**COUNTY GOVERNMENT OF KIRINYAGA**

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**KERUGOYA/KUTUS MUNICIPAL BOARD**

**MINUTES OF THE KERUGOYA/KUTUS MUNICIPAL BOARD MEETING HELD ON 27/02/2019 AT THE DEPUTY GOVERNOR’S BOARDROOM AT KIRINYAGA COUNTY HEADQUARTERS, KUTUS.**

**MEMBERS PRESENT**

1. Alister M. Murimi Chairman
2. Getrude w. Gatonye Vice Chairperson
3. John Kabui Board Member
4. Daniel Karimi Wanjohi Board Member
5. Elijah Kimani Board Member
6. Christine Wanjiru M Board Member
7. Daniel N. Kimwea Board Member
8. Dickson k. Muriithi Board Member
9. Paul M. Muchira Secretary

**ABSENT WITH APOLOGY**

1. Wambui Murithii Board Member
2. Anthony Gathumbi Ex- Officio Member C.O – Land, Housing & Urban Dev.
3. Rev. Samuel Kanjobe Ex- Officio Member CECM – Land , Housing & Urban
4. Jared Migwi - Ex- Officio Member C.O – Environment & Natural Resources
5. John M. Nganga Ex- Official Member Chief Officer Works

**Min 1/2/Mun BD/19 - Preliminaries**

The meeting started at 10.40am with a word of prayer from M/S Christine Wanjiru.

**Min 2/2/Mun BD /19 – Municipal Manager’s report**

1. **On Devolution Conference**

The municipality was privileged to host the devolution conference this year. This was a great honor to the county. The Board appreciated H.E. Governor for the effort she had done to have the Devolution Conference held in Kirinyaga County. The County government would support municipal Board Members financially to attend the devolution conference as delegates.

1. **On supplementary Budget**.

The supplementary budget was still awaiting the County Assembly approval. The municipal Board forwarded a supplementary budget of Kshs. 10,125,000 to the executive for consideration. This budget could be slashed due to the County financial strain.

1. **On finances**

The municipal board was still suffering financially. The board had not received any finances/fund in the preceeding period for its recurrent operations. However the municipality had received Kshs.71.302 million for capital investment under Kenya urban support (UDG) program.

The municipality still expected to receive some Kshs.40 million for the operationalization of the municipality under the urban institutional grant fund (UIG).

The very 1st  municipal board meeting allowance was paid through the support from the lands department. However since then the land department also had been having financial difficult.

1. **On Human Resource**

The municipal board was suffering from human resource constraint seriously. The municipal manager was the only full time employee of the municipal Board by then.

The municipal chairman was still following the issue to ensure secondment or recruitment of more municipal staff in the due course

1. **On the calendrer of events**

The municipal manager was drafting the Calender of events for 2019/2020. However the following factors were affecting the calender.

1. Financial constraints.
2. Delay in release of urban institutional grant of Ksh.40million for municipal operationalization.
3. **On municipal functions**

In future the municipality could need some legislations for efficient functioning.

1. **On illegal structures demolition.**

The demolition was going on under the supervision of the CECM land department.

**Members responses**

1. Members requested that they be given the entry badges before the devolution conference kicks off.
2. Members requested to be considered for some mileage/travel allowance when they attend training at Kenya School of Government which is on full board.

**Min.3/Mun BD/19 Report from the Chairman of the Municipal Board**

1. **On functions and remuneration of municipal board**

The municipal boards’ chairmen caucus in consultation with Council of Governors was working on the functionality and remunerations of the municipal boards. The caucus had already written to the salaries and remuneration commission on the remuneration issue.

1. **On SUED program**

Kerugoya/Kutus municipality was privileged to have won the SUED development program applications after a stiff competition among the 59 municipalities which applied. Out of the 59 municipalities only 10 municipalities were selected for funding. This was a great mileage to the municipality and county at large.

1. **On capital investment under Kenya Urban Support Program**

The municipal board should play an oversight role in the investment program. The procurement on KUSP projects was to be done by the county procurement department.

1. **On municipal board training expenses**

The chairman insisted that members should have their travel expenses taken care of during the municipal board trainings.

**Min 4/2/Mun BD/19 Reading and confirmation of the minutes for the Board meeting held on 13th December 2018.**

The Secretary took members through the stated meeting minutes.

The minutes are proposed by Mr Daniel Kimwea and seconded by M/s Gertrude Gatonye.

**Matters Arising**

Members felt the need for the Board Committees to be fully operational for the benefit of guiding the Municipal Board accordingly.

**Min.5/2/Mun BD /19 municipal board quarterly report**

The secretary took the board through the quarterly report for the period September 2018 to December 2019.

The report is adopted by Mr. Daniel Wanjohi and seconded by Mr. John Kabui.

Response from members

1. Members noted that the report is satisfactorily drafted being the very first municipal board quarterly report.
2. In future the manager to draft a format on the municipal board reporting to be adapted by the board.
3. Unbundling of the municipal board functions should be done for clear cut line on the board’s functions.

**Min 6/2/Mun BD /19 Annual investment plan 2018/2019**

The board had already approved the annual investment plan 2018/2019 during the inaugural Board meeting dated 14th September 2018. The Municipal Manager took the municipal board through the annual investment plan 2018/2019 implementation strategy.

The investment plan was on the following developments.

1. Rehabilitation of Kerugoya Fresh Produce Market (Construction of sheds)

2. Construction of Kutus Town parking spaces and associated works

3. Expansion of Kaitheri Apparel/Linen Factory unit.

After deliberations on the plan the municipal board approved the annual investment plan implementation strategy. The total cost for the plan is 71.302million. However the board insisted on the need to ensure adherence to the law during the procurement process.

The directorate of procurement will carry the procurement function for the annual investment plan on behalf of the municipal board.

The board will play the oversight role in the implementation of the annual investment plan.

**Min 7/2/Mun BD /19 Annual investment plan 2019/2020**

The municipal manager presented the Annual investment Plan for the year 2019/ 2020.

The plan is proposed by Mr Daniel Wanjohi and Seconded by Mr Dickson Muriithi.

The investment plan was on the following developments.

1. Improvement of parking spaces Adjacent the Kerugoya General Hospital

2. Improvement of the Bus park/terminus at Kerugoya Urban Centre.

3. Upgrade of the Non-motorized access roads at Kerugoya.

After Some deliberations the Municipal Board approves the investment plan.

**Min 8/2/Mun BD /19 5 year IDep and ADP 2019/2020.**

The municipal manager took members through the five year integrated development plan and the Annual development plan 2019/2020.

The two plans are proposed by Mr Elijah Kimani and Seconded by M/S Gertrude Gatonye.

The municipal board adopted the two documents subject to any review to add more value to the plans in future. The board resolved to make more deliberation on the documents in the next board meetings in case of any subsequent review.

**MIN. 9/2/Mun BD /19 SOLID WASTE MANAGEMENT POLICY REVIEW.**

The municipal manager tabled before the board the solid waste and management policy document.

The Policy is Proposed by M/s Christine Wanjiru and Mr John Kabui

After some deliberations the municipal Board approved the policy subject to any subsequent review which may add value to the document.

**MIN. 10/2/Mun BD /19 MUNICIPAL BUDGET**

The Manager notified the board that the municipal supplementary budget of Kshs10,125,000 was still awaiting approval of Executive and later the county assembly.

The Municipal Manager Equally tabled the following recurrent and development Budgets.

1. Recurrent budget FY 2019/2020 of Ksh 68,436,000
2. Development budget FY 2019/2020 of Ksh 408,302,200.

The Municipal Budget is proposed by the Mr Daniel Kimwea and Seconded by Mr John Kabui.

The Board approved the Budget for onward submission to the County Executive for approval.

**Min 11/2/Mun BD /19 A.O.B**

Mr. Daniel kimwea thanked the chairman for the good leadership especially on the follow-up to the board functioning.

Members noted that even as the board delegates duties to other departments it’s still accountable in case of any municipal projects implementation irregularity therefore any delegation should be done with caution.

The board will delegate but still by default remain accountable.

There been no any other business the meeting ended with a word of prayer said by M/s Gertrude Gatonye

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

**Date …………………………… Date ………………………………**

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

**SECRETARY CHAIRPERSON**