



**COUNTY GOVERNMENT OF KERICHO
KERICHO MUNICIPAL BOARD**

Email: kcomunicipalityboard@kericho.co.ke

**MINUTES OF KERICHO MUNICIPAL SPECIAL FULL BOARD
MEETING HELD ON 7TH MAY, 2024 AT GOVERNOR'S BOARDROOM**

MEMBERS PRESENT

CPA, Peter Korir – KMB Chairman (Chair of the meeting)
Hon. Brian Langat – CECM, Lands, Housing and Physical Planning
Beatrice Langat – KMB Vice-Chair
Joel K. Soi – KMB Member
Gideon Kirui – KMB Member
Ayub Remtulla – KMB Member
Joseph Rotich- Municipal

IN ATTENDANCE

Stanley Bett – Municipal Planner – Taking Minutes

AGENDA CONVENING THE MEETING

Opening of Special Purpose Accounts for Urban Development Grant (UDG)
and Urban Investment Grant (UIG).

MIN. 1/KMB/7/05/2024: INTRODUCTION

The Board Chair called the meeting to order at 11.15am. He then called upon Mrs. Beatrice Langat to open the meeting with a word of prayer.

MIN. 02/ KMB/7/05/2024: Chair's Remarks

The chair briefed the board on the agenda convening the meeting. He asked the members to deliberate on the banks on which the board will open the

two accounts at based on the previous meetings the subcommittee of Finance and Administration had held with the Local Banks Managers.

MIN 03/KMB/7/05/2024: Resolutions

Pursuant to the discussion and deliberation, the board made the following resolutions;

1. **Resolution No. 7 of 2024:** That the board would open Urban Development Grant (UDG) account at Diamond Trust Bank (DTB).
2. **Resolution No. 8 of 2024:** That the board would open Urban Investment Grant (UIG) account at Kenya Commercial Bank (KCB).

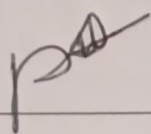
MIN. 4/KMB/7/05/2024: FINAL REMARKS

The chair thanked the members for attending the meeting. He directed the manager to write a forwarding letter for County Executive Committee Member (CECM) for Land, Housing and Physical Planning to sign which would accompanied the minutes to CECM for Finance so as to complete the process of opening the accounts.

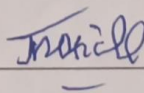
MIN. 5/KMB/7/05/2024: ADJOURNMENT

There being no other business, the meeting was adjourned at 12:10PM with a word of prayer by Stanley Bett.

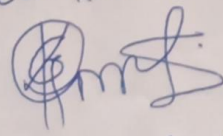
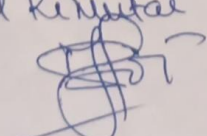

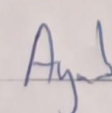
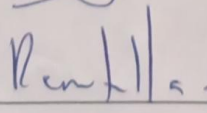
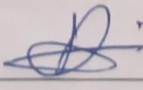
Confirmed and verified this 7 day of May 2024



Chairman



Secretary:

GIDEON KIRUI K.  Joel Kinyua Soti  Beatrice Langat 
Ayub  Ben  
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COUNTY GOVERNMENT OF KERICHO
KERICHO MUNICIPAL BOARD
P.O BOX 44-20200
KERICHO

Email: kcomunicipalityboard@kericho.co.ke

REF: Ref. No: KEC/KMB/VOL. II (105)

DATE: 4th September, 2024

CPA Peter K. Korir – Chairperson
Beatrice Langat – Vice Chair
Hon. John Malel –Member
Jackline Langat –Member
Ayub Remtulla – Member
Joel K. Soi- Member
CPA Gideon K. Kirui – Member
Mercy Mutai- Member
Dr. Joel Cheruse – Member

RE: INVITATION TO A FULL BOARD MEETING

Reference is made on the above matter.

You are invited to a Full Board Meeting on Thursday 12th September, 2024 at Municipal's Boardroom beginning at 9.00 am.

AGENDA

- i. Introduction and Opening Remarks
- ii. Quorum Confirmation and Apologies
- iii. Reading, Confirmation and Approval of the Previous Minutes ✓
- iv. Adoption of the Agenda
- v. Financial Statement and Audit Reports for Financial Year 2023/2024 ✓
- vi. Procurement Plan for Financial Year 2024/2025 ✓
- vii. Budget Approval for Financial Year 2024/2025 ✓
- viii. Municipal Services and Projects Status Reports for Financial Year 2023/2024 ✓
- ix. Request by Kericho Rehabilitation Centre for open space to erect stalls ✓
- x. Closing Remarks
- xi. Adjournment

Members are asked to keep time.

Yours faithfully,

Joseph Rotich
Municipal Manager

KERICHO MUNICIPAL BOARD PAPER FOR THE FULL BOARD MEETING TO BE HELD ON 17TH MAY 2024

1. Welcoming of the New Board Members

On 24th April 2024 and 13th May 2024, Mercy Chepkorir Mutai and Dr. Joel Cheruse was sworn in respectively as the new members of the Kericho Municipal Board. The members wish to welcome and congratulate them for their appointment.

2. Realignment of the sub-committees

The board held a full board meeting on 21st December 2023 and resolved vide **MIN. 05/KMB/21/12/2023: SUB-COMMITTEE ALIGNMENT** to slightly change the composition of the committees to meet the quorum threshold awaiting the full composition of the board. The committee were aligned as follow;

a) Urban Planning, Transport and Infrastructure Committee:-

- ✚ Joel K. Soi – Chairperson
- ✚ CPA Peter Korir – member
- ✚ Gideon Kirui – Member

b) Finance and Administration Committee:-

- ✚ Beatrice Langat – Chairperson
- ✚ Joel K. Soi – Member
- ✚ Cs. Betsy Kirui – Member
- ✚ CPA Peter Korir - Member

c) Audit, Risk and Compliance Committee:-

- ✚ Gideon Kirui – Chairperson
- ✚ Beatrice Langat – Member
- ✚ Ayub Remtulla - Member
- ✚ CPA Ouma – Member – County Auditor

d) Municipal Service, Trade and Investment Committee

- ✚ Ayub Remtulla – Chairperson
- ✚ Beatrice Langat – Member
- ✚ Joel K. Soi – Member

Due to the fact that the board has been fully composed, there is need to realign the board sub-committees to include the new members.

3. Staff Matters

The board has so far received total of 14 seconded staff from various departments. The following are the current staff serving the municipality;

S/NO.	NAME	DESIGNATION
1.	Joseph Rotich	Municipal Manager
2.	Zipporah Ngeno	Senior Supply Chain Officer
3.	Richard Kiplangat Kilel	Building Superintendent
4.	Stanley Bett	Physical Planner
5.	Vincent Baretiet	Accountant
6.	Alfred Kipkemoi	Principal Accountant
7.	Evans Kipkemoi Ronoh	Senior Human Resource Officer
8.	Doreen Chepngetich	Environment Officer
9.	Beatrice Chepngeno	Administrative Assistant
10.	Gilbert Rono	Quantity Surveyor
11.	Benard Cheruiyot Malakwen	Senior ICT Officer
12.	Elvis Kiplangat Ngeetich	Land Survey Assistant
13.	Philimon Maritim	Support Staff
14.	Reuben Langat	Senior Supply Chain Assistant

Prepared By: Joseph Rotich – Kericho Municipal Manager

Sign: *Joseph Rotich*



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**MINUTES OF KERICHO MUNICIPAL SPECIAL FULL BOARD MEETING HELD
ON 20TH AUGUST, 2024 AT PUBLIC SERVICE MANAGEMENT (PSM)
BOARDROOM**

MEMBERS PRESENT

CPA, Peter Korir – KMB Chairman (Chair of the meeting)
Beatrice Langat – KMB Vice-Chair
Hon. John K. Malel – CECM, Lands, Housing and Physical Planning
Jackline Langat – C.O, Lands, Housing and Physical Planning
Joel K. Soi – KMB Member
Gideon Kirui – KMB Member
Dr. Joel Cheruse – KMB Member
Joseph Rotich – Kericho Municipal Manager/Secretary

ABSENT WITH APOLOGY

Mercy Mutai – KMB Member
Ayub Remtulla - KMB Member

INATTENDANCE

Stanley Bett – Municipal Planner – Taking Minutes

AGENDA

1. Introduction/Opening Prayer
2. Quorum Confirmation and Apologies
3. Chairman's Remarks
4. Reading and confirmation of the previous minutes
5. Matters arising

6. Adoption of the Agenda
7. Project Status
8. Financial Status
9. Closing Remarks
10. Adjournment

Min.1.20.8.2024: Introduction

The chairman called the meeting to order at 9:35am and asked Soi to open with the word of prayer. He then welcome all the members to the meeting.

Min.2.20.8.2024: Qourum Confirmation

The chair invited the secretary to confirm that the quorum of the meeting .

It was confirmed that the notice convining the meeting had been duly issued and that the requisite quorum required for the holding of the meeting under the Charter of the Kericho Municipal Board 2017 had been met. The chairman so declared the meeting properly convened and attended.

Min.3.20.8.2024: Chairman's Remarks

The chair introduced the new County Executive Committee Member, Hon. John K. Malel and Chief Officer for Lands, Housing and Physical Planning Jackline Langat. He exuded confidence that the executive wing will offer the board the necessary support towards fulfilling its manadate to the public. He argued that the vibrancy of the board will greatly depends on the collaboration between the department and the board for holistic services delivery to the residents of the municipality.

He added that ⁱⁿfor the past, the works of the board had not been transparent^k as it oughts to be and requested for a better engagement between the department and the board. He expressed the need for the municipal manager to provide a proper linkage between the board and the department.

The chair then gave chance to the members for brief introduction.

Min.4.20.8.2024: Reading and Confirmation of the Previous Meeting

The minutes of the meeting held on 17th May 2024, having been circulated to members were presented for approval.

Upon consideration, the minutes were adopted as proposed by Soi and seconded by Dr. Cheruse.

Min.5.20.8.2024: Matters Arising

It was proposed that the new Chief Officer be a member of Urban Planning, Transport and Infrastructure and Finance and Administration Committee. The board was also briefed on the recruitment of a registered engineer. The board was also informed that the registered planner was not employed because the applicants were not responsive and therefore the planner had to be seconded from the department of Land, Housing and Physical Planning.

The members were alarmed on the delayed transfer of staff's payroll to the municipality. The county executive committee member Hon. John Malel assured the board that he was working on the cabinet memo on the county policy which supports the full transfer of staff to the municipality.

Min.6.20.8.2024: Adoption of the Agenda

The agenda of the meeting having been read, was ~~on a proposal~~ by Mr. Joel Soi and seconded by Gideon be **adopted as presented.**

Min.7.20.8.2024: Project Status

The committee of Urban Planning, Transport and Infrastructure raised concern that they were not able to get reports of the projects from the manager. The urban committee members also told the meeting that they were yet to be furnished with the reports of the projects that were done with seven million in the last quarter of Financial Year 2023/2024.

In light of these, the manager was instructed to call meetings with all committees to work on all board committee papers for full board deliberations in the next