

**MINUTES OF BOARD MEETING HELD ON 6<sup>TH</sup> SEPTEMBER, 2023 AT MUNICIPALITY BOARDROOM, STARTING AT 11:00 AM.**

**MEMBERS PRESENT.**

1. Mrs. Lilian Chesire- Vice Chair
2. Mr. Kenneth Kemboi - Member
3. Mr. Kimutai Chemitei- Member
4. Mr. Joseph Maswan- Member
5. Mr. Thomas Maiyo – Member
6. Mr. Emmanuel Birir –Member
7. Mr. Robert Kilimo– Member
8. Mr. Raymond Omonei- Municipality Manager (Secretary)

**AGENDA**

1. Preliminaries.
2. Reading and confirmation of previous minutes.
3. Matters arising
4. Inspection of ongoing projects
5. Urban Area and Cities Act regulations
6. Municipality by- laws
7. A.O.B

**ITN/MUN/MIN.1/6/09/2023: PRELIMINARIES**

The meeting was called to order and it started at 11: 00 a.m with a prayer from Mr. Kenneth Kemboi.

**ITN/MUN/MIN. 2/6/09/2023: READING AND CONFIRMATION OF PREVIOUS MINUTES**

The secretary read the previous minutes and was proposed by Mr. Kimutai Chemitei seconded by Mr. Joseph Maswan as the true record of the proceedings.

**ITN/MUN/MIN3./ 6/09/2023: MATTERS ARISING**

- The issue of water shortage was raised by Mr. Kimutai Chemitei. They requested that the Board should seriously work into it by requesting for donor funding
- The Board to write to ITWASCO to give ways and means of ensuring that there is no water shortage within the municipality.
- The CEC requested for a benchmarking in Kabarnet Municipality.
- The board also agreed to write a letter to KPLC and ITWASCO for the repairs to be done soon.
- It was agreed that the Board books an appointment with the Governor soonest.

- A concern was raised on operationalization of the arboretum
- He requested construction of a place after having a bench marking to municipalities having the facility.

**ITN/MUN/MIN4./06/09/2023: INSPECTION OF ONGOING PROJECTS**

The 2021/2022 financial year projects had been completed awaiting launching.

The 3 fire engines acquired during Governors visit to the UK were underway .The engines were very crucial in equipping and running the disaster management centre already in place.

**ITN/MUN/MIN5./ 06/09/2023: URBAN AREAS AND CITIES ACT REGULATIONS**

The are areas discussed included: creation of a National Urban Development Fund to ensure that the huge urban infrastructure and service gap is addressed, County Government to enact a county legislation to implement section 173 of PFM Act on the objective criteria for allocation of funds to Cities and Urban Areas, amendment of Urban Areas and Cities Act 2011 on the composition of the City and Municipal Boards and preparation of regulations for the urban areas and cities act to be fast- tracked after the amendments to the act.

**ITN/MUN/MIN6./ 06/09/2023: MUNICIPALITY BY-LAWS**

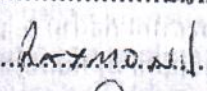

Members agreed formed a technical team to fast-track the formulation of Iten Municipality by-laws and regulations.

**ITN/MUN/MIN7/06/09/2023: AOB**

There being no other business, the meeting came to an end at 3:00 pm with a prayer from Mr. Kenneth Kemboi

**MINUTES CONFIRMED BY:**

CHAIRMAN..... LILIAN CHESIRE..... DATE... 13/12/2023..... SIGN..... 

SECRETARY..... ..... DATE... 13<sup>TH</sup> DEC 2023..... SIGN..... 

*ON NAME*

**MINUTES OF ITEN MUNICIPALITY BOARD MEETING HELD ON 13<sup>TH</sup> DECEMBER, 2023 AT THE MUNICIPALITY BOARDROOM, STARTING AT 9:40 AM.**

**MEMBERS PRESENT**

1. Mrs. Lilian Chesire- Vice Chair
2. Mr. Joseph Maswan- Member
3. Mr. Robert Kilimo- Member
4. Mr. Kimutai Chemitei- Member
5. Mr. Emmanuel Birir -Member
6. Mr. Kenneth Kemboi - Member
7. Thomas Maiyo-Member
8. Mr. Raymond Omonoi- Municipality Manager (Secretary)

**AGENDA**

1. Preliminaries.
2. Reading and confirmation of previous minutes.
3. Matters arising
4. Visit to ongoing projects
5. Review of IDEP/extension of timeframe to 2024
6. Commissioning of Disaster Management Building and Launching of the Fire Engines
7. A.O.B

**ITN/MUN/MIN.1/13/12/2023: PRELIMINARIES**

The meeting was called to order and it started at 9:40 am with a prayer from Mr. Thomas Maiyo.

**ITN/MUN/MIN. 2/13/12/2023: READING AND CONFIRMATION OF PREVIOUS MINUTES**

The secretary read the previous minutes and was proposed by Mr. Kimutai Chemitei and seconded by Mr. Kenneth Kemboi as the true record of the proceedings.

**ITN/MUN/MIN3./ 13/12/2023: MATTERS ARISING**

- Mr. Maswan requested to know the position of the funds i.e UDG & UIG. The issue of water shortage was being sorted because of Kamariny Dam which was under construction
- A letter to be addressed to KPLC for them to check on the street lights which are on during the day.
- The board proposed that the industrial park be located at Elgeyo saw mills.
- The Chief Officer, Mr. Birir was tasked an appointment visit to the Governor.

**ITN/MUN/MIN. 1/13/12/2023: PRELIMINARIES**

The meeting was called to order and it started at 9:40 am with a prayer from Mr. Thomas Maiyo.

**ITN/MUN/MIN. 2/13/12/2023: READING AND CONFIRMATION OF PREVIOUS MINUTES**

The secretary read the previous minutes and was proposed by Mr. Kimutai Chemitei and seconded by Mr. Kenneth Kemboi as the true record of the proceedings.

- Cemetery Land to be insured at Msekekwa Land.
- MCA meeting between Tambach, Kapchemutwa and Kamariny to be organized to foster unity.
- Ksh 4 million to go to the recreational park.
- A report to be prepared by the CPCT team together with mr. Kimutai Chemitei ,CO and CEC on the functionality of the park and the fire station.
- A steel structure for the water tanks next to the curio shops to be constructed
- The 5% of the total amount received from the county to be discussed during the courtesy call to the Governor.

**ITN/MUN/MIN4./ 13/12/2023: VISIT TO ONGOING PROJECTS**

The board members made a visit to the Recreational Park for inspection.

**ITN/MUN/MIN5./ 13/12/2023: REVIEW OF ITEN MUNICIPALITY IDEP AND EXTENSION OF TIME 2024**

The board was briefed on the review of the IDEP that had initially been tasked to the municipality technical team. The board was taken through the recommendation including the public participation carried out with the citizens and the private sector

The board approved and adopted the changes.

They also approved the extension of time from 2019-2023 to 2019- 2024 to allow for the input of the new Board in preparation of IDEP for 2025-2030

The technical staff was tasked to prepare a draft for 2025-2030 and await the input and approval of the new Board.

**ITN/MUN/MIN6./ 12/13/2023: COMMISSIONING OF DISASTER MANAGEMENT BUILDING AND LAUNCHING OF THE FIRE ENGINES**

- Opening of Building
- Opening of disaster centre
- GIS lab
- Fire engines

The committee members to steer the opening and commissioning to comprise a representative from:


- 1) ITWASCO
- 2) Red Cross
- 3) CPCT
- 4) CEC roads
- 5) CEC Lands
- 6) CO Lands

ITN/MUN/MIN7./ 13/12/2023: AOB

There being no other business, the meeting came to an end at 12:10 pm with a prayer from Mr. Kenneth Kemboi

MINUTES CONFIRMED BY:

CHAIRMAN... LILIAN J. CHESIRE DATE... 1/03/2024 SIGN... 

SECRETARY... Raymond KEMBOI DATE... 1<sup>ST</sup> MARCH 2024 SIGN... 

**MIN.1/2024**

**MINUTES OF ITEN MUNICIPALITY BOARD MEETING HELD ON 1<sup>ST</sup> MARCH, 2024 AT THE MUNICIPALITY BOARDROOM, STARTING AT 11:00 AM.**

**MEMBERS PRESENT**

1. Lilian Chesire- Vice Chair
2. Joseph Maswan- Member
3. Robert Kilimo- Member
4. Kimutai Chemitei- Member
5. Emmanuel Birir -Member
6. Kenneth Kemboi - Member
7. Thomas Maiyo-Member
8. Raymond Omonoi- Secretary

**In attendance**

1. Joyce Kiplimo -Legal Officer

**AGENDA**

1. Preliminaries.
2. Reading and confirmation of previous minutes.
3. Matters arising
4. Election of the board chair
5. Approval and adoption of gender inclusion framework
6. Budget estimate for FY 2024/2025

**ITN/MUN/MIN.1/01/ 03/2024: PRELIMINARIES**

The meeting was called to order and it started at 11.30 a.m with a prayer from Mrs. Lilian Chesire.

**ITN/MUN/MIN. 2/01/ 03/2024: READING AND CONFIRMATION OF PREVIOUS MINUTES**

The secretary read the previous minutes and was proposed by Mr. Joseph Maswan and seconded by Mr. Kimutai Chemitei as the true record of the proceedings.

**ITN/MUN/MIN3./ 01/ 03/2024: MATTERS ARISING**

- It was noted that there was an error on previous minute 3/2023
- The members observed on lateness since the meeting started at 1.15 pm
- The cemetery land to be secured at Msekekwa
- Perimeter wall at the dumpsite

The secretary brought to speed the members on the development that already took place since the last board meeting

### **Development projects**

- i. Construction of dumpsite perimeter wall
  - ii. Solar lighting
  - iii. Toilet renovations
  - iv. Market construction
  - v. KURA roads at Kapsio-Hospital and Naveen -Savannah
  - vi. KISIP II
  - vii. KUSP
- A member requested that the roads at Kapsio and Naveen-Savannah should be surveyed and new titles to be issued with the assistance of lands department.
  - A member also added that the tarmacking of polytechnic and Milimani road walkway will be constructed.
  - The launching to the potato factory will be done soon.
  - Land regularization is also being done at Tambach and Bugar
  - The members were also informed about the development at Chebiemit and Cheptongei.
  - The benchmarking places were changed due to financial constraints and they proposed to visit Kabarnet, Nakuru and Eldoret Municipalities.

### **ITN/MUN/MIN4./ 01/ 03/2023: Election of the Board Chairperson**

The vice-chair was unanimously elected to take up the position of the chair. It was proposed by Mr. Joseph Maswan and seconded by Mr. Kimutai Chemitei.

### **Vice chairperson**

Mrs. Lilian Chesire was proposed to take over the position of the vice-chair by Kenneth Kemboi and was seconded by Mr. Robert Kilimo.

- The chair took her time to thank all the board members for electing her as the board chair. She also thanked the late chair for taking the board to where we are now.
- The vice chair, Mrs Chesire, was also grateful to all board members. She requested that all the board achievements to be documented.
- Mr. Birir also thanked the members for electing the leadership and requested the board to display the leadership qualities.
- He requested that a banner showing the board Mission and Vision, structure of the board and the service charter. He added that the election should also be presented to the public.

**ITN/MUN/MIN5./ 01/ 03/2024: APPROVAL AND ADOPTION OF GENDER INCLUSION FRAMEWORK**

The Board was presented with the draft Gender inclusion framework for consideration and approval. The board appreciated the framework that it will address gender mainstreaming in the activities/projects carried out by the municipality.

The board finally approved and adopted the frame work. The framework to be used in its implementation with immediate effect.

**ITN/MUN/MIN6./ 01/ 03/2024: BUDGET ESTIMATES FOR ITEN MUNICIPALITY FY 2024/2025**

The Board was presented with a draft Budget estimates including the expenditure for consideration for 2024/2025.

The board discussed and carried out the necessary amendments and came up with a final budget.

The final budget for approval and adoption to be forwarded to the cabinet for consideration and forwarding to the county assembly( the budget and estimates are attached to the minutes)

**ITN/MUN/MIN7./ 01/ 03/2024: AOB**

There being no other business, the meeting came to an end at 3:10 pm with a prayer from Mr. Kenneth Kemboi.

**MINUTES CONFIRMED BY:**

CHAIRMAN.....LILIAN J. CHESIRE..... DATE.....27/03/2024..... SIGN.....[Signature].....

SECRETARY.....Raymond KEMBOI..... DATE.....27/03/2024..... SIGN.....[Signature].....

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