

**COUNTY GOVERNMENT OF KIAMBU**  
**DEPARTMENT OF LAND, HOUSING, PHYSICAL PLANNING, MUNICIPAL**  
**ADMINISTRATION AND URBAN DEVELOPMENT**

**KIKUYU MUNICIPALITY**

Telegraphic Address  
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**MINUTES OF THE KIKUYU MUNICIPAL SPECIAL BOARD MEETING HELD ON 13<sup>TH</sup>**  
**SEPTEMBER 2019 AT THE KIKUYU SUB COUNTY BOARDROOM.**

**Members present**

1. Emmaculate Mwaura-Municipal Manager (Board Secretary)
2. Richard Ndungu\_ Board Chairman
3. Grace Nduta –Board Member (Board Vice Chairperson)
4. Reuben Karanja - Board Member
5. Danson Njogu - Board Member
6. Amos Muguku - Board Member
7. Steve Kanja - Board Member
8. Eric Matata-Rep CEC & CO

**Absent with Apology**

1. Bishop Robert Theuri

**Agenda**

1. Opening remarks by the chairman
2. Approval of the Municipal Solid Waste Plan
3. Approval of the draft County Solid Waste Policy
4. Office space and Office float
5. A.O.B

**Preliminaries**

The meeting was called to order by the chairman, Mr. Richard Ndungu at 10.30am and opening prayer was led by Vice chairperson. This was followed by self-introduction by Kikuyu Municipal Board members.

**Min. 01/9/2019: Opening remarks by the chairman**

The chairman welcomed all members to the special meeting. He applauded the members for their continued good will and cooperation so far. Members were reminded of their agreed board schedule and reminded them that the next board meeting will be held on 9<sup>th</sup> October 2019. All the various board committees were encouraged to ensure they at least meet by this month and ensure that their dockets are well streamlined.

The chair reiterated the main reason for the special board meeting; to adopt the Municipal Solid Waste plan and the draft County Solid waste policy. The members were informed that most teething problems that were encountered during the board formulation are now a past tense. The team was briefed on the World Bank audit conducted by the ACAL consultants where Kikuyu Municipality had an exemplary performance and ranked the best of the 6 municipalities in the County. The chair emphasized the great need to ensure the process of gazettelement of the various delegated functions by the Governor to be complete

**Min. 02/9/2019: Remarks by the Municipal Manager**

The Municipal Manager elaborately took the team through the projects Minimum Conditions and the Performance standards that were being examined during the ACAL audit from the 2<sup>nd</sup> to 5<sup>th</sup> September 2019. On Minimum conditions the municipality scored 9/9 where's as on the performance standards the Municipality scored 8/9, with the one mark being the adoption of the Municipal solid waste plan by the board and subsequently the County Assembly.

She noted that there were challenges in terms of Municipal Administration office space due to the inadequate provisions. The members were briefed that the manager is consultations with the CO Municipal Administration to explore an alternative to ensure a comprehensive, better working environment in future

**Min. 04/9/2019: Sentiments from the CECM representative**

The members were again briefed the main contents of the Kikuyu Municipal waste management plan. It was clarified that the solid waste plan will be the main tool to actualize proper solid waste objectives and strategies to solve the issues of poor solid waste management in the Municipality. Separation of waste from the source, collection and transportation to the envisaged waste transfer station (being implemented under KUSP), sorting and separation will create job opportunities at the transfer station and revenue generation will be of great opportunity to the Municipality. Very little waste will be transported to the engineered landfill after sorting, thus the long haulage distance experienced before be a history.

**Min. 05/9/2019 Approval of the Municipal solid waste plan and adoption of the draft county solid waste policy**

The members were taken through the Municipal Solid waste management plan by the Municipal Manager. The Board deliberated at length through the Municipal solid waste plan and the draft County Solid waste policy. Following the few corrections on the Municipal solid waste plan the board members approved the same and adopted the draft county solid waste policy.

**Min. 06/9/2019: Office Space and office float**

The Municipal Manager explained that there were challenges in terms of Municipal Administration office space due to the inadequate provisions. The members were briefed that the manager is in consultations with the CO Municipal Administration to explore an alternative to ensure a comprehensive, better working environment in future

The CECM representative briefed the members that the administration is aligning finance issues to ensure the six municipalities within Kiambu County run smoothly in future. The teething problems experienced before are been streamlined.

**Min. 07/9/2019: Any Other Business**

The members agreed to do site visits of all the projects in the Municipality starting from Tuesday the 17<sup>th</sup> September 2019 to check the progress of the projects.

The manager reported to the members that due to the reported causes by vandalism by mechanics who are pouring oil on the already laid tarmac on the Wangige market project, the Municipality will be engaging the enforcement team and Administration Police at the soonest to ensure law and order.

The Board chair raised the issue of board members health insurance cover. He emphasized that this should be factored in this financial year 2019/2020.

Members agreed that the chair in consultation with the Area Resident engineer for the Ilri- Mutego Sewer should acknowledge receipt of the letter from the residents requesting their proposal for the second phase of the project to be considered.

Following the Letter from Equity bank Kikuyu issue

- Provision of parking for the Cash in Transit vehicle during loading and offloading of vehicles. Members agreed to consult the project Architect and QS to advise further
- Condemning the planned erection of street bench, thus will lead to insecurity issues to the bank and its customer. The members agreed to advise the technical team and withdraw the provisions of the same in the project.

The manager was requested to write to the CECM MAUD and request for the project dossiers from the public works department.

The chair emphasized the hastening of the gazettelement the board's delegated functions so as to fully execute their delegated roles.

On matters of filing KRA returns, the chair referred to the letter addressed to the Kikuyu Municipality Board by the CO MAUD on November 2018. The members requested to be given the Municipality pin details to be filing their returns and avoid penalties in future.

**Confirmed,**

**Municipal Manager** .....

*Emmaculate Mjen M*

**SIGN** .....



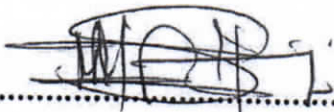
**Date**.....

*19/9/19*

**Municipal Board Chairman**.....

*Murugesu Nyanjira*

**SIGN** .....



**Date**.....

*17/09/2019*