

MINUTES OF OLKALOU MUNICIPAL BOARD FINANCE ADMINISTRATION AND GENDER MAINSTREAMING COMMITTEE MEETING HELD ON 4th JUNE 2025 AT ARDHI HOUSE BOARDROOM AT 10.45 A.M.

PRESENT

- | | |
|---------------------|------------------------------|
| 1. Dr. Teresia Ruga | -Chairperson |
| 2. Colleta Migwi | -Member |
| 3. John Mwangi | -Member. |
| 4. Eric Igogo | -Municipal Manager/Secretary |

IN ATTENDANCE

- | | |
|------------------|----------------|
| 5. John Thuita | -Administrator |
| 6. Samuel Ndungu | -Accountant |

APOLOGY

- | | |
|-------------------------|---------|
| 1. Priscillah Mwirigi | -Member |
| 2. Hon. Samuel Njiraini | -Member |

AGENDA

Members were taken through the agenda of the day and adopted it as presented:

1. Preliminary
2. Confirmation of Previous Minutes
3. Matters Arising from Previous Minutes
4. presentation of Olkalou Municipality Budget for 2025/26 FY
5. Any Other Business

1: CALL TO ORDER AND OPENING PRAYER

The meeting commenced at 10:45 a.m. with a word of prayer led by Ms. Colleta Migwi.

2: CONFIRMATION OF PREVIOUS MINUTES

The minutes of the previous meeting held on 8th May 2025 were read by Mr. John Mwangi. They were confirmed by Ms. Colleta Migwi and seconded by Dr. Teresia Ruga.

3: MATTERS ARISING FROM PREVIOUS MINUTES

3.1 Pending Bills for expenses incurred in 2024/25FY

The Accountant informed members that Olkalou Municipality did not carry any pending bills into the 2025/26 financial year (FY). All casual employees had been fully paid through June 2025. Additionally, payments for office utilities, such as water, electricity, and telephone, had all been settled. By 30th June, all budgeted funds for fuel had been processed. However, it was noted that telephone-related expenses, including airtime reimbursements, had not been catered for in the 2024/25 FY budget.

3.2 Office Rent Pending Bill

The Accountant reported that a historical pending bill had been carried over from previous years. This bill relates to office rent owed to Mr. John Kiama, totaling Kshs 568,200, covering the period when the municipality's office was based in Olkalou Town before relocating to Ardhi House. The Committee directed that the landlord must submit all relevant documentation, including the contract or lease agreement, together with the appropriate schedules and invoices, before the outstanding payment can be processed.

3.3 Board allowances

To provide a clear overview of the status of staff subsistence payments and board allowances, the Municipal Manager was tasked with compiling a detailed report on allowances disbursed to Board Members covering the period from 1st July 2024 to 30th June 2025. The report will include, for each member:

- The total amount received
- The specific meetings or activities for which allowances were paid
- All the outstanding amounts yet to be disbursed, specifying the amount each member was owed and for which meetings, events or activities

The Committee recommended that all pending allowances should be cleared before current year related expenses are processed.

3.4 Olkalou Municipality Human Resource (HR) Data

3.4.1 Permanent employees

Olkalou Municipality currently operates with only the Municipal Manager as a permanent employee, relying on staff seconded from other departments. Members observed that this staffing approach has several challenges including frequent staff transfers which disrupts continuity and institutional memory. In addition, managing seconded staff can be complex, especially in relation to accountability, supervision and taking disciplinary action.

To enhance operational efficiency, members recommended the formulation of a deliberate plan to gradually transition from reliance on seconded staff to building a permanent workforce. This approach would align with the aspirations for municipalities to establish their independent public service structures.

The Municipal Manager undertook to provide a comprehensive and up-to-date list of all officers who are currently working in the municipality on secondment.

3.4.2 Casual employees

Olkalou municipality has 19 casual employees who work continuously for at least three months for which they are paid a daily rate of Kenya shillings six hundred. They are engaged in town cleaning, unblocking drainages, bush clearing and waste management.

Members advised that the Manager should avoid hiring casuals for extended periods given that under the Employment Act, casual employment is subject to strict limitations and failure to comply with this law can expose the Municipality to legal and financial risks, including claims for unpaid benefits and unfair termination.

3.4.3 Interns

It was clarified that interns in Nyandarua County are recruited centrally and deployed across departments. Their monthly stipends and allowances are managed by the Finance Department. At the moment, there no interns attached to the Municipality.

3.4.4 KUSP County Project Coordination Team (CPCT)

Manager to provide details on the team composition of the County Project Coordination Team (CPCT). The team supports the municipality in the implementation of the Kenya Urban Support Programme (KUSP).

3.5 Gender Issues in Olkalou Municipality

3.5.1 Gender balance

The Chairperson stressed the importance of evaluating adherence to the two-thirds gender rule and ensuring that the Board consistently monitors the gender composition across all employment categories, including permanent staff, casuals, and interns. For example, the Committee observed that in the Olkalou Municipality casual workforce there are 11 female employees versus 8 male employees, indicating non-compliance with the gender rule in that category.

3.5.2 Gender equity and equality

The committee deliberated on the importance of ensuring that the office environment caters for the needs of all genders. This can be achieved by providing adequate, clean, and gender sensitive sanitation such as disposal bins for menstrual hygiene, breastfeeding rooms, separate toilets for men and women.

After discussion, the Manager was tasked to improve the sanitary facilities in Olkalou Municipality Offices, especially by ensuring the washrooms are consistently clean and well-maintained, recognizing that safe and dignified sanitation supports equity and respect for all genders.

4: OLKALOU MUNICIPALITY BUDGET ESTIMATES FOR THE FINANCIAL YEAR 2025/26

The Municipal Accountant presented the proposed budget for Olkalou Municipality for 2025/26 financial year, totaling Kshs 40,200,000.

Highlights on the key budget allocations were itemized as follows:

- Use of Goods and Services: - Kshs 18,500,000
- Acquisition of Non-Financial Assets: - Kshs 17,500,000
- Development Expenditure: - Kshs 4,200,000

Further details of the budget breakdown were specified as provided in the table below.

Codes	Description	Approved Budget 2025/26 FY
		4,000,000
2110202	Payment to municipality cleaners (contract)	-
2110202	Payment to Casuals	-
	Utilities Supplies and Services	70,000
2210101	Electricity (office)	300,000
2210101	Electricity-Market, Cemetery, Paving Block	30,000
	Bank charges	400,000
2210102	Water and Sewerage Charges (market, cabro plant, offices, social hall)	-
	Communication Supplies and Services	260,000
2210201	Telephone and Mobile Services	5,000
2210203	Courier and Postal Services	-
	Domestic Travel and Subsistence and other Transportation Costs	205,000
2210301	Travel cost	500,000
2210302	Accommodation	400,000
2210303	Daily Subsistence Allowance	150,000
2210310	Field allowance	150,000
2210310	Field operation allowance (Monitoring and Evaluation)	250,000
2210310	Field operation allowance (projects and solid waste supervision)	-
	International Travel	-
2210401	travel cost (airlines, transfers)	-
	Printing Advertising and Information Supplies and Services	40,000
2210503	Subscription to Newspapers, Magazines and Periodicals	100,000
2210504	Advertising, Awareness and Publicity Campaigns	100,000
2210599	Printing, Advertising - Other	400,000
2210502	Printing and publishing-Finalization of Departmental Strategic Plan	0
	Training Expenses	200,000
2210799	Staff training	200,000
2210799	Training Expenses-Other (Capacity building staff and market committees & traders)	-
	Hospitality Supplies and Services	600,000
2210801	Catering services	500,000
2210802	Boards, Committees, Conference and Seminars	80,000
2210704	Hire of training facilities and equipment	-
2210802	Boards. Committees, Conference and Seminars-KUSP Support	-
	Municipal Board	800,000
2210802	Boards, Committees, Conference and Seminars	2,300,000
2210809	Board Committee sitting Allowances (municipal board)	-
	Specialized Materials and Supplies	250,000
2211023	Supplies for production (Solid waste management-tools, PPEs and consumables)	-

	Office and General Supplies and Services		
2211023	Supplies for production (Solid waste management-tools and consumables)		-
2211101	General Office Supplies (Papers, Pencils, Forms, Small Office Equipment)		200,000
2211103	Sanitary & Cleaning Materials, Supplies and Services		10,000
	Fuel Oil and Lubricants		
2211201	Refined Fuels & Lubricants for Transport		-
2211204	other fuel (wood. charcoal, cooking gas etc)		10,000
	Other Operating Expenses		
2211306	Membership Fees Dues and Subscriptions to Professional and Trade Bodies		90,000
2211313	Security expenses, contracted guards (new Ol'kalou market, Social hall, cemetery, paving plant)		2,000,000
2211399	Infrastructure maintenance including garbage management, street lighting electricity bills, drainage. town clean-up tree planting and beautification etc)		2,300,000
2220206	Operationalization of the paving block plant and social hall -policy and guidelines		-
2210802	Preparation of Waste management plan		700,000
2210802	Review and adoption of policies (solid waste policy, ICT policy & risk management policy		800,000
	Kenya Urban Support Program (KUSP II) - Urban Institutional Grant		-
	Routine Maintenance		-
2220101	Maintenance Expenses-Motor vehicles (garbage truck, Field operation vehicle & waste bins)		-
2220210	Maintenance of Computers, photocopiers and Software		-
	Sub total		100,000
			18,500,000
	Non-financial assets		
2211103	Procurement of skip bins		
3111002	Purchase of Computers, Printers and other IT Equipment		2,000,000
2211016	Purchase of staff uniform		70,000
3111001	Procurement of furniture for the social hall and paving block plant		230,000
2211399	Leveling and beautification of social hall compound		1,000,000
3110705	Procurement of a garbage truck		700,000
	Sub total		13,500,000
			17,500,000
	Development		
3110599	Maintenance of infrastructure/KUSP projects (Markets, walkways, drainage systems and parking lots)		-
3110599	Construction/renovation/upgrade of the Ol'kalou Municipality and Wholesale market Public Toilets to be disability user friendly		3,000,000
3110599	Drainage works-Rurii, Kambaga (Captain) and Kanjuiri (Tumaini)		1,200,000
3110599	Install 2 floodlights - Karau ward		-
3110599	Development of drainage systems in Olkalou Town (around the tarmacked roads in Olkalou CBD)		-
3110599	Repair and Maintenance of the infrastructural projects of the Municipality including KUSP projects, markets, parking, pavements etc		-
	Sub total		-
			4,200,000

Recurrent Pending Bill	
2210603	Office rent - John Kiama Mwangi for period before relocating to Ardhi House

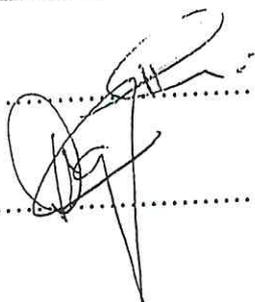
5: ANY OTHER BUSINESS

- Members agreed that all Finance Committee meetings should be held in person, as they involve reviewing extensive documentation.
- The Municipal Manager, if unavailable, should send a delegate to attend meetings on his behalf.
- A training needs assessment should be conducted for all staff to support ongoing professional development.
- To improve operations and service delivery in urban areas, county governments should consider granting financial autonomy to municipalities.
- Induction training must be provided for all new board members to ensure they understand their roles, responsibilities, and the legal and policy frameworks governing their appointment.
- Every board or committee meeting should be preceded by an official invitation.
- The Manager was reminded of the importance of timely submission of quarterly progress reports. To support this, financial statements should be shared with the Chairperson at least five working days before the deadline.
- Minutes of the Finance Committee meeting held on 9th April 2024 were found to contain errors and must be corrected.

6: ADJOURNMENT

There being no other business, the meeting was adjourned at 3.30 p.m.

Minutes Confirmed

Chairperson: 

Secretary: 

Date: 4/6/25

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