

EMBU COUNTY GOVERNMENT



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

MUNICIPALITY OF EMBU

MINUTES OF THE EMBU MUNICIPAL BOARD FOR THE FIRST QUARTER 2024/2025 BOARD MEETING HELD ON 23RD AUGUST 2024 AT 9.30 AM IN THE MUNICIPALITY OF EMBU BOARDROOM

MEMBERS PRESENT

- | | | |
|-----------------------------|---|---------------------------------|
| 1. Dr. Esther Nthiga | - | Chairperson |
| 2. Mr. Benjamin Mugo | - | Vice-Chair |
| 3. Mr. Bernard Nthiga | - | Member |
| 4. Ms. Susan Kaguongo | - | Member |
| 5. Mr. Joseph Ndwiga Njoguh | - | Member |
| 6. Ms Emily Wawira Njeru | - | Member |
| 7. Mr. Simon Muriuki | - | Member |
| 8. Ms. Grace Murugi Gicovi | - | Member |
| 9. Raymond Kinyua | - | CECM-Urban Development |
| 10. Ms Hellen Munene | - | Chief Officer Urban Development |
| 11. Ms. Catherine Nyaga | - | Municipal Manager/Secretary |

INATTENDANCE

- | | | |
|-----------------|---|--|
| 1. Jacob Gititi | - | Director Urban Development/Ass.Secretariat |
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AGENDA

S/No	Items
1.	Preliminaries
2.	Confirmation of quorum
3.	Adoption and acceptance of the extension of the term of the Board
4.	Reading of notice and adoption of agenda
5.	Reading and confirmation of Fourth Quarter 2023/2024 minutes of the Municipal Board meeting
6.	Matters Arising
7.	KUSP 2 UIG and UDG allocation and proposed projects
8.	Analysis of FY 2024/2025 Budgetary allocation
9.	Tabling and adoption of Internal Auditor's Report
10.	Tabling of Auditor General's Report for the previous years
11.	Adoption of various reports
12.	Adoption of 1 st Quarter Public Fora Minutes
13.	Adoption of the revised IDeP (2023-2027) for the year 2024-2025
14.	Adoption of Gender Committee Minutes
15.	A.O.B

MIN NO: MOE/BOARD/ MEETING /01/2024/2025: PRELIMINARIES

The Meeting started at 10.30 am with Prayers said by Jacob Gititi. The Chair welcomed the members to the meeting.

MIN NO: MOE/BOARD/ MEETING /02/2024/2025: QUORUM

Activity	Confirmation of quorum as a statutory requirement
Recommendation	The Chair confirmed that there was Quorum
Resolution	With Six members present out of ten, the Chair confirmed quorum on Simple Majority Rule

MIN NO: MOE/BOARD/ MEETING /03/2024/2025: NOTICE AND AGENDA

Activity	Reading of the notice and Agenda
Recommendation	The Board to adopt the agenda with or without amendments
Resolution	The members adopted the agenda with amendments.

MIN NO: MOE/BOARD/ MEETING /04/2024/2025: ADOPTION AND ACCEPTANCE OF THE EXTENSION OF THE TERM OF THE BOARD

Activity	Deliberation on the extension of the term of the Board
Recommendation	The Board to accept or reject the extension of the term
Resolution	<p>The members appreciated the gesture for the extension of the term of the board and unanimously accepted to be in charge till such a time that the recruitment of the new Board is done. The members noted the following</p> <ul style="list-style-type: none"> i. That they had great strides that they shall continue to climb higher ii. That the appreciation and extension was a great honor to the Board iii. That they are ready to hand over to the next Board when it is finally set iv. Appreciated the work of the CECM-Urban Development for institutionalizing the Municipality v. Promised to deliver during the extended time

MIN NO.MOE/BOARD/ MEETING /05/2024/2025:CONFIRMATION OF PREVIOUS BOARD MEETING MINUTES

Activity	Reading of the minutes of the fourth quarter 2023/2024
Recommendation	The Board to adopt the minutes as a true copy of their discussion with or without amendments
Resolution	The members read through the previous minutes and unanimously adopted as a true copy of their discussion. Adoption was proposed by Bernard and seconded by Joseph

MIN NO: MOE/BOARD/ MEETING /06/2024/2025: MATTERS ARISING FROM PREVIOUS BOARD MEETING MINUTES

Activity	Checking the status of the previous meeting deliberations
Recommendation	To assess the status of the previous resolutions and indicate any outstanding issues
Resolution	The outstanding issues were substantive agenda for the meeting

MIN NO: MOE/BOARD/ MEETING /07/2024/2025: KUSP 2 UDG AND UIG ALLOCATION

Activity	Deliberation on the proposed projects
Recommendation	The members to adopt the projects and programs proposed under each allocation.
Resolution	The Board agreed to support the development in upgrading of the streets within the CBD with Cabro pavings for more revenue generation.

MIN NO: MOE/BOARD/ MEETING /08/2024/2025: FINANCIAL YEAR 2024/2025 COUNTY ALLOCATION TO THE MUNICIPALITY

Activity	Assessment of the 2024/2025 Budget allocation of the county to the Municipality
Recommendation	The Board through the CECM to lobby for more county funding to ensure that the transferred functions are sufficiently funded. The allocation should commensurate the transferred functions and the services being offered by the Municipality
Resolution	The CECM to steer the lobbying for more funding from County Allocation

MIN NO: MOE/BOARD/ MEETING /09/2024/2025: INTERNAL AUDIT REPORT

Activity	Analysis of Internal Audit Report
Recommendation	Members to analyze the Internal Audit Report and give wayward on outstanding issues
Resolution	Members resolved that the Management tackle the issues for they are within reach

MIN NO: MOE/BOARD/ MEETING /10/2024/2025: OFFICE OF THE AUDITOR GENERAL REPORT FOR THE PREVIOUS YEARS

Activity	The Auditor General Report for the years from 2018/2019 to 2022/2023.
Recommendation	The members to assess the report and give recommendations for better performance on the outstanding issues
Resolution	The report to be implemented to avoid sermons by the Senate in future. However, it was noted that there were no operational issues directly linked to the management of the municipality

MIN NO: MOE/BOARD/ MEETING /11/2024/2025: ADOPTION OF REPORTS

Activity	Tabling of Waste Management & Development Control Reports
Recommendation	The Board to assess the Reports and adopt them
Resolution	The Board recommended that: <ul style="list-style-type: none">i. Development control and Enforcement requires more effort to ensure that the Municipality does not face disasters of collapsing structures.ii. Waste management needed more funding and resourcing in terms of the equipment and operational costs. The fee levied in the permits should be ploughed back for service deliveryiii. The CECM should lobby for more funds to support the waste management along other transferred functions.

MIN NO: MOE/BOARD/ MEETING /12/2024/2025: ADOPTION OF 1ST QUARTER PUBLIC FORA MINUTES

Activity	The Board discussed the Minutes for the 1 st Quarter Public Fora minutes and note that suggestions for review of the IDeP 2023-2027 was discussed for stakeholders suggestions
Recommendation	To adopt the Minutes for implementation and adopt the revised IDeP (2023-2027) revised for the year 2024-2025
Resolution	The Members adopted the first quarter 2024-25 minutes for implementation and also the revised IDeP (2023-2027) for the year 2024-2025.

MIN NO: MOE/BOARD/ MEETING /13/2024/2025: ADOPTION OF GENDER COMMITTEE MINUTES

Activity	Reading and adoption of Gender Committee Minutes
Recommendation	To adopt the Gender Committee Minutes
Resolution	Members adopted the minutes for implementation and proposed future gender mainstreaming activities especially for KUSP project related aspects

MIN NO: MOE/BOARD/ MEETING /14/2024/2025: ANY OTHER BUSINESS

Activity	Statements of any other aspects not included in the meeting The members were notified that the advert for the new board will be done and that they are encouraged to apply
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Minutes Approved by:

Name: Catherine Nyaga
Designation: Municipal Manager/Secretary
Signature: *Catherine Nyaga*
Date: 28/08/2024

Minutes Confirmed by:

Name: Dr. Esther W. Nthiga
Designation: Chairperson
Signature: *Esther Nthiga*
Date: 18/12/2024

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

MUNICIPALITY OF EMBU

MINUTES OF THE EMBU MUNICIPAL BOARD FOR THE SECOND QUARTER 2024/2025 BOARD MEETING HELD ON 18TH DECEMBER 2024 AT 10:00 AM IN THE MUNICIPALITY OF EMBU BOARDROOM

MEMBERS PRESENT

- | | | |
|-----------------------------|---|-----------------------------|
| 1. Dr. Esther Nthiga | - | Chairperson |
| 2. Mr. Benjamin Mugo | - | Vice-Chair |
| 3. Mr. Bernard Nthiga | - | Member |
| 4. Ms. Susan Kaguongo | - | Member |
| 5. Mr. Joseph Ndwiga Njoguh | - | Member |
| 6. Mr. Simon Muriuki | - | Member |
| 7. Ms. Grace Murugi Gicovi | - | Member |
| 8. Ms Emily Wawira Njeru | - | Member |
| 9. Raymond Kinyua | - | CECM-Urban Development |
| 10. Ms Hellen Munene | - | Chief Officer Lands |
| 11. Ms. Catherine Nyaga | - | Municipal Manager/Secretary |

INATTENDANCE

- | | | |
|-----------------|---|---|
| 1. Jacob Gititi | - | Director Urban Development/Ass. Secretariat |
|-----------------|---|---|

AGENDA

S/No.	Item
1.	Preliminaries.
2.	Confirmation of quorum.
3.	Reading of notice and adoption of agenda
4.	Reading and confirmation of First Quarter 2024/2025 Municipal Board meeting minutes
5.	Matters Arising.
6.	Adopting Minutes of the Public Fora Minutes
7.	KUSP II Status Report
8.	Committee Reports
9.	A.O.B

MIN NO: MOE/BOARD/ MEETING /14/2024/2025: PRELIMINARIES

The Meeting started at 10.00 am with the Chair welcoming the members to the meeting and Prayers led by Mr. Benard Nthiga. The Chair made some opening remarks thanking the Board for their cooperation during their term of service. She added that for the KUSP II, it was the duty of the County to meet the Minimum Conditions and not the duty of the Board.

MIN NO: MOE/BOARD/ MEETING /15/2024/2025: QUORUM

Activity:	The confirmation of quorum as a statutory requirement
Recommendation:	The Chair to confirm that there was Quorum
Resolution:	With Eight members present out of eleven the members confirmed that there was quorum

MIN NO: MOE/BOARD/ MEETING /16/2024/2025: NOTICE AND AGENDA

Activity:	Reading of the notice and Agenda
Recommendation:	The Board to adopt the agenda
Resolution:	The members adopted the agenda with amendments, to add KUSP II status report. Adoption was proposed by the Benjamin and seconded by Joseph.

MIN NO: MOE/BOARD/ MEETING /17/2024/2025: READING AND CONFIRMATION OF FIRST QUARTER 2024/2025 MUNICIPAL BOARD MEETING MINUTES

Activity:	Reading of the minutes of the first quarter 2024/2025
Recommendation:	The Board to adopt the minutes as a true copy of their discussion without amendments
Resolution:	The members read through the previous minutes and adopted as a true copy of their discussion. Adoption was proposed by Bernard Nthiga and seconded by Susan Kaguongo.

MIN NO: MOE/BOARD/ MEETING /18/2024/2025: MATTERS ARISING

Activity:	Checking the status of the previous meeting deliberations
	To assess the status of the previous resolutions and indicate any outstanding issues
	<p>Members discussed the Auditor General's Report, the allocation of Funds and the Grant transfer for waste management. They resolved that:</p> <ul style="list-style-type: none"> i) In future the board shall be represented in the Auditor General's Report for discussion. ii) The Municipality documentation must be above board to always achieve an unqualified report. iii) The Internal Auditor to continue the Quarterly audits for the Municipality. iv) Grant transfer for waste management levy in the licensing should done to the Municipality. v) There is need to lobby for more funds through the Supplementary Budget as the allocation is not sufficient.

MIN NO: MOE/BOARD/ MEETING /19/2024/2025: Adoption of Public Fora Minutes

Activity:	Reading and Adoption of the Public Fora Minutes.
Recommendation:	The Members to adopt the public fora Minutes.
Resolution:	The Board adopted the Public Fora proposed by Benjamin and seconded by Joseph

MIN NO: MOE/BOARD/ MEETING /20/2024/2025: KUSP II Status Report	
Activity:	Deliberation on the KUSP II Status Report
Recommendation:	Members to appreciate the KUSP II Report and Responses
Resolution:	<p>To fully meet the Minimum Conditions the following will be done:</p> <ul style="list-style-type: none"> i) Gazettement of the new Municipal Board ii) The IDep will be approved by the County Assembly iii) Grievance issue will be sorted for there was no grievance for the previous year. iv) Provision of the List of the inspected projects during the window v) The Development Control Committees shall be meeting Quarterly and generate other subsequent reports
MIN NO: MOE/BOARD/ MEETING /21/2024/2025: COMMITTEE REPORTS	
Activity:	Tabling and Adoption of the Gender Committee Report
Recommendation:	<p>The Members to adopt the Gender Committee Report appreciating that this committee was the Most active in the Board</p> <p>The members to ensure Gender inclusion issues in all projects and so be discussed in public fora</p> <p>The Members to ensure that during procurement we have Gender inclusion through AGPO</p>
Resolution:	<p>The Members adopted the Gender Committee Report and resolved that:</p> <ul style="list-style-type: none"> i) Sensitization on Gender mainstreaming to be done. ii) The Gender committee to meet and plan for the Gender sensitization training for the Newly employed staff and the New Board iii) Allocation of more funds for Gender issues is needful <p>The Gender report adoption was proposed by Joseph and Seconded by Bernard Nthiga.</p>

MIN NO: MOE/BOARD/ MEETING /22/2024/2025: ANY OTHER BUSINESS

Activity:

Statements of any other aspects not included in the meeting.

The Manager appreciated the support given by all Board members. She felt that the End was good and thus, it is clear that the Board has performed and so for those seeking serving in the Second Board are encouraged.

The Chair was grateful that irrespective of the tough times, all ended well. In addition, it was also a learning experience, balancing politics and core work it augured well to shaping her. She recommended the team for the support.

There being no other Business, the Chair called of the meeting with prayers led by MS. Susan Kaguongo at 11:40 am.


Minutes Taken by:

Name: Jacob K. Gititi

Designation: Assisting Secretariat

Signature:

Date:


18/12/2024

Minutes Approved by:

Name: Catherine N. Nyaga

Designation: Municipal Manager/ Secretary

Signature:

Date:


18/12/2024

Minutes Confirmed by:

Name: Dr. Esther W. Nthiga

Designation: Chairperson

Signature:

Date:

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

MUNICIPALITY OF EMBU

**MINUTES OF THE EMBU MUNICIPAL BOARD FOR THE THIRD QUARTER
2024/2025 BOARD MEETING HELD ON 13TH MARCH 2025 AT 10.00AM IN
THE MUNICIPALITY OF EMBU BOARDROOM**

MEMBERS PRESENT

- | | | |
|--------------------------|---|-----------------------------|
| 1. Mr Eustace Mbogo | - | Chairperson |
| 2. Ms Doris Mwendu | - | Vice-Chair |
| 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. Raymond Kinyua | - | CECM-Urban Development |
| 9. Ms Hellen Munene | - | CO Urban |
| 10. Ms. Catherine Nyaga | - | Municipal Manager/Secretary |

INATTENDANCE

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

AGENDA

S/No	ITEMS
1.	Preliminaries
2.	Quorum
3.	Notice and agenda
4.	Vice-Chairperson
5.	Municipality staff
6.	Board Committees
7.	Board and Committee meetings standing orders
8.	Approval of KUSP 2 projects
9.	Priority areas of focus
10.	Schedule of activities
11.	Third quarter 2024/2025 public forum minutes
12.	Committee assignments
13.	AOB
14.	Chairperson's closing remarks
15.	Adjournment

MIN NO: MOE/BOARD 2/ MEETING /01/2024/2025: Preliminaries

The Meeting started at 10.15 am with Prayers said by Milliam. The Chair welcomed the members to the meeting.

MIN NO: MOE/BOARD 2/ MEETING /02/2024/2025: Quorum

Activity	Confirmation of quorum as a statutory requirement.
Recommendation	Confirmation of quorum as a statutory requirement on more than a half basis.
Resolution	With eight out of ten members present, the Chair confirmed quorum.

MIN NO: MOE/BOARD 2/ MEETING /03/2024/2025: Notice and Agenda

Activity	Reading of the notice and Agenda
Recommendation	The Board members to review the agenda and adopt with or without amendments
Resolution	The members adopted the agenda with amendments to include an overview of Kenya Urban Support Program (KUSP) and review of the third quarter 2024/2025 public forum minutes. The adoption was proposed by Michael Kathuri and Seconded by Simon Nguyo.

MIN NO: MOE/BOARD 2/ MEETING /04/2024/2025: Vice Chairperson

Activity	Election of the Vice Chairperson
Recommendation	The Board members to elect the Vice Chairperson of the Board as per section 3.6.3 of the Embu Municipal Board Charter
Resolution	The Board Unanimously elected one: Doris Mwendu Mugendi as the vice Chairperson of the Board

MIN NO: MOE/BOARD 2 MEETING /05/2024/2025: Municipality Staff			
Activity	Introductions		
Recommendation	The Municipal Manager to introduce the staff to the Board highlighting their designations.		
Resolution	The staff introduced as follows:		
	S/No	Name	Designation
	1.	Catherine Nyaga	Municipal Manager
	2.	Isaac Mwai	Engineer
	3.	Sammy Mwangi	Accountant
	4.	Carol Njagi	Physical Planner
	5.	Benson Nyaga	Environment Officer
	6.	Frank Njauke	ICT Officer
	7.	Denis Munene	Finance Officer
	8.	Dorcas Kithaiga	Internal Auditor
	9.	Joyce Mukami	Procurement Officer
	10.	Hellen Wanjohi	Public Health Officer
	11.	Job Mugo	Public Health Officer
	12.	Rosemary Njagi	Human Resource Officer
	13.	Lynn Murage	Social Development Officer
	14.	Lucy Karimi	Clerical Officer
	15.	Alice Mbaka	Support Staff
Members also informed that the director Urban Development- Jacob Gititi works closely with the staff of the Municipality and is the coordinator of the Kenya Urban Support Program.			
MIN NO: MOE/BOARD 2/ MEETING /06/2024/2025: Board Committees			
Activity	Formation of the various Committees of the Board		
Recommendation	<p>The Committees to be formed as guided by Subsection 3.9.1, 3.9.2 and 3.9.3 of the Embu Municipal Charter and in addition;</p> <ul style="list-style-type: none"> i. The Chairperson of the Board should not be a member of any committee ii. A Board member should not be a member of more than two committees iii. A Board Member can only be a Chair in one Committee iv. A committee may invite staff who may have content/context of the topic of discussion in a given meeting. 		
Resolution	The Board resolved to form four Board Committees with each comprising of three board members and two officers with technical expertise required for performance of the relevant committee. Four Committees were formed:		
	S/No	Committee	Members
	1.		Doris Mwendu Michael Kathuri
			Position
			Chairperson
			Member

	Finance and Administration Committee	Dr Elkana Kathie Hsc	Member
		Jacob Gititi	Director Urban Development
		Denis Munene	Finance Officer
	2. Technical Committee	Michael Kathuri	Chairperson
		Simon Nguyo	Member
		Amina Kigundu	Member
		Isaac Mwai	Engineer
		Carol Njagi	Physical Planner
	3. Audit, Monitoring & Evaluation Committee	Simon Nguyo	Chairperson
		Milliam Wawira	Member
		Doris Mwendu	Member
		Sammy Mwangi	Accountant
		Dorcas Githaiga	Auditor
	4. Gender Mainstreaming Committee	Milliam Wawira	Chairperson
		Amina Kigundu	Member
		Dr Elkana Kathie HSc	Member
		Hellen Wanjohi	Social Safeguards Officer
Benson Nyaga		Environmental Safeguards Officer	

MIN NO: MOE/BOARD 2/ MEETING /07/2024/2025: Board and Committee Meeting Standing Orders

Activity	Presentation of the draft Board and Committees' meeting standing orders
Recommendation	The members to go through the draft board and Committees' meetings standing orders and give their input
Resolution	The members read through the draft Board and Committee standing orders. However, it was noted that more time is needed to go through and expound on the draft. Members proposed that at least a day be set aside for the task.

MIN NO: MOE/BOARD 2/ MEETING /08/2024/2025: Approval of KUSP 2 projects

Activity	Presentation of proposed KUSP 2 investment projects
Recommendation	The members to deliberate on proposed UDG investments (upgrading to bitumen standard Kamiu and access to Jeremiah Nyaga National Polytechnic roads).
Resolution	The board approved the upgrading to bitumen standards Kamiu and access to Jeremiah Nyagah National Polytechnic roads. It also recommended for completion of the remaining parts of the roads in future

MIN NO: MOE/BOARD 2/ MEETING /09/2024/2025: Priority Areas of focus

Activity	Highlighting Key priority areas of focus by the Board
Recommendation	The Members were presented to the key priority areas that included;

	<ul style="list-style-type: none"> a) Implementation of Section 173 of the PFM Act to provide for the funding of the Municipality b) Revision of the Integrated Strategic Urban Development Plan (ISUDP) to align to PLUPA and CGA c) Revision of the Climate Risk Profile to inform revision of the IDeP d) The board deliberated on identified UDG investment (upgrading to bitumen standard of Kamiu and access to Jeremiah Nyagah National Polytechnic roads) and approved it for implementation. e) Develop infrastructural designs, Prefeasibility, feasibility studies, and Environmental Social Impact Assessment(ESIA) for UDG funded projects f) Revise the Private Sector Engagement Framework to align it to the provided council of Governors' (COG) format. g) Revise the Current Annual Investment Plan 2024/2025 to reflect the selected UDG projects. h) Prepare the next Annual Investment Plan 2025/2026 providing for all transferred functions i) Prepare the Budget for 2025/2026 providing for all transferred functions and personnel j) Prepare the Performance Contracts for the new Board Chair k) Have an asset management inventory of all the assets of the Municipality and tag them for identification. l) Obtain a database of businesses within the Municipality m) Complete the ongoing policies, plans and framework <ul style="list-style-type: none"> i. Solid Waste Management Policy and Plans. ii. Municipal By-Laws iii. Private Sector Engagement Framework iv. Occupation Health and Safety Policy v. Waste management Policy vi. Gender policy vii. Integrated Strategic Urban Development Plan viii. Climate risk profile ix. County Urban Integrated Development Strategy (CUIDS)
Resolution	The Board resolved that the secretariat prioritizes the activities given the available budget.
MIN NO: MOE/BOARD 2/ MEETING /10/2024/2025: Schedule of Activities	
Activity	Drafting a Schedule of Activities for the remaining part of year 2024/2025
Recommendation	To review and adopt the former board's schedule of activities with or without amendments
Resolution	The Board members resolved that:

- i. Quarterly public forum meetings shall be held on the second Friday of the second month of the quarter
- ii. Quarterly Board meetings shall be held on the last Tuesday of the second month of the quarter
- iii. The Board meeting and the public fora for the remaining part of year 2024/2025 as follows;

S/no	Activity	Date Scheduled
i.	Third quarter Public Forum	Held on Wednesday 12 th March 2025 (Already held)
ii.	Finance & Administration Committee Meeting	Thursday 3 rd April 2025
iii.	Audit, Monitoring & Evaluation Committee Meeting	Friday 4 th April 2025
iv.	Technical Committee Meeting	Tuesday 8 th April 2025
v.	Gender Mainstreaming Committee meeting	Wednesday 9 th April 2025
vi.	Fourth quarter Public Forum	Friday 9 th May 2025
vii.	Fourth Quarter Board Meeting	Tuesday 27 th May 2025

MIN NO: MOE/BOARD 2/ MEETING /11/2024/2025: Third Quarter 2024/2025 Public Forum Minutes

Activity	Review of the third quarter 2024/2025 public forum minutes
Recommendation	The Board to review and adopt the third quarter 2024/2025 public forum minutes
Resolution	Members reviewed and adopted the third quarter 2024/2025 public forum minutes without amendments.

MIN NO: MOE/BOARD 2/ MEETING /12/2024/2025:Committees' Assignments

Activity	Allocation of assignments to Committees	
Recommendation	The Chair to allocate the activities/assignments to board committees	
Resolution	The Committees' were allocated assignments as follows;	
	S/No	Committee
	a)	Finance & Administration Committee Meeting
		Assignments
		i. Develop the Committee Terms of Reference (TOR's)
		ii. Review the Board and Committees Standing Orders
		iii. Propose the budget for financial year 2025/2026

	b)	Audit, Monitoring & Evaluation Committee Meeting	i. Develop the Committee Terms of Reference (TOR's)
	c)	Technical Committee Meeting	i. Develop the Committee Terms of Reference (TOR's)
	d)	Gender Mainstreaming Committee meeting	i. Develop the Committee Terms of Reference (TOR's) ii. Develop a framework for the Board welfare

MIN NO: MOE/BOARD 2/ MEETING /13/2024/2025: 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 to familiarize with the projects already done by the previous board and the municipality boundaries. A tour be scheduled by the end of march 2025 ii. All the toilets within the Municipality should be under the Municipality management. iii. Reinstatement of the vandalized project billboards and manholes. The Billboard for the Municipality office to clearly state the: Mission, Vision and values of the Municipality iv. Have the By-laws passed as a matter of urgency v. Plan for a media interview as a way of municipality publicity vi. Have a Board welfare


MIN NO: MOE/BOARD 2/ MEETING /14/2024/2025: Chairperson's Closing Remarks

Activity	The Chairperson thanked the members for their active participation throughout the meeting regardless of the meeting taking long. He said this was inevitable since the members needed to familiarize with many aspects for a good start. He promised that future meetings shall be shorter because most of the activities shall be handled by committees.
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MIN NO: MOE/BOARD 2/ MEETING /15/2024/2025: 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 ended the meeting at 5.00 pm with prayers said by Dr Elkana Kathie HSc.

Minutes Drafted by:

Name: Catherine Nyaga
Designation: Municipal Manager/Secretary
Signature: 
Date: 13/03/2025

Minutes Confirmed by:

Name: Mr Eustace Mbogo
Designation: Chairperson 
Signature:
Date: 27/05/2025

EMBU COUNTY GOVERNMENT



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

MUNICIPALITY OF EMBU

MINUTES OF THE EMBU MUNICIPAL BOARD FOR THE FOURTH QUARTER 2024/2025 BOARD MEETING HELD ON 27TH MAY 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 |

AGENDA

S/No	Items
1.	Preliminaries
2.	Confirmation of Quorum
3.	Adoption of the Agenda
4.	Reading and Confirmation of the Minutes of the Third Quarter 2024/2025 Board Meeting
5.	Adoption of Fourth Quarter 2024/2025 Public Forum Minutes
6.	Matters Arising
7.	Committee Reports
8.	2025/2026 Schedule of Activities
9.	Adoption of the Proposed 2025/2026 Municipality Budget
10.	Report on the Outcome of the Meeting with Her Excellency the Governor
11.	Board Members' Travel Allowances
12.	Devolution Conference
13.	Business Database Stakeholders Engagement Forum
14.	Any Other Business (A.O.B.)
15.	Adjournment

MIN NO: MOE/BOARD 2/ MEETING /15/2024/2025: Preliminaries

The Meeting started at 10.52 am with Prayers said by the Chairperson Mr Eustace Mbogo. The Chair also welcomed the members to the meeting.

MIN NO: MOE/BOARD 2/ MEETING /16/2024/2025: Quorum

Activity	Confirmation of quorum as a statutory requirement.
Recommendation	Confirmation of quorum as a statutory requirement on more than a half basis.
Resolution	With six out of nine members present, the Chair confirmed quorum.

MIN NO: MOE/BOARD 2/ MEETING /17/2024/2025: Notice and Agenda

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

MIN NO: MOE/BOARD 2/ MEETING /18/2024/2025: Reading and Confirmation of previous Meeting Minutes

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 previous Board Meeting Minutes for the Meeting held on 13 th March 2025. The Minutes were proposed by Simon Nguyo and seconded by Amina Kigundu.

MIN NO: MOE/BOARD 2 MEETING /19/2024/2025: Matters arising from the Previous Board Meeting held on 13th March 2025

Activity	Forwarding ANY Matters arising from the previous Board Meeting		
Recommendation	The members to discuss any matter arising from the previous Board meeting		
Resolution	The following matters were raised:		
	S/No	Agenda Number	Matter
	1.	MIN NO: MOE/BOARD 2/ MEETING /05/2024/2025	The Human Resource officer; Rosemary Njagi was transferred to the department of Health and Lucy Njagi Joined the Municipality as the Municipality Human Resource officer from infrastructure department.
	2.	MIN NO: MOE/BOARD 2/ MEETING /06/2024/2025	Board resolved that the committees; i. may invite the Chair of the Board as an inattendance during the committee meetings. ii. shall give the reports of the committees ONLY in a regular Board meeting.
3.	MIN NO: MOE/BOARD 2/ MEETING /08/2024/2025	Board resolved that the members be sensitized before the next board meeting on ALL documents already presented to the executive.	

MIN NO: MOE/BOARD 2/ MEETING /20/2024/2025: Adoption of Fourth Quarter Public Forum Minutes

Activity	Reading of previous Public Forum minutes
Recommendation	The Board members to adopt the 4 th Quarter 2024/2025 public forum minutes as board's resolutions.
Resolution	The Board members adopted the Fourth Quarter 2024/2025 Minutes as the Board's resolutions. The adoption was proposed by Simon Nguyo and seconded by Milliam Wawira.

MIN NO: MOE/BOARD 2/ MEETING /21/2024/2025: Committee Reports

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	The Board Members adopted the Various Committee reports as Board's Resolutions as after being presented, proposed and seconded as follows				
		Committee	Presented by	Proposer	Secunder
	i.	Audit, monitoring and Evaluation	Simon Nguyo	Milliam Wawira	Amina Kigundu
	ii.	Gender Mainstreaming	Milliam Wawira	Simon Nguyo	Michael Kathuri
iii.	Technical	Michael Kathuri	Dr Elikana Kathei, Hsc	Milliam Wawira	

	iv. Finance and Administration	Catherine Nyaga	Michael Kathuri	Amina Kigundu
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MIN NO: MOE/BOARD 2/ MEETING /22/2024/2025: Year 2025/2026 Schedule of Activities																															
Activity	Determine the dates of the major events to be held in the year 2025/2026																														
Recommendation	Members to determine the dates																														
Resolution	<p>Members resolved to adopt the previous year calendar dates that;</p> <ol style="list-style-type: none"> i. Quarterly public forum meetings shall be held on the second Friday of the second month of the quarter ii. Quarterly Board meetings shall be held on the last Tuesday of the second month of the quarter <p>PUBLIC FORA</p> <table border="1"> <thead> <tr> <th>S/NO</th> <th>Period</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>1st Quarter (July 2025-Sep 2025)</td> <td>Friday 8th August 2025</td> </tr> <tr> <td>2.</td> <td>2nd Quarter (October 2025-Dec 2025)</td> <td>Friday 14th November 2025</td> </tr> <tr> <td>3.</td> <td>3rd Quarter (Jan 2026-March 2026)</td> <td>Friday 13th February 2026</td> </tr> <tr> <td>4.</td> <td>4th Quarter (April 2026-June 2026)</td> <td>Friday 8th May 2026</td> </tr> </tbody> </table> <p>BOARD MEETINGS</p> <table border="1"> <thead> <tr> <th>S/NO</th> <th>Period</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>1st Quarter (July 2025-Sep 2025)</td> <td>Tuesday 26th August 2025</td> </tr> <tr> <td>2.</td> <td>2nd Quarter (October 2025-Dec 2025)</td> <td>Tuesday 25th November 2025</td> </tr> <tr> <td>3.</td> <td>3rd Quarter (Jan 2026-March 2026)</td> <td>Tuesday 24th February 2025</td> </tr> <tr> <td>4.</td> <td>4th Quarter (April 2026-June 2026)</td> <td>Tuesday 26th May 2026</td> </tr> </tbody> </table>	S/NO	Period	Date	1.	1 st Quarter (July 2025-Sep 2025)	Friday 8 th August 2025	2.	2 nd Quarter (October 2025-Dec 2025)	Friday 14 th November 2025	3.	3 rd Quarter (Jan 2026-March 2026)	Friday 13 th February 2026	4.	4 th Quarter (April 2026-June 2026)	Friday 8 th May 2026	S/NO	Period	Date	1.	1 st Quarter (July 2025-Sep 2025)	Tuesday 26 th August 2025	2.	2 nd Quarter (October 2025-Dec 2025)	Tuesday 25 th November 2025	3.	3 rd Quarter (Jan 2026-March 2026)	Tuesday 24 th February 2025	4.	4 th Quarter (April 2026-June 2026)	Tuesday 26 th May 2026
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MIN NO: MOE/BOARD 2/ MEETING /23/2024/2025: Presentation and Adoption of the proposed 2025/2026 Municipality Budget	
Activity	Discussion of items of the proposed Budget 2025/2026 as proposed by the Finance and Administration Committee
Recommendation	The members to discuss the proposed budget
Resolution	The Board members to adopted the proposed budget without amendments .

MIN NO: MOE/BOARD 2/ MEETING /24/2024/2025: Meeting with Her Excellency the Governor	
Activity	Report on the outcome of the Meeting with Her Excellency the Governor
Recommendation	The members to discuss the highlights of the meeting
Resolution	The Board noted that they had secured an appointment with Her Excellency the Governor, but the executive was out for a benchmarking exercise with the members of Embu County assembly.

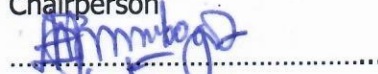
MIN NO: MOE/BOARD 2/ MEETING /25/2024/2025: Travel Allowances	
Activity	Highlighting the various legislation on Travel allowances of the Board Members

Recommendation	The members to discuss the various legislation on their travel allowances and adopt the guided criterion
Resolution	The Board members resolved to adopt the previous Board resolution on Board allowances as guided by the Salaries and Remuneration Commission on various allowances.
MIN NO: MOE/BOARD 2/ MEETING /26/2024/2025: Devolution Conference	
Activity	Highlights on the devolution Conference
Recommendation	Members to discuss and resolve on attendance of the conference
Resolution	The Board members resolved that the Board Chair and the members who did not attend the Urban Forum shall represent the board in the devolution conference. These are; <ul style="list-style-type: none"> i. Milliam Wawira ii. Dr Elikana Kathei, Hsc iii. Amina Kigundu
MIN NO: MOE/BOARD 2/ MEETING /27/2024/2025: Business Database Stakeholders Engagement Forum	
Activity	Discuss the need to have an engagement with the Business Community
Recommendation	Members to highlight the agenda for the forum and when to hold it
Resolution	The members resolved to hold the first quarter 2025/2026 public forum as scheduled in the schedule of activities on 8 th August 2025 and target the business community in order to sensitize them for the need of business registration and establish the diagnostics.
MIN NO: MOE/BOARD 2/ MEETING /28/2024/2025: 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 were informed that the Chair of the Board lost his younger brother through a road accident. ii. A litter bin next to the cake shop near the police station to be collected iii. The Calendar of events for the next year to remain as earlier discussed
MIN NO: MOE/BOARD 2/ MEETING /29/2024/2025: 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 ended the meeting at 4.30pm with prayers said by Michael Kathuri

Minutes Drafted by:

Name: Catherine Nyaga
Designation: Municipal Manager/Secretary
Signature: 
Date: 27/05/2025

Minutes Confirmed by:

Name: Mr Eustace Mbogo
Designation: Chairperson
Signature: 
Date: 26/8/2025