**COUNTY GOVERNMENT OF KIRINYAGA**

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**KERUGOYA/KUTUS MUNICIPAL BOARD**

**MINUTES OF THE KERUGOYA/KUTUS MUNICIPAL BOARD MEETING HELD ON 24th APRIL 2019 AT THE DEPUTY GOVERNOR’S BOARDROOM IN KIRINYAGA COUNTY HEADQUARTERS AT KUTUS.**

**MEMBERS PRESENT**

1. Alister M. Murimi Chairman
2. Getrude w. Gatonye Vice Chairperson
3. Daniel Karimi Wanjohi Board Member
4. Christine Wanjiru M Board Member
5. Daniel N. Kimwea Board Member
6. Elijah Kimani Board Member
7. Dickson k. Muriithi Board Member
8. Paul M. Muchira Secretary
9. Anthony Gathumbi Ex- Officio Member C.O – Land, Housing & Urban Dev.
10. Rev. Samuel Kanjobe Ex- Officio Member CECM – Land , Housing & Urban

**ABSENT WITH APOLOGY**

1. Wambui Murithii Board Member
2. John Kabui Board Member
3. Jared Migwi - Ex- Officio Member C.O – Environment & Natural

 Resources

1. John M. Nganga Ex- Official Member C O public Works

**MIN/1/4/ MUN BD /19 PRELIMINARIES**

The chairman called the meeting to order at 2.25 pm. The meeting started with a word of prayer from Mr. Daniel Kimwea. At this point, upon the chairman’s requests the municipal secretariat staff was introduced to the board by the municipal manager. The following members of secretariat staff seconded to the municipality were introduced to the municipal Board.

1. William Lawrence Loka – urbanization specialist
2. Tabitha Munene Gitere – Administrative officer
3. Jemimah Wanjiku Mugoh – Strategy, Communication & liason specialist
4. Brian Kariuki Gitei – Urban Economic specialist
5. Martin Ngare Mugo – Enforcement and compliance officer.
6. Naftali Muikia Mwangi – Finance and budget specialist (Introduced in absentia)

The chairman encouraged the staff to work as a team and co-operate with the municipal Board.

The municipal Board emphasized on the need for the staff to work as a team and support each other.

The secretariat should effectively implement the policies and decisions of the municipal Board.

The municipal board notes that the secretariat should deliver in line with the municipal goals and objectives.

**MIN 2/4/ MUN BD /19 REPORT FROM THE MUNICIPAL BOARD CHAIRMAN**

1. **On the Governor’s inprompt meeting on 28th March 2019.**

The chairman appreciated members for availing themselves for the urgent meeting which H.E. Governor convened on 28/3/19.

1. **On The municipal board remuneration.**

The municipal boards chairmen’s caucus was still doing a follow up on the board members remuneration with the view of appealing the salaries and remuneration commission circular issued recently for better terms.

**MIN 3/4/MUN BD/19 MUNICIPAL MANAGER REPORT**

1. **On Staff secondment**

The manager appreciated H. E. the Governor for having prompted the secondment of six members of staff to form the municipal secretariat.

The municipal secretariat staff had undergone a one week KUSP training at Embu between 15th and 19th April 2019.

1. **On Municipal offices**

The municipal secretariat staff was already stationed at kerugoya offices. However the boardroom was inaccessible due to procurement documents archived there. However the department of procurement was in the process of transferring the documents to an alternative room. The Kerugoya offices however lacked electrical power supply, internet connectivity, furniture and equipments.

1. **On municipal finances.**

The municipal Board should open an account with a commercial bank with the guidance of county finance department.

For KUSP programs there are two special purpose accounts for urban development grant (UDG) and urban institutional grants (UIG )opened and operated according to KUSP project operations manuals.

So far the municipal Board has not received any fund for its recurrent expenditure and therefore the Board continues to strain financially.

1. **On Governors urgent meeting on 28th march 2019**

The urgent meeting convened by H.E Governor was meant to spring the board to the next level and heal some of the boards’ challenges by then.

H. E. Governor made the following changes in the meeting which amounted to a paramount benefit to the municipal Board.

1. Secondment of Six staff members was done.
2. Recommendation of Caroline Mathenge, Director Physical Planning to offer Technical support to the Municipal Manager’s office.
3. Some Municipal Board functions were Gazzetted
4. Gazzetment of Municipal Board Members.
5. Allocation of municipal offices at Kerugoya.
6. H. E. Governor also drew a cut line on how board room differences should be addressed.

H.E. Governor requested board members to solve their differences amicably whenever they crop and maintain confidentiality in all their operations at Board level. She also insisted that if need be the Board can approach H. E. Governor for assistant in case of critical differences and challenges.

**MIN. 4/4/MUN BD/19 READING AND CONFIRMATION OF THE MINUTES FOR THE BOARD MEETING HELD ON 27TH FEBRUARY 2019.**

The secretary took the members through the stated minutes.

The minutes were proposed by Mr Daniel Karimi and seconded by M/s Christine wanjiru.

**Matters arising**

1. Members noted that the supplementary budget was still awaiting approval of county assembly.
2. The UIG fund of 40million is yet to be sent to the County. Members noted that this fund cannot be used to pay municipal Board sitting allowances
3. A calender of events to be done irrespective of the funding aspect to tentatively give the board a sense of direction.
4. The board should be fully informed on the UDG fund usage regularly for monitoring and oversight purpose. The municipal manager should be fully involved in the UDG fund usage especially in the procurement process.
5. The board should form some procedural manuals for guidance, checks and balance of basic operations.

**MIN. 5/4/MUN BD/19 MUNICIPAL BOARD FUNCTIONS AND GAZZETTEMENTS**

The municipal manager took the board through the gazette notice dated 28th march 2019 on the municipal board functions.

 After deliberations on the gazzetement of the functions the board made the following

observations.

1. The functions gazzetted differed with board functions as stated in the urban areas and cities act 2011, as well as in the municipal charter.
2. The CECM Land, Housing and Urban development explains to the board that the gazzettment would be done in phases as board progresses with its mandate performance and encouraged the board to perform the currently gazzetted functions for the time been.
3. The chief officer Land, Housing and Urban development explains to the board that a consultation was done with other counties and council of Governors before the gazzettement was done.
4. The board felt the need for gazzettment of all the functions on the following ground.
* It’s a bit challenging to separate the functions since all the functions are interrelated.
* Without delegations of Structural and civil works functions it’s hard for the board to be legally involved in the KUSP and SUED projects which can compromise funding in future.
* Planning and Budgeting would be abit challenging without all the functions been delegated to the municipal board.
* Within the First year of operation it was mandatory for the Board to do a reliable integrated Development plan (IDeP) and Solid waste management policy. Without all the functions been devolved to the board its technically challenging to do these documents conclusively.

Therefore the board felt the need to revisit the gazzetment issue in the next board meeting and subsequently do a memo to the H. E. the Governor to convince her on the need to gazette all the functions per the municipal charter if its possible.

**MIN. 6/4/MUN BD/19 KENYA URBAN SUPPORT PROGRAM (KUSP) PROGRAM**

The municipal manager gave the report on the progress of the KUSP project. KUSP project was at the procurement stage. The project is expected to be completed within the next six months. The board instructed the municipal manager to take up the oversight role and report regularly on the progress of the projects either to the full board or through the board infrastructural committee.

The KUSP assessment team was to visit the county between 29th and 31st April 2019.

**MIN. 7/4/MUN BD/19 SUSTAINABLE URBAN ECONOMIC DEVELOPMENT (SUED) PROGRAM**

The SUED team was yet to release their program timelines. They have promised to do this in the month of May 2019.

According to the SUED team during the due diligence dated 27th to 30th march 2019, they will prioritizes on offering the Municipal technical assistance and preparation of Urban Economic plan before they rollover other projects.

**MIN. 8/4/MUN BD/19 SOLID WASTE MANAGEMENT POLICY.**

The Board resolves that Social and Environment committee to take up the policy implementation oversight task on behalf of the board.

**MIN. 9/4/MUN BD/19 MUNICIPAL BUDGET 2019/2020.**

The Board resolves that the Finance committee to take up the budget funding issue on behalf of the board and report in the subsequent full Board meetings.

**MIN. 10/4/MUN BD/19 ADJOURNMENT.**

The meeting was adjourned at 5:15pm with prayers from Mr Daniel Kimwea.

 **Signed ………………………………….. Signed…………………………..**

**Date ………………………………………. Date……………………………………**

**Paul M . Muchira Alister M. Murimi**

**SECRETARY CHAIRPERSON**