



COUNTY GOVERNMENT OF KIAMBU

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

P.O. Box 2344 - 00900 Kiambu, Kenya

Tel: +254 709 877 000

Email: [info@kiambu.go.ke](mailto:info@kiambu.go.ke)

Website: [www.kiambu.go.ke](http://www.kiambu.go.ke)

Twitter: [@KiambuCountyGov](https://twitter.com/KiambuCountyGov)

**LIMURU**

**MUNICIPALITY**

**MINUTES OF LIMURU MUNICIPALITY BOARD MEETING HELD ON 23<sup>rd</sup> MAY  
2024 AT LIMURU MUNICIPALITY BOARDROOM**

**ATTENDANCE**

**PRESENT**

1. ANTONY MACHARIA KIMANI - CHAIRMAN
2. MARYANN WAMBUI NJOROGE- VICE CHAIRPERSON
3. JAMES KAMAU MBUGUA – SECRETARY
4. SALOME WAINAINA – CECM MAUD & LPPH
5. MARTIN KANGIRI -- CHIEF OFFICER MAUD
6. MOSES KINUTHIA- BOARD MEMBER
7. ELIUD CHAI KIARIE - BOARD MEMBER
8. PETER MUNGAI WANJIKU- BOARD MEMBER
9. FELISTUS NGUMI- BOARD MEMBER
10. JOSEPH KIMANI MUNYAKA - BOARD MEMBER

**AGENDA**

The agenda of the meeting will be as follows:

1. Welcoming remarks from Chair
2. Adoption of Municipal Charter
3. Constitution of Board Committees
4. Calendar of Board & Committee Meetings
5. Annual Schedule of Citizen Fora
6. Report on Municipal Budget
7. A.O.B
8. Adjournment.

**MIN M2/01/05/2024 PRELIMINARY/INTRODUCTION**

The chairman welcomed all the members to the board meeting and highlighted the mandate of the board as guided by the urban areas and cities act.

The meeting was opened by a word of prayer by the Eliud Chai. The agenda were adopted by the members which was proposed by Moses Kinuthia and seconded by Eliud Chai.

**MIN.M2/02/23/05/2024: READING AND CONFIRMING OF THE PREVIOUS MINUTES MEETING**

The minutes were read, proposed by pastor Mungai and confirmed by Maryann Wambui.

**MIN.M2/03/23/05/2024: ADOPTION OF THE MUNICIPAL CHARTER**

The secretary took members through the charter that was signed 27.06.2018 that conferred Limuru Municipality status to Limuru 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.M2/04/23/05/2024: CONSTITUTION OF THE BOARD COMMITTEE**

The 10<sup>th</sup> schedule of the urban areas and cities act, 2011 proposes committees in the board. These committees are;

- Hr &Administration Committee
- Strategy/Technical Committee
- Finance And General Purpose Committee
- Audit,Risk And Compliance committee

The committees were constituted as listed below;

**1) HR &ADMINISTRATION COMMITTEE - 4 MEMBERS**

- Maryann Wambui- Chairperson
- Dr Moses Kinuthia- vice-chair
- Chai Eliud
- Peter Wanjiku

Maryann Wambui was proposed by Moses and by Eliud as the chairperson, vice chair was proposed to be Moses Kinuthia proposed by Peter Wanjiku and seconded by Eliud Chai.

**2) STRATEGY/TECHNICAL - 7 MEMBERS**

The members are;

- Antony Macharia Kimani
- Maryann Wambui Njoroge
- James Kamau Mbugua
- Moses Kinuthia

- Eliud Chai Kiarie
- Peter Mungai Wanjiku
- Felistus Ngumi
- Joseph Kimani Munyaka

Moses Kinuthia was proposed by Peter Wanjiku and seconded by Joseph Munyaka to be the chairperson while Eliud Chai was proposed by Felistus Ngumi and seconded by Maryann Wambui to be the Vice-chair.

### **3) FINANCE AND GENERAL PURPOSE 7 MEMBERS**

The members are;

- Antony Macharia Kimani
- Maryann Wambui Njoroge
- James Kamau Mbugua
- Moses Kinuthia
- Eliud Chai Kiarie
- Peter Mungai Wanjiku
- Felistus Ngumi
- Joseph Kimani Munyaka

Pastor Mungai was proposed by Eliud Chai and seconded by Joseph Munyaka as the Chairperson while Felistus Ngumi was proposed as the Vice-chair by Eliud Chai and seconded by Maryann wambui.

### **4) AUDIT, RISK & COMPLIANCE - 3 MEMBERS**

The members are;

- Felistus Ngumi
- Joseph Munyaka
- Anthony Macharia

Joseph Munyaka was proposed as the chairperson by Felistus Ngumi and seconded by Anthony Macharia.

Felistus Ngumi should serve as the vice-chair which was proposed by pastor Mungai and seconded by Maryann Wambui.

### **5) GENDER MAINSTREAMING COMMITTEE- 3 MEMBERS**

- Maryann Wambui Njoroge
- Peter Mungai Wanjiku
- Felistus Ngumi

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.M2/04/23/05/2024: 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.M2/05/23/05/2024: MUNICIPAL BUDGET**

The board perused the Municipal budget adopted it and asked the Manager to fully utilize the budget for the benefit of the residents

**MIN.M2/05/23/05/2024: A.O.B**

The next board meeting will be on 4<sup>th</sup> June 2024 at 9.00AM at the Limuru municipality boardroom.

Sub - Committee meeting:

- 28<sup>th</sup> May, 2024 - Audit committee
- 4<sup>th</sup> June, 2024, - Strategy/Technical committee
- 11<sup>th</sup> June, 2024- HR & Administration committee
- 18<sup>th</sup> June, 2024- Finance committee
- 26<sup>th</sup> June, 2024- Gender Mainstreaming committee


The members resolved to have airtime allocation to ease communication as follows;

- Chairman                    8000
- Manager                    8000
- Vice chairperson        6000
- Other members            5000


The members requested more information on the devolvement of functions to the municipalities.

There being no other business, the meeting was adjourned at 10:37 AM with a word of prayer by Eliud Chai.

**Confirmation of Minutes**

Name: JAMES KAMAU Date:..... Signature:..... 

**Board Secretary/ Manager**

Name: ANTHONY MACHARIA Date:..... Signature:..... 

**Board Chairperson**