



COUNTY GOVERNMENT OF WEST POKOT

MUNICIPALITY OF KAPENGURIA

When replying please quote

P.O. BOX 222 – 30600- KAPENGURIA

Email: info@kapenguriamunicipality.co.ke

Website: www.kapenguriamunicipality.co.ke



CITIZEN FORA MINUTES ON ENGAGEMENT WITH CLOTHES VENDORS AHEAD OF MARKET CONSTRUCTION HELD ON 10TH JULY 2024, AT MAKUTANO MARKET AT 10:00 AM

KM/MIN/CIT/FORA1/JULY 2024

1. Attendance

The meeting was attended by:

- Municipal officials from **Kapenguria Municipality**
- Representatives of clothes vendors operating at Makutano market
- Community representatives and local leaders
- Youth representatives
- Ward administration representatives

Chairperson: Municipal Board

Minutes Recorded By: Social Safeguards / Community Development Office

2. Opening Remarks

The meeting was called to order at 10:10 AM by the chairperson who welcomed all participants and thanked the clothes vendors for attending the forum.

The chair explained that the forum had been organized to **engage vendors prior to the planned construction of the Makutano Market**, ensuring that their concerns, expectations, and suggestions are captured before the project begins.

Participants were informed that the meeting was part of the municipality's **citizen engagement and stakeholder consultation process** to ensure inclusive development.

3. Purpose of the Forum

The main objectives of the meeting were:

- To inform clothes vendors about the **planned market construction project**
 - To discuss the **temporary relocation arrangements during construction**
 - To gather **views, concerns, and suggestions from vendors**
 - To ensure **fair and transparent allocation of stalls in the new market**
 - **Gender Mainstreaming and Grievance Redress Mechanism**
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4. Key Issues Discussed

4.1 Planned Market Construction

Municipal officials informed the vendors that the municipality plans to construct a **modern market facility at Makutano** aimed at:

- Improving business environment
- Providing organized trading spaces
- Enhancing sanitation and drainage
- Increasing security for traders

Vendors welcomed the project but requested proper planning to avoid disruption to their businesses.

4.2 Temporary Relocation of Vendors

The municipality explained that vendors may need to be **temporarily relocated during construction**.

Vendors raised concerns regarding:

- Loss of customers during relocation
- Distance to temporary trading spaces
- Safety and shelter at temporary sites

Municipal Response

The municipality assured vendors that:

- **A temporary trading area will be identified and prepared**
 - Allocation will be done fairly
 - Vendors will be involved in identifying the most suitable location
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4.3 Stall Allocation in the New Market

Clothes vendors requested transparency in allocation of stalls once the market is complete.

They proposed:

- Priority to current vendors operating at Makutano
- Registration of all traders before construction begins
- Formation of a vendors committee to liaise with the municipality

Municipal officials agreed that **registration of traders will be conducted to ensure fair allocation.**

4.5 Gender Mainstreaming and Grievance Redress Mechanism

Stakeholders discussed the importance of ensuring inclusivity and fairness in the market project, particularly for women, youth, and vulnerable groups.

Key concerns raised included:

- The need to ensure equitable allocation of stalls for both men and women
- Consideration of women traders' specific needs such as safety, sanitation, and childcare support
- Inclusion of youth and persons with disabilities in decision-making processes
- Lack of clarity on how complaints and disputes will be handled during relocation and allocation

Municipal Response

The municipality assured stakeholders that:

- Gender considerations will be integrated into planning and stall allocation processes
 - Special attention will be given to safety, lighting, and sanitation facilities to support women traders
 - A clear and accessible Grievance Redress Mechanism (GRM) will be established to handle complaints transparently and promptly
 - Awareness will be created among vendors on how to lodge grievances and seek redress
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4.4 Livelihood Concerns

Some vendors expressed fear that construction may take long, affecting their income.

The municipality clarified that:

- Construction timelines will be communicated
- Efforts will be made to **minimize disruption to businesses**

5. Resolutions / Agreements

The following resolutions were agreed upon:

1. The municipality will **register all clothes vendors operating in Makutano** before construction begins.
2. A **temporary trading site will be identified in consultation with vendors.**
3. Current traders will be **given priority during stall allocation** in the new market.
4. A **vendors' committee will be formed** to represent traders during the project implementation.
5. The municipality will continue conducting **regular consultations with traders throughout the construction period.**

6. Way Forward

- Vendor registration exercise to be conducted by the municipality.
- Identification of temporary trading space.
- Continuous engagement between traders and municipal management.

7. Closing Remarks


The chairperson thanked all participants for their active participation and assured them that their concerns will be considered during project implementation.

The meeting ended at **3:00 PM.**

PREPARED BY



Name: Nancy Chepkorir Andiema
Position: Social Safeguards Officer

KM/MIN/CIT/FORA1/JULY 2024

Signature: _____ 

Date: 10th July, 2024

8. Confirmation of Minutes

Name	Position	Signature	Date
Donato Longal	Municipal Manager		12/7/2024
Yator Kiptum David	Chairperson, Municipal Board		12/7/2024



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CITIZEN FORUM MINUTES

Public Engagement on Animal Control within the Municipality
KM/MIN/CIT/FORA2/OCTOBER 2024

Municipality: Kapenguria Municipality

Venue: Makutano Stadium

Date: 10th October 2024

Time: 10:00 AM

1. Attendance

The meeting was attended by:

- Officials from **Kapenguria Municipality**
- Livestock owners within the municipality
- Traders and business community
- Community representatives and local leaders
- Ward administrators and enforcement officers
- Youth and women representatives

Chairperson: Municipal Manager

Minutes Recorded By: Social Safeguards / Community Development Office

2. Opening Remarks

The meeting commenced at **10:20 AM** with a word of welcome from the chairperson who thanked participants for attending the citizen forum.

The chair noted that the purpose of the meeting was to **engage residents and livestock owners on the growing issue of stray animals within the municipality** and to collectively discuss solutions to improve order, safety, and sanitation.

Participants were reminded that **public participation is a key principle of municipal governance**, and their input was important in shaping animal control measures.

3. Objectives of the Forum

The meeting aimed to:

- Discuss the **increasing presence of stray animals within the municipality**
 - Educate residents on **municipal regulations regarding animal control**
 - Gather community views and recommendations
 - Identify practical solutions to improve enforcement and responsible livestock keeping
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4. Issues Discussed

4.1 Presence of Stray Animals

Residents raised concerns about animals roaming freely within the municipality including:

- Cattle
- Goats
- Donkeys
- Dogs

The presence of these animals was reported to cause:

- Destruction of crops and vegetation
 - Traffic obstruction and road accidents
 - Poor sanitation due to animal waste
 - Damage to municipal infrastructure and landscaping
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4.2 Enforcement of Animal Control Regulations

Municipal officials informed the meeting that the municipality has **by-laws regulating the movement and control of animals within urban areas**.

The officials emphasized that:

- Animals should **not be allowed to roam freely in town areas**
 - Owners are responsible for **proper confinement and management of their animals**
 - Stray animals may be **impounded by municipal enforcement officers**
-

4.3 Community Concerns

Participants raised several concerns including:

- Lack of designated grazing areas
- Need for clear procedures for impounding animals
- Concerns over fines imposed on animal owners
- Need for public awareness on animal control regulations

Some residents suggested that the municipality should increase **public awareness campaigns** to educate livestock owners.

4.4 Proposed Solutions

The following suggestions were made by participants:

- Strengthen enforcement of animal control by-laws
- Establish designated **animal holding or impounding areas**
- Conduct public awareness campaigns on responsible livestock keeping
- Introduce penalties for repeated violations
- Encourage owners to keep animals within controlled areas

4.5 Gender Mainstreaming and Grievance Redress Mechanism

Stakeholders discussed the importance of integrating gender considerations and establishing a clear system for handling complaints related to animal control enforcement.

Key issues raised included:

- The need to ensure that enforcement measures do not disproportionately affect vulnerable groups, especially women, youth, and small-scale livestock owners
- Concerns that women and youth, who are often involved in animal care, may face challenges accessing information on regulations and penalties
- The importance of involving both men and women in decision-making forums and awareness campaigns
- Lack of a clear, accessible, and transparent process for reporting complaints related to impounded animals, fines, or enforcement conduct

- **Municipal Response**

The municipality responded that:

Gender considerations will be integrated into awareness campaigns and enforcement strategies to ensure inclusivity

Information on animal control regulations will be disseminated in a manner accessible to all groups, including women and youth

A Grievance Redress Mechanism (GRM) will be established to allow residents to lodge complaints or appeals regarding enforcement actions

The GRM will include clear procedures, designated contact persons, and timely resolution of complaints

5. Resolutions and Agreements

The following resolutions were agreed upon during the forum:

1. The municipality will **strengthen enforcement of animal control by-laws** within the municipality.
2. Municipal enforcement officers will **impound stray animals found roaming within town areas.**
3. The municipality will conduct **public awareness campaigns on responsible animal keeping.**
4. Livestock owners were advised to **ensure their animals are properly confined.**
5. The municipality will explore the establishment of **designated animal holding areas.**

6. Way Forward

- The municipality will intensify **inspection and enforcement operations.**
- Awareness campaigns will be conducted through community meetings and public notices.
- Continuous engagement with residents will be maintained to address emerging challenges.


7. Closing Remarks

The chairperson thanked participants for their contributions and emphasized the need for **collective responsibility in maintaining order within the municipality.**

The meeting ended at **12:30 PM.**



PREPARED BY

Name: Nancy Chepkorir Andiemu
Position: Social Safeguards Officer

Signature: 

Date: 10th October, 2024

9. CONFIRMATION OF MINUTES

Name	Position	Signature	Date
Donato Longal	Municipal Manager		11/10/2024
Yator Kiptum David	Chairperson, Municipal Board		11/10/2024



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CITIZEN FORUM MINUTES

Public Participation on Budget Preparation

KM/MIN/CIT/FORA3/FEBRUARY 2025

Venue: Mtelo Hall

Date: 18th February 2025

Time: 10:00 AM

1. Attendance

The meeting was attended by:

- Officials from Kapenguria Municipality
- Residents and community members
- Representatives of traders and business community
- Youth and women representatives
- Ward administration representatives
- Civil society representatives

Chairperson: Municipal Manager

Minutes Recorded By: Social Safeguards / Community Development Office

2. Opening Remarks

The meeting commenced at 10:50 AM with opening remarks from the chairperson who welcomed all participants and appreciated their attendance.

The chair explained that the forum was organized to engage citizens in the municipal budget preparation process and to ensure that community priorities are captured in the upcoming financial year plans.

Participants were informed that public participation in budgeting is a requirement of the law and promotes transparency, accountability, and inclusive development.

The chair further emphasized the municipality's commitment to **inclusive participation**, ensuring that women, youth, persons with disabilities, and vulnerable groups are actively involved in decision-making processes.

3. Objectives of the Forum

The objectives of the meeting were:

- To present the proposed municipal development priorities
 - To gather community views and proposals for inclusion in the municipal budget
 - To enhance transparency in municipal financial planning
 - To ensure that the budget reflects the needs and priorities of residents
 - To promote **gender-responsive planning and inclusive development**
 - To sensitize participants on available **grievance redress mechanisms**
-

4. Presentation by Municipal Officials

Municipal officials presented the key priority areas proposed for the upcoming municipal budget, which included:

- Improvement of market infrastructure
- Enhancement of solid waste management services
- Construction and rehabilitation of roads and drainage systems
- Improvement of street lighting
- Development of public sanitation facilities

Participants were informed that the proposed projects aim to improve service delivery and economic activities within the municipality.

Officials also highlighted the need to ensure that all projects are **gender-responsive**, accessible to persons with disabilities, and beneficial to all community members.

5. Issues Raised by Participants

Community members raised several issues and recommendations including:

- Need for more street lighting in residential and trading areas to improve safety, especially for women and children
- Improvement of solid waste collection services
- Construction of additional public toilets in market areas, including **gender-segregated and disability-friendly facilities**
- Improvement of access roads within the municipality
- Creation of designated trading spaces for small-scale traders, including women and youth
- Need for equal employment opportunities in municipal projects
- Concerns about exclusion of vulnerable groups in development planning

Residents emphasized the need for equitable distribution of development projects across the municipality.

Participants also raised the need for a clear and accessible system for reporting complaints, delays, and service delivery concerns.

6. Municipal Responses

Municipal officials acknowledged the concerns raised and clarified that:

- The suggestions provided will be reviewed and considered during final budget preparation
- Priority will be given to projects that improve livelihoods and service delivery
- Gender considerations and inclusion of vulnerable groups will be integrated into project planning and implementation
- The municipality will continue engaging residents in future planning processes
- A **Grievance Redress Mechanism (GRM)** is in place and will be strengthened to ensure timely resolution of complaints

7. Grievance Redress Mechanism (GRM)

The meeting was informed that the municipality has established a Grievance Redress Mechanism to handle complaints and feedback from the public.

Key features include:

- Submission of complaints through ward offices, municipal offices, or designated community representatives
- Recording and tracking of all grievances
- Timely review and resolution of complaints
- Feedback provided to complainants

Participants were encouraged to utilize the GRM to report concerns related to:

- Service delivery
- Project implementation
- Inclusion and fairness
- Environmental and social impacts

The municipality committed to ensuring that the GRM is **accessible, transparent, and responsive to all**, including women, youth, and vulnerable groups.

8. Resolutions and Agreements

The following resolutions were agreed upon:

1. The municipality will consider the community proposals during finalization of the municipal budget.
 2. Priority will be given to projects that improve service delivery and economic activities.
 3. Gender equality and inclusion of vulnerable groups will be integrated into all municipal projects.
 4. The municipality will strengthen the Grievance Redress Mechanism to ensure effective handling of complaints.
 5. The municipality will continue strengthening public participation in planning and budgeting processes.
 6. Residents will continue providing feedback through citizen forums and established grievance channels.
-

9. Way Forward

- Municipal officials will compile all proposals and integrate viable ones into the municipal budget planning process.
 - Continuous stakeholder engagement will be conducted during project implementation.
 - Residents will be informed about the approved projects once the budget is finalized.
 - Awareness on gender inclusion and grievance redress mechanisms will be enhanced at community level.
-


10. Closing Remarks

The chairperson thanked all participants for their active participation and contributions toward improving service delivery within the municipality.



The meeting was adjourned at 1:00 PM.

PREPARED BY

Name: Nancy Chepkorir Andiemma
Position: Social Safeguards Officer

Signature: 
Date: 18th February 2025

CONFIRMATION OF MINUTES

Name	Position	Signature	Date
Donato Longal	Municipal Manager		18-02-25
Yator Kiptum David	Chairperson, Municipal Board		18-02-25

KM/MIN/CIT/FORA4/APRIL2025



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CITIZEN FORUM MINUTES

Public Participation on Community Needs Identification

KM/MIN/CIT/FORA4/APRIL2025

Venue: Mtelo Hall

Date: 17th April 2025

Time: 10:00 AM

1. Attendance

The meeting was attended by:

- Officials from Kapenguria Municipality
- Residents from various wards within the municipality
- Representatives of traders and business community
- Youth and women representatives
- Ward administrators and community leaders
- Representatives of vulnerable groups

Chairperson: Municipal Manager

Minutes Recorded By: Social Safeguards / Community Development Office

2. Opening Remarks

The meeting commenced at 10:40 AM with opening remarks from the chairperson who welcomed participants and appreciated their presence.

The chairperson explained that the purpose of the forum was to engage residents in identifying priority development needs within the municipality. The engagement was part of the

municipality's commitment to inclusive planning and citizen participation in development processes.

Participants were encouraged to freely express their views and proposals to ensure that the municipality captures the real needs and priorities of the community.

The chair further emphasized the importance of **gender equality and inclusion**, noting that women, youth, persons with disabilities, and other vulnerable groups must be actively involved in identifying and prioritizing development needs.

3. Objectives of the Forum

The objectives of the meeting were:

- To identify priority development needs within the municipality
 - To gather views and recommendations from residents
 - To enhance community participation in municipal planning
 - To guide the municipality in prioritizing development projects
 - To promote **gender-responsive and inclusive planning**
 - To create awareness on available **grievance redress mechanisms**
-

4. Key Issues and Needs Identified

Participants highlighted several key needs and development priorities including:

4.1 Market Infrastructure

Residents requested:

- Construction and improvement of modern market facilities
- Provision of sheltered trading spaces
- Construction of additional public sanitation facilities in markets, including **separate facilities for men and women and accessible facilities for persons with disabilities**

4.2 Roads and Drainage

Participants emphasized the need for:

- Improvement and maintenance of access roads within the municipality
- Construction and rehabilitation of storm water drainage systems
- Regular maintenance of roads especially during rainy seasons

4.3 Solid Waste Management

Residents raised concerns about waste disposal and recommended:

- Increased frequency of waste collection
- Provision of waste collection points and bins
- Public sensitization on proper waste management

4.4 Street Lighting and Security

Participants requested:

- Installation of additional street lighting to enhance safety, particularly for women and vulnerable groups
- Improved security in trading centers and residential areas

4.5 Youth and Women Empowerment

Residents suggested:

- Establishment of youth empowerment programs
- Support for women groups and small-scale businesses
- Creation of skills training opportunities for youth
- Promotion of equal opportunities in employment and access to municipal resources

4.6 Inclusion and Equity Concerns

Participants emphasized:

- Equal distribution of development projects across all wards
- Inclusion of vulnerable and marginalized groups in development planning and implementation
- Elimination of barriers that limit participation of women and persons with disabilities

4.7 Grievance and Accountability Concerns

Participants highlighted the need for:

- A clear and accessible system for lodging complaints and feedback
 - Timely response to community concerns
 - Transparency in project implementation and resource allocation
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5. Municipal Response

Municipal officials acknowledged the concerns raised and assured residents that:

- The identified needs will be documented and considered during municipal planning and budgeting processes
 - Priority will be given to projects that improve livelihoods and service delivery
 - Gender considerations and inclusion of vulnerable groups will be integrated into all development projects
 - The municipality will continue engaging residents in planning and development discussions
 - A **Grievance Redress Mechanism (GRM)** is in place and will be strengthened to improve responsiveness and accountability
-

6. Grievance Redress Mechanism (GRM)

The meeting was informed that the municipality has established a Grievance Redress Mechanism to handle complaints and feedback.

Key features include:

- Submission of complaints through ward offices, municipal offices, or designated community representatives
- Documentation and tracking of all grievances
- Timely review and resolution of issues raised
- Provision of feedback to complainants

Participants were encouraged to use the GRM to report concerns related to service delivery, project implementation, exclusion, or unfair practices.

The municipality committed to ensuring that the GRM is **accessible, inclusive, transparent, and responsive**, particularly to women, youth, and vulnerable groups.

7. Resolutions and Agreements

The following resolutions were agreed upon:

1. The municipality will compile and prioritize the development needs identified by residents.
2. The identified priorities will guide municipal planning and budgeting processes.
3. Gender equality and inclusion of vulnerable groups will be integrated into all municipal projects.

4. The municipality will strengthen the Grievance Redress Mechanism to ensure effective handling of complaints.
5. The municipality will continue conducting regular public participation forums.
6. Residents will continue engaging the municipality through citizen forums and grievance redress channels.

8. Way Forward

- Municipal officials will prepare a needs assessment summary report.
- Priority projects will be incorporated into municipal development plans and budgets.
- Continuous stakeholder engagement will be maintained to track progress on identified needs.
- Awareness on gender inclusion and grievance redress mechanisms will be enhanced at community level.

9. Closing Remarks

The chairperson thanked all participants for their active participation and valuable contributions toward improving service delivery within the municipality.

The meeting ended at 1:00 PM.

PREPARED BY



Name: Nancy Chepkorir Andiemba

Position: Social Safeguards Officer

Signature: _____ 

Date: 17th April, 2025

9. Confirmation of Minutes

Name	Designation	Signature	Date
Donato Longal	Municipal Manager		18/4/2025
David Kiptum Yator	Chairperson, Municipal Board		18/4/2025