

RUIRU MUNICIPALITY

BOARD MEETING MINUTES FOR THE MEETING HELD ON 16TH OCTOBER 2019 HELD AT RUIRU MUNICIPALITY BOARD ROOM

PRESENT

Joseph M. Kinyanjui - Board Member, chairing
George M. Ngigi - Board Member
Fredrick K. Njoroge - Board Member
Bishop Moni Joshua - Board Member
Eunice Njoki Kariuki - Board Member
Martin Kariuki Kangiru - Board Member
Francis Njangiru - Board Member
Fredrick K. Mwangi - Municipal Manager, Secretary

ABSENT WITH APOLOGY

Joseph M. Chau - Board Chairman

MIN/RM/BM/02/01/2019 – Appointment of Acting Chairman

The Secretary informed the meeting that the substantive chairman had given his apology and would not be available to chair the meeting. It was important therefore that the meeting nominates one of the members to chair the meeting. The meeting unanimously appointed Mr. Joseph Kinyanjui to chair the meeting.

MIN/RM/BM/02/02/2019 – Constitution of Meeting

The meeting was constituted at 10.05 with a word of prayer. Mr. Kinyanjui informed the meeting that he was happy to chair the meeting and invited all the members to freely participate and raise all issues that will enrich the meetings deliberations.

Signed for circulation by the Secretary this 16th day of April 2019

Confirmed and signed by the Chairman this 16th day of April 2019

MIN/RM/BM/02/03/2019 – Quorum

The meeting noted that there was quorum. The apologies of Mr. Chau was noted and recorded.

MIN/RM/BM/02/04/2019 – Agenda

The following agenda of the meeting was adopted as circulated.

- a. Prayers and Constitution of Meeting.
- b. Quorum and apologies.
- c. Adoption of the Agenda.
- d. Declaration of Conflict of Interest.
- e. Formation of Board Committee and the Terms of Reference.
- f. Selection of Board Committee Members.
- g. Update on ongoing KUSP projects.
- h. Planning for projects for 2019/20 KUSP projects/Citizen Fora.
- i. Board meetings programme.

MIN/RM/BM/02/05/2019 – Declaration of Conflict of Interest

No member declared any conflict of interest in relation to agenda of the day.

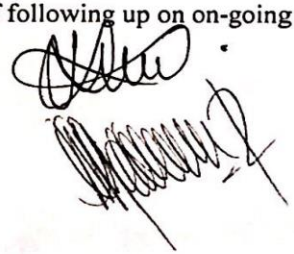
MIN/RM/BM/02/06/2019 – Formation of the Board Committee and the Terms of Reference

In line with the Ruiru Municipality Charter, and for effective delivery of the Board's mandate, it was agreed that the Board to establish Board Committees which will be assigned specific duties and report to the Board for approval. The Committee would be undertaking delegated functions on behalf of the Board, but must first seek the Board approval before the same is implemented. The following Committee were formed:

- a. Technical and planning Committee which will be in-charge of following up on on-going

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projects and advising the Board.

- b. Finance, Administration and Human Resource which will advise the Board on issues relating to finances, human resources and administrative issues; and
- c. Audit and Risk Management which will advise the Board on Corporate Governance and General Soundness of Operations of the Municipality.

The Board however, directed the Chief Officer in charge of Municipalities (MAUD) to develop detailed Terms of Reference for these Committees and report to the Board during its next sitting for their discussion. The members further suggested that a Board Retreat be organised, during which the Board will expound on the said Terms of Reference for ease of implementation. The Secretary was tasked to follow up on this matter.

MIN/RM/BM/02/07/2019 – Selection of Committee Members

The Board Members unanimously selected the following members to serve as members of the Board Committees:

Technical and Planning Committee

Joseph M. Kinyanjui

Bishop Moni Joshua

Finance, Administration and Human Resource Committee

Eunice Njoki Kariuki

Francis Njangiru

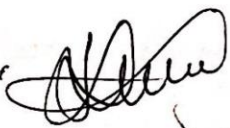

Audit and Risk Management Committee

Fredrick Kioi Njoroge

George Ngigi

The member agreed that the Board Chairman would be a member of all the three Committee to ensure that the legal threshold while awaiting the appointment of the two more Board Member by the H.E. the Governor. It was further agreed that the Committee could co-opt the CEC and Chief Officer representative to these Committees as it may from time to time be necessary subject to the approval of the Board.

MIN/RM/BM/02/08/2019 – Update on on-going KUSP Projects for the Financial Year 2018/19

Signed for circulation by the Secretary this ^{16th} day of  2019
^{APRIL}
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^{APRIL}

The secretary presented a report on the status of the on-going KUSP Projects for the period 2018/19, which report is attached to the Minutes as Annexure 1.

MIN/RM/BM/02/09/2019 – Planning for KUSP Projects for 2019/20/Citizen Fora

The Board noted that it was important for the Municipality initiate the process of planning for the 2019/20 financial year KUSP Projects. The members agreed that the first step should be to receive public views on their needs or priority projects which would assist in better prioritising the proposed projects. The meeting directed the Municipal Manager to organise citizen forum. The meeting proposed that the said meeting be held on the 15th April, 2019. It was suggested that the meeting could be held at PEFA Church in Githurai.

MIN/RM/BM/02/10/2019 – Board Meetings' Programme and Citizen Fora Schedule

Following deliberations, the Board agreed to hold a meeting every quarter as per the list below. The members also agreed that the Board Committee meetings be organised every quarter and on a need basis. In addition, the board passed to hold Citizen Fora every first week of every first month of every quarter. The Manager was requested to communicate the appropriate meeting date every quarter to the Chairman for concurrence and agenda setting.

Board Schedule

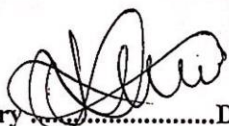
First quarter – July
Second quarter – October
Third quarter – January
Fourth quarter – April

Citizen Fora Schedule

First quarter – July - First week
Second quarter – October - First week
Third quarter – January - First week
Fourth quarter – April - First week

MIN/RM/BM/02/11/2019 – Adjournment

The meeting adjourned at 12.30 p.m. with a word of prayer led by Eunice Njoki.



Compiled by the Municipal Manager/SecretaryDated

Signed for circulation by the Secretary this day of 2019

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Confirmed and signed by the Chairman this day of 2019

3 val