

MURANG'A MUNICIPALITY

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DEPARTMENT OF HOUSING, PHYSICAL PLANNING AND URBAN DEVELOPMENT

MINUTES OF MURANG'A MUNICIPALITY ON URBAN PLANNING MEETING HELD ON 1ST AUGUST 2019 AT MUNICIPAL BOARDROOM

PRESENT


1. Arch. Benson Githinji - Board Chairman
2. Dr. Judy Makira - V/Chair
3. Dr. B.N. Muia - Member
4. James Waweru - Member
5. Judith Maina - Member
6. Hon. Charles Karina - Member
7. Habel Karanja Ngugi - Member
8. Hon. Sarah Masaki - Member
9. Eng. G.N. Kamau - Member
10. Jeremiah Mwirigi - Member

IN ATTENDANCE

1. Makara Ngure - Administrator
2. Charles Wamagata - Finance officer
3. James Kimotho - Accountant
4. Samuel Karuru - Physical Planner
5. Walter Ojwang - Economic planner
6. Wilson Zowe - GIS
7. Jane Wangechi - Planner
8. Edwin Ng'ang'a - Land survey

Item	Description	Action
	<p><u>AGENDA</u></p> <ol style="list-style-type: none"> 1. Reading and confirmation of previous meeting minutes 2. Matters arising 3. Boundaries 4. Finance/staffing 5. Enforcement 6. Revenue 7. A.O.B 	
01	<p><u>PREAMBLE</u></p> <p>The meeting started at 10.30Am with a word of prayer led by Dr. Judy Makira.</p>	
Min 64/19/00	<p><u>READING AND CONFIRMATION OF PREVIOUS MEETING MINUTES</u></p>	
01	<p>Municipal Manager read the previous meeting minutes which were proposed by James Waweru and seconded by Habel Karanja.</p>	
Min 65/19/01	<p><u>MATTERS ARISING</u></p> <p>1) <u>BOUNDARIES</u></p>	
01	<p>Manager reported that the assembly report is in the process at the plenary level.</p>	
02	<p>It was expected to be presented – stage level manager to follow up</p>	
03	<p>The Economist to finalize the boundaries of the small towns.</p>	
Min 66/19/01	<p><u>STAFFING</u></p>	
01	<p>Audit office not functional – only one officer hence serious gap</p>	
02	<p>Human resource and administration officer – gap</p>	
03	<p>Public health office under Catherine is in charge of all sanitation and waste management. All seconded public health officers to be included among the seconded staff of municipality</p>	
04	<p>Municipal engineer post to be filled</p>	
05	<p>Education, Social services and partnerships officer – no one is seconded.</p>	
06	<p>Education officer – Need a substantive to be incharge of the department</p>	
07	<p>There is gap in environment – an officer is needed to be incharge of environment.</p>	
08	<p>Transport manager – maintain the office but not urgent.</p>	
09	<p>Payroll manager - Officer not permanent and pensionable (P&P)</p>	
Min 67/19/01	<p><u>LEGAL AND ENFORCEMENT OFFICE</u></p>	
01	<p>Municipality to take full control of town in terms of enforcement. Get enforcement officers from existing casuals and put them in uniform, caps and battons</p>	

Item	Description	Action
02	There is need for strong enforcement - can be done administratively.	
03	Manager to identify the weaknesses of enforcement.	
Min 68/19/01	<u>REGISTRY (RECORDS MANAGEMENT)</u>	
01	This is a very important area in the Municipality especially during the assessment.	
02	All head of departments to fill in gaps with names of appropriate qualified persons.	
Min 69/19/00	<u>REVENUE</u>	
01	Headed by Ann Gachangi	
02	Some existing revenue staff maybe deployed to enforcement to make it complete.	
03	Structure – the Administrator to present the staff structure with names of the officers during the next meeting.	
Min 70/19/01	<u>DISASTER MANAGEMENT</u>	
01	Requirement by law for municipalities to have disaster management.	
02	Only Bilha to be seconded and remain incharge	
Min 71/19/01	<u>IDEP</u>	
01	Economist to present the completed document in the next meeting.	
02	Highlight issues of gender mainstreaming – close cutting issues have been captured in the IDEP and it will be filled.	
03	Dr. Makira/Board V/chair appreciated all the great work done by the team.	
Min 72/19/00	<u>BUDGET</u>	
	<ul style="list-style-type: none"> • Urban Development Grant (UDG) – 62.4M • Urban Institutional Grant (UIG) – 42M • County Grant – 25M 	
	Presentation of financial report and UIG report	
	Total budget – 42Million to cover the following eligible items:-	
	<ul style="list-style-type: none"> • Establishment of municipalities / Towns – 18Million 	
	<ul style="list-style-type: none"> • Training and capacity building – 12Million 	
	<ul style="list-style-type: none"> • Office renovations, furniture and equipment – 8Million 	
	<ul style="list-style-type: none"> • Project management – 2Million 	
	<ul style="list-style-type: none"> • Automation – 3Million 	
	Total 42Million	

Item	Description	Action
01	The Chair Finance committee said that using Grants to pay debts is not in order.	
02	The available funds should be spent in various activities to be done in future i.e. workshops, seminars and buying equipment.	
03	The CEC Urban to be invited during the next finance committee to shed light on the development funds.	
Min 73/19/00	<u>ADJOURNMENT</u>	
01	Finalize the structure being in human resource, Public service board etc.	
02	Clarification of who has been mandated to spend the development fund – Municipality vs Department.	
03	Having no other business to transact the meeting ended at 5.30pm with a word of prayer by Habel Karanja.	
	<i>Minutes prepared by:</i>	
	<i>Makara Ngure</i>	
	Minutes Confirmed by:	
	1. Chairman: 	
	2. Secretary: 