



JUJA MUNICIPALITY

COUNTY GOVERNMENT OF KIAMBU
DEPARTMENT OF LAND, HOUSING, PHYSICAL PLANNING,
MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT
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MINUTES OF THE FIRST BOARD MEETING HELD ON 18th JULY 2024

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. Ms Pauline Kariuki | - | 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. Priority areas for the budget estimates for FY 2024/2025
3. Annual schedule for Public Participations and Citizen Fora;
4. Information on Constitution of board committees
5. Municipal Grievance Redress Mechanism (GRM)
6. 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. 1/2/5/2024 - MUNICIPALITY BUDGET CEILING.

The chairperson tabled the planned Municipality budget as follows:

| Municipality Administration and urban development budget ceiling estimates | | | | |
|--|-----------|--------------|-------------|--------------|
| | Recurrent | | Development | |
| | County | KUSP 2 Grant | 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. 2/2/5/2024 – INFORMATION ON FORMATION OF BOARD COMMITTEES.

Board members requested to be informed about the board committees' formation. The following were the agreed sub board committees:

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. Micheal 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.

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

5. Gender Mainstreaming committee

- 1) Rev. Jane Muthoni- Chairperson
- 2) Dr. Paul Gachanja- Member

3) Mr. Geoffrey Kangethe-Member

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.
 - Th 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 Dr. Gachanja

MINUTES PREPARED BY;

SECRETARY SIGNATURE



APPROVED BY;.....



CHAIRPERSON SIGNATURE