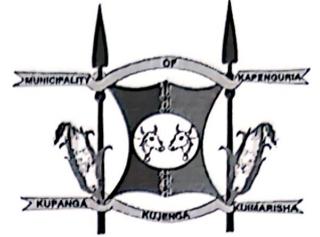




REPUBLIC OF KENYA
COUNTY GOVERNMENT OF WEST
POKOT
KAPENGURIA MUNICIPALITY
OFFICE OF MUNICIPAL BOARD



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Office of Municipal Board
Ardhi House
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P.O.BOX 222-30600
KAPENGURIA

THE 20TH KAPENGURIA MUNICIPAL FULL BOARD MEETING

HELD ON 7TH FEBRUARY 2024 AT HORIZON HOTEL AT 11:00AM

Members Present

1. Mr Yator Kiptum -Chairman
2. Ms Dorcas Chepkemoi Endoo -Vice Chair
3. Mr Donato Long'al -Secretary
4. Mr Moses Maklap -Member
5. Mr Justus Rutto -Member
6. Mr Samuel Petot -Member
7. Mr Roselyne Lopisto -Member
8. Hon. Esther Chelimo -Member
9. Mr Mathew Rionakol -Member
10. Mr Martin Korwa -Member

Agenda

1. Preliminary
2. Reading and confirmation of previous minutes
3. Matters arising from previous minutes

4. Report from the planning and development committee
5. Report from the finance and general purpose committee meeting
6. Calendar of events
7. A O B

Min. FB 1/2/2024 Preliminary

The chairman welcomed members to the meeting and requested Rev. Moses Maklap to open the meeting with a word of prayer.

The chairman thanked members for their cooperation and appreciated the progress so far made in the management of the municipality.

Min. FB 2/2/2024 Reading and confirmation of previous minutes

The chairman asked the Secretary to read the minutes of the previous meeting.

The minutes were proposed by Hon. Dorcas C. Endoo and were seconded by Mr Martin Korwa.

Min. FB 3/2/2024 Matters arising from the previous meeting

Members emphasized for the need to have meetings starting on time and that members should not dwell so much on an agenda that has been discussed at length

(i) Min. FB 1/09/2023

Members sought for the status of the Kapenguria Municipality strategic plan

Members sought for the management to consider the inclusion of the strategic plan in the next financial year budget

Members emphasized for the need to have the board participate in the budget making process

Members resolved for the need to always seek H.E the Governor concurrence especially with the project priority selection and the eventual implementation

Members requested for the management to arrange for an engagement between the Board and the Three MCA'S that fall within the Boundaries of Kapenguria Municipality.

(ii) Min. FB 8/11/2023

The Board tasked the secretary to avail an Asset inventory in the next meeting for members to be able to appreciate the municipality assets

(iii) Min. FB 7/11/2023

On the matter of Adoption of Kapenguria Municipality by laws, the meeting resolved for the secretary to gather evidence of Citizen engagement in the earlier preparation of Kapenguria by laws.

The meeting agreed that depending on the strength of the evidence provided by the citizen engagement the Board will then consider the adoption of the Kapenguria municipality by laws

On the management of the Kapenguria recreational park, members agreed on the need to come up with a better plan of managing the park

Min. FB 4/2/2024 Report for the Planning and development committee meeting

The Chairman welcomed the chairman of the planning and development committee to read the report of the committee

The chairman of the board recommended for the management to consider subscribing for the annual zoom service which is estimated to cost around 200 USD Annually

Min.FB 8/11/2023 A.O.B

Members requested to know when the delegated revenue collection will be started, so the municipality will be able to plan well

Members requested for a meeting with H.E the Governor for purposes of seeking concurrence on the issue of transferred functions especially those that have been Gazette.

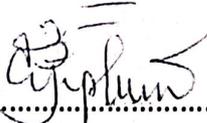
Adjournment

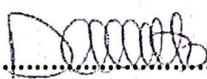
There being no other business the meeting adjourned with a word of prayer from Rev. Moses Maklap at 6:30pm.

Minutes confirmed

16/06/2024

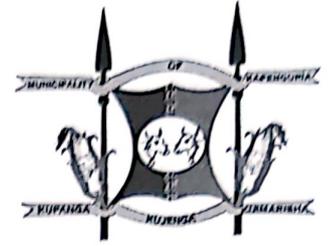
THIS DATE BY

Chairperson: Mr Yator Kiptum Sign..........Date.....16/06/2024.....

Secretary : Donato Longal Sign..........Date.....16/06/2024.....



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KAPENGURIA

When replying

21ST KAPENGURIA MUNICIPALITY FULL BOARD MEETING HELD 16TH MAY 2024

Member present

- | | |
|-----------------------|------------|
| 1.Yator Kiptum | -chairman |
| 2.Donato Long'al | -secretary |
| 3.Moses Maklap | -member |
| 4.Justus Rutto | -member |
| 5 .Hon.Esther Chelimo | -member |
| 6.Mr Korwa Martin | -member |
| 7.Mr Mathew Rionokal | -member |
| 8.Samuel Petot | -member |

Agenda

- 1.Preliminary
- 2.Reading confirmation of minutes
- 3.Matters arising
- 4.Committee reports
- 5.SWM policy /Plan approval by the municipal board
- 6.Employees of the municipality
- 7.ADJOURNMENT

Min FB 1/6/5/2024 Preliminary

Chair welcomed members to the meeting

Word of prayer by Moses Maklap

Min FB 5/6/5/2024 Reading and confirmation of Previous minutes

Minutes were proposed by Justus Rutto seconded by Moses Maklap

Min FB 6/5/2024 Matters arising

Engagement meeting with the MCAs with in Kapenguria municipality

- (i) Availing the asset inventory in the next meeting
- (ii) Min. FB 7/02/2024 -Adoption of Kapenguria municipality by – laws

-members noted that the by – laws need to be done afresh as it has been budgeted for.

- (iii) Min FB 4/02/2024 Recreational park management

Members agreed for the need to create a vote for the management of the recreational park.

meeting agreed to have the management come up with the best practice of management of the recreational park and be able to report to the full board in the next meeting.

Min FB 4/2/2024

It should read the Chairman of full board .

Min FB 7/5/2024 A.O.B

Meeting agreed to invite the three MCA representing the three wards within the Kapenguria Municipality to attend the 3rd quarter in Feb 2025 before the board escalates meeting with H.E – Governor.

Min fb 4 committee reports

1] Audit,risk and compliance committee meeting

Members adopted the minutes of the meeting as read by the secretary of the board.

Full board adopted the minutes of the committee.

2] Human resource and gender mainstreaming committee meeting

The chair of the committee asked the secretary to read the minutes of the meeting

The chair of the committee asked the secretary to read the minutes of the meeting

Min FB 5/5/2024 S.W.M POLICY /PLAN ADOPTION AND APPROVAL

The officer in charge of the Solid waste management MS. Emilly Cheyech was invited to lead the meeting through the solid waste management policy and solid waste management plan

After thorough interrogation of the document, the meeting unanimously resolved to adopt and approve the solid waste management policy and plan.

The Adoption and approval of the SWM policy /plan was proposed by Rev.Moses Maklap-member of the Board was seconded by Mr Martin Korwa

Min fb 6/6/5/2024 Casual employes irregular transfers.

Meeting was informed of the need to have employes of the municipality transferred to the municipality for discipline and proper management

Member, Hon – Esther Chelimo thanked the members for the cooperation so far achieved in the Municipality .

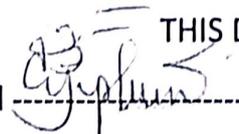
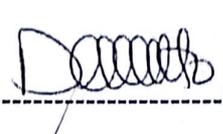
Chairman assured the meeting that as a board we will be always ready to work for the municipality

Min.FB 7/6/5/2024 ADJOURNMENT

There being no other matter, the meeting adjourned at 5.30pm with a word of prayer from Rev.Moses Maklap

MINUTES CONFIRMED

----- 15/07/2024 -----

	THIS DATE BY	
Signed		
	-----	-----
YATOR KIPTUM DAVID		LONG'AL DONATO
CHAIRMAN OF THE BOARD		SECRETARY TO THE BOARD



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MINUTES OF THE 19TH KAPENGURIA MUNICIPALITY FULL BOARD MEETING HELD ON 22ND May 2024 AT ARDHI HOUSE BOARDROOM.

AGENDA

1. Preliminaries
2. Reading and Confirmation of Previous Minutes.
3. Matters arising from the previous Full board meeting
4. Consideration to adopt Human Resource and Gender management Committee Report
5. Consideration to adopt Audit /Risk Management and compliance Committee Report
6. Kapenguria Municipal Managers brief status report
7. Adoption of Kapenguria Municipal By-Laws
8. A.O.B

MEMBERS PRESENT

- | | |
|---------------------------|-------------|
| 1. YATOR KIPTUM DAVID | -CHAIR |
| 2. DORCAS CHEPKEMEI ENDOO | -VICE CHAIR |
| 3. SAMUEL PETOT | -MEMBER |
| 4. MOSES MAKLAP | -MEMBER |
| 5. MARTIN KORWA | -MEMBER |
| 6. RUTO JUSTUS | -MEMBER |
| 7. MATHEW RIONOKAL | -MEMBER |
| 8. LONG'AL DONATO | - SECRETARY |

IN ATTENDANCE

1. LYDIA TABOOT

MEMBERS ABSENT WITH APOLOGY

1. ESTHER CHELIMO -MEMBER
2. ROSELYNE LOPISTO -MEMBER

MIN.FB 1/05/2024 – PRELIMINARIES

The chairman welcomed members to the meeting and requested a volunteer to open the meeting with a word of prayer at 1:30 pm, the opening prayer was led by Rev. Moses Maklap and thereafter members were asked to do self-introduction.

MIN.FB 2/5/2024 READING AND CONFIRMATION OF PREVIOUS MINUTES.

The Chair Welcomed Members again and asked the Secretary to read the minutes of the 18th Full Board meeting. The secretary read the minutes of the previous Full board meeting and the minutes were proposed for confirmation by Rev. Moses Maklap and seconded by Petot Lomongo.

MIN.FB 3/5/2024 MATTERS ARISING FROM THE PREVIOUS MEETING

- (i) Min.FB 3/09/2023
Agenda should read consideration and adoption of planning and development committee report
-Secretary was requested and not ordered

- (ii) Min.FB 4/09/2023
Should read consideration for adoption

- (iii) Min.FB 5/09/2023
To read as consideration for and adoption of the mainstreaming committee report

- (iv) Min. FB 5/09/2023

Considered for adoption of the Human resource and gender mainstreaming not as an agenda but be amalgamated as discussed in MIN.FB6/09/2023: MANAGERS BRIEF STATUS REPORT

- (V)Min.FB1/09/2023

The meeting sought to know why the decision to change the money which had been set aside for Access roads was changed for something else other than what was agreed upon by the board

Members sought for information of the board that they get informed about the change

Members sought for the preparation of the Kapenguria municipality strategic plan so as to be able to help in resource mobilization to fund activities of the municipalities through many development partners.

Members agreed on the need to look for money to help us fund the strategic plan for the Kapenguria municipality

Meeting emphasized on the need to capacity build the MCAs especially those that fall within the Kapenguria municipality.

Members agreed on the need to always share updates on any municipality issues that crop up from time to time

(Schedule Meetings ahead)

MIN.FB 4/05/2024- CONSIDERATION TO ADOPT HUMAN RESOURCE AND GENDER MANAGEMENT COMMITTEE REPORT

The Chair called upon the chair of Human resource and Gender management committee to table the committee report.

The Human resource and Gender management committee report was read by the committee chair and after interrogation of the report the full board adopted the report as true reflection of what was discussed

MIN.FB 5/05/2024: CONSIDERATION TO ADOPT AUDIT/RISK AND COMPLIANCE COMMITTEE REPORT

The Chairman of Audit/Risk and Compliance Committee Report Committee tabled the committee report to the full board.

The full board considered the recommendations of the Audit/Risk and Compliance Committee as follows:

- (I) The board needed to have an inventory for the municipality assets
- (II) Members emphasized on the importance of benchmarking with other municipalities that have operated longer than we have been
- (III) Members sought to know if the municipal accountant will be present in future when this committee will be meeting so as to be able to shed light on Audit issues raised by members
- (IV) Members were in agreement on the need to have capacity building for the members of the board of Kapenguria municipality

Consequently, the board adopted the Audit/Risk and Compliance Committee report as true reflection of what was discussed.

MIN.FB 6/05/2024: KAPENGURIA MUNICIPALITY, MANAGERS STATUS REPORT

The secretary took the members through his report by enumerating five projects that have been completed so far; the completed projects include the following:

(i) KUSP I

(ii) KISIP I

(iii) SEURECA EAST AFRICA LTD. a company working on the Kapenguria sewerage has agreed to start working on the Ablution block at Kacheliba Matatu stage

(iv) Kapenguria recreational park, Kacheliba container stalls and the Jacaranda shoe shining booth as well as the Gabroos parking of the Jacaranda grounds

(v) Gabroos Parking at the Kapenguria municipal fire fighting station.

MIN.FB 7/05/2024: CONSIDERATION FOR ADOPTION OF THE KAPENGURIA MUNICIPAL BY-LAWS

The secretary read through the proposed Kapenguria municipal by-laws at which point the members agreed for the need to allow members more time to go through the soft copies of the draft Kapenguria by-laws

Members were in agreement that the matter of Kapenguria by-laws consideration for adoption will form an agenda in the next full board meeting

MIN.FB 8/05/2024 A.O.B

Members unanimously agreed to collaborate in mobilizing for resources for the benefit of Kapenguria Municipality

Meeting emphasized on the need for members punctuality in the subsequent meetings as well as the need for members to reduce prolonged discussion on the agenda.

Meeting tasked the chief officer in charge urban planning to look for a way of facilitating the management of Kapenguria municipality

There being no other business, the meeting adjourned at 6:30 PM.

MINUTES CONFIRMED;

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THIS DATE BY


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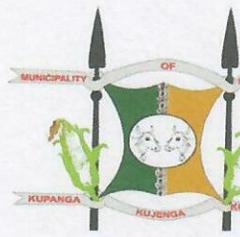
YATOR KIPTUM DAVID
BOARD CHAIR


.....

LONG'AL DONATO
BOARD SECRETARY



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KAPENGURIA

KAPENGURIA MUNICIPAL FULL BOARD MEETING

HELD AT HORIZON HOTEL ON 13/11/2024 AT 11:00AM

Members Present

1. Mr Yator Kiptum-Chairman
2. Ms Dorcas Chepkemai Endoo-vice chair
3. Mr Donato Long'al-Secretary
4. Mr Moses Maklap-member
5. Mr Justus Rutto-member
6. Mr Samuel Petot -member
7. Mr Roselyne Lopisto-member
8. Hon. Esther Chelimo-member
9. Mr Mathew Rionakol-member
10. Mr Martin Korwa-member

Agenda

1. Preliminary
2. Reading and confirmation of previous minutes
3. Matters arising from previous minutes
4. Report from the planning and development committee

5. Report from the finance and general purpose committee meeting

6. Calendar of events

7. A O B

Min. FB 1/11/2024 Preliminary

The chairman welcomed members to the meeting and requested Rev. Moses Maklap to open the meeting with a word of prayer.

The chairman thanked members for their cooperation and appreciated the progress so far made in the management of the municipality.

Min. FB 2/11/2024 Reading and confirmation of previous minutes

The chairman asked the Secretary to read the minutes of the previous meeting.

The minutes were proposed by Hon. Dorcas C. Endoo and were seconded by Mr Martin Korwa.

Min. FB 3/11/2024 Matters arising from the previous meeting

Members emphasized for the need to have meetings starting on time and that members should not dwell so much on an agenda that has been discussed at length

(i) Min. FB 1/09/2023

Members sought for the status of the Kapenguria Municipality strategic plan

Members sought for the management to consider the inclusion of the strategic plan in the next financial year budget

Members emphasized for the need to have the board participate in the budget making process

Members resolved for the need to always seek H.E the Governor concurrence especially with the project priority selection and the eventual implementation

Members requested for the management to arrange for an engagement between the Board and the Three MCA'S that fall within the Boundaries of Kapenguria Municipality.

(ii) Min. FB 5/05/2024

The Board tasked the secretary to avail an Asset inventory in the next meeting for members to be able to appreciate the municipality assets

(iii) Min. FB 7/05/2024

On the matter of Adoption of Kapenguria Municipality by laws, the meeting resolved for the secretary to gather evidence of Citizen engagement in the earlier preparation of Kapenguria by laws.

The meeting agreed that depending on the strength of the evidence provided by the citizen engagement the Board will then consider the adoption of the Kapenguria municipality by laws

On the management of the Kapenguria recreational park, members agreed on the need to come up with a better plan of managing the park

Min. FB 4/11/2024 Report for the Planning and development committee meeting

The Chairman welcomed the chairman of the planning and development committee to read the report of the committee

The chairman of the board recommended for the management to consider subscribing for the annual zoom service which is estimated to cost around 200 USD Annually

The chair also assured the meeting that going forward, the municipality will be delegated the function of collecting revenue on behalf of the County Government

Min. FB 5/11/2024 Report of the Finance and General purpose committee.

Members were informed that the balance from the payment made to Chepchoi company limited for the work done ,the balance of ksh 362,488 was paid to Ms Live Jubilee electricals for work done

Min. FB 6/11/2024 Calendar of events

- (i) 18th November 2024 Special Full Board meeting

Time:9.00am

Venu: Horizon Hotel

- (ii) 2nd Quarter ;
 5th December 2024; Audit/Risk committee meeting
 5th December 2024; Human resource and Gender mainstreaming committee meeting
 6th December 2024; Full board meeting
- (iii) 3rd Quarter ;
 5th February 2025; Finance and general purpose committee meeting
 5th February 2025; Planning and development committee meeting
 7th February 2025; Full board meeting
- (iv) 4th Quarter ;
 29th May 2025; Audit/Risk committee meeting
 29th May 2025; Human resource and gender mainstreaming committee meeting
 30th May 2025; Full board meeting

Min.FB 7/11/2024 A.O.B

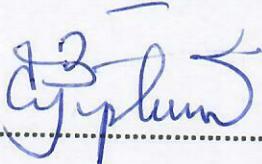
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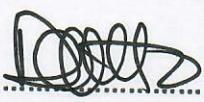
Members requested for a meeting with H.E the Governor for purposes of seeking concurrence on the issue of transferred functions especially those that have been Gazette.

Adjournment

There being no other business the meeting adjourned with a word of prayer from Rev. Moses Maklap at 6:30pm.

Minutes confirmed by:

Chairperson: Mr Yator Kiptum Sign.  Date 14/11/2024

Secretary :Donato Longal Sign.  Date 14/11/2024