

COUNTY GOVERNMENT OF KIRINYAGA



KERUGOYA/KUTUS MUNICIPAL BOARD

MINUTES OF THE KERUGOYA/KUTUS MUNICIPAL BOARD MEETING HELD ON 17th DECEMBER 2023 AT MUNICIPAL BOARD ROOM, KERUGOYA.

MEMBERS PRESENT

1. Rev. Samuel Kanjobe CECM Lands, Physical planning& Urban development
2. Fredrick Bundi C.O Lands, Physical planning& Urban development
3. Timothy Njeru Thiaka Board Member
4. Lucy Kabeti Mbogo Board Member
5. Eric Muthii Kinyua Board Member
6. Mary Muthoni Cooper Board Member
7. Dickson Kinyua Ngari Board Member
8. Rev. Grace Wambui Kamwagire Board Member
9. Paul Muchira Board Secretary

Agenda

1. Preliminaries
2. Adoption of the Agenda paper
3. Opening remarks by CECM Lands, Physical planning& Urban development
4. Official Secrets Act, Cap 187
5. Election of the Municipal Board Chair and Vice Chair
6. Reading and confirmation of the previous board meeting minutes
7. Municipal Board organogram adoption
8. Kenya Urban Support Program (KUSP) Project reports
9. Sustainable Urban Economic Development (SUED) Project reports
10. Election of the Municipal Board Committees

11.A.O.B

Min 1/MB/12/23: Preliminaries

The meeting was called to order at 11:00 AM by the CECM in charge of urban development. The meeting started with a word of prayer from Mr. Paul Muchira.

Min 2/02/23: Adoption of the Agenda paper

The Kerugoya/Kutus municipal board adopted the agenda proposed by Mr. Timothy and seconded by Rev. Grace.

Min 3/02/23: Opening remarks by CECM Lands, Physical planning & Urban development

CECM Lands, Physical planning & Urban development Rev. Samuel Kanjobe, congratulated the members on their appointment to the board. He informed the board members that the board formation represents different clusters.

He further informed the members that one member did not meet the minimum requisite conditions for appointment and therefore was rejected by the county assembly.

Rev. Samuel Kanjobe gave a brief introduction of Kerugoya/Kutus Municipality composition, boundaries and projects done. Members were informed that they will be taken for a municipality tour to understand the boundaries of the municipality. Members were informed that the Municipal covered a total of 71KM².

He informed the members of H.E Ann Waiguru's manifesto on urban management and her full support of the board and boards activities.

He took the members through a brief description of projects and activities done under **Kenya Urban Support Program (KUSP)** and **Sustainable Urban Economic Development (SUED)**.

He further elaborated on Municipal boards funding which was through County Government of Kirinyaga and KUSP.

The CECM Lands, Physical planning & Urban development emphasized that the municipal should work in tandem with other County Government departments as well as with public participation as encapsulated in the 2010 Constitution of Kenya.

Members were informed of current development partners:

1. World Bank
2. UK Government

He informed the board on need for induction to give members a better understanding and overview of municipal activities.

Min 4/02/23: Official Secrets Act, Cap 187

Members were asked to go through Official Secrets Act, Cap 187 and sign the statutory form.

Rev. Samuel informed the members that their sitting allowances as prescribed by Salaries and Remuneration Commission (SRC).

Min 5/02/23: Election of the Municipal Board Chair and Vice Chair

Rev. Samuel Kanjobe paved way for municipal board members to elect the Chair and Vice Chair.

Mrs. Lucy Kabeti Mbogo was elected as **Chairlady** and **Mr. Eric Muthii Kinyua** as **Vice Chairman through secret ballots.**

He congratulated the new leadership as they assumed their new roles

Min 6/02/23: Reading and confirmation of the previous board meeting minutes

The secretary, Mr. Paul Muchira took the board through previous minutes.

The minutes were proposed by Mr. Timothy Njeru and seconded by Mr. Eric Muthii.

Min 7/02/23: Municipal Board organogram adoption

The Municipal manager took the board through the municipal organogram.

The organogram consisted of a flow chart to show composition of various departments, positions, secretariat and gaps to be filled gradually.

Members were also informed on various devolved functions and other functions as per Urban Areas and Cities Act. 2011 and subsequent amended 2019 will be devolved gradually.

The organogram was proposed by Mr. Eric Muthii and seconded by Mrs. Mary Muthoni

Min 8/02/23: Kenya Urban Support Program (KUSP) Project reports and Municipal Budget 2024/2025

The secretary informed the members about KUSP funded projects and activities.

Members were informed that the funding was in two cohorts namely:

1. Urban Institutional Grant (UIG)
2. Urban Development Grant (UDG)

UIG was used to facilitate board meetings, capacity building and furnishing office with furniture and equipment as well as Municipal Spatial Plan. Total budget was approximately **Ksh. 50,000,000**

UDG was used to develop and/or improve urban infrastructure. Projects done are:

1. Construction of cabro parking spaces in Kutus, construction of market sheds in Kerugoya fresh produce markets and construction of day care and apparel storage facility
2. Construction of cabro parking, walkways and beautification in Kerugoya
3. Construction of a modern fire station and disaster management center in Kutus which is still **on going**.

The total budget allocation was approximately **Ksh. 160,000,000**.

Mr. Timothy Njeru raised an issue about Kutus town congestion on certain days that could derail emergency/disaster response.

Rev. Samuel Kanjobe informed members of planned construction of livestock market that partly contributes to Kutus town congestion.

Mr. Fredrick Bundi also added that plans are underway to decongest the town by moving commercial lorries from the town centre. He also added that there were plans underway to improve non-motorized transport along the bridge crossing Thiba River at Kutus.

Min 8/02/23: Municipal Budget 2024/2025

The municipal manager tabled the Municipal Budget for F/Y 2024/2025 with recurrent budget of Kshs. 14,100,000 and capital expenditure of kshs.210,000,000. This was in addition to the KUSP 2 fund allocation.

After a lengthy discussion the budget was proposed for approval by Eric Muthii and Seconded by Timothy Thika. The Board mandated the CECM in charge of urban development to pursue the budget approval at County Executive Committee level and subsequently at county assembly.

Min 10/02/23: Sustainable Urban Economic Development (SUED) Project reports

The secretary took the members through components of SUED project. Members were informed of the difference between SUED and KUSP funded projects which is that the latter identifies and funds Value-chains in consultation with the board and County Government of Kirinyaga while the former funds the municipal boards identified project.

Members were informed that out of a variety of identified value chain projects, the tomato processing factory was approved for funding and is to be set up at Sagana Industrial Park.

Rev. Samuel Kanjobe informed members that there are two zones namely:

1. Export Processing Zone (EPZ)
2. Special Economic Zone (SEZ)

The two reports were proposed by Lucy Kabeti and seconded by Rev. Grace Wambui

Min 11/02/23: Election of the Municipal Board Committees

Rev. Samuel Kanjobe led the board in appointing various committee Chair and Vice Chair.

Elected members were as follows:

Finance and administration

Chair: Dickson Kinyua

Vice chair: Timothy Njeru

Member: Fredrick Bundi

Land and Urban Development

Chair: Mary Muthoni

Vice chair: Dickson Kinyua

Member: Fredrick Bundi

Infrastructure and transport

Chair: Timothy Njeru

Vice chair: Rev. Grace Wambui

Member: Eric Muthii

Audit, Monitoring & Evaluation

Chair: Rev. Grace Wambui

Vice chair: Mary Muthoni

Member: Eric Muthii

Min 12/02/23: Municipal Solid waste Policy.

The Municipal manager took the board through the municipal Solid waste Policy. He informed the members there is technical team which has been working on the policy.

Members were also informed on Solid waste functions and other related functions as per Urban Areas and Cities Act. 2011 and subsequent amended 2019 which will depend largely on the policy to perform.

The policy was proposed by Rev Grace Wambui and seconded by Mrs. Mary Muthoni for approval.

Min 13/02/24: A.O.B

The secretary informed the members of sitting allowance as follows:

Chairperson: Ksh 12,000

Vice chairperson: Ksh 10,000

Member: Ksh 8,000

It was noted that the sitting allowance was subject to statutory tax deductions.

Members were informed that mileage claim was only applicable to a vehicle registered under board members name.

Rev. Samuel Kanjobe asked the Vice chairperson Mr Eric Muthii to give his closing remarks before handing to the Chairlady.

Mr. Eric Muthii thanked the County Government, the CECM Lands, Chief Officer Lands and fellow members for the inaugural meeting and exercise. He then invited the Chairlady to give the closing remarks.

The Chairlady, Mrs. Lucy Kabeti, informed the members that she is grateful for the opportunity to serve as the Chair. She also thanked the County Government under

the leadership of H.E Ann Waiguru. She informed the members that she will work in consultation with the board members.

The meeting ended at 2:00 PM with a word of prayer from Rev. Grace Wambui.

Signed


Date
23/3/2024

Paul M. Muchira
Secretary

Signed


Date
23.3-24

Lucy Kabeti
Chairlady