



COUNTY GOVERNMENT OF LAIKIPIA

**NANYUKI MUNICIPALITY
P.O BOX 4 – 10400,
NANYUKI**



Email: nanyukimunicipality@laikipia.go.ke

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RE: ACTION ON RESOLUTIONS –SPECIAL BOARD MEETINGS HELD ON 14th AUGUST 2023, 18TH AUGUST 2023, 5TH JANUARY 2024, 29TH FEBRUARY 2024, 4TH APRIL 2024, 24TH JUNE 2024 AND 24TH OCTOBER 2024

MIN NO	TITLE	RESOLUTION	ACTION TAKEN
MIN1/NMB/8/6/2023-14TH AUGUST	PRAYERS	Prayers were led by Rev. David Macharia	Done
MIN2/NMB/8/6/2023-14TH AUGUST	ELECTION OF THE BOARD CHAIR	Mr. Abdi Sora was elected as the board chair.	Done
MIN3/NMB/8/6/2023-14TH AUGUST	ELECTION OF THE VICE CHAIRPERSON	Madam Cess Muthoni was elected as the vice chair.	Done
MIN1/NMB/8/6/2023-18TH AUGUST	PRAYERS	Prayers were led by Rev. David Macharia	Done
MIN2/NMB/8/6/2023-18TH AUGUST	WELCOME REMARKS FROM THE CHAIR	The chair welcomed all and appreciated them sacrificing their time.	Done
MIN3/NMB/8/6/2023-18TH AUGUST	INTRODUCTION OF THE STAFF	The chair invited all staff for a self-introduction. The chair called the Municipal Manager the staff seconded to the Nanyuki Municipality.	Staff introduced.
MIN4/NMB/8/6/2023-18TH AUGUST	STATUS UPDATE BY THE MUNICIPALITY MANAGER	The manager informed the members of the mandate of the municipality and its relationship with the county government.	Done

		<p>He also gave allocation of the interim offices at the Nanyuki law courts.</p> <p>Commercial bank account was opened</p> <p>The manager briefed the members on the KUSP II requirements.</p>	Account opened
<p>MIN5/NMB/8/6/2023-18TH AUGUST</p>	<p>FUNCTIONS OF THE MUNICIPALITY BOARD</p>	<p>The chair informed the members that all the functions of the municipality are stipulated in the charter, Urban areas and cities act and also the constitution of Kenya as an extension of devolution.</p> <p>The chair informed the board members that for the board to be fully functional, the county government has to transfer the functions envisaged in the charter to the municipality. They felt that the transfer of functions may lag behind hence the need for the intervention of the leadership of the governor and the county secretary.</p>	Letter to the county secretary requesting transfer of functions together with the staff and resources to the municipality.
<p>MIN6/NMB/8/6/2023-18TH AUGUST</p>	<p>BUDGET</p>	<p>The manager informed the members that the municipality had not been adequately during the budgeting process.</p> <p>He noted that the budget cannot sustain the operations of the municipality considering that the institution is new.</p> <p>He notified the members that the municipality does not have assets.</p>	Manager to prepare budget proposal to cater for all running costs and table the same for deliberations during the next meeting.

<p>MIN7/NMB/8/6/2023-18TH AUGUST</p>	<p>BENCHMARKING</p>	<p>The chairman informed the board members on the need for induction and capacity building.</p>	<p>The manager to identify a functional and well performing municipality for the board members to go for benchmarking.</p>
<p>MIN 1/NMB/8/2023-18TH AUGUST</p>	<p>READING AND CONFIRMATION OF PREVIOUS MINUTES</p>	<p>The chair called for a meeting to order and invited Mr. David Macharia to lead with a word of prayer.</p>	<p>Done</p>
<p>MIN 2/NMB/8/2023-18TH AUGUST</p>	<p>MATTERS ARISING</p>	<p>The terms of engagement of the staff seconded to the municipality should be clarified and made official. The manager should be involved with the secondment of the staff to the municipality. The CECM informed the members that an indent has already been prepared and the positions will be advertised.</p> <p>The chair enquired whether H.E the Governor has signed participation agreement with the UDD.</p>	<p>Plans underway to have it signed .</p> <p>Induction of board members was done promptly to equip the board members to carry out their obligation.</p>
<p>MIN 3/NMB/8/2023-18TH AUGUST</p>	<p>CONSIDERATION OF THE PROPOSED MUNICIPLITY OPERATIONAL BUDGET</p>	<p>The chair invited the Municipal accountant to table the prepared proposed municipality operational budget.</p> <p>The members resolved to adopt the budget as it was reasonable. The members resolved to adopt the budget as it was with only few amendments on grouping of related functions to avoid duplication of activities.</p>	<p>The CECM finance advice on the way forward to ensure operations start as the municipality waits for the supplementary budget which was to be done in November or December.</p>

<p>MIN 4/NMB/8/2023-18TH AUGUST</p>	<p>PREPARATION TO MEET H.E THE GOVERNOR</p>	<p>The chair noted that a meeting with H.E the Governor was a matter of urgency. The board felt the need to discuss the budget, request for support on induction and also for him to give hi expectations of the board.</p> <p>They felt the need to have H.E the Governor on board in the process of transfer of functions.</p> <p>The board should meet with the Governor before the official launch of Nanyuki Municipality.</p>	<p>Mr. Ekwam share a copy of the Governors Manifesto in the group as this will enable the board to work towards delivering them.</p> <p>The chair and Mr. Ekam Nabos to work towards booking an appointment with the Governor and relay the same to the members.</p>
<p>MIN NMB/1/ 1/ 2024-5TH JANUARY</p>	<p>INTRODUCTION AND OPENING REMARKS</p>	<p>➤ That the proposed items of agenda as per the preamble above be and are hereby adopted for deliberation by the board.</p>	<p>➤ Done</p>
<p>MIN NMB/1/2/2024(1)-5TH JANUARY</p>	<p>TRANSFER OF MUNICIPALITY FUNCTIONS</p>	<p>1) That the municipal board do hereby resolve to take over the functions as per gazette notice No. 159878 of 24th November 2023 reproduced here below.</p> <p>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.</p>	<p>➤ Letter NMB/ADMIN/1/1/1/VO L1/4 dated 12th February 2024 to the County Secretary</p>

<p>MIN NMB/1/2/2024(2,i) -5TH JANUARY</p>	<p>REVENUE/RESOURCE ALLOCATION</p>	<p>➤ That the municipal board do hereby request adoption of revenue /resource allocation formula as provided by the Public Finance Management Act.</p>	<p>➤ Letter NMB/FIN/B/4/VOL1/7 dated 1st March 2024 to the Chief Officer, Finance</p>
<p>MIN NMB/1/2/2024(2,ii) -5TH JANUARY</p>	<p>INTERGRATED DEVELOPMENT PLAN (IDeP)</p>	<p>➤ 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.</p>	<p>➤ Letter NMB/BM/1/1/VOL1/7 dated 4th March to CECM, Urban Development</p>

<p>MIN NMB/1/2/2024(2,iii)- 5TH JANUARY</p>	<p>MUNICIPAL SPATIALPLAN.</p>	<p>➤ That the Board do hereby request the Department of Urban Development to prepare the Spatial plan for the municipality.</p>	<p>➤ Request submitted</p>
<p>MIN NMB/1/2/2024(2,iv)-5TH JANUARY</p>	<p>ANNUAL INVESTMENTPLAN</p>	<p>➤ That the Annual Investment Plan , be extracted and customized from the County Integrated Development Plan (CIDP).</p>	<p>➤ Awaiting development of IDeP</p>
<p>MIN NMB/1/2/2024(2,vi) - 5TH JANUARY</p>	<p>CITIZEN ENGAGEMENT FORUM BUDGET</p>	<p>➤ That the proposed budget for the public fora presented as tabulated above be and is hereby approved</p>	<p>➤ Public fora conducted on 4th June 2024</p>

<p>MIN NMB/1/2/2024(2,vii) - 5TH JANUARY</p>	<p>MUNICIPALITY BUDGET</p> <ul style="list-style-type: none"> ➤ Disaster Management & Fire response ➤ Solid waste management ➤ Financial statement ➤ Procurement plan ➤ Grievance redress 	<ul style="list-style-type: none"> ➤ That the Department of Urban Development be and is hereby requested to allocate a budget for the general running of the municipality operations. 	<ul style="list-style-type: none"> ➤ Supplementary budget of Ksh 5 million allocated to municipality
<p>MIN NMB/1/2/2024(5) - 5TH JANUARY</p>	<p>COMPLAINTS REPORTING/GRIEVANCE REDRESS MECHANISM</p>	<ul style="list-style-type: none"> ➤ That the Municipal Manager be requested to formulate complaints Reporting/Redress policy /mechanism for consideration by the board. 	<ul style="list-style-type: none"> ➤ Gender Inclusion and participation framework & ➤ Grievances Redress Mechanism Framework. ➤ completed

<p>MIN /NMB/1/2 /2024- 5TH JANUARY</p>	<p>BOARD MEMBERS' REMUNERATION - HONORARIUM ALLOWANCE</p>	<p>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.</p> <p>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.</p>	<p>➤ Letter NMB/BM/1/1/VOL1/6 dated 4th March 2024 done to CECM Infrastructure & Urban Development</p>
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<p>MIN /NMB/1/3 /2024(1) -5TH JANUARY</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) -5TH JANUARY</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)-5TH JANUARY</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. 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. 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) -29TH FEBRUARY</p>	<p>REPORT ON COMPLIANCE WITH KUSP (II) MINIMUM CONDITIONS.</p>	<p>➤ That a sub-committee led by Mr. 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>

<p>MIN/NMB/3/2/3/2024 (iii) -29TH FEBRUARY</p>	<p>CONSTITUTION, DUTIES AND RESPONSIBILITIES OF BOARD'S STANDING COMMITTEES</p>	<p>➤ 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.</p>	<p>➤ Draft done for presentation to the Municipal Board</p>
<p>MIN/NMB/3/2/3/2024 (iv) -29TH FEBRUARY</p>	<p>BOARD MEMBERS' REMUNERATION - HONORARIUM ALLOWANCE</p>	<p>➤ That the Municipal Manager forwards the request for payment of board members' honorarium allowance to the County Executive Committee Member, department of Urban Development.</p>	<p>➤ Letter NMB/BM/1/1/VOL1 /6 4th March 2024</p>
<p>MIN/NMB/3/2/3/2024 (v) -29TH FEBRUARY</p>	<p>PROFILE FOR BOARD MEMBERS</p>	<p>➤ 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.</p>	<p>➤ Profile done & submitted to Chief Officer- Finance</p>
<p>MIN/NMB/3/2/3/2024 (vi) -29TH FEBRUARY</p>	<p>BOARD MEMBERS' OFFICE ACCOMMODATION</p>	<p>➤ That an office room within the municipality offices premises be identified to serve as a MEMBERS' LOBBY</p>	<p>➤ Room no.12 at Municipal office premises identified and allocated as members' lobby.</p>

<p>MIN/NMB/3/2/3/2024 (ii) -29TH FEBRUARY-29TH FEBRUARY</p>	<p>CODE OF CONDUCT ANDETHICS FOR PUBLIC OFFICERS</p>	<p>➤ That the code of conduct and ethics for publicofficers be brought to the attention of the municipality staff.</p>	<p>➤ Code of ethics shared to members of staff, a need fortraining identified.</p>
<p>MIN/NMB/6/2/6/2024- 29TH FEBRUARY</p>	<p>ESTABLISHMENT OF PARTNERSHIPS</p>	<p>1. That the Nanyuki municipal board welcomes partnerships with state and non-state agencies ininvestment in regard to all functions of the municipality. 2. That proposal for investment partnership for Nanyuki abattoir in a bid to collaboration with KenyaMeat Commission (KMC) be drawn.</p>	<p>➤ A draft proposal beingdrafted.</p>
<p>MIN NMB 4/4/2024(i) 4TH APRIL</p>	<p>CONSTITUTION OFSTANDING COMMITTEES</p>	<p>➤ That the municipal Manager to come up with adraft duties and responsibilities of board’s standing committees for consideration by the board.</p>	<p>➤ Refer to MIN/NMB/5/6/2024 (ii) of26th June 2024</p>

MIN NMB 6/4/2024(i) 4TH APRIL	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) 4TH APRIL	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 gazetted 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- 4TH APRIL	RELOCATION OF NANYUKI UPPER BUSPARK	➤ 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.

<p>MIN/NMB/5/6/2024(i) -24TH JUNE</p>	<p>REPORT ON COMPLIANCE WITH KUSP (II) MINIMUM CONDITIONS AND SUBSTANTIVE AGENDANO 5 (i)</p>	<p>1) That the following documents in compliance with minimum conditions to the Kenya UrbanSupport Programme (KUSP II) be adopted.</p> <ul 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 participationframework h) Public Participation Framework i) Grievances Redress MechanismFramework j) Advisory on County DevelopmentControl and enforcement under 	<p>➤ Completed.</p>
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		<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>																															
<p>MIN/NMB/5/6/2024(ii) - 24TH JUNE</p>	<p>TRANSFER OF MUNICIPALITY FUNCTIONS</p>	<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 July 2024</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 July 2024		<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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<p>MIN/NMB/5/6/2024(iii) - 24TH JUNE</p>	<p>MUNICIPAL BOARD MEMBERS BENEFITS</p>	<p>➤ That communication from the office of H.E the Governor be awaited.</p>	<p>➤ Pending.</p>																														

<p>MIN/NMB/6/6/2024-24TH JUNE</p>	<p>THIRD (FY 2023/2025) QUARTERLY REPORT</p>	<ul style="list-style-type: none"> ➤ That the third quarterly reports be noted. ➤ That the financial report be presented to the board in accordance with Public Finance Management Act. 	<ul style="list-style-type: none"> ➤ Annual report be prepared.
<p>MIN/NMB/7/6/2024-24TH JUNE</p>	<p>REVIEW OF CITIZEN ENGAGEMENT FORUM HELD ON 4TH JUNE 2024 AND MATTERS ARISING THEREFROM.</p>	<ul style="list-style-type: none"> ➤ That the Municipal Manager to write to the relevant chief officers requesting for action as per representations by the municipal residents. 	
<p>MIN/NMB/8/6/2024-24TH JUNE</p>	<p>GRIEVANCES BY MATATU OPERATORS SACCO AT NANYUKI BUSPARK.</p>	<ul style="list-style-type: none"> ➤ That the Municipal Manager to convene a meeting with the Municipal board and Public Service Vehicle Saccos on Friday 5th July 2024 to listen to their petition(s). 	<ul style="list-style-type: none"> ➤ Meeting held between matatusaccos and the municipal board on 5th July 2024 at Nanyuki Social Hall. All officials for the twelve Saccos attended.


<p>MIN/NMB/9/6/2024(a) - 24TH JUNE</p>	<p>APPLICATION FOR LOADING BAY/EXTENSION OF ROUTE AT NANYUKI BUSPARK;</p>	<p>➤ 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 NanyukiMunicipal board.</p>	<p>➤ Acknowledgement done videletter reference; NMB/INFRA/0/1/VOL 1(25) dated 27th June 2024</p>
<p>MIN/NMB/9/6/2024(b) - 24TH JUNE</p>	<p>APPLICATION FOR LOADING BAY/EXTENSION OF ROUTE AT NANYUKI BUSPARK;</p>	<p>➤ 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.</p>	<p>➤ Acknowledgement done videletter reference; NMB/INFRA/0/1/VOL 1(24) dated 27th June 2024</p>
<p>MIN/NMB/9/6/2024(c) - 24TH JUNE</p>	<p>APPLICATION FOR LOADING BAY/EXTENSION OF ROUTE AT NANYUKI BUSPARK;</p>	<p>➤ That the Municipal Manager to formally acknowledgement of application by Kasamuthi travellers Sacco pending consideration of the same by committee of themunicipal board.</p>	<p>➤ Acknowledgement done videletter reference; NMB/INFRA/0/1/VOL 1/23dated 27th June 2024</p>

<p>MIN/NMB/10/6/2024- 24TH JUNE</p>	<p>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</p>	<p>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.</p>	<p>➤ Committee appointed vide letter reference: NMB/INFRA/BP/1/V OL1/2 dated 22ND July 2024</p>
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	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) -24TH JUNE	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) -24TH JUNE	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-14thDecember)</td> <td>Tuesday 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-14 th December)	Tuesday 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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MIN/01/NM/BD/24-24TH OCTOBER	PRAYERS	The meeting started by a word of prayers led by Reverend Macharia at 1100hr	Done
MIN/02/NM/BD/24-24TH OCTOBER	CONFIRMATION OF THE DISCUSSION	The chairman reminded the committee about the discussion the board had with the governor and the importance of speeding the resolutions to meet the demands of the minimum conditions and performance standards. Members discussed and came up with a list of other staff required in the municipality.	A list of the core staff as required by KUSP II was read out by members by the admin officer
MIN/03/NM/BD/24-24TH OCTOBER	CORE STAFFS	Members discussed and agreed on the list of all required municipality employees	Done
MIN/04/NM/BD/24-24TH OCTOBER	STAFF EXIT AND RECRUITMENT	The committee resolved to write a letter to the county secretary asking him to draft letters to all the acting officers within the municipality and ask them to report back to the mother departments for the redeployment. They also resolved to ask the county secretary for an internal advertisement to fill up the positions within the municipality.	Write a letter to the county secretary asking him to draft letters to all the acting officers within the municipality and ask them to report back to the mother departments for the redeployment.
MIN/05/NM/BD/24-24TH OCTOBER	ORGANOGRAM	The committee resolved to prepare an organogram based on the staffing needs of the municipality.	Organogram was prepared.

<p>MIN/06/NM/BD/24-24TH OCTOBER</p>	<p>ADOPTION OF REPORT ON ANALYSIS OF MUNICIPAL SERVICE DELIVERY</p>	<p>The document was presented for adoption and the committee was taken through it. And the members noted that the report reflected on information that was gazette. The document was proposed for approval by Linnet Ndungu and seconded by reverend David Macharia.</p>	<p>The document was hereby approved.</p>
<p>MIN/07/NM/BD/24- 24TH OCTOBER</p>	<p>PROPOSED BUDGET FOR 2024/2025</p>	<p>The committee members discussed and agreed that the budget would be prepared by the committee, as all members were present. Those who were absent had consulted with the board members by phone during the 5-minute break prior to the discussion of the remaining agenda items and expressed their agreement.</p>	<p>Budget prepared</p>

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