



COUNTY GOVERNMENT OF NYERI

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When replying please quote
Our reference no. and date

NYERI MUNICIPALITY

MINUTES OF NYERI MUNICIPAL BOARD MEETING HELD ON 2ND MAY 2019 AT COUNTY SECRETARY'S BOARDROOM AT 9.37A.M.

PRESENT

1. Mr. Jeremiah Ichaura – Chairman
2. Mrs. Salome Ndung'u – Vicechair
3. Mr. Charles Karagu – Member
4. Ms. Hannah Maranga – Member
5. Mr. Charles Muya – Member
6. Mr. John Waihenya – Member
7. Mrs. Mary Wang'ombe – Member
8. Mr. Zachary Mathenge – Member
9. Mr. Fredrick Mbuga – Member

In attendance

1. H.E. Hon. Mutahi Kahiga – Governor Nyeri County
2. Dr. Kwai Wanjaria – CECM - Lands, Housing, Physical Planning & Urbanization
3. Mr. Kimani Rucuiya – Legal Officer
4. Ms. Perister Kigwa - Ag. Municipal Manager/Secretary

Apologies

There were no apologies recorded noting that all members were present.

Agenda:

1. Preliminaries
2. Apologies
3. Adoption of the agenda
4. Election of chairperson and vice chairperson
5. Oath of office for all board members
6. Establishment of general board committees
7. Schedule of board meetings
8. A.O.B

Min1: 02/05/2019: Preliminaries

Opening Prayers

The Ag. Municipal Manager, called meeting to order at 9.37 a.m., a word of prayer was led by Mrs. Mary Wang'ombe.

The manager welcomed members to the meeting and thanked them for being punctual and availing themselves.

Validation of the meeting notice.

It was noted that the meeting notice had not met the fourteen days threshold. Mr. Ichaura proposed that the notice be validated by consensus and he was seconded by Mr. Muya and all members unanimously agreed.

Min. No.	Description	Action	Responsibility
Min2: 02/05/19	<p style="text-align: center;"><u>Adoption of the Agenda</u></p> <p>The Secretary read through the notice convening the meeting.</p> <p>Mr. Mathenge proposed the Agenda to be adopted without amendments; he was seconded by Mrs. Mary Wang'ombe and all members unanimously agreed.</p>		
Min3: 02/05/19	<p style="text-align: center;"><u>Election of chairperson and Vicechair</u></p> <p>The Ag. Municipal Manager explained that the Nyeri Municipal charter required that, at the first regular meeting of the board, members to elect from amongst themselves, a chairperson and vice chairperson who would be of the opposite gender. She also explained various voting modes.</p> <p>It was unanimously agreed that secret ballot mode be used.</p> <p>Results</p> <p>1. Office of Chairperson</p> <p>Nine votes were cast and the results were as follows: Mr. Jeremiah Ichaura – 6 votes Mr. Charles Karuga – 1 vote Mr. Charles Muya – 1 vote Mr. John Waihenya – 1 vote</p> <p>Mr. Jeremiah Ichaura, was declared the chairperson elect.</p> <p>1. Office of Vice Chairperson</p> <p>Nine votes were cast and the results were as follows:</p> <p>Mrs. Salome Ndung'u – 8 votes Mrs. Mary Wang'ombe – 1 vote</p> <p>Mrs. Salome Ndung'u was declared the vice chairperson elect.</p>		The Ag. Municipal Manager coordinated the elections

	<p>The chair and vice chair elect, made their acceptance speech and thanked members for voting them in. They promised to steer the board attain its set objectives and goals.</p>		
<p>Min4: 02/05/19</p>	<p><u>Oath of Office for all Board Members</u> The oath of office was taken by all the board members witnessed by the legal officer Mr. Kimani Rucuiya.</p> <p>In attendance was H.E. Hon. Mutahi Kahiga the Governor Nyeri County and Dr. Kwai Wanjaria, the County Executive Committee Member for Lands, Housing, Physical Planning & Urbanization.</p> <p>The Governor congratulated the board members on their appointment. He urged them to uphold integrity and due diligence in running the Nyeri Municipality. He assured them of his full support in the conduct of their responsibilities.</p>	<p>The legal officer to ensure a copy of the code of conduct is submitted to EACC.</p> <p>The Ag. Municipal Manager to keep copies of the oath and code of conduct.</p>	<p>Ag. Municipal Manager /Legal Officer</p>
<p>Min5: 02/05/19</p>	<p><u>Establishment of General Committees</u> It was agreed that the following general committees be established</p> <ul style="list-style-type: none"> • Executive Committee • Finance and Administration committee • Audit, Governance & Risk committee • Technical Committee <p>Mr. Mathenge proposed and seconded by Mr. Muya. All members unanimously agreed to the above.</p> <p><u>Membership to the General Committees</u> It was agreed that each committee would consist of three members. The Ag. municipal manager would be an ex-officio member and the secretary to all the committees.</p> <p>The membership would be as follows; Executive Committee</p> <ol style="list-style-type: none"> a) Chairman b) Vice Chair c) Chief Officer – Lands, Housing, Physical Planning & Urbanization. 	<p>The Ag. Municipal manger to liaise with chairs of the general committees and legal officer for the development of the draft Terms of Reference</p>	<p>Ag. Municipal Manager</p>

	<p>d) Municipal Manager</p> <p>Finance and Administration Mr. Charles Karuga Mrs. Mary Wangombe Ms. Hannah Maranga</p> <p>Audit, Governance & Risk Committee Mr. Fredrick Mbuga Mr. Jeremiah Ichaura Mrs. Salome Ndung'u</p> <p>Technical Committee Mr. Charles Muya Mr. John Waihenya Mr. Zachary Mathenge</p> <p style="text-align: center;"><u>Chairpersons of the General Committees</u></p> <p>1) Finance and Administration Mr. Charles Karuga Proposed by: Mrs. Wangombe Seconded by: Ms. Maranga</p> <p>2) Audit, Governance & Risk Mr. Fredrick Mbuga It was unanimously agreed noting that the other two committee members were not eligible for the post.</p> <p>3) Technical Committee Mr. Charles Muya Proposed by: Mr. Waihenya Seconded by: Mr. Mathenge</p> <p>It was agreed that in the next board meeting Terms of Reference for each of the general committees would be established and adopted.</p>		
<p>Min6: 02/05/19</p>	<p style="text-align: center;">Schedule of Board Meetings</p> <p>In accordance to the Nyeri Municipal Charter, 2018 and advisory by the Salaries & Remuneration Commission (SRC), the board should have a maximum of four meeting annually.</p> <p>It was unanimously agreed that the board meetings would be aligned with the County Government's Financial year that runs from June to July.</p>	<p>The Ag. Municipal Manager to ensure that minutes are circulated within seven working days after every meeting.</p>	<p>Municipal Manager /Chairman</p>

	<p>It was agreed that mode of communication to the board members would be; electronic mail (email), WhatsApp messenger and text messages.</p> <p>It was agreed that communication of a request to hold a special meeting should be communicated to the chair by delivering a letter at the office of the municipal manager. Such letter should be copied to the municipal manager for further action.</p> <p>It was agreed that the next meeting be scheduled before end of May 2019. The following items were suggested to be part of the May 2019 meeting</p> <ul style="list-style-type: none"> - Terms of Reference for the Committees - Adoption of Board Reports 		
<p>Min7: 02/05/19</p>	<p style="text-align: center;"><u>AOB</u></p> <p>a) Capacity Building Members were informed that capacity building workshop for the municipal administration would be organized as soon as the UIG funds are available.</p> <p>b) Welfare Mr. Muya moved a vote of thanks to the members for their overwhelming support when he was bereaved. He informed the members that he would travel to the USA on 21st May 2019, and requested the County government to issue him with an introductory letter to the Cities where he would be visiting for purposes of exploring possibilities of cooperation.</p> <p>c) Board Allowances Members were informed that their allowances would be processed after each board meeting.</p>	<p>The manager to enquire from Kenya school of Government the course details</p> <p>The chief Officer would facilitate issuance of the introductory letter through the CECM, lands</p>	<p>Chief Officer / Municipal Manager</p> <p>Chief officer / Municipal Manager</p>

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There being no other business the meeting was adjourned at 1.25 p.m. with a word of prayer by Ms. Perister Kigwa.

Minutes Signed for Circulation.

Chairman Date.....

Minutes confirmed

Chairman Date.....

Secretary Date