

**OLKALOU FULL BOARD MEETING HELD ON 4TH JULY, 2024 AT ROYAL GARDENS
AT 10.00A.M**

MEMBERS PRESENT

- | | |
|--|---|
| 1. Priscillah Mwirigi | - Chairperson |
| 2. Hon. Stephen Kinyanjui KK - CECM LPP&UD | |
| 3. Julius Ng'ambi | - Outgoing Chief Officer in charge of urban development |
| 4. Josephine Muiru | - Incoming Chief Officer in charge of urban development |
| 5. John K. Mwangi | - Member |
| 6. Samuel Njira-ini | - Member |
| 7. Charles Mbugua | - Member |
| 8. Eric Igogo | - Manager/Board Secretary |
| 9. Dr Teresiah Ruga | - Member |

Members absent with apology

1. Josphat Murage
2. Dr. Tom Kahigu

In attendance

- | | |
|-----------------|--------------|
| 1. Benson Thuku | - Planner |
| 2. Grace Mbugua | - Economist |
| 3. Susan Kibui | - Accountant |

Agendas:

1. Respective Chairperson committee report on:
 - I. Finance, Administration and Gender Committee
 - II. Environment Trade, Social Services and Tourism Committee
 - III. Audit Committee
 - IV. Planning and Infrastructure Committee
2. Ayani file Board resolution.
3. Olkalou Municipality By-Laws.
4. Cabro Plant Operationalization report.
5. Integrated development plan (IDeP) review.
6. Multi-Purpose Social Hall Guidelines.
7. Strategic Plan 2023-2027.
8. Annual Development Plan.
9. Public Participation.
10. Board Members allowances.
11. Manager updates.

MIN. 01/07/024 - Preliminaries

Meeting was called to order at 10.30 a.m. with a word of prayer by Igogo Eric. Chair welcomed other members and set up a good climate for the meeting. Dr. Teresia proposed the minutes of the previous meeting and seconded by John Mwangi.

Priscillah Mwirigi 26/09/2024

[Signature]

26/09/24

MIN. 02/07/024 – PROJECTS UPDATES

- a) The issue of Acacia arose about the Addendum which was issued by Municipal Manager, Chief Officer and Contractor which was not supposed to be the case. The CPCT ought to have made the decision and then take it to the board for approval. The board approves the budget. The case was presented to the board when it was not payable since the addendum was done after the closure of the project.
- The world bank declined to pay and the board requested for project implementation report from the Manager and it was never availed thus becoming hard for the board to make a concrete decision on budgetary allocation.
 - NB: The original contract is missing and finance could not pay with copies.
 - The contractor argued that he acted under site instructions and the job was done to completion.
 - The Chair was categorical that the board doesn't object the payment of the contractors and the back stops with County Attorney for contract regularizations.
 - Chair requested that Mr Kuria being the person who gave site instructions to the contractor should give a comprehensive report to guide the CPCT and the board on the way forward.

b) Ann Mulla & Clayman

The Chair read to members the report of the Internal Auditor for the above files. She noted that it was in order to have an Internal Audit. Guided by the report dated 15th May, 2024 the board adopted the recommendation that payment of such variations should not be considered as they are against the resolution since they were incurred before lapse of twelve (12) months which is irregular.

MIN. 03/07/024 – SCHEDULE OF ALL BOARD MEETINGS


DATE	EVENT	VENUE	PRESENT MEMBERS
30 th June, 023	Full Board Meeting		
20 th July, 023	Special Board		
22 nd Sept. 023	ADP consultation		Priscillah & Murage
29 th Sept., 023	Special Board		
4 th Oct. 023	Special Board		
13 th Oct. 024	ISUPD Public participation		Priscilla & Murage
9 th Nov. 023	Board Meeting		
27 th Nov 023			
28 th – 30 th Nov.023	KUSP 1 Audit		
27 th – 1 st	KIP Mombasa		

Priscilla 26/09/24. *[Signature]* 26/09/24

4 th Dec. 023	Special Board		
8 th Dec. 023	County breakfast		Dr. Teresia, Njira-ini, Mbugua & Kihui
5 th - 6 th Jan. 024	Workshop	Holiday Premier	
19 th Jan. 024	Finance Committee	Boardroom	
5 th Feb. 024	Special Board		
13 th Feb. 024	Finance committee		
7 th Marc. 024	CFSP	Naivasha	Priscilla, Dr. Ruga
21 st March 024	Forest day	Olkalou	Njira-ini
3 rd April, 024	Special Board		
9 th April, 024	Finance committee		
16 th April, 024	Environment committee		
18 th April, 024	Audit committee		
3 rd May, 024	IDEP validation		John Mwangi Hon Njira-ini
	Multipurpose Hall guidelines		Chair Priscillah Mwirigi
29 th -1 st May, 024	Managers/Chair consultative meeting - Kisumu	kisumu	Priscillah Mwirigi
3 rd -6 th June, 024	Induction	Naivasha	All members

It was noted with concern that the committees within the board should include an expert i.e an Engineer, Auditor, Environmentalist, Social development officer, etc., A letter was done to the Salary & Remuneration Committee (SRC) to give guideline on payments of Special board meetings and committee meetings by Manager Mairo Inya.

- The board suggests that it should have a joint meeting with the Chief Officer & CECM Finance to agree on the payment of special and committee meetings. The Accountant Susan guided members on mileage allowances where by members identified their places of residence as follows
- Hon. Njira-ini - Uthiru
- John Mwangi - Kajiado
- Dr. Teresiah Ruga - Nairobi
- Charles Mbugua - Nairobi

Priscillah Mwirigi 26/09/24  26/09/24

Madam Grace the economist took members through the Olkalou Municipality strategic plan 2023-27. Members noted some few changes on the plan and Grace agreed to rectify. Benson Thuku the planner also presented the IDEP midterm reviewed copy (MTR) where members agreed that the function should be fully devolved and transferred. They also agreed that the revised copy should be submitted to the Cabinet for approval then to the Assembly.

The Strategic plan has been adopted and approved by the board. Hon. Njira-ini proposed the adoption and Mr. Charles Mbugua seconded.

The IDEP midterm reviewed document was also adopted and approved by the board. The Chair proposed the document and Dr. Ruga seconded it.

The manager was tasked with availing the market allocation minutes

MIN. 04/07/024 – CHIEF OFFICERS REMARKS


The Chief Officer Mr. Ng'ambi made his remarks concerning his transfer to the department of Health Services effective July 1st and he introduced Madam Josephine Muiro as the new Chief Officer for Lands, Physical Planning & Urban Development. She in turn promised her support to the board at the executive level and as a board member. The Chair welcomed the new Chief Officer and introduced the board members and the interest they represent in the board. She also applauded CECM Hon. KK for being supportive to the board.

The Chair congratulated and appreciated the outgoing Chief Officer and wished him well in his new role.

MIN. 05/07/024 – A.O.B

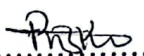
Members agreed that minutes should be circulated earlier prior to the meeting. Having no other agenda for discussion the meeting ended with a word of prayer from Dr. Teresia Ruga at 4.30p.m.

Minutes taken and compiled by:

Secretary.....

Date: 26/09/2024.....

Minutes approved by:

Chairperson

Date: 26/09/2024.....