiently and as may be necessary for the performance of its functions under the Act.</p> <p>Deliberations and Constitution of Board Committees</p> <p>The Board extensively deliberated, referencing from the Act, the Charter and schedule of functions to be performed by the Municipality. The Board agreed that each constituted committee to have a convener and two other members. They also agreed that as provided for in the Act, the Committee would incorporate municipality technical officers falling within the functional jurisdiction of the committees, and any other persons as may be approved by the Board. The following four Board Committees were constituted:</p> <ol style="list-style-type: none"> 1. Administration, Finance, Public Service, IT & Economic Planning 2. Transport, Infrastructure, Public Works, Housing and Urban Planning 3. Legal, Education, Social Services, Partnerships and Gender Mainstreaming 4. Health, Sanitation, Water & Environment <p>The Board also agreed that an additional Committee, Executive Committee be formed comprising of the Chairperson and the conveners of the four committees.</p>							
Min 4/19/3/10/24	<p><u>Terms of Reference for Board Committees</u></p> <p>The Manager informed the members that the Board may delegate to any committee formed such functions as are necessary for the efficient performance of its duties in respect to the whole or any part of the area under the jurisdiction of the board; and include persons who are not members of the board.</p> <p>After extensive deliberations and negotiations, the Board constituted the Committees, with their membership and Terms of Reference as follows:</p> <table border="1"> <thead> <tr> <th>Committee</th><th>Membership</th><th>Mandate</th></tr> </thead> <tbody> <tr> <td>Administration, Finance, Public Service, IT & Economic Planning</td><td> <p>Convener: Charles Kabuga</p> <p>Members Anne Ndung'u Rosemary Ngigi</p> </td><td> <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 </td></tr> </tbody> </table>	Committee	Membership	Mandate	Administration, Finance, Public Service, IT & Economic Planning	<p>Convener: Charles Kabuga</p> <p>Members Anne Ndung'u Rosemary Ngigi</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 	
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			<ol style="list-style-type: none"> 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 		
	Transport, Infrastructure, Public Works, Housing and Urban Planning	Convener: Patrick Ndorongo Members Clement Kamau John Gathuma	<ol style="list-style-type: none"> 1. Prioritize and evaluate implementation of civil works and built infrastructure within the Municipality, and recommend improvements 2. Monitor and recommend improvements on existing and newly built infrastructure within the Municipality 3. Establish and implement mechanisms to asses, evaluate and mitigate risks associated with Municipality infrastructure projects 4. Prioritizing and budgeting for Municipality infrastructure projects 5. Develop and recommend urban planning policies that align with Municipality vision and goals 6. Assess and recommend development approvals and zoning changes for compliance with established plans and regulations within the Municipality 7. Monitor urban development trends and make recommendations 8. Establish and implement mechanisms to enhance public spaces and social amenities within the municipality 9. Oversee monitoring of ongoing developments in the municipality to ensure compliance with approved plans and conditions 		

	Legal, Education, Social Services, Gender Inclusivity and Partnerships	Convener: Rosemary Ngigi Members Anne Ndung'u Charles Kabuga	<ol style="list-style-type: none"> 1. Provide lead in the development of requisite municipality policies and plans 2. Institutionalize framework for community engagement and participation in the Municipality management through public fora 3. Develop and implement private sector engagement framework within the municipality 4. Develop and implement framework for gender mainstreaming and participation of marginalized groups within the municipality 5. Develop and promote policies and strategies that embed environment sustainability into municipality programming 6. Facilitate collaboration among stakeholders on environmental initiatives within the municipality 7. Monitor and evaluate the effectiveness of gender mainstreaming and participation of marginalized groups within the municipality 8. Develop and recommend policies that advance gender equality within the municipality 9. Promote awareness and understanding of impact of municipality projects and initiatives on women and men 		
	Health, Sanitation, Water & Environment	Convener: Clement Kamau Members John Gathuma Patrick Ndorongo	<ol style="list-style-type: none"> 1. Oversee management of municipality dumpsites 2. Oversee designation and development of waste collection points within the municipality 3. Oversee public-private sector collaboration on waste management within the municipality 4. Develop and oversee implementation of environment and social safeguards policies and plans within the municipality 5. Oversight of environmental and social Safeguards impact assessment exercises 		

			6. Enforce Municipality by-laws on air and water quality management 7. Enforce policies and regulations on community and public health within the municipality 8. Develop strategies for waste reduction, recycling, and resource conservation within the municipality	
	Executive Committee	Chairperson Robert Ndungu Members Rosemary Ngigi Patrick Ndorongo Charles Kabuga Clement Kamau		
	The Chairperson tasked the Manager to draw a schedule of meetings, to include full board meetings, committee meetings as well as public fora to be tabled during the next full board meeting.			
Min 5/19/3/10/24	<u>Any Other Business</u> 1. The Manager informed the Board members that a number of policy documents and plans required Board adoption and approval, and would be tabled during the next full Board meeting			
Min 6/19/3/10/24	<u>Adjournment</u> Having no other business, the meeting adjourned at 12:41 PM with a closing prayer by Charles Kabuga. Minutes Confirmed: _____ Steven Macharia (Ag. Municipal Manager) _____ Robert K. Ndung’u (Board Chairperson)			_____ Date _____ Date