



JUJA MUNICIPALITY

COUNTY GOVERNMENT OF KIAMBU
DEPARTMENT OF LAND, HOUSING, PHYSICAL PLANNING,
MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT
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MINUTES OF THE SECOND BOARD MEETING HELD ON 23RD MAY
2024 AT THE JUJA MUNICIPALITY BOARDROOM

MEMBERS PRESENT.

- | | | |
|--------------------------------------|---|--------------------|
| 1. Prof. Paul Gachanja | - | Chairperson |
| 2. Mr. Joseph Muraya | - | Secretary |
| 3. Rev. Jane Muthoni Wanyiri | - | Vice – Chairperson |
| 4. Mr. Geoffrey Kangethe | - | Member |
| 5. Mr. Paul Gitau | - | Member |
| 6. Mr. Leonard Ngatia | - | Member |
| 7. Rev. Michael Njige | - | Member |
| 8. Ms Salome Wainaina (CECM) | - | -Member |
| 9. Mr. Martin Kagiri (CHIEF OFFICER) | - | -Member |
| 10. Mr. Eric Gichane | - | Member |

AGENDA:

1. Prayers and opening remarks
2. Municipal Budget
3. Formation of board committees
4. Review And Adoption of Integrated Strategic Urban Development Plan. (ISUDP), Integrated Development Plan (IDEP) and Municipal Annual Development Plan (MADP)
5. Annual schedule for Public Participations and Citizen Foru;
6. Municipal Grievance Redress Mechanism (GRM)
7. AOB

PRELIMINARIES.

The Chairperson called the meeting to order at 10.00 A.m. He welcomed all the members in the meeting and requested Rev. Njige to open the meeting with a word of prayer.

MIN. 2/2/5/2024 - MUNICIPALITY BUDGET

The chairperson tabled the planned Municipality budget as follows:

Municipality Administration and urban development budget ceiling estimates			
	Recurrent	Development	
	County	County	KUSP 2 Grant
Juja	7,000,000	10,000,000	157,289,300

During the deliberation Mr. Kangethe appreciated the County Government of Kiambu for struggling to allocate a budget to Juja Municipality on top of what Kenya urban support program has allocated to prove its commitment towards ensuring Municipalities are fully operational.

After further discussion on the above subject matter members unanimously agreed to approve the budget ceiling estimates as they are.

MIN. 3/2/5/2024 - FORMATION OF BOARD COMMITTEES.

The board agreed to form five board sub committees as follows:

1. Human resource and Administration committee.

Members

- 1) Mr. Paul Gitau - Chairperson
- 2) Mr. Michael Njige - Member
- 3) Mr. Eric Gichane - Member

2 Audit, Risk and Compliance.

- 1) Mr. Leonard Ngatia - Chairperson
- 2) Mr. Geoffrey Kangethe - Member
- 3) Mr. Michael Njige - Member

3 Finance and general-purpose Committee

- 1) Mr. Paul Gachanja - Chairperson
- 2) Ms. Jane Muthoni - Member
- 3) Mr. Geoffrey Kangethe - Member
- 4) Mr. Leonard Ngatia - Member

4 Technical and strategy Committee.

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| 1) Mr. Eric Gichane | - | Chairperson |
| 2) Mr. Paul Gitau | - | Member |
| 3) Ms. Jane Muthoni | - | Member |

5. **Gender Mainstreaming committee**

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|--------------------------|---|-------------|
| 1) Rev. Jane Muthoni | - | Chairperson |
| 2) Dr. Paul Gachanja | - | Member |
| 3) Mr. Geoffrey Kangethe | - | Member |

The gender mainstreaming committee met and adopted the TOR as follows;

1. Participate in and/or facilitate institutional gender analysis and gender audits;
2. Facilitate development and implementation as well as review of gender and GBV policies;
3. Ensure existence of an elaborate and institutionalized gender mainstreaming implementation structure;
4. Oversee sensitization/training of all staff on gender mainstreaming;
5. Spearhead review of all institutional policies for gender responsiveness;
6. Ensure that the committee is represented in all relevant institutional committees e.g. procurement, tender, recruitment, budgeting, etc. to ensure gender responsiveness;
7. Coordinate reporting on the status of gender equality to relevant structures on behalf of the institution
8. Regularly review progress of planned gender mainstreaming interventions within the institution;
9. Receive and disseminate feedback on gender mainstreaming on behalf of the institution and action as appropriate;

MIN. 4/2\5\2024 -REVIEW AND ADOPTION OF INTERGRATED STRATEGIC URBAN DEVELOPMENT PLAN. (ISUDP), INTERGRATED DEVELOPMENT PLAN(IDEPI) MUNICIPAL ANNUAL DEVELOPMENT PLAN (MADP)

The board reviewed the Integrated Strategic Urban Development and Planning Strategy (ISUDPS), Integrated Development plan (IDFP) and the Municipal Annual Development Plan (MADP formerly AUIP) proposals, including objectives for sustainable growth, environmental impact, infrastructure development, and community engagement as outlined in the IDFP. Board members discussed the strategy's alignment with long-term municipal goals and its potential benefits for local development and adopted the three plans.

MIN 5/2/5/2024- ANNUAL SCHEDULE FOR PUBLIC PARTICIPATIONS AND CITIZEN FORA

The chairman confirmed to members that there was need to confirm timelines on when we should conduct the public participation and citizen fora. The vice chairperson tabled the annual schedule of citizen fora. This is the schedule of how the Municipality will engage the residents in public participation. members deliberated and agreed that the citizen fora will be held at least once in every quarter.

MIN 6/02/5/2024 GRIEVANCE REDRESS MECHANISM MUNICIPALITY POLICY

The Chairperson Dr. Gachanja tabled the Municipal Grievance Redress Mechanism (GRM) policy, members reviewed and adopted it

MIN 7/2/5/2024 – ANY OTHER BUSINESS

- Mr. Paul Gitau requested the secretary to follow up on car stickers and payment of board member allowances.
- The chairperson congratulated all the members for being appointed as members of the board
There being no other business the meeting was closed with a word of prayer by Jane Muthoni

MINUTES PREPARED BY;

SECRETARY NAME..... Joseph Murray..... SIGNATURE..... ..... DATE..... 23/5/2024

APPROVED BY;

CHAIRPERSON NAME..... Dr. Paul Gathung'u..... SIGNATURE..... ..... DATE..... 23-5-2024