



COUNTY GOVERNMENT OF KIAMBU
KIAMBU MUNICIPALITY
BOARD MEETING HELD ON 25TH MARCH 2025

MINUTES OF THE KIAMBU MUNICIPALITY BOARD MEETING HELD ON 25TH MARCH 2025 AT KIAMBU MUNICIPALITY BOARDROOM AT 9:00AM



Title of Meeting	Kiambu Municipality Board Meeting
Members Present	Attendance List Attached
Venue	Kiambu Municipality Boardroom
Date of Meeting	25 th March 2025
Time	9am to 11:00am

No.	Subjects / Decisions	Actions
	<p><u>MEMBERS PRESENT</u></p> <p>Antony G. Karanja – Board Chairperson Rev. Joseph Kamoni – Member Solomon M. Mwangi – Member Carol G. Muibu – Member Daniel M. Rurigi – Member Eng. Njoroge Kamunge – Member Ann Muhoro - Member Salome Muthoni – CECM Martin Kangiri – Chief Officer Joseph Muraya – Municipal Manager</p>	Members present were recognized
MINUTE 01/M1/2025	<p><u>ADOPTION OF AGENDA</u></p> <ol style="list-style-type: none">WelcomeConfirmation of Minutes from previous meetingRevenue targets, Progress so far and the expectationManagement of hospitals as a function delegated to the boardProposed training on Human resource managementSupplementary budget, two proposalsSolid Waste Management (SWM) Plan and PolicyGender Mainstreaming FrameworkAny Other Business (AOB) <p>The meeting's agenda was proposed by member Solomon Mwangi and seconded by member Eng. Njoroge Kamunge</p>	Agenda was adopted



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MINUTE 02/M1/2025	<p><u>WELCOME AND CALL TO ORDER</u></p> <p>The meeting was called to order at 9:00am by the Chairperson, who welcomed all members. He led with the opening prayer and thereafter opening remarks.</p>	Call to order and opening remarks
MINUTE 03/M1/2025	<p><u>READING OF PREVIOUS MEETING MINUTES</u></p> <p>The minutes of the previous meeting were read and confirmed as a true record of proceedings – proposed by member Carol Muibu and seconded by member Rev. Kamoni.</p>	Previous meeting minutes read and confirmed
MINUTE 04/M1/2025	<p><u>REVENUE TARGETS AND PROGRESS</u></p> <p>The Board reviewed current revenue performance against set targets. It was noted that while progress has been made, more effort is required to enhance Own Source Revenue (OSR).</p> <p>The board members guided that emphasis should be placed on daily tracking, reporting, and accountability.</p>	OSR progress was discussed
MINUTE 05/M1/2025	<p><u>MANAGEMENT OF HOSPITALS</u></p> <p>Discussions were held on the oversight of the health services function, particular the performance of health facilities within the municipality.</p> <p>The Board agreed on the need for structured oversight to improve service delivery and financial performance.</p>	Health facilities oversight to be done regularly
MINUTE 06/M1/2025	<p><u>SUPPLEMENTARY BUDGET</u></p> <p>The supplementary budgeting process was discussed towards ensuring the municipality budgeting is duly aligned.</p> <p>The Board deliberated on priorities and resolved to align approvals with available resources and service delivery needs.</p>	Budget realignment recommended



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<p>MINUTE 07/M1/2025</p>	<p><u>SOLID WASTE MANAGEMENT PLAN AND POLICY</u></p> <p>The Board was presented with the Solid Waste Management (SWM) Plan and Policy for Kiambu Municipality. Both the updated plan and policy was tabled before the Board for consideration, adoption, and approval as a guiding framework for solid waste management within the municipality.</p> <p>The Municipal Manager informed the Board that the updated plan and policy will provide a structured and sustainable approach to solid waste management, in line with existing national laws, environmental standards, and urban management best practices. The documents outline strategies and guidance for waste reduction, segregation, collection, transportation, recycling, resource recovery, and environmentally sound disposal of waste within the municipality. The board adopted the updated SWM plan and policy.</p>	<p>SWM plan and policy adopted</p>
<p>MINUTE 08/M1/2025</p>	<p>The secretary presented the Gender Mainstreaming Framework, that was adopted by the gender mainstreaming committee. The board appreciated the framework and adopted it to guide gender mainstreaming activities within the Municipality.</p>	<p>Gender Mainstreaming Framework adopted</p>
<p>MINUTE 09/M1/2025</p>	<p><u>CLOSING REMARKS</u></p> <p>The Chair appreciated the municipal manager’s consistency in the daily staff meetings.</p> <p>Members raised concerns regarding board operations, board committees work and stakeholder engagement. It was agreed that these issues be scheduled for detailed discussion in subsequent meetings.</p>	<p>Closing remarks made</p>
	<p><u>ANY OTHER BUSINESS (AOB)</u></p> <p>The Chairperson thanked all members for their attendance and contributions. The session concluded with a prayer by Rev. Kamoni. There being no other business, the meeting ended at 11:30am.</p>	<p>Meeting adjourned</p>

Minutes prepared by:

Joseph Muraya:
Board Secretary

Confirmed by:

Antony G. Karanja:
Board Chairperson