

MINUTES OF THE FULL BOARD MEETING OF THE MUNICIPALITY OF GILGIL HELD ON 16TH SEPTEMBER, 2024 AT BURAHA ZENONI HOTEL

PRESENT

1. JOSEPH THEURI-CHAIRPERSON
2. SHAMMA WANGUI-VICE CHAIRPERSON
3. MBOGO KIMANI-DIRECTOR
4. JOSPHAT KIARIE- DIRECTOR
5. TERESIA KARUGI-DIRECTOR
6. KIMANI STEPHEN NJOROGE- DIRECTOR
7. PAULINE NDUNGE MBUVA- DIRECTOR
8. BENSON KIPENJU- AG. MANAGER

MANAGER
MUNICIPALITY OF GILGIL
[Signature]

ABSENT WITH APOLOGY

1. HON.JOHN KIHAGI-CECM LHPP
2. KAMAU KURIA-C.O. HOUSING & URBAN DEVELOPMENT

IN-ATTENDANCE

- 1.KENNEDY KARANJA-ACCOUNTANT
2. ELIZABETH MOKUA-ECONOMIST
3. KENNEDY KIRWA – ENVIRONMENT OFFICER

AGENDA

1. Preliminaries
2. Declaration of conflict of interest
3. Reading and Confirmation of previous minutes
4. Matters arising
5. KUSP II status update- Highlights of the POM
6. Proposed priorities projects for KUSP II

7. Calendar of Activities for FY 2024/25
8. Staff establishment plan
9. Draft Gilgil Municipality Strategic Plan
10. Training workshop for board members and staff
11. Committee reports
12. Tabling of Solid Waste Management
13. Any other Business

MIN No.	AGENDA	Deliberations	Resolution/Way forward
MIN NO. 1/16/09/2024	Preliminaries	The chairman called the meeting to order at 10.25 a.m. and invited Teresia Karugi to pray for the meeting	
MIN NO. 2/16/09/2024	Declaration of Conflict of Interest	The chairperson requested members to declare whether they had a conflict of interest in any matter mentioned in the agenda	All members confirmed that they had no personal interest in any matter tabled for discussion
	Chairman's Remarks	<ul style="list-style-type: none"> The Chairman thanked members for attending the meeting. He proposed the adoption of a standard format for coming up with the agendas of board meetings He also noted the importance of section heads presenting during board meetings. 	
MIN NO. 3/16/09/2024	Reading and confirmation of previous minutes	<p>The manager took the members through the minutes of the previous meeting held on 25th April 2024.</p> <p>The following amendments were noted:</p> <ol style="list-style-type: none"> i. The proposer should be Stephen Kimani and not Joseph Kimani ii. John Kihagi should be recognized as the CECM 	After several amendments, the minutes were confirmed and proposed by Stephen Kimani and seconded by Mbogo Kimani.

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		<ul style="list-style-type: none"> iii. Fredrick Ngugi should be recognized as both the Administrative Officer and the Secretary iv. On Board paper No.M3G/FG/GP/25/04/24, Roman no. (ii) should read as 'Installation of paving blocks' while the word 'sitting' on Roman (iii) should have read as 'citing'. v. The word complaint should be written as compliant vi. The documents need to be paginated before they are presented to the board. vii. The final section for the signatures of the chairman and manager, following confirmation of minutes, needs to be provided. 	
MIN NO. 4/16/09/2024	Matters arising	<p>The Chairman noted the following:</p> <ul style="list-style-type: none"> i. The Audit and Risk committee requires a secretary from the executive who should be an auditor. ii. Operations of the board should be done in an official manner. iii. Any information concerning the board should be handled with utmost confidentiality. iv. The executive ad-hoc committee formed was to develop the service delivery charter, and the board members should be excluded from that committee since they have an oversight role instead and do not perform operational duties. v. In the context of stakeholder engagement, it is essential for the management to compile a comprehensive list of stakeholders, categorize them into relevant clusters, identify potential 	<ul style="list-style-type: none"> • The manager needs to write a report detailing the impact of not having an auditor on the audit committee, which is causing the board members to be unable to carry out their oversight responsibilities. This report should be presented to the County Secretary.

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		areas for collaboration, and subsequently present these findings to the board.	<ul style="list-style-type: none"> All staff must prioritize their attendance at the board meetings.
MIN NO. 5/16/09/2024	KUSP II status update- Highlights of the POM	<p>The manager presented a Board Paper on the KUSP II status updates where he highlighted the following;</p> <ul style="list-style-type: none"> A schedule of activities had been prepared leading toward the release of funds Some of the activities that have been done included preparations, collection and collation of documentary evidence, and debriefing to the County Government and Municipality; however, compliance is still ongoing. The Governor has already signed the commitment agreement with World Bank Funds are expected to be transferred in November 2024 from the State Department of Housing and Urban Development to the Counties 7M UIG grant has been allocated in the Municipality's FY 2024/25 Budget The Municipality is set to expect a maximum allocation of Ksh. 56,388,351 in Year 1, Ksh. 126,873,833 by Year 2 and Ksh. 140,970,942 by Year 3 from KUSP II, once it fully complies The Gilgil Municipal Board has taken the proactive step of opening two accounts: one for UIG funds 	<p>Prayers:</p> <ul style="list-style-type: none"> The board should observe strict timelines and ensure compliance with the minimum conditions set. <p>After much deliberation, the board paper was adopted.</p> <p>Proposer- Josphat Kiarie Seconder- Stephen Kimani</p>

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		<p>and the other for UDG funds. This will facilitate the smooth transfer of funds as needed.</p> <ul style="list-style-type: none"> The POM creates a project team for the Municipality which will mainly be comprised of the municipal staff as follows: manager, city/municipal engineer, urban planner, environment officer, social safeguards, accountant, procurement officer, and the economist; who will be responsible for coordination with the CPCT on UIG interventions within the municipality, among other duties. 	
MIN NO. 6/16/09/2024	Proposed priorities projects for KUSP II	<p>The manager made a presentation on the proposed priority projects for KUSP II.</p> <ul style="list-style-type: none"> It was recommended that the Planning and Infrastructure Committee conduct a site visit and do a report to present to the board on 3 priority projects namely: <ol style="list-style-type: none"> Upgrade of KCB-Mathare road Rehabilitation of Gilgil People's Park Construction of a modern Disaster Management Center and Purchase of a fire engine Priority project no. 10 (GG Junction- Gilgil Stadium- People's Park- Gilgil Nyahururu Highway) should be reviewed 	<ul style="list-style-type: none"> The proposed date for the site visit is 4th October, 2024 Public participation will be held after the site visit, and a special board meeting held to adopt the proposal from the public forum. <p>The board adopted the document with recommendations from the members</p>

MIN No.	AGENDA	Deliberations	Resolution/Way forward
MIN NO. 7/16/09/2024	Calendar of Activities for FY 2024/25	<p>The manager presented the integrated annual calendar of activities for FY 2024/25.</p> <ul style="list-style-type: none"> It was suggested that capacity building workshops for the board should be scheduled between 14th - 18th October, to review/develop the following: Strategic plan, Municipal Physical Plan and the Review of IDEP A board working retreat was proposed to be scheduled between 7th – 11th October, in Kisumu. 	<p>The board adopted the document with recommendations</p> <p>Proposer- Stephen Kimani Seconder- Kimani Mbogo</p>
MIN NO. 8/16/09/2024	Staff Establishment Plan	<p>The Manager took the members through the proposed organogram</p> <ul style="list-style-type: none"> The chairman directed that the organogram should include the executive It was also noted by the chairman that the organogram will be reviewed once the staff establishment is developed 	<p>The Board adopted the organogram Proposed by Pauline Mbuvi and seconded by Shamma Wangui</p>
MIN NO. 9/16/09/2024	Draft Gilgil Municipality Strategic Plan	<p>The manager confirmed the existence of a draft strategic plan for the municipality and agreed to share the draft inputs with the board members so that they may provide their feedback.</p>	<p>It was recommended by the chairman that a consultant be sourced to assist in the development of the strategic plan if need be.</p>
MIN NO. 10/16/09/2024	Training workshop for board members and staff	<p>Board members were requested to submit their training needs to enable proper planning.</p> <p>Some of the proposed training needs include: Financial management, Corporate Governance, Ethics, Management of board meetings, Procurement</p>	

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		management, Audit, Preparation of financial statements and Project management	
MIN NO. 11/16/09/2024	Committee reports	<p>i. Finance and Administration Committee</p> <ul style="list-style-type: none"> The accountant delivered a comprehensive report to the board regarding the execution of the approved budget for the fiscal year 2023/24. He informed the members that the total approved budget for that fiscal year was Kshs. 5,000,000 against an expenditure of Ksh. 1,877,325, representing a budget execution rate of 38%. The financial statement for the fiscal year ending on June 30, 2024, was also tabled to the board. On the approved budget for the financial year 2024/25, the accountant informed the members that the Municipality was allocated a total of Ksh. 65,255,214. Additionally, members were also informed Ksh. 7,000,000 UIG funds were allocated in the budget, and the members proposed using the funds to purchase iPads for the board members and laptops for the staff. <p>ii. Environment Committee</p> <ul style="list-style-type: none"> The manager informed the board on what the committee is planning for the tree planting and municipal clean-up exercises. 	After much deliberations, the board adopted the documents.

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		<ul style="list-style-type: none"> It was agreed that the board members in that committee are only to play an oversight role while the environment officer (Kirwa) should be the lead person in the operations of the committee 	
MIN NO. 12/16/09/2024	Tabling of Solid Waste Management	<ul style="list-style-type: none"> Adoption of Nakuru Integrated Solid Waste Management PPP Project after tabling by the environment officer to guide the Municipal Board in executing its mandate. 	After much deliberations, the board adopted the documents. Proposer- Pauline Mbuva Secunder- Kimani Mbogo
MIN NO. 13/16/09/2024	Any other Business	<ol style="list-style-type: none"> The chairman inquired on the progress of KISIP, and members were informed that: <ul style="list-style-type: none"> The processes are in the later stages. Beaconing of plots was to be done on 18th September 2024 The subsequent procedure involves the issuance of the title deeds. The proposed schedule of activities was recommended to be revised. The manager and the environmental officer were assigned to facilitate the board members' visit to the Gilgil dumpsite. The board members requested the provision of official parking tickets. A black book for recording attendance of board meetings should be provided 	