

**MINUTES OF OLKALOU MUNICIPAL BOARD FINANCE, ADMINISTRATION
AND GENDER MAINSTREAMING COMMITTEE MEETING HELD ON 17TH,
DECEMBER 2025 AT ARDHI HOUSE BOARDROOM AT 11.00AM**

PRESENT

1. Dr. Teresia Ruga -Chairperson
2. Priscillah Mwirigi -Member
3. John Mwangi -Member
4. Colleta Migwi - Member
5. Charles Mbugua -Member

APOLOGY

1. Eric Igogo -Municipal Manager / Secretary
2. Josephine Muiga-C O

AGENDA

- 1.Preliminaries
- 2.Reading and confirmation of the previous minutes of 18th April 2024
- 3.Matters arising
- 4.Budget
5. Board of staff allowances
- 6.AOB

MIN 1/12/2025: PRELIMINARIES

The Chair called the meeting to order at 11:00 a.m., after which Mr. John Mwangi offered a word of prayer. The Chair thanked members for their attendance and then introduced the agenda.

MIN 2/12/2025: READING AND CONFIRMATION OF THE PREVIOUS MEETING MINUTES

The Chair presented the minutes of the previous meeting, which were proposed by Colleta Migwi and seconded by Mr. John Mwangi.

MIN 3/12/2025: MATTERS ARISING

The Committee Chairperson, Dr. Teresia Ruga reported that she had a meeting with the Administrator, Mr. John, on 30th September 2025. A list was provided, and they verified which meetings had been paid and which had not been paid.

Members requested the Manager to provide a list of all seconded employees in the municipality. They expressed concern that progress is sometimes hindered because seconded employees are not always available due to other engagements outside the municipality.

Members requested the Manager to brief the Committee on the engagement of casual employees, noting that casual staff should not be engaged continuously for more than three months and should have a break after every three months, in accordance with the Employment Act and the Human Rights Act. Members further emphasized that the Manager should review the financial and legal implications of continuous engagement of casuals, including unpaid benefits and potential claims of unfair termination. To address this issue, members recommended the use of two batches of casual employees alternating every three months.

It was further noted that the two-thirds gender rule had not been observed in the hiring of casual employees. Of the 18 casuals engaged, 14 were female and 4 were male. Members therefore recommended that more men be considered in the next hiring to ensure compliance with the gender rule.

It was noted that, during the previous meeting, the Manager had provided a **list of casuals**, attached to the report for reference, and was tasked to verify any changes in their composition.

The Committee observed that the toilets require improvement. Members recommended that the Manager ensure proper maintenance of the office environment, with particular attention to gender hygiene, including the provision of sanitation bins, urinals, and tissues.

Members raised a concern that the induction of new Board members has not yet been conducted.

Members emphasized the need for invitation letters to be sent prior to meetings. They also gave a second reminder to the Manager regarding the importance of timely submission of quarterly reports. To support this, it was recommended that financial statements be shared with the Chairperson at least five working days before the submission deadline.

MIN 4/12/2025: BUDGET

After reviewing the budget, members unanimously expressed the assumption and expectation that the budget will be implemented as presented. Members noted that they were unable to verify any expenditure or balances, as the statements of expenditure and vote book had not been provided.

MIN 5/12/2025: BOARD ALLOWANCES AND STAFF SALARIES

Members expressed concern over the large accumulation of unpaid allowances. Upon verification, it was noted that a significant number of Board meetings lacked the required **supporting documents** for payment, including invitation letters, minutes, attendance lists, and mileage documents. In addition, reports for meetings held outside the boardroom or municipal premises were also missing. For meetings where supporting documents were

available, **inconsistencies** in dates across the documents were noted. With respect to staff salaries, members were unable to perform verification due to the absence of the necessary documents.

Attached to the report for reference are:

- (i) a list of all unpaid meeting;
- (ii) a list of unpaid meetings without supporting payment documents; and
- (iii) a list of unpaid meetings with supporting payment documents..

ACTION POINTS FOR MANAGER

Members recommended the following action points to the Manager:

1. To **urgently align dates on available documents**, specifically invitation letters, attendance lists, and minutes, as inconsistencies were noted among these records.
- 2.To ensure that the toilets are properly cleaned and that all required facilities are provided, in reference to the minutes of 8th May 2025 on gender equity, bias, and related considerations.
- 3.In the Manager’s absence, to delegate a competent representative to attend meetings, noting that no such representative was present at this meeting.
- 4.To conduct a Training Needs Assessment for all municipality staff.
- 5.To brief the Committee on the status of the municipality’s financial autonomy, including an update on the Special Purpose Account.
- 6.To confirm whether the errors noted in the Finance Committee meeting held on 9th April 2024 have been corrected.

AOB

Members wished each other merry Christmas and a happy new year 2026 and the Chair thanked them and declared the meeting closed. There being no other business the meeting ended at 4.00pm with a word of prayer by Mr. Charles Mbugua.

Minutes Confirmed

Chairperson:Date:
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Secretary:Date:
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