

MURANG'A COUNTY GOVERNMENT

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THE COUNTY SECRETARY



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MURANG'A MUNICIPALITY

MURANG'A MUNICIPALITY FULL BOARD MEETING HELD ON 7TH JULY 2023 AT THE MURANG'A MUNICIPALITY BOARDROOM

Members Present

1. Arch. Benson Githinji – Chairperson
2. Judith Maina – Vice-chair
3. James Waweru – Member
4. Habel Karanja – Member
5. Dr. B. N. Muia – Member
6. Beatrice Gicheha – Municipal Manager (Secretary)

In Attendance

1. Peter M. Ngure – Municipal Administrator
2. Stephen M. Kamiri – Municipal Finance Officer

Agenda

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

Item	Description	Action
Min 1/19/3/2024	<u>Preliminaries</u> The Chairperson, Ruth Muiruri called the meeting to order at 10.08 AM. Opening prayers were offered by Dr. Benard Muia	
Min 2/19/3/2024	<u>Opening and Welcome Remarks</u>	

	<p>The Chairperson welcomed the members to the meeting and conducted a self-introductory session. He told the members that the meeting being the first meeting for the Financial Year 2023/2024, the Board would review the Committees and develop a Terms of Reference for each Committee.</p>							
Min 3/19/3/2024	<p><u>Formation of Board Committees</u></p> <p>The Municipal Manager, Ms. Beatrice Gicheha took the Board Members through Section 26 of the Urban Areas and Cities Act, 2011 on the formation of Board Committees. She highlighted that the Act provides for formation of Board 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><u>Deliberations and Constitution of Board Committees</u></p> <p>The Board extensively referred to the Act, the Charter and transferred functions to be performed by the Municipality. They concurred 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 technical officers, 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 Planning2. Transport, Infrastructure, Public Works, Housing and Urban Planning3. Legal, Education, Social Services, Gender Mainstreaming and Partnerships4. Health, Sanitation, Water & Environment							
Min 4/19/19/3/2024	<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 consultations, the Board came up with the Committee mandates, with their membership as follows:</p> <table><tr><th>Committee</th><th>Membership</th><th>Mandate</th></tr><tr><td>Administration, Finance, Public Service, IT & Economic Planning</td><td><p>Convener: James Waweru</p><p>Members Dr. B. N. Muia Habel Karanja</p></td><td><ol style="list-style-type: none">1. Review and recommend the Municipal Annual Budget and Financial Plans2. Monitor and report on Municipality financial performance against budget and strategic goals3. Assess financial risks and establish mechanism for adequate risk</td></tr></table>	Committee	Membership	Mandate	Administration, Finance, Public Service, IT & Economic Planning	<p>Convener: James Waweru</p> <p>Members Dr. B. N. Muia Habel Karanja</p>	<ol style="list-style-type: none">1. Review and recommend the Municipal Annual Budget and Financial Plans2. Monitor and report on Municipality financial performance against budget and strategic goals3. Assess financial risks and establish mechanism for adequate risk	
Committee	Membership	Mandate						
Administration, Finance, Public Service, IT & Economic Planning	<p>Convener: James Waweru</p> <p>Members Dr. B. N. Muia Habel Karanja</p>	<ol style="list-style-type: none">1. Review and recommend the Municipal Annual Budget and Financial Plans2. Monitor and report on Municipality financial performance against budget and strategic goals3. Assess financial risks and establish mechanism for adequate risk						

			<p>management strategies in the Municipality operations</p> <ol style="list-style-type: none"> 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 		
	Transport, Infrastructure, Public Works, Housing and Urban Planning	<p>Convener: Judith Maina</p> <p>Members Dr. B. N. Muia Habel Karanja</p>	<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 assess, 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: Habel Karanja Members B. N. Muia James Waweru	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: Dr. B. N. Muia Members Habel Karanja Judith Maina	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	
	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.			
	<p><u>Tabling of Municipality Policies and Plans</u></p> <p><u>i. Second Generation Murang’a Municipality Integrated Development Plan 2023-2027</u></p> <p>The Manager, Ms Beatrice Gicheha informed the Board that as a requirement by various laws in Kenya, the Municipality had prepared Integrated Development Plan (2023-2027) to conform to current Medium Term Plan (2023-2027) and 3rd Generation Murang’a County Integrated Development Plan (2023-2027).</p> <p>The Manager highlighted the requirements of the Urban Areas and Cities Act, and the Public Finance Management Act on the requirement to prepare 5-year plans. The Manager further clarified that the IDeP was a 5-year plan with the first generation IDeP (2018-2022) having come to an end which required formulation of Second Generation IDeP (2023-2027).</p> <p>Adoption of the Reviewed Plan The Board adopted the plan as was presented. Proposed by Habel Karanja and Seconded by Benard Muia.</p> <p>ii. Municipality Annual Strategic Plan (2023/2024)</p> <p>The Manager tabled the Municipality Annual Strategic Plan for the Financial Year 2023/2024 and highlighted its contents (Annex: Murang’a Municipality Annual Strategic Plan 2023/2024)</p> <p>Board Adoption The Board discussed the Municipality Annual Strategic Plan extensively and adopted the same as was proposed by Judith Maina and seconded by James Waweru.</p>			

	<p>iii. Programme Based Budget and Annual Investment Plan for the Financial Year 2023/2024</p> <p>The Manager tabled the Murang’a Municipality Programme Based Budget (2023/2024) and the Municipality Annual Investment Plan (2023/2024) for deliberation and adoption (Annexed: Murang’a Municipality PBB (2023/2024), Murang’a Municipality Annual Investment Plan (2023/2024))</p> <p><u>Adoption of the Programme Based Budget and Annual Investment Plan for the Financial Year 2023/2024</u></p> <ul style="list-style-type: none"> The Board adopted the Municipality Programme Based Budget (2023/2024) and the Municipality Annual Investment Plan (2023/2024) as presented. Proposed by James Waweru and seconded by Habel Karanja. Recommendations <p>The Board to convene a consultative dialogue with the executive to explore ways of enhancing the Municipality budget allocation. The Board agreed that the formulation and approval an ‘Allocation Formular’ to the urban areas would be an important avenue to address the budgetary allocation issues.</p>	
Min 5/19/3/2024	<p><u>Any Other Business</u></p> <p>Deployment of Essential Staff</p> <p>The Chairperson reminded the Manager to enhance the efforts to ensure that the deployment of all essential staff to the Municipality is fast-tracked.</p> <p>Pending Policy Documents</p> <p>The Chairperson urged the Manager to ensure that requisite policies and plans are prepared for smooth operation of the Municipality. The Chairperson reiterated that this was also for compliances purposes.</p>	
Min 6/19/3/2024	<p><u>Adjournment</u></p> <p>Having no other business, the meeting adjourned at 12:41 PM with a closing prayer by Arch. Benson Githinji.</p> <p>Minutes Confirmed:</p> <div> <div> <div></div> <div>Beatrice Gicheha (Municipal Manager)</div> </div> <div> <div></div> <div>Date</div> </div> </div> <div> <div> <div></div> <div>Ruth Muiruri (Board Chairperson)</div> </div> <div> <div></div> <div>Date</div> </div> </div>	