



COUNTY GOVERNMENT OF KIAMBU  
- KIKUYU MUNICIPALITY

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**Minutes for a board meeting held on 20<sup>th</sup> July, 2024 at Muthiga  
– Kinoo Ward.**

**Members Present.**

1. Ms. Ann Muthoni Wambaa – Chairperson
2. Mr. Francis G Wainaina – V. Chairperson
3. Mr. Paul Waruhiu Mwendia - Secretary
4. Mr. Benson Njenga Njoroge – Member
5. Mr. George Wainaina Njogu – Member
6. Rev. Wilfred Chege Kogo – Member
7. Ms. Mary Mungai - Member

**Absent with apology**

1. Salome Wainaina – CECM – LHPPMAUD
2. Martin Kangiri – Ag. CO – LHPPMAUD

**Agenda**

1. Welcoming and note of apologies
2. Adoption of the Agenda
3. Constitution of the Board committees
4. Adoption of the Municipal Budget
5. Review And Adoption Of Intergrated Strategic Urban Development Plan. (ISUDP),  
Intergrated Development Plan(Idep) Municipal Annual Development Plan (MADP)
6. Adoption of the Grievance Redress Mechanism
7. AOBs

**Min 01/07/2024 – Welcoming and note of apologies**

The chair lady called the meeting to order at 11.25am with Rev. Wilfred Kogo leading with a word prayer. The chair took the time to welcome the members and noted that it was a great sacrifice from the members to serve the people of Kikuyu. She also gave a report on her call to the governor's office for appointment which she noted that the CECM Salome would confirm on the progress.

The chair noted on the apologies of the day.

**Min 02/07/2024 – Reading and adopting the agenda of the day.**

The secretary gave and read a copy of the notice of agenda which the members agreed to and were adopted.

**Min 03/07/2024 – Constitution of the Board committees.**

The secretary gave a copy of the board paper for the formation and terms of reference of Kikuyu municipality board committees which stipulated that the formation of the committees was well defined by the schedule 10 of the urban areas and cities act. The paper also stipulated the proposed each committee's roles, responsibilities and the reporting structure. The members adopted the paper and the following committees were formed.

1. Human resources and administration committee
2. Audit, risk & compliance Committee
3. Finance and general-purpose committee
4. Technical/strategy committee
5. Gender Mainstreaming Committee

The following were elected into the committees;

Human Resources and administration committee

1. Rev. Wilfred Kogo
2. George Wainaina
3. Mary Mungai

Audit, Risk & Compliance

1. George Wainaina
2. Benson Njoroge
3. Rev. Wilfred Kogo

Finance and General-Purpose Committee

1. Benson Njoroge
2. Ann Wambaa
3. Francis Wainaina

Technical/ Strategy Committee

1. Mary Mungai
2. Francis Wainaina
3. Ann Wambaa

#### Gender Mainstreaming Committee

1. Mary Mungai
2. Francis Wainaina
3. Ann Wambaa

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 10/05/2024 – Adoption of the Municipal Budget**

The board reviewed the proposed municipal budget for the upcoming fiscal year. Key points and allocations were discussed, including funding for public services, infrastructure improvements, and community initiatives. Board members had an opportunity to raise questions and suggest adjustments and unanimously agreed to adopt the Municipal Budget.

#### **Min 11/07/2024 –: 5. Review and Adoption of Integrated Strategic Urban Development Plan. (ISUDP), Integrated 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 12/07/2024 – Adoption of the Grievance Redress Mechanism (GRM)**

The proposed Grievance Redress Mechanism (GRM) designed to address and resolve complaints from the community effectively and transparently was reviewed and adopted by the board.

**Min 13/07/2024 – AOBs**

1. The chair to follow up on the governor's appointment and give a report in the next meeting.
2. There being no other business the meeting was adjourned with a word of prayer from the Chair Ms. Ann Wambaa at 12.55pm.

**Minutes Prepared By:**



**Paul W. Mwendia**

**Board Secretary**

**Signed by:**



**Ann M. Wambaa**

**Board Chairperson**