

**MINUTES OF THE MUNICIPALITY OF EMBU BOARD FIRST QUARTER 2023/2024
MEETING HELD ON FRIDAY 1ST SEPTEMBER 2023 AT 10.30AM IN THE
MUNICIPALITY BOARDROOM.**

MEMBERS PRESENT

1. Dr Esther Nthiga	Chairperson
2. Mr. Benjamin Mugo	Vice Chair
3. Mr. Benard Nthiga	Member
4. Ms Susan Kaguongo	Member
5. Mr. Simon Muriuki	Member
6. Ms. Emily Njeru	Member
7. Mr. Benjamin Mutisya	CO Urban Development
8. Ms. Catherine Nyagah	Municipal Manager
9. Mr. John Mucira	Deputy Director Administration/For Secretary

APOLOGY

1. Ms. Grace Murugi	Member
2. Mr. Joseph Ndwigah	Member
3. Mr. Raymond Kinyua	CECM-Urban Development

AGENDA

1. Preliminaries
2. Reading of notice and adoption of agenda
3. Reading and confirmation of previous minutes
4. Matters arising
5. Adoption of first quarter 2023/2024 public forum minutes
6. KUSP Project Progress Report
7. Transfer of functions road map
8. KUSP II Preparedness
9. Tabling and adoption of draft IDeP

MIN: MOE/BOARD/MEETING/10/2023/2024 ADOPTION OF COUNTY ICT POLICY AND THE DISASTER/EMERGENCY RESPONSE PLAN

The Municipal Manager informed the members that there exist a County ICT Policy and a Disaster/Emergency Response plan upon which ALL departments rely on in implementing ICT and Disaster response issues. The members read through the County ICT policy and the Disaster/Emergency Response plan and adopted them for use in the Municipality.

MIN: MOE/BOARD/MEETING/11/2023/2024 ANY OTHER BUSINESS

- This being the final year of the board term, members should focus on the legacy they board will be remembered for.
- The board committees should re-energize to be pro-active in their mandate. However this was dependent on the resources allocated to committees for facilitation in their activities
- The secretariat should liaise with Embu County Revenue Authority officers so as not to inconvenience members of the board by clamping their parked vehicles while members are attending official board meetings at the boardroom.
- Board members were required to update their profiles as required by the Office of the Controller of Budget
- The chair appreciated the support of members when she was admitted in hospital

MIN: MOE/BOARD/MEETING/12/2023/2024 ADJOURNMENT

The meeting was adjourned at 1415 HRS for the board to make an inspection tour of the Runyenjes Bus park and Walk way projects within the Embu CBD. The closing prayer was said by Susan Kaguongo.

Minutes taken by:

John Mucira Njeru

(For Secretary)

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Signature

.....
01/09/2023

Date

Minutes confirmed by:

Dr. Esther Nthiga

(Chairperson)

.....


Signature

.....
24/11/2023

Date

**MINUTES OF THE MUNICIPALITY OF EMBU BOARD SECOND QUARTER 2023/2024
MEETING HELD ON FRIDAY 24th NOVEMBER 2023 AT 10.30AM IN THE
MUNICIPALITY BOARDROOM.**

MEMBERS PRESENT

1. Dr Esther Nthiga	Chairperson
2. Mr. Benjamin Mugo	Vice Chair
3. Mr. Benard Nthiga	Member
4. Ms Susan Kaguongo	Member
5. Mr. Simon Muriuki	Member
6. Ms. Emily Njeru	Member
7. Ms. Grace Murugi	Member
8. Mr. Benjamin Mutisya	CO Urban Development
9. Ms. Catherine Nyagah	Municipal Manager
10. Mr. John Mucira	Deputy Director Administration/For Secretary

IN ATTENDANCE

1. Jacob K. Gititi	Director - Urban Development
2. Florence Wanjau	Social safeguards Officer

APOLOGY

1. Mr. Joseph Ndwigah	Member
2. Mr. Raymond Kinyua	CECM-Urban Development

AGENDA

1. Preliminaries
2. Reading of notice and adoption of agenda
3. Reading and confirmation of previous minutes
4. Matters arising
5. Adoption of second quarter 2023/2024 public Forum Minutes

MIN: MOE/BOARD/MEETING/23/2023/2024 ADJOURNMENT

There being no other business the meeting ended at 1500 HRS with closing prayer said by Susan Kaguongo.

Minutes taken by:

John Mucira Njeru

(For Secretary)

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Signature

.....24/10/2023

Date

Minutes confirmed by:

Dr. Esther Nthiga

(Chairperson)

.....

Signature

.....23rd Feb 2024

Date

**MINUTES OF THE MUNICIPALITY OF EMBU BOARD THIRD QUARTER
2023/2024 MEETING HELD ON FRIDAY 8th MARCH 2024 AT 10.30AM IN THE
MUNICIPALITY BOARDROOM.**

MEMBERS PRESENT

- | | |
|------------------------|-----------------------------------|
| 1. Dr Esther Nthiga | Chairperson |
| 2. Mr. Benjamin Mugo | Vice Chair |
| 3. Ms Susan Kaguongo | Member |
| 4. Mr. Simon Muriuki | Member |
| 5. Ms. Grace Murugi | Member |
| 6. Ms. Catherine Nyaga | Municipal Manager/Board Secretary |
| 7. Mr. John Mucira | Deputy Director Administration |

APOLOGY

- | | |
|-------------------------|------------------------|
| 1. Mr. Joseph Ndwigah | Member |
| 2. Mr. Raymond Kinyua | CECM-Urban Development |
| 3. Ms. Emily Njeru | Member |
| 4. Mr. Benjamin Mutisya | CO Urban Development |
| 5. Mr. Benard Nthiga | Member |

AGENDA

1. Preliminaries
2. Reading of notice and adoption of agenda
3. Reading and confirmation of previous minutes
4. Matters arising
5. Adoption of Second Quarter 2023/2024 Public Forum Minutes
6. Committee Reports
7. Tabling and adoption of proposed Municipality Budget 2024/2025
8. Preparation of Board's Exit Report
9. A.O.B

MIN: MOE/BOARD/MEETING/33/2023/2024 ANY OTHER BUSINESS

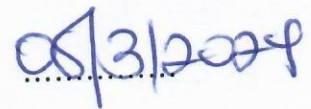
- A meeting be held between the management of the Municipality and the Heads of departments releasing functions after transfer to develop modalities for seamless transfer
- There were members without appointment letters and needed them to enrich their profiles
- Letters of Appreciation should be Awarded to the board members at the end of their term.

MIN: MOE/BOARD/MEETING/34/2023/2024 ADJOURNMENT

There being no other business the meeting ended at 1500 HRS with closing prayer said by Susan Kaguongo.

Minutes taken by:

Catherine N. Nyaga



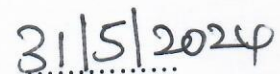
(Municipal Manager/ Secretary)

Signature

Date

Minutes confirmed by:

Dr. Esther W. Nthiga



(Chairperson)

Signature

Date

**MINUTES OF THE FOURTH QUARTER 2023/2024 EMBU MUNICIPAL BOARD
MEETING HELD ON FRIDAY 31ST MAY 2024 AT 10.30AM IN THE
MUNICIPALITY BOARDROOM.**

MEMBERS PRESENT

1. Dr Esther Nthiga	Chairperson
2. Mr. Benjamin Mugo	Vice Chair
3. Ms Susan Kaguongo	Member
4. Mr. Simon Muriuki	Member
5. Ms. Grace Murugi	Member
6. Mr. Joseph Ndwigah	Member
7. Mr. Bernard Nthiga	Member
8. Ms. Catherine Nyaga	Municipal Manager/Board Secretary
9. Mr. John Mucira	Deputy Director Administration

APOLOGY

1. Mr. Raymond Kinyua	CECM-Urban Development
2. Ms. Emily Njeru	Member
3. Mr. Benjamin Mutisya	CO Urban Development

AGENDA

1. Preliminaries
2. Reading of notice and adoption of agenda
3. Reading and confirmation of previous minutes
4. Matters arising
5. Adoption of the Fourth Quarter 2023/2024 Public Forum Minutes
6. Committee Reports
7. Transferred functions
8. KUSP 2 UDG allocation
9. Tabling and Adoption of the Board's End of Term Report
10. Proposed Schedule of activities for the year 2024-2025
11. A.O.B

MIN: MOE/BOARD/MEETING/44/2023/2024 END OF TERM REPORT

The Board had prepared its End Term Report and was being compiled and edited by the secretariat. A final draft was presented to the Board and was adopted unanimously as proposed by Joseph Ndwiga and seconded by Bernard Nthiga.

MIN: MOE/BOARD/MEETING/45/2023/2024: PROPOSED SCHEDULE OF ACTIVITIES FO YEAR 2024-2025

The meeting being the last Board meeting for the year 2023/2024, a draft proposal for the schedule of activities for the year 2024-2025 was presented. The members unanimously adopted the schedule.

MIN: MOE/BOARD/MEETING/46/2023/2024 AOB

1. That the Municipality develops a Disability Mainstreaming Policy
2. Mr. Benjamin appreciated the goodwill wishes from the members after he was admitted in hospital

MIN: MOE/BOARD/MEETING/47/2023/2024 ADJOURNMENT

There being no other business the meeting ended at 1500 HRS with closing prayer said by Susan Kaguongo.

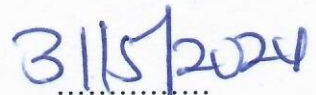
Minutes taken by:

Catherine N. Nyaga

(Municipal Manager/ Secretary)



Signature




Date

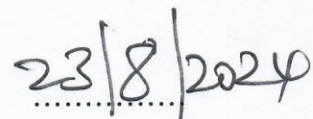
Minutes confirmed by:

Dr. Esther W. Nthiga

(Chairperson)



Signature



Date