



COUNTY GOVERNMENT OF LAIKIPIA

NANYUKI MUNICIPALITY

P.O BOX 4 – 10400,
NANYUKI



Email: nanyukimunicipality@laikipia.go.ke

Website: <https://laikipia.go.ke>

RE: ACTION ON RESOLUTIONS –SPECIAL BOARD MEETINGS HELD ON 5TH JANUARY 2024, 29TH FEBRUARY 2024, 4TH APRIL 2024 AND 24TH JUNE 2024

MIN NO	TITLE	RESOLUTION	ACTION TAKEN
MIN NMB/1/ 1/ 2024	INTRODUCTION AND OPENING REMARKS	<ul style="list-style-type: none">➤ That the proposed items of agenda as per the preamble above be and are hereby adopted for deliberation by the board.	<ul style="list-style-type: none">➤ Done
MIN NMB/1/2/2024(1)	TRANSFER OF MUNICIPALITY FUNCTIONS	<ol style="list-style-type: none">1) That the municipal board do hereby resolves to take over the functions as per gazette ment Notice No. 159878 of 24th November 2023 reproduced here below.2) That the Municipal Manager be and is hereby requested to initiate engagement with the respective heads of County department for a framework of transfer of the functions.	<ul style="list-style-type: none">➤ Letter NMB/ADMIN/1/1/1/VOL1/4 dated 12th February 2024 to the County Secretary
MIN NMB/1/2/2024(2,i)	REVENUE/RESOURCE ALLOCATION	<ul style="list-style-type: none">➤ That the municipal board do hereby request adoption of revenue /resource allocation formula as provided by the Public Finance Management Act.	<ul style="list-style-type: none">➤ Letter NMB/FIN/B/4/VOL1/7 dated 1st March 2024 to the Chief Officer, Finance
MIN NMB/1/2/2024(2,ii)	INTERGRATED DEVELOPMENT PLAN (IDeP)	<ul style="list-style-type: none">➤ That the Board do hereby request the Department of Urban Development to assist in preparation of Integrated Development Plan (IDeP) for presentation and the necessary approval.	<ul style="list-style-type: none">➤ Letter NMB/BM/1/1/VOL1/7 dated 4th March to CECM, Urban Development

MIN NMB/1/2/2024(2,iii)	MUNICIPAL SPATIAL PLAN.	➤ That the Board do hereby request the Department of Urban Development to prepare the Spatial plan for the municipality.	➤ Request submitted
MIN NMB/1/2/2024(2,iv)	ANNUAL INVESTMENT PLAN	➤ That the Annual Investment Plan , be extracted and customized from the County Integrated Development Plan (CIDP).	➤ Awaiting development of IDeP
MIN NMB/1/2/2024(2,vi)	CITIZEN ENGAGEMENT FORUM BUDGET	➤ That the proposed budget for the public fora presented as tabulated above be and is hereby approved	➤ Public fora conducted on 4 th June 2024
MIN NMB/1/2/2024(2,vii)	MUNICIPALITY BUDGET ➤ Disaster Management & Fire response ➤ Solid waste management ➤ Financial statement ➤ Procurement plan ➤ Grievance redress	➤ That the Department of Urban Development be and is hereby requested to allocate a budget for the general running of the municipality operations.	➤ Supplementary budget of Ksh 5 million allocated to municipality
MIN NMB/1/2/2024(5)	COMPLAINTS REPORTING/GRIEVANCE REDRESS MECHANISM	➤ That the Municipal Manager be requested to formulate complaints Reporting/Redress policy /mechanism for consideration by the board.	➤ Gender Inclusion and participation framework & ➤ Grievances Redress Mechanism Framework. ➤ completed
MIN /NMB/1/2 /2024	BOARD MEMBERS' REMUNERATION - HONORARIUM ALLOWANCE	1) That the Nanyuki Municipal Board do and it hereby forward its request to the County Executive Committee for payment of honorarium allowance to its respective members at a rate of Job Group R. 2) That the Nanyuki Municipal Board do and it hereby forward its request to the County Executive Committee for a medical cover to its respective members at a rate of Job Group R.	➤ Letter NMB/BM/1/1/VOL1/6 dated 4 th March 2024 done to CECM Infrastructure & Urban Development

<p>MIN /NMB/1/3 /2024(1)</p>	<p>MUNICIPAL BOARD CORE STAFF</p>	<p>➤ That the Municipal board do hereby do hereby grants mandate to the Municipal Manager to seek the necessary approvals to have the staff listed appointed/seconded to Nanyuki municipality personnel establishment.</p>	<p>➤ Request done-Letter NMB/HR/1/1/1/VOL 1 dated 8th January 2024</p>
<p>MIN /NMB/1/3 /2024(2)</p>	<p>POSITION OF REGISTERED ENGINEER AND REGISTERED PHYSICAL PLANNER</p>	<p>➤ That the municipal board requests the County Public Service Board to hasten the process of recruitment and selection of the following officers-</p> <p>(i) Registered Engineer (ii) Registered Physical Planner</p>	<p>➤ Ident for the positions done to the CPSB</p>
<p>MIN /NMB/1/3 /2024(3)</p>	<p>POSITION OF THE MUNICIPAL MANAGER</p>	<p>1)That as per minimum condition to Kenya Urban Support Program (KUSP) II the Nanyuki Municipal Board do hereby request the Laikipia County Public Service Board (LCPSB) to substantively fill the position Municipal Manager for Nanyuki Municipality.</p> <p>2) That as per minimum condition to Kenya Urban Support Program (KUSP) II, the County Executive Committee Member (CECM) be and is hereby requested to appoint Mr. Alexander M. Mwangi as the Accounting officer for municipality of Nanyuki in accordance with section 148 of the Public Finance and Management Act.</p> <p>3) That the Municipal Board recommends Mr. Alexander M. Mwangi to fill the position of Municipal Manager for municipality of Nanyuki.</p>	<p>➤ The position of Municipal Manager to substantively be filled along with those of Municipal Engineer and Municipal Planner</p>
<p>MIN/NMB/3/2/3/2024(i)</p>	<p>REPORT ON COMPLIANCE WITH KUSP (II) MINIMUM CONDITIONS.</p>	<p>➤ That a sub-committee led by Mr. Peter Wahome (Board Member) assisted by the Municipal Manager be and is hereby appointed to follow up to conclusion, compliance with KUSP (II) minimum conditions and performance standards for a report in the next meeting.</p>	<p>➤ Assignment on going (See update under MIN/NMB/5/6/2024 (i) of 24th June 2024)</p>

MIN/NMB/3/2/3/2024(iii)	CONSTITUTION, DUTIES AND RESPONSIBILITIES OF BOARD'S STANDING COMMITTEES	<ul style="list-style-type: none"> ➤ That the Municipal Manager to come up with a draft terms of reference for functions/ duties and responsibilities for the respective standing committees for deliberation in the next meeting. 	<ul style="list-style-type: none"> ➤ Draft done for presentation to the Municipal Board
MIN/NMB/3/2/3/2024(iv)	BOARD MEMBERS' REMUNERATION - HONORARIUM ALLOWANCE	<ul style="list-style-type: none"> ➤ That the Municipal Manager forwards the request for payment of board members' honorarium allowance to the County Executive Committee Member, department of Urban Development. 	<ul style="list-style-type: none"> ➤ Letter NMB/BM/1/1/VOL1/6 4th March 2024
MIN/NMB/3/2/3/2024(v)	PROFILE FOR BOARD MEMBERS	<ul style="list-style-type: none"> ➤ That in accordance with the requirement by Kenya Urban Support Program (KUSP 2) minimum condition, the board members' profiles be compiled during the next meeting as per the provided template. 	<ul style="list-style-type: none"> ➤ Profile done & submitted to Chief Officer- Finance
MIN/NMB/3/2/3/2024(vi)	BOARD MEMBERS' OFFICE ACCOMMODATION	<ul style="list-style-type: none"> ➤ That an office room within the municipality offices premises be identified to serve as a MEMBERS' LOBBY 	<ul style="list-style-type: none"> ➤ Room no.12 at Municipal office premises identified and allocated as members' lobby.
MIN/NMB/3/2/3/2024(ii)	CODE OF CONDUCT AND ETHICS FOR PUBLIC OFFICERS	<ul style="list-style-type: none"> ➤ That the code of conduct and ethics for public officers be brought to the attention of the municipality staff. 	<ul style="list-style-type: none"> ➤ Code of ethics shared to members of staff, a need for training identified.
MIN/NMB/6/2/6/2024	ESTABLISHMENT OF PARTNERSHIPS	<ol style="list-style-type: none"> 1. That the Nanyuki municipal board welcomes partnerships with state and non-state agencies in investment in regard to all functions of the municipality. 2. That proposal for investment partnership for Nanyuki abattoir in a bid to collaboration with Kenya Meat Commission (KMC) be drawn. 	<ul style="list-style-type: none"> ➤ A draft proposal being drafted.
MIN NMB 4/4/2024(i)	CONSTITUTION OF STANDING COMMITTEES	<ul style="list-style-type: none"> ➤ That the municipal Manager to come up with a draft duties and responsibilities of board's standing committees for consideration by the board. 	<ul style="list-style-type: none"> ➤ Refer to MIN/NMB/5/6/2024 (ii) of 26th June 2024

MIN NMB 6/4/2024(i)	CONSTITUTION OF STANDING COMMITTEES- LEADERSHIP, DUTIES AND RESPONSIBILITIES	➤ That leadership, duties and responsibilities of the standing committees as detailed in the preamble above be and are hereby adopted.	➤ Completed and committees constituted.
MIN NMB 6/4/2024(ii,iii,iv,v)	CONSTITUTION OF STANDING COMMITTEES- LEADERSHIP, DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1) That the Board's standing committees respectively seat with the chief officers regarding the deliberations on handing over of resources of the gazzeted functions. 2) That the Board Chairman to follow up the matter with the County executive committee Member, Urban development and the County Secretary. 	➤ See MIN/NMB/5/6/2024 (ii) of 26 th June 2024
MIN NMB/ 9/4/2024	RELOCATION OF NANYUKI UPPER BUS PARK	➤ That the item of agenda be and it is hereby referred to the Physical Planning and Public Works Standing committee for a report in the next Board meeting	➤ Site meeting conducted.
MIN/NMB/5/6/2024(i)	REPORT ON COMPLIANCE WITH KUSP (II) MINIMUM CONDITIONS AND SUBSTANTIVE AGENDA NO 5 (i)	<ol style="list-style-type: none"> 1) That the following documents in compliance with minimum conditions to the Kenya Urban Support Programme (KUSP II) be adopted. <ol style="list-style-type: none"> a) Municipality Charter. b) Strategic plan 2023-2027. c) Integrated development plan. d) Solid waste monitoring plan. e) Solid waste management policy. f) Private Sector engagement framework. g) Gender Inclusion and participation framework h) Public Participation Framework i) Grievances Redress Mechanism Framework j) Advisory on County Development Control and enforcement under 	➤ Completed.

		<p>Physical and land use planning Act no 13 of 2019</p> <p>k) Climate Resilience and inclusive infrastructure</p> <p>2) That the progress report as per Annex 1 of these minutes be and is hereby noted.</p>																															
MIN/NMB/5/6/2024(ii)	TRANSFER OF MUNICIPALITY FUNCTIONS	<p>➤ That the County executive committee member be and is hereby requested to arrange convention of departmental heads meetings to deliberate on the taking/handing over of gazetted functions as per the following program:</p> <table border="1"> <thead> <tr> <th>S/NO</th> <th>DEPARTMENT</th> <th>DAY</th> <th>DATE</th> <th>TIME</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Water ,Environment and natural Resources</td> <td>Tuesday</td> <td>9th July 2024</td> <td></td> </tr> <tr> <td>2.</td> <td>Infrastructure, Housing, Physical Planning and Urban Development.</td> <td>Tuesday</td> <td>2nd July 2024</td> <td></td> </tr> <tr> <td>3.</td> <td>Livestock Development.</td> <td>Tuesday</td> <td>9th July 2024</td> <td></td> </tr> <tr> <td>4.</td> <td>Administration, County Coordination, Public service and ICT</td> <td>Thursday</td> <td>4th July 2024</td> <td></td> </tr> <tr> <td>5.</td> <td>Finance and Economic planning</td> <td>Thursday</td> <td>11th July2024</td> <td></td> </tr> </tbody> </table>	S/NO	DEPARTMENT	DAY	DATE	TIME	1.	Water ,Environment and natural Resources	Tuesday	9 th July 2024		2.	Infrastructure, Housing, Physical Planning and Urban Development.	Tuesday	2 nd July 2024		3.	Livestock Development.	Tuesday	9 th July 2024		4.	Administration, County Coordination, Public service and ICT	Thursday	4 th July 2024		5.	Finance and Economic planning	Thursday	11 th July2024		<p>Handing over meetings for the following departments already done.</p> <ul style="list-style-type: none"> • Water ,Environment and natural Resources • Livestock Development • Administration, County Coordination, Public service and ICT
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MIN/NMB/5/6/2024(iii)	MUNICIPAL BOARD MEMBERS BENEFITS	<p>➤ That communication from the office of H.E the Governor be awaited.</p>	<p>➤ Pending.</p>																														
MIN/NMB/6/6/2024	THIRD (FY 2023/2025) QUARTERLY REPORT	<p>➤ That the third quarterly reports be noted.</p> <p>➤ That the financial report be presented to the board in accordance with Public Finance Management Act.</p>	<p>➤ Annual report be prepared.</p>																														

MIN/NMB/7/6/2024	REVIEW OF CITIZEN ENGAGEMENT FORUM HELD ON 4TH JUNE 2024 AND MATTERS ARISING THEREFROM.	➤ That the Municipal Manager to write to the relevant chief officers requesting for action as per representations by the municipal residents.	
MIN/NMB/8/6/2024	GRIEVANCES BY MATATU OPERATORS SACCO AT NANYUKI BUS PARK.	➤ That the Municipal Manager to convene a meeting with the Municipal board and Public Service Vehicle Saccos on Friday 5 th July 2024 to listen to their petition(s).	➤ Meeting held between matatu saccos and the municipal board on 5 th July 2024 at Nanyuki Social Hall. All officials for the twelve Saccos attended.
MIN/NMB/9/6/2024(a)	APPLICATION FOR LOADING BAY/EXTENSION OF ROUTE AT NANYUKI BUS PARK;	➤ That the Municipal Manager to formally acknowledge receipt of the application by Menany Services Sacco Society Ltd and thereafter convene a joint meeting between Menany Services Sacco Society Ltd and Nanyuki Cabs Services Sacco with Nanyuki Municipal board.	➤ Acknowledgement done vide letter reference; NMB/INFRA/0/1/VOL 1(25) dated 27 th June 2024
MIN/NMB/9/6/2024(b)	APPLICATION FOR LOADING BAY/EXTENSION OF ROUTE AT NANYUKI BUS PARK;	➤ That the Municipal Manager to formally acknowledge receipt of application by Nakuru Mololine Services pending consideration of the same by committee of the municipal board.	➤ Acknowledgement done vide letter reference; NMB/INFRA/0/1/VOL 1(24) dated 27 th June 2024
MIN/NMB/9/6/2024(c)	APPLICATION FOR LOADING BAY/EXTENSION OF ROUTE AT NANYUKI BUS PARK;	➤ That the Municipal Manager to formally acknowledgement of application by Kasamuthi travellers Sacco pending consideration of the same by committee of the municipal board.	➤ Acknowledgement done vide letter reference; NMB/INFRA/0/1/VOL 1/23 dated 27 th June 2024
MIN/NMB/10/6/2024	APPLICATION FOR USE OF ROOFTOP OF STALL NO(S) MN/G 70,71,72,73, 74, 75, 76, 77 AND 78 TO OPERATE A CAFE (DAVID MURIU-KULA	1) That a technical committee comprising of the following members be and is hereby constituted to look into technical and/or occupational suitability of the site for report to the physical planning and public works committee.	➤ Committee appointed vide letter reference; NMB/INFRA/BP/1/VOL 1/2 dated 22 ND July 2024

	CENTRE) AT THE NANYUKI BUS PARK.	<ul style="list-style-type: none"> • Municipal Physical Planner • Sub county Engineer • Sub county Public Health Officer • County Trade officer <p>2) That the Municipal Manager to acknowledge receipt of the application.</p>																
MIN/NMB/11/6/2024(1)	ANNUAL CALENDAR 2024/2025	<p>➤ That in accordance with section 23 of the Urban Areas and Cities Act 2011, the FY 2024/2025 calendar for the Nanyuki municipal board meetings be and is hereby adopted as follows:</p> <p>PUBLIC FOR A</p> <table border="1"> <thead> <tr> <th>QUARTER</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>First (July-September)</td> <td>Thursday 3rd October 2024</td> </tr> <tr> <td>Second (October-December)</td> <td>Thursday 9th January 2025</td> </tr> <tr> <td>Third (January-March)</td> <td>Thursday 3rd April 2025</td> </tr> <tr> <td>Fourth (April-June)</td> <td>Thursday 3rd July 2025</td> </tr> </tbody> </table>	QUARTER	DATE	First (July-September)	Thursday 3 rd October 2024	Second (October-December)	Thursday 9 th January 2025	Third (January-March)	Thursday 3 rd April 2025	Fourth (April-June)	Thursday 3 rd July 2025	<p>➤ Published in the Municipality’s website- http://laikipia.go.ke</p>					
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MIN/NMB/11/6/2024(2)	ANNUAL CALENDAR 2024/2025	<p>➤ That in accordance with section 26 of the Urban Areas and Cities Act 2011, the FY 2024/2025 calendar for the Nanyuki municipal board meetings be and is hereby adopted as follows:</p> <p>BOARD MEETINGS</p> <table border="1"> <thead> <tr> <th>S/NO</th> <th>QUARTER</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>First (July-September)</td> <td>Tuesday 15th October 2024</td> </tr> <tr> <td>2.</td> <td>Second (October-December)</td> <td>Tuesday 14th January 2025</td> </tr> <tr> <td>3.</td> <td>Third (January-March)</td> <td>Tuesday 15th April 2025</td> </tr> <tr> <td>4.</td> <td>Fourth (April-June)</td> <td>Tuesday 15th July 2025</td> </tr> </tbody> </table>	S/NO	QUARTER	DATE	1.	First (July-September)	Tuesday 15 th October 2024	2.	Second (October-December)	Tuesday 14 th January 2025	3.	Third (January-March)	Tuesday 15 th April 2025	4.	Fourth (April-June)	Tuesday 15 th July 2025	<p>➤ Communicated to the municipality board members.</p>
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