



COUNTY GOVERNMENT OF LAIKIPIA
MUNICIPALITY OF NANYUKI
P.O BOX 4-10400
NANYUKI



Email: info@nanyukimunicipality.go.ke
NMB/ADM/A/7/VOL. 2/18

Website: nanyukimunicipality.go.ke
DATED: 28TH AUGUST, 2025.

MINUTES OF THE GENDER MAINSTREAMING, YOUTH, CULTURE, SPORTS AND SOCIAL SERVICES COMMITTEE MEETING HELD ON 27TH AUGUST 2025 AT THE MUNICIPAL BOARDROOM, COMMENCING AT 11:00 A.M.

MEMBERS PRESENT

1. Linnet Wairimu – Chairperson
2. Peter Wahome – Member
3. David Macharia- Member
4. Anthony Rukwaro – Secretary to the Board

ABSENT WITH APOLOGY

1. Lucy Bolton- Member

CO-OPTED MEMBER

1. Derrick Kimotho – Social Development Officer

AGENDAS

1. Prayers
2. Communication from the chair
3. Reading and confirmation of previous minutes
4. Matters arising from previous minutes
5. Municipal cultural day
6. Gender Engagement Framework
7. Social hall:
 - a) Upcoming PWD games and facility requirements
 - b) Office at the Social Hall to administrate social facilities
 - c) Adoption of operational manual for the Stadium and Social Hall
 - d) Prayer day
 - e) Report on the grievance redress mechanism
8. AOB
9. Adjournment

MIN NMB/1/09/2025: PRAYERS

The meeting began at 11:00 AM with a word of prayer led by Mr. Kimotho.

MIN NMB/2/09/2025: COMMUNICATION FROM THE CHAIR.

The Chairperson, Ms. Linnet Wairimu, welcomed members to the meeting and emphasized the importance of mainstreaming gender and youth inclusion in all municipal programs. She further noted the need to strengthen cultural and sports initiatives as avenues for social cohesion and community empowerment.

LED

MIN NMB/3/09/2025: READING AND CONFIRMATION OF PREVIOUS MINUTES.

Mr Kimotho read the minutes of the previous meeting held on 11th March 2025. The members confirmed the minutes as a true record of the proceedings, upon a motion proposed by Mr. Peter Wahome and seconded by Ms. Linnet Wairimu.

MIN NMB/4/09/2025: MATTERS ARISING FROM PREVIOUS MINUTES

The Committee deliberated on issues arising from the previous minutes and noted the following:

1. The Committee recommended the establishment of a volleyball court at Central Park.
2. It was noted that there should be proper mapping of social facilities and playing fields. This should include identifying boundaries, areas, and their current status.
3. A private sector engagement meeting was scheduled to discuss the viability of establishing an international economic hub at the Equator.
4. A presentation of a work plan and deliverables was made, highlighting the need to develop Standard Operating Procedures (SOPs) for three key amenities: the Social Hall, the Stadium, and Central Park.

The SOPs were reviewed, discussed, and adopted by the Committee and are as follows:

STANDARD OPERATING PROCEDURE (SOP) FOR NANYUKI MUNICIPAL CENTRAL

PARK

1. Introduction

Nanyuki Municipal Central Park is a public open space intended to offer residents and visitors a safe, green, and inclusive environment for recreation, environmental awareness, and community engagement. This SOP sets out the procedures and responsibilities for using the park in a way that promotes order, sustainability, and public enjoyment.

2. Governance and Oversight

- The park is a public facility under the management of the Nanyuki Municipal Board, as provided by Gazette Notice No. 159878 dated 24th November 2023.
- Oversight and coordination of daily use, events, and maintenance fall under the office of the Municipal Social Development Officer.
- Staff assigned to the park report to the Municipal Manager or their designate.

3. Booking and Usage

- The park is open to the general public daily from 6:00 AM to 8:00 PM.
- Organized events, such as concerts, exhibitions, and awareness campaigns, must be booked through the Social Development Officer's office.
- Bookings must be made at least 7 days in advance, with full disclosure of the event's nature, anticipated number of participants, and setup requirements.
- Commercial and income-generating activities (e.g., food stalls, product promotions) must be declared and are subject to charges as per the Laikipia County Finance Act.

- Spontaneous recreational use (e.g., picnics, walking, games) is allowed, provided users follow park rules

4. General Conduct Guidelines

- Park users must conduct themselves in a respectful, non-disruptive, and environmentally conscious manner
- Activities that damage park infrastructure, plants, or disturb the peace are prohibited.
- Children must be supervised at all times.
- Public decency, decorum, and consideration for others must be observed by all visitors.

5. Prohibited Activities

The following are strictly prohibited within the park premises:

- Use or possession of alcohol, drugs, or any intoxicating substances
- Smoking
- Gambling, betting, or any form of unregulated trade
- Open fires, cooking, or camping
- Unauthorized vehicle access
- Destruction or defacing of trees, benches, signage, or any infrastructure
- Noise pollution, including loud music or sound systems without prior approval
- Littering, improper disposal of waste, or environmental degradation
- Any incitement, hate speech, or activities threatening public order or morality

6. Safety, Cleanliness, and Maintenance

- All users are required to **clean up** after themselves and dispose of waste in designated bins.
- Emergency numbers shall be clearly posted at strategic points throughout the park.
- Any accidents, thefts, injuries, or structural hazards must be reported immediately to municipal officers or designated park staff.
- Environmental care is emphasized; visitors are encouraged to avoid damaging flora, participate in tree planting, and support green initiatives.

7. Event Supervision and Security

- For large public events, organizers are expected to arrange their own security, especially if attendance exceeds 100 people.
- Security and municipal officers may conduct spot-checks or monitor events to ensure compliance.
- The Municipal Social Development Office reserves the right to terminate or cancel any event in violation of park guidelines.

8. Enforcement and Penalties

- Violators of this SOP may face:
 - Immediate removal from the park
 - Fines and surcharges for damage or misconduct
 - Bans from future park access

Luto

- Legal action under applicable national or county laws

9. Legal Framework

This SOP is grounded in the following legislative instruments:

- Constitution of Kenya (2010)
- Laikipia County Finance Act
- Public Health Act (Cap 242)
- Environmental Management and Coordination Act (EMCA)
- Urban Areas and Cities Act (2011)
- County Governments Act (2012)
- Public Order Act (Cap 56)
- Alcoholic Drinks Control Act (2010)

10. Review

This SOP shall be reviewed annually or upon directive from the Nanyuki Municipal Board. Updates will consider feedback from the public, user groups, and environmental stakeholders.

STANDARD OPERATING PROCEDURE (SOP) FOR NANYUKI MUNICIPALITY SOCIAL

HALL

1. Introduction

This Standard Operating Procedure (SOP) outlines the operational guidelines for the use of the Nanyuki Social Hall. It is intended to ensure orderly, inclusive, and safe use of the facility by the public.

2. Facility Management

- The Nanyuki Municipal Board has overall responsibility.
- Day-to-day operations are under the Social Development Officer.
- Facility support staff report to the Municipal Manager or delegated supervisor.

3. Booking Procedure

- All users must submit a booking form (hard copy or online) at least 5 working days in advance.
- Applications must be accompanied by an event brief and indicate any commercial activities.
- All bookings must be approved by the Social Development Officer and formalized via payment and issuance of a receipt.
- Cancellations should be communicated 2 days in advance.

4. Facility Access and Use

- The hall is open for events between 7:00 AM and 9:00 PM daily.
- Entry and exit must be logged with the caretaker or front office.
- Keys are handled only by authorized municipal staff.
- Setup (chairs, tables, equipment) is the responsibility of the user unless prior arrangements are made.

Handwritten signature

5. Equipment and Utilities

- Audio-visual equipment may be provided upon request.
- Electrical use should comply with safety standards.
- Users must turn off lights and ensure cleanliness before leaving.
- Damaged items must be reported immediately.

6. Code of Conduct

- Users must maintain order, respect all persons, and avoid noise disturbances.
- No smoking, alcohol, drugs, or gambling is allowed in or near the facility.
- Hate speech, obscenity, and incitement are strictly prohibited.
- Children must be supervised at all times during youth events.

7. Monitoring and Supervision

- The Social Development Officer or delegated staff will conduct spot-checks during events.
- Police or enforcement officers may be deployed for high-risk or political events.
- Users are expected to cooperate with all inquiries or inspections.

8. Health and Safety

- Emergency exits and fire equipment must be clearly marked and accessible.
- A first aid kit must be available on-site.
- In case of medical or fire emergencies, immediate contact with local emergency services is required.

9. Post-Event Reporting

- All users must submit a brief report within 3 days of the event, summarizing attendance, feedback, and any incidents.
- Reports can be submitted via email or physical delivery to the Social Development Office.

10. Violations and Sanctions

- Breaches of these procedures may result in fines, suspension of use rights, or legal action.
- Repeat violations will be reported to the Municipal Board for further sanctions.

11. Review and Updates

These SOPs shall be reviewed every 12 months or as deemed necessary by the Nanyuki Municipal Board.

STANDARD OPERATING PROCEDURE (SOP) FOR NANYUKI MUNICIPAL STADIUM

1. Introduction

This Standard Operating Procedure (SOP) outlines the management, access, and usage rules for Nanyuki Municipal Stadium. It ensures the stadium serves its purpose as a safe, inclusive, and professionally managed facility for public, private, and institutional activities.

2. Governance and Oversight

- The facility is managed by the Nanyuki Municipal Board, as per Gazette Notice No.

159878 dated 24th November 2023.

- All staff are directly responsible to the Municipal Manager or their assigned supervisor.
- Bookings, user coordination, and general oversight are handled through the Municipal Social Development Officer's Office.

3. Booking and Usage

- All bookings must be initiated through the Social Development Officer's Office.
- Applications should include: purpose, date, time, expected number of participants, and nature of event (sport, religious, institutional, etc.).
- Events involving commercial activities must disclose income-generating components and receive approval from the Municipal Manager.
- Usage charges must be paid as stipulated under the Laikipia County Finance Act.

4. Responsibilities of Users

- Users are responsible for their own security arrangements, especially during large or high-risk events.
- Health preparedness, including first aid and emergency contact protocols, must be organized by the event organizer.
- Users are expected to collaborate with stadium staff on field preparations (e.g., mowing, markings).

5. Timings and Scheduling

- Unless specifically approved, the stadium is reserved for sporting activities on weekends (Saturday & Sunday).
- No events or training shall occur after 7:00 PM due to security and lighting concerns.

6. Conduct Guidelines

- All users must adhere to conduct that promotes peace, safety, and cleanliness.
- The following are strictly prohibited within the stadium:
 - o Drug and alcohol use
 - o Smoking
 - o Gambling or betting activities
 - o Hate speech, incitement, or disorderly conduct
- All participants must comply with directions issued by stadium staff or the Social Development Officer.

7. Post-Event Reporting

- Event organizers may be required to submit a report of activities, participants, and outcomes within 3 working days.
- This helps improve service delivery and maintains institutional records.

8. Monitoring and Supervision

- The stadium is subject to supervision and inspection by municipal officials and security

WAD

personnel.

- Spot-checks may be carried out during events. High-risk events may require coordination with National Police Service.

9. Legal Framework

Usage and management of the stadium are guided by the following legal instruments:

- Constitution of Kenya (2010)
- Laikipia County Finance Act
- Sports Act (2013)
- Public Health Act (Cap 242)
- Alcoholic Drinks Control Act (2010)
- Public Order Act (Cap 56)
- National Police Service Act
- National Cohesion and Integration Act

10. Penalties and Enforcement

- Breaches of this SOP may result in:
 - o Denial of future access
 - o Monetary fines
 - o Reporting to law enforcement
- Repeated violations will be escalated to the Municipal Board.

11. Review

This SOP will be reviewed annually or as directed by the Nanyuki Municipal Board.

The Committee further recommended prioritizing the mapping exercise and ensuring that the volleyball court proposal is incorporated into the Municipality's Sports Development Plan. The Social Development Officer was tasked with providing updates on the outcomes of the private sector engagement during the next meeting.

MIN NMB/5/09/2025: MUNICIPAL CULTURAL DAY

It was recommended that an Annual Cultural Day be held in the second quarter of every financial year, bringing together diverse communities and fostering social cohesion. The Social Development Officer (SDO) was tasked with incorporating the event into the work plan and preparing a sufficient budget to facilitate its successful implementation.

MIN NMB/6/09/2025: GENDER ENGAGEMENT FRAMEWORK

The Gender Engagement Framework was discussed by the Committee and subsequently approved.



MIN NMB/8/09/2025: SOCIAL HALL

a) Upcoming PWD games and facility requirements

The Committee noted the planned games for Persons with Disabilities (PWDs). It was resolved to prioritize accessibility improvements, including the installation of ramps and provision of adequate sanitary facilities, to ensure inclusivity and ease of participation. The Committee further agreed that the games, though earlier postponed, be organized within the current financial year.

b) Office at the Social Hall to administrate social facilities

It was agreed that an office be established within the Social Hall to coordinate social services, manage bookings, and liaise with community groups.

c) Adoption of operational manual for the Stadium and Social Hall

The Committee formally adopted the operational manual for the Stadium and Social Hall and recommended its immediate enforcement.

d) Prayer day

The Committee supported the request for a community Prayer Day to be held at the Social Hall, acknowledging its value in fostering unity and inclusivity.

e) Report on the grievance redress mechanism

The Social Development Officer presented a report on the grievance redress mechanism, highlighting established channels for community feedback. The Committee directed continuous sensitization to ensure public awareness of these mechanisms.

MIN NMB/9/09/2025: ANY OTHER BUSINESS (AOB)

No additional matters were raised under this item.

MIN NMB/10/09/2025: ADJOURNMENT

There being no further business, the meeting was adjourned at 1:15 p.m. with a vote of thanks to the Chair.

MINUTES PREPARED BY:



DERRICK KIMOTHO - SOCIAL DEVELOPMENT OFFICER

MINUTES CONFIRMED BY:



LINNET WAIRIMU - CHAIRPERSON