

EMBU COUNTY GOVERNMENT



Mobile:+254 771 204 003/+254 703 192 924 Tel:+25430686/30656
Address: P.O. Box 36 – 60100 Embu, Location: Embu Town House
Email: info@embu.go.ke Website: www.embu.go.ke

MINISTRY OF LANDS, MINING, HOUSING, PHYSICAL PLANNING AND URBAN DEVELOPMENT

MUNICIPALITY OF EMBU

MINUTES OF THE EMBU MUNICIPAL BOARD FOR THE FIRST QUARTER 2025/2026 BOARD MEETING HELD ON 26TH AUGUST 2025 AT 10.00AM IN THE MUNICIPALITY OF EMBU BOARDROOM

MEMBERS PRESENT

- | | | |
|--------------------------|---|-----------------------------|
| 1. Mr Eustace Mbogo | - | Chairperson |
| 2. Ms. Doris Mwende | - | Vice Chairperson |
| 3. Dr Elkana Kathie, Hsc | - | Member |
| 4. Mr Michael Kathuri | - | Member |
| 5. Ms Milliam Wawira | - | Member |
| 6. Ms Amina Kigundu | - | Member |
| 7. Mr Simon Nguyo | - | Member |
| 8. Mr. Raymond Kinyua | - | CECM-Urban Development |
| 9. Ms. Hellen Munene | - | CO Urban |
| 10. Ms. Catherine Nyaga | - | Municipal Manager/Secretary |

INATTENDANCE

- | | | |
|-----------------|---|----------------|
| 1. Jacob Gititi | - | Director Urban |
| 2. Sammy Mwangi | - | Accountant |

AGENDA

S/No	Items
1.	Preliminaries
2.	Confirmation of Quorum
3.	Adoption of the Agenda
4.	Reading and Confirmation of the Minutes of the Fourth Quarter 2024/2025 Board Meeting
5.	Matters Arising from the Fourth Quarter 2024/2025 Board Meeting Minutes
6.	Reading and Confirmation of the first quarter 2025/2026 public forum minutes
7.	Matters arising from the first quarter 2025/2026 Public Forum Minutes
8.	Annual Financial Statements for year 2024/2025
9.	Annual Solid Waste Management Plan Implementation Report FY 2024/2025
10.	Committee Reports (if any)
11.	Report on Devolution Conference 2025 held in Homabay
12.	Any Other Business (A.O.B.)
13.	Adjournment

MIN NO: MOE/BOARD 2/ MEETING /01/2025/2026: Preliminaries

The Meeting started at 10.55 am with Prayers said by the Chairperson Mr Eustace Mbogo. The Chairperson welcomed the members

MIN NO: MOE/BOARD 2/ MEETING /02/2025/20256 Quorum

Activity	Confirmation of quorum as a statutory requirement.
Recommendation	Confirmation of quorum as a statutory requirement on more than a half basis.
Resolution	All the Board members were present, hence the Chair confirmed quorum

MIN NO: MOE/BOARD 2/ MEETING /03/2025/2026: Notice and Agenda

Activity	Reading of the notice and Agenda of the meeting.
Recommendation	The Board members to review the agenda and adopt with or without amendments
Resolution	The members adopted the agenda with amendments to include adoption of first quarter public forum minutes. The adoption with amendments was proposed by Michael Kathuri and Seconded by Amina Kigundu.

MIN NO: MOE/BOARD 2/ MEETING /04/2025/2026: Reading and Confirmation of the Fourth Quarter Board Meeting Minutes held on 27th May 2025.

Activity	Reading and confirmation of previous meeting minutes
Recommendation	The Board members to read through the previous Board meeting minutes
Resolution	The Board members adopted the Fourth Quarter 2024/2025 Board Meeting Minutes for the Meeting held on 27 th May 2025. The Minutes were proposed by Michael Nguyo and seconded by Dr Elkana Kathie

MIN NO: MOE/BOARD 2 MEETING /05/2025/2026: Matters arising from the of the Fourth Quarter Board Meeting Minutes held on 27th May 2025.

Activity	Forward any matters arising from the previous Board Meeting
-----------------	---

Recommendation	The members to discuss any matter arising from the previous Board meeting	
Resolution	The following matter were raised:	
	S/No	Agenda Number
	1.	MIN NO: MOE/BOARD 2/ MEETING /19/2024/2025
		Matter The Board members resolved to hold a four days' workshop to be sensitized on the various Municipality documents. The members suggested that the workshop be done between on 18 th to 21 st of September 2025 at Parkside Villa -Kitui
MIN NO: MOE/BOARD 2/ MEETING /06/2025/2026: Adoption of the First Quarter 2025/2026 Public Forum Minutes held on 8th August 2025.		
Activity	Reading of previous Public Forum minutes	
Recommendation	The Board members to adopt the 1 st quarter 2025/2026 public forum minutes as Board's resolutions.	
Resolution	The Board members adopted the 1 st quarter 2025/2026 Minutes as the Board's resolutions. The adoption was proposed by Dr Elkana Kathie and seconded by Amina Kigundu	
MIN NO: MOE/BOARD 2/ MEETING /07/2025/2026: Matters arising from the First Quarter 2025/2026 Public Forum Minutes held on 8th August 2025		
Activity	Forwarding of any matters arising from the first quarter 2025/2026 Public Forum	
Recommendation	The members to discuss any matter arising from the previous Board meeting	
Resolution	There was no matter that called for further action, hence no matter arose.	
MIN NO: MOE/BOARD 2/ MEETING /08/2025/2026: Annual Financial Statements for the year 2024/2025		
Activity	Presentation of the Annual Financial Statements by the Municipality Accountant	
Recommendation	Board Members to scrutinize the Annual Financial Statements for FY 2024/2025, propose and Adopt.	
Resolution	The Board members adopted the Financial Statements, proposed by Simon Nguyo and Seconded by Milliam Wawira.	
MIN NO: MOE/BOARD 2/ MEETING /09/2025/2026: Annual Solid Waste Management Plan Implementation Report FY 2024/2025		
Activity	Presentation of the Annual Solid Waste Management Plan Implementation Report FY 2024/2025	
Recommendation	Board Members to scrutinize the Annual Solid Waste Management Plan Implementation Report FY 2024/2025	
Resolution	The Board members adopted the Annual Solid Waste Management Plan Implementation Report FY 2024/2025, the adoption was proposed by Dr Kathie and Seconded by Simon Nguyo.	

MIN NO: MOE/BOARD 2/ MEETING /10/2025/2026: Committee Reports/Schedule of Meetings

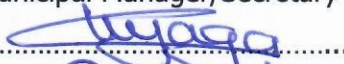
Activity	Reports from various committee meetings		
Recommendation	Committee Chairs to give reports from the committee meetings and the Board to adopt the reports as the Board resolutions		
Resolution	Given that no committee had met, the members proposed the next committee meetings as follows		
	Committee	Task	Date
i.	Finance and Administration	i. Review and adopt the first quarter 2025/2026 financial statements. ii. Develop the work plan for the year 2025//2026 iii. Discuss the agenda for the Second Quarter 2025/2026 Public Forum scheduled for Friday 14 th November 2025	Tuesday 28 th October 2025
ii.	Audit, monitoring and Evaluation	Receive and adopt the Internal Auditor report for the FY 2024/2025 from	Wednesday 29 th October 2025
iii.	Gender Mainstreaming	Suggest mainstreaming activities for inclusion during the implementation of KUSP 2 project.	Thursday 30 th October 2025
iv.	Technical	Review and adopt the KUSP 2 project designs	Friday 31 st October 2025

MIN NO: MOE/BOARD 2/ MEETING /11/2025/2026: Year 2025/2026 : Devolution Conference 2025 Report

Activity	Report on Devolution Conference by those who attended		
Recommendation	Individual attendee to give reports		
Resolution	Members gave their reports as follows;		
	Member	Report	
1.	ALL	All attendees thanked the CECM-Urban development for the good presentation he did as a panelist for the future funding of Cities, Municipalities and Urban areas	
2.	Amina Kigundu	Thanked the management for the opportunity	
3.	Board Chair	Embu county had a stand for display which was not well displayed	
4.	Municipal Manager	The Manager reported that she was able to get contact for various institutions that the Board can partner with. In company of the CECM-Urban, she was able to meet the JOSPONG group of companies which	

		deals with many other things, among them Waste Management.
MIN NO: MOE/BOARD 2/ MEETING /12/2025/2026: Any Other Business		
Activity	Addressing any additional matters relevant to the functioning of the Board	
Statements of extra business	<ul style="list-style-type: none"> i. Have all the assets purchased using Municipality of Embu funds registered under the Municipality ii. Budget and procure a Municipal Board Vehicle probably (18 seater). iii. Develop a proposal on items to be benchmarked iv. The Chairperson tasked to consult the CECM-Urban Development for a courtesy call. v. Members proposed to be sensitized on performance contracting to allow them meet the governance requirements vi. During the second quarter 2025/2026 public forum, the stakeholders be sensitized on the Climate Risk profile and the intent to plan the Municipality of Embu 	
MIN NO: MOE/BOARD 2/ MEETING /13/2025/2026: Adjournment		
Activity	Declaration of the end of the meeting	
Recommendation	The Chairperson to declare end of the day's business	
Resolution	There being no other business the Chairperson thanked the members for a very freely participation and the meeting ended the meeting at 3.00pm with prayers said by Amina Kigundu	

Minutes Drafted by:

Name: Catherine Nyaga
 Designation: Municipal Manager/Secretary
 Signature: 
 Date: 26/08/2025

Minutes Confirmed by:

Name: Mr Eustace Mbogo
 Designation: Chairperson
 Signature: 
 Date: 22/12/2025

EMBU COUNTY GOVERNMENT



Mobile:+254 771 204 003/+254 703 192 924 **Tel:+25430686/30656**

Address: P.O. Box 36 – 60100 Embu, Location: Embu Town House

Email: info@embu.go.ke **Website:** www.embu.go.ke

MINISTRY OF LANDS, MINING, HOUSING, PHYSICAL PLANNING AND URBAN DEVELOPMENT

MUNICIPALITY OF EMBU

MINUTES OF THE EMBU MUNICIPAL BOARD FOR THE SECOND QUARTER 2025/2026 BOARD MEETING HELD ON 22ND DECEMBER 2025 AT 10.00AM IN THE MUNICIPALITY OF EMBU BOARDROOM

MEMBERS PRESENT

- | | | |
|--------------------------|---|-----------------------------|
| 1. Mr Eustace Mbogo | - | Chairperson |
| 2. Ms. Doris Mwendu | - | Vice Chairperson |
| 3. Dr Elkana Kathie, Hsc | - | Member |
| 4. Mr Michael Kathuri | - | Member |
| 5. Ms Milliam Wawira | - | Member |
| 6. Ms Amina Kigundu | - | Member |
| 7. Mr Simon Nguyo | - | Member |
| 8. Mr. Raymond Kinyua | - | CECM-Urban Development |
| 9. Ms. Hellen Munene | - | CO Urban |
| 10. Ms. Catherine Nyaga | - | Municipal Manager/Secretary |

INATTENDANCE

- | | | |
|-----------------|---|----------------|
| 1. Jacob Gititi | - | Director Urban |
|-----------------|---|----------------|

AGENDA

S/No	Items
1.	Preliminaries
2.	Confirmation of Quorum
3.	Adoption of the Agenda
4.	Reading and Confirmation of the Minutes of the First Quarter 2025/2026 Board Meeting
5.	Matters Arising from the First Quarter 2025/2026 Board Meeting Minutes
6.	Reading and Confirmation of the Second Quarter 2025/2026 public forum minutes
7.	Matters arising from the Second Quarter 2025/2026 Public Forum Minutes
8.	Adoption of the reviewed documents (Climate Risk Profile and SWM Plan)
9.	Committee Reports and Schedules
10.	Report on Performance Contracting and the way forward
11.	Any Other Business (A.O.B.)
12.	Adjournment

MIN NO: MOE/BOARD 2/ MEETING /14/2025/2026: Preliminaries

The Meeting started at 10.55 am with Prayers said by Jacob Gititi. The Chairperson welcomed the members.

MIN NO: MOE/BOARD 2/ MEETING /15/2025/20256 Quorum

Activity	Confirmation of quorum as a statutory requirement.
Recommendation	Confirmation of quorum as a statutory requirement on more than a half basis.
Resolution	All the Board members were present, hence the Chair confirmed quorum

MIN NO: MOE/BOARD 2/ MEETING /16/2025/2026: Notice and Agenda

Activity	Reading of the notice and Agenda of the meeting.
Recommendation	The Board members to review the agenda and adopt with or without amendments
Resolution	The members adopted the agenda without amendments The adoption with was proposed by Dr Kathie and Seconded by Simon Mugambi.

MIN NO: MOE/BOARD 2/ MEETING /17/2025/2026: Reading and Confirmation of the First Quarter Board Meeting Minutes held on 26th August 2025.

Activity	Reading and confirmation of previous meeting minutes
Recommendation	The Board members to read through the previous Board meeting minutes
Resolution	The Board members adopted the first Quarter 2025/2026 Board Meeting Minutes for the Meeting held on 26 th August 2025. The Minutes were proposed by Doris Mwende and seconded by Amina Kigundu.

MIN NO: MOE/BOARD 2 MEETING /18/2025/2026: Matters arising from the of the First Quarter Board Meeting Minutes held on 26th August 2025.

Activity	Forward any matters arising from the previous Board Meeting						
Recommendation	The members to discuss any matter arising from the previous Board meeting						
Resolution	The following matter were raised:						
	<table border="1"> <thead> <tr> <th>S/No</th> <th>Agenda Number</th> <th>Matter</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	S/No	Agenda Number	Matter			
S/No	Agenda Number	Matter					

	1. MIN NO: MOE/BOARD 2/ MEETING /11/2024/2025	The Board members resolved to have a benchmarking activity before the end of the year 2025/2026
--	---	---

MIN NO: MOE/BOARD 2/ MEETING /19/2025/2026: Adoption of the First Quarter 2025/2026 Public Forum Minutes held on 8th August 2025.

Activity	Reading of previous Public Forum minutes
Recommendation	The Board members to adopt the second quarter 2025/2026 public forum minutes for the forum held on 19 th December 2025 as Board's resolutions.
Resolution	The Board members adopted the second quarter 2025/2026 public forum Minutes as the Board's resolutions. The adoption was proposed by Michael Kathuri and seconded Simon Nguyo

MIN NO: MOE/BOARD 2/ MEETING /20/2025/2026: Adoption of the Climate Risk Profile and SWM plan

Activity	Read through the Climate Risk Profile and the SWM Plan
Recommendation	The Board members to adopt the Climate Risk Profile and the SWM Plan
Resolution	The Board members adopted the Climate Risk Profile and the SWM Plan. The adoption was proposed by Amina Kigundu and seconded Dr Kathie

MIN NO: MOE/BOARD 2/ MEETING /21/2025/2026: Matters arising from the Second Quarter 2025/2026 Public Forum Minutes held on 19th December, 2025

Activity	Forwarding of any matters arising from the first quarter 2025/2026 Public Forum
Recommendation	The members to discuss any matter arising from the previous Board meeting
Resolution	The board members requested to have a working meeting with the planners before the next board meeting to discuss critical areas of concern.

MIN NO: MOE/BOARD 2/ MEETING /22/2025/2026: Committee Reports and Schedules

Activity	Reports from various committee meetings
Recommendation	Committee Chairs to give reports from the committee meetings and the Board to adopted ALL the reports as the Board resolutions.
Resolution	Given that no committee had met, the members proposed the next committee meetings as follows.

	Committee	Task	Date
i.	Audit, Monitoring and Evaluation	Receive and adopt the second quarter 2025/2026 Internal Auditor report.	Monday 2 nd March 2026
ii.	Gender Mainstreaming	Discuss the gender requirements for KUSP 2 project and other related activities	Thursday 5 th March 2026
iii.	Technical	To receive and review the contract document for KUSP II project	Friday 6 th March 2026

	iv. Finance and Administration	Receive and adopt the second quarterly 2025/2026 report Draw the proposed budget for year 2026/2027	Monday 9 th March 2026
	v. Board & Planning Technical Staff	Working Meeting on planning in the Municipality	Tuesday 10 th March 2026
	vi. Public Forum for third Quarter 2025/2026		Friday 27 th March 2026
	vii. Third Quarter 2025/2026 Board Meeting		Tuesday 31 st March 2026
<p>Given the committees schedule of meetings above, the members proposed that the public forum for third quarter be moved from Friday 13th February 2026 to Friday 27th March 2026 and the Board meeting be moved to Tuesday 31th March 2026.</p>			

MIN NO: MOE/BOARD 2/ MEETING /23/2025/2026: Any Other Business

Activity	Addressing any additional matters relevant to the functioning of the Board
Statements of extra business	<ul style="list-style-type: none"> i. The board members congratulated the municipal Manager for attaining her doctorate degree ii. Members were informed that the staff shall be having a semiannual performance evaluation meeting on Tuesday 23rd December 2025. iii. The Municipal Manager thanked the Members for the high support during her graduation and that of the daughter.

MIN NO: MOE/BOARD 2/ MEETING /24/2025/2026: Adjournment

Activity	Declaration of the end of the meeting
Recommendation	The Chairperson to declare end of the day's business
Resolution	There being no other business the Chairperson thanked the members for a very freely participation and the meeting ended the meeting at 2.10pm with prayers said by Milliam Wawira.

Minutes Drafted by:

Name: Catherine Nyaga
 Designation: Municipal Manager/Secretary
 Signature: 
 Date: 22/12/2025

Minutes Confirmed by:

Name: Mr Eustace Mbogo
 Designation: Chairperson
 Signature:
 Date: