



## COUNTY GOVERNMENT OF KIAMBU

DEPARTMENT OF LANDS, HOUSING, PHYSICAL PLANNING,  
MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT

### KARURI MUNICIPALITY

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#### MINUTES OF KARURI MUNICIPALITY, BOARD MEETING HELD ON 25<sup>TH</sup> APRIL 2024 AT THE KARURI MUNICIPALITY OFFICES

##### MEMBERS PRESENT

NAME	DESIGNATION
1. Rosemary Wainaina	Chairperson
2. Samuel Gichamba	Vice chairperson
3. Philip Mubea	Municipal Manager
4. Robert Chutha	Member
5. Archbishop Gerry Kibarabara	Member
6. Grace Ndungi	Member
7. Nephath Kagwi	Member
8. Salome Wainaina	CECM LHPP MAUD
9. Martin Kang'iri	CO LHPP MAUD

##### AGENDA

1. Introductions
2. Elections of Chairperson and Vice chairperson
3. Review of the functions of the Board as outlined in the Urban Areas and Cities Act 2011
4. Review of the Karuri Municipality Charter
5. Review of past achievements and experiences of Karuri Municipality
6. Adoption Of The Solid Waste Management Policy And Implementation Report
7. Annual Schedule of Citizen Fora
8. Review And Adoption Of Intergrated Strategic Urban Development Plan. (Isudp), Intergrated Development Plan(Idep) Municipal Annual Development Plan (Madp)
9. AOB
10. Adjournment

The meeting was called to order at 9.33 AM with a word of prayer by Archbishop G.Kibarabara

### **MIN 1/05/2024 INTRODUCTIONS**

The members introduced themselves by giving a short background of themselves, their educational background and their areas of specialization.

### **MIN 2/05/2024 ELECTIONS OF CHAIRPERSON AND VICE CHAIRPERSON**

This was done as per section 17 of the Act

For the position of Chairperson Rosemary Wainaina was proposed by Grace Ndungi and seconded by Mr. Nephath Kagwi

The board members unanimously supported her election.

For the position of Vice chairperson Samuel Gichamba was proposed by Robert Chutha and seconded by Ms. Nephath Kagwi

The board members unanimously supported his election.

### **MIN 3/05/2024 REVIEW OF THE FUNCTIONS OF THE BOARD AS OUTLINED IN THE URBAN AREAS AND CITIES ACT 2011**

The secretary took members through the functions of the board as per section 20 and 21 of the Act.

The members were eager to find out the functions that have been delegated to them by the County Government and whether the Governor has signed the memorandum to have those functions delegated.

### **MIN 4/05/2024 REVIEW OF THE KARURI MUNICIPALITY CHARTER**

The secretary took members through the charter that was signed 27.06.2018 that conferred Karuri Municipality status to Karuri urban area.

Members noted that section 7(2) of the charter was inconsistent with section 17(3) of the Act on the election of Chairperson and requested, if possible, this is rectified so that both can read the same way.

Members agreed that the charter should be implemented and the municipality should be in a position to perform all its functions in service delivery to the residents.

### **MIN 5/05/2024 REVIEW OF PAST ACHIEVEMENTS AND EXPERIENCES OF KARURI MUNICIPALITY**

The members from the board were grateful to have been retained and they had the following observations:

- The Municipal Manager to observe openness and have clear communication on activities going on in the municipality.
- The board members to be involved in all the events and functions of the municipality.
- The board to be informed of its budget.
- It is important to form committees that will assist in the running of the municipality functions
- The board needs to be fully functional by having the various duties delegated to them and also have fully functional offices with office staff.
- The board should not only be involved in implementing donor funded projects but other projects from the county Government.



- The board should be concerned about the local revenue collected in the municipality and how to improve the revenue streams and generate more revenue.

**MIN 06/05/2024 – ADOPTION OF THE SOLID WASTE MANAGEMENT POLICY AND IMPLEMENTATION REPORT**

The Chair introduced the agenda item on adopting a solid waste management policy to improve sanitation and environmental sustainability within the municipality. The municipal manager tabled the solid waste implementation report for reviewing and adoption.

Members discussed the importance of implementing effective waste management practices and reviewed proposed strategies. After thorough deliberation, the board agreed to adopt the solid waste management policy and implementation report as a priority for effective municipal operations

**MIN 07/05/2024 ANNUAL SCHEDULE OF CITIZEN FORA**

The chair tabled the annual schedule of citizen fora. This is the schedule of how the Municipality will engage the residents in public participation. The members perused and agreed that the citizen fora should be held at least once in every quarter

**MIN 08/05/2024: REVIEW AND ADOPTION OF INTERGRATED STRATEGIC URBAN DEVELOPMENT PLAN. (ISUDP), INTERGRATED DEVELOPMENT PLAN(IDEP) MUNICIPAL ANNUAL DEVELOPMENT PLAN (MADP)**

The board reviewed the Integrated Strategic Urban Development and Planning Strategy (ISUDPS), Integrated Development plan (IDEP) 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 IDEP. 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 09/05/2024 AOB**

- Members agreed on the importance of identifying public property and other municipal assets
- It was agreed that we need to have a municipal asset register.
- It was agreed that we should work hand in hand with the political leadership to avoid any clashing and we should complement each other.
- The members noted that we should have an identity as a municipality
- We need signboards for the municipal offices
- We need a copy of the municipal budget and municipal plans.
- The board needs to know its boundary as an urban area.
- Members were advised to be careful while engaging in politics and while dealing with expectations from the residents.
- Members requested to be given reflector jackets to be identified with county while on duty which will also assist the residents in knowing more about the municipality.
- One of the members reported that he had mobilised his friends in the community and had visited the families in Mai Mahiu with donations to assist the affected families.

ADJOURNMENT

The meeting was adjourned at 12.15pm with a word of prayer from Grace Ndungi and thereafter the members were invited for a cup of tea and snacks.

Date of the next meeting will be notified.

Signed by:

Chairman : Rosemary Wamari Date: 25/04/24 Sign: Rosemary

Secretary : Philip Mubwa Date: 25/04/2024 Sign: PM