



**REPUBLIC OF KENYA**  
**COUNTY GOVERNMENT OF NYANDARUA**  
**DEPARTMENT OF LANDS, PHYSICAL PLANNING,**  
**HOUSING AND URBAN DEVELOPMENT**



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**OL'KALOU MUNICIPALITY BOARD MEETINGS'**  
**RESOLUTIONS HIGHLIGHTS FOR THE YEARS**  
**2023 - 2026**

**30 June 2023 – Special Full Board Meeting (Holiday Premier Hotel, Ol Kalou)**

- Manager to prepare current status and work plan for KUSP2 minimum conditions/performance standards by 4 July 2023.
- Chief Officer Urban to fast-track formalisation of County Project Coordinating Team (CPCT) appointment.
- Deployment/recruitment of critical staff to be fast-tracked.
- Chair to formally write to outgoing Municipal Manager (Anne Theuri) on project/office clarifications; Manager to respond within 7 days before handover.
- Ayani Contractors final certificate: combine all sub-contracts into one main contract for payment; provide bills of quantities for multi-Purpose Hall electrical/mechanical works by 3 July 2023; request contract extension.
- Additional power connection fee for Paving Block Plant: Chief Officer Urban to provide guidance on balance payment.
- Municipal Board Deposit Account for retention funds: approved in principle; Manager to submit formal request to Chair.
- ISUDP contract extension: ensure timely payment to avoid World Bank recall.
- Board allowances: noted as mostly paid (except 25 April 2023 meeting due to documentation).



#### **4 July 2024 – Full Board Meeting**

- Acacia project addendum/payment: Board does not object to contractor payment; County Attorney to regularise contract; Mr Kuria to submit comprehensive site-instruction report for CPCT/Board decision.
- Ann Mulla & Clayman variations: adopted Internal Auditor recommendation – no payment for variations incurred before 12-month lapse (irregular).
- All committees to include relevant experts (Engineer, Auditor, Environmentalist, Social Development Officer, etc.).
- Joint meeting proposed with Chief Officer Urban & CECM Finance to agree on payment guidelines for special and committee meetings.
- Mileage allowances clarified based on members' residences (Hon. Njiraini – Uthiru; John Mwangi – Kajiado; Dr. Teresia Ruga – Nairobi; Charles Mbugua – Nairobi).

#### **4 June 2025 – Finance, Administration & Gender Mainstreaming Committee Meeting**

- Historical office rent pending bill (Ksh 568,200 to Mr John Kiama): landlord must submit full contract/lease, schedules, and invoices before processing.
- Board allowances (1 July 2024 – 30 June 2025): Manager to compile detailed report per member (amounts received, meetings paid, outstanding balances); all pending allowances to be cleared before any current-year expenses.
- Permanent staffing: deliberate plan required to transition from seconded staff to independent permanent workforce; Manager to provide up-to-date list of all seconded officers.
- Casual employees: avoid continuous engagement beyond 3 months; review legal/financial risks (unpaid benefits, unfair termination claims); 19 casuals currently engaged.
- CPCT composition: Manager to provide full team details.
- Gender balance (two-thirds rule): Board to monitor all categories; casual workforce currently non-compliant (11 female vs 8 male).
- Gender equity in office environment: Manager to improve sanitary facilities (clean washrooms, menstrual hygiene bins, breastfeeding rooms, separate toilets).

#### **9 December 2025 – Environment, Trade, Social Services & Tourism Committee Meeting**

- Manager to respond in writing to all raised questions (public toilets accessibility, Tower Sacco toilet location, street lighting, garbage truck procurement, garbage/drainage management, market stalls allocation, tree planting) for presentation to full Board.
- No future meetings without prior thorough orientation of all towns and projects (including visit to Ol Kalou Stage public toilets); urgent meeting to be scheduled.

- All future Board meetings: members must receive lunch or Ksh 1,500 lunch allowance without fail.
- Recommendations to full Board: Municipal Manager must attend every meeting for clarifications; public participation must be fully observed before any project commences.

**17 December 2025 – Finance, Administration & Gender Mainstreaming Committee Meeting Action points directed to the Manager:**

1. Urgently align dates across all supporting documents (invitation letters, attendance lists, minutes).
  2. Ensure toilets are properly cleaned and gender-sensitive facilities provided (sanitation bins, urinals, tissues) per 8 May 2025 gender minutes.
  3. In Manager's absence, delegate a competent representative to attend meetings.
  4. Conduct Training Needs Assessment for all municipality staff.
  5. Brief Committee on municipality's financial autonomy status, including Special Purpose Account update.
  6. Confirm whether errors noted in the 9 April 2024 Finance Committee meeting have been corrected.
- Additional matters arising: list of all seconded employees required; casuals to alternate in two batches every 3 months and comply with two-thirds gender rule (more men to be hired next); induction of new Board members to be conducted; invitation letters to be sent prior to all meetings; quarterly reports to be submitted timely (financial statements to Chairperson at least 5 working days before deadline).

**19–21 February 2026 – Full Board Meeting (Policy Documents Review & Adoption, Buraha Zenoni Hotel, Nakuru)**

- **Gender Inclusion and Participation Framework:** adopted with amendments (proposed Charles Mbugua, seconded Hon. Samuel Njiraini); to be revised and tailored specifically to Ol Kalou Municipality with evidence, justifications, and citations; updated version due by 24 February 2026.
- **Public Private Partnership Framework:** adopted (proposed Zelipha Njeri, seconded John Mwangi).
- **Urban Climate Risk Profile:** adopted (proposed Zelipha Njeri, seconded Colleta Migwi).
- **Solid Waste Management Policy:** adopted (proposed Dr. Teresia Ruga, seconded Hon. Samuel Njiraini) with Board actions – incorporate ICT, prioritise funding, adopt as own clean-municipality project, consult NEMA on greenhouse emissions, develop review intervals plan, undertake creative public awareness, strictly adhere to implementation matrix.
- **Pre-Feasibility Study:** adopted (proposed Hon. Samuel Njiraini, seconded John Mwangi).

- **Grievances Redress Mechanism Framework:** adopted (proposed Hon. Samuel Njiraini, seconded Charles Mbugua).
- **Risk Management Policy:** adopted (proposed Dr. Teresia Ruga, seconded Colleta Migwi).
- **Asset Management Policy:** adopted (proposed John Mwangi, seconded Colleta Migwi).
- **OI'kalou IDEP:** adopted (proposed Dr. Teresia Ruga, seconded John Mwangi).
- **Nyandarua County Government Urban Area Financing Policy & Urban Areas Financing Bill, 2025:** noted as ready for transmission to Cabinet and County Assembly.

**AOB Resolutions (same meeting)**

- Board Members' direct involvement in policy preparation is essential for exposure and ease of application.
- All Board Members' names must be included in policy documents (especially acknowledgements); Members encouraged to add policy formulation experience to their CVs.
- Manager urged to fast-track payment of all Board Members' allowances.

**Signed:**

**Secretary:** ..... *JK* ..... **Date:** *2/9/2024* .....

**Chairman:** ..... *[Signature]* ..... **Date:** *2/9/2024* .....