

MURANG'A COUNTY GOVERNMENT

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KENOL MUNICIPALITY

MINUTES OF KENOL MUNICIPALITY FULL BOARD MEETING HELD ON 20TH JUNE, 2024 AT THE MUNICIPALITY BOARDROOM

Members Present

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

Agenda:

1. Preliminaries
2. Communication from the Chair
3. Adoption of the Meeting Agenda
4. Reading and Confirmation of Previous Minutes
5. Matters Arising
6. Committee Reports
7. Any Other Business
8. Adjournment

Item	Description	Action
	<u>Preliminaries</u> The Chairperson, Robert K. Ndung'u called the meeting to order at 10.18 AM followed by opening prayers by John Gathuma	
Min 1/20/06/2024	<u>Opening and Welcome Remarks</u> The Chairperson welcomed the members to the meeting and conducted a self-introductory session. He invited the members to actively participate in the meeting.	
Min 2/20/06/2024	<u>Reading and Confirmation of Previous Minutes</u> The Municipal Manager took the Board Members through the meeting minutes of 19 th March, 2024. The Minutes were proposed by Anne Wanjiku and	

	Seconded by Clement Kamau to be the true recording of the day's deliberations.																								
Min 3/20/06/2024	<p><u>Matters Arising</u></p> <p>A. Schedule of Board Meetings, Committee Meetings and Public Fora</p> <p>The Municipal Manager tabled a schedule of meetings and public fora for the 3rd and 4th Quarter of the FY 2023/2024. He informed the members that the dates are tentative as they are subject to change as the scheduled dates might be affected by new occurrences. The highlights of the schedule is presented below:</p> <table border="1"> <thead> <tr> <th rowspan="2">SCHEDULE</th><th colspan="2">DATES (FY 2023/2024)</th></tr> <tr> <th>Q3</th><th>Q4</th></tr> </thead> <tbody> <tr> <td>Citizen Fora</td><td>27/03/2024 10:00 AM</td><td>27/06/2024 10:00 AM</td></tr> <tr> <td>Full Board</td><td>19/03/2024 10:00 AM</td><td>20/06/2024 10:00 Am</td></tr> <tr> <td>Transport, Infrastructure, Public Works, Housing & Urban Planning Committee</td><td>28/03/2024 02:00 PM</td><td>08/05/2024 10:00 AM</td></tr> <tr> <td>Legal, Education, Social Services Gender Inclusivity and Partnerships Committee</td><td>26/03/2024 10:00 AM</td><td>23/05/2024 10:00AM</td></tr> <tr> <td>Health, Sanitation, Water and Environment Committee</td><td>28/03/2024 10:00 AM</td><td>05/06/2024 10:00 AM</td></tr> <tr> <td>Administration, Finance, Public Service, IT & Economic Planning Committee</td><td>21/03/2024 10:00 AM</td><td>11/06/2024 10:00 AM</td></tr> </tbody> </table> <p>The Board adopted the Schedule and noted the following:</p> <ol style="list-style-type: none"> The days' for the Committee meetings were well spaced. The next set of schedules to take cognizance of arrangement that allow convening of all committee meetings, followed by full Board and then finally the Public Fora. The Executive Committee would be convened by the Chairperson whenever there would need for the Committee to meet. The Schedule be shared by the Executive 	SCHEDULE	DATES (FY 2023/2024)		Q3	Q4	Citizen Fora	27/03/2024 10:00 AM	27/06/2024 10:00 AM	Full Board	19/03/2024 10:00 AM	20/06/2024 10:00 Am	Transport, Infrastructure, Public Works, Housing & Urban Planning Committee	28/03/2024 02:00 PM	08/05/2024 10:00 AM	Legal, Education, Social Services Gender Inclusivity and Partnerships Committee	26/03/2024 10:00 AM	23/05/2024 10:00AM	Health, Sanitation, Water and Environment Committee	28/03/2024 10:00 AM	05/06/2024 10:00 AM	Administration, Finance, Public Service, IT & Economic Planning Committee	21/03/2024 10:00 AM	11/06/2024 10:00 AM	
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Min 4/20/06/2024	<p><u>Committee Reports</u></p> <p>A. Administration, Finance, Public Service, IT and Economic Planning Committee</p>																								

	<p>i. Municipality Integrated Development Plan (2024-2028) The Convener of the Administration, Finance, Public Service, IT and Economic Planning Committee, Charles Kabuga tabled the draft Municipality Integrated Development Plan (2024-2028) and took the members through the proposed interventions. He informed the members that the Plan had been prepared in conformity with the provisions of the Urban Areas and Cities Act, 2011 as well as the Public Finance Management Act.</p> <p>Adoption and Recommendation for Submission to the Executive The Board adopted the plan and directed the Manager to prepare the requisite documentation for onward submission.</p> <p>ii. Municipal Annual Strategic Plan, Programme Based Budget and Annual Investment Plan for the Financial Year 2024/2025 The Convener informed the Board that the County is in the process of preparing the budget for the Financial Year 2024/2025. He tabled the Municipality Annual Strategic Plan, Programme Based Budget (PBB), and Annual Investment Plan before the Board and made highlights of the budgetary allocation in the PBB which included:</p> <ul style="list-style-type: none"> • The Municipality total allocation of Kshs 74,348,024 comprising of Kshs 33,976,200 recurrent expenditure and Kshs 40,371,824 development expenditure as per the ceilings in the County Fiscal Strategy Paper • Recurrent vote of Kshs 20,000,000 for staff salaries while office operations allocated Kshs 3,476,200 • Recurrent vote inclusive of Kshs 10,500,000 grant from Kenya Urban Support Programme – Urban Institutional Grant • Development vote of Kshs 40,371,824 inclusive of Kenya Urban Support Programme – Urban Development grant of Kshs 35,371,824 • Board and committee allocation of Kshs 1,000,000 <p><u>Board Adoption and Recommendation</u> The Board adopted the Annual Strategic Plan, Municipal Programme Based Budget and the Annual Investment Plan but recommended the following:</p> <ul style="list-style-type: none"> • The Chairperson to lead consultative dialogue with the executive to explore ways of enhancing the Municipality budget allocation • The Grant allocations to be expended in strict adherence to the provisions of the fund regulations <p>B. Legal, Education, Social Services, Gender Inclusivity and Partnerships Committee</p>	
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	<p>The Chairperson, Legal, Education, Social Services, Gender Inclusivity and Partnership Committee, Rosemary Ngigi reported that through the Committee, the Municipality was preparing a formal Grievance Redress Framework to enhance management of reported concerns and issues. She informed the Board that the same would be presented to the public during the public forum and tabled before the Board during the next full board meeting.</p> <p>The Chairperson also informed the Board that the Municipality is preparing a Gender Participation and Inclusion Framework to guide mainstreaming of gender issues in Municipality development. She explained that the framework would guide the municipality programming to ensure that budgets, programmes and projects implemented are equally benefiting women and men.</p> <p>C. Transport, Infrastructure, Public Works, Housing and Urban Planning Committee</p> <p>The Convener of the Transport, Public Works, Housing and Urban Planning Committee tabled the report on Municipality approvals for the months of March and April. He informed the Committee that most of the development approval requests had been granted.</p> <p>Board Discussion, Adoption and Recommendations</p> <p>The Board adopted the report but raised concern over the slow process of approvals and the delay being caused to the developers. They reiterated the challenges as observed in the committee report and recommended that the planner enhance publicization of the online approval process which the committee noted, would greatly streamline the process and reduce time delays. The also confirmed the need for a partnership arrangement with the private sector, including pre-approval consultations and fast-tracking small scale category of projects.</p>	
Min 5/20/06/2024	<p><u>Tabling of Documents for Adoption</u></p> <p>The Manager tabled the Municipality Financial Report for Quarter 3 (January 2024- March 2024) for adoption. He informed the Board that the Municipality budget was provided under the vote of Murang'a Municipality and as such, the report for Murang'a Municipality finances was inclusive of Kenol Municipality.</p>	
Min 6/20/06/2024	<p><u>Any Other Business</u></p> <ol style="list-style-type: none"> 1. Charles Kabuga reminded the Manager to liaise with the CECM to fast-track the deployment of all essential staff to the Municipality. He pointed out that the delay in deploying the staff was impacting on service delivery within the Municipality 	

	<p>2. Clement Kamau informed the Board of the importance of Private Sector Engagement Framework and requested for fast-tracking of developing the County Private Sector Engagement Framework</p> <p>3. Rosemary Ngigi urged the Manager to work with staff to fast-track development of pending policy documents and plans</p>	
Min 7/20/06/2024	<p><u>Adjournment</u></p> <p>Having no other business, the meeting adjourned at 1:41 PM with a closing prayer by Charles Kabuga.</p> <p>Minutes Confirmed:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>_____</p> <p>Lewis Maina (Ag. Municipal Manager)</p> <p>_____</p> <p>Robert K. Ndung'u (Board Chairperson)</p> </div> <div style="width: 45%;"> <p>_____</p> <p>Date</p> <p>_____</p> <p>Date</p> </div> </div>	