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The Municipality of Kitengela
P.O. Box 11-01100, Rallade
Municipal Manager
APPROVED



**COUNTY GOVERNMENT
OF KAJIADO**

KITENGELA MUNICIPALITY
P.O. BOX 11-01100, RALLADE

MEETING MINUTES OF THE GENDER POLICY SUB COMMITTEE OF THE MUNICIPAL BOARD

DATE: 4 MARCH 2025

VENUE: Kitengela Municipal Boardroom

MEMBERS PRESENT:

1. Pesi Penina - Chairperson
2. Josephine Nashipae - Secretary
3. Nelly Meneto – Focal Member
4. Ruth Kametoi - Member
5. Timothy Njuguna - Member
6. James Mbugua - Member

ABSENT WITH APOLOGY

1. Felix Muneria

Opening Remarks

The chairperson welcomed all members to the meeting and invited Mr. Njuguna to commence proceedings with a word of prayer.

MIN 1/1/2025: REVIEW OF THE LAST MEETING MINUTES

The meeting commenced with a review of the minutes from the previous meeting. The minutes were reviewed and approved by committee members. Key decision made during the previous meeting, including the formation of working groups, the development of policy drafts, and the planning of public consultations, were reiterated.

The committee acknowledged the progress made thus far and expressed satisfaction with the work of the working groups. It was noted that the working groups had made significant strides in developing comprehensive and well-articulated policy drafts.

MIN 2/2/2025: PRESENTATION OF THE GENDER POLICY TO THE FULL BOARD

The chairperson presented the draft gender policy to the full board. The draft policy was developed by the gender committee to address the pressing issues of gender-based violence, workplace discrimination, health disparities, and limited access to education and economic opportunities faced by women and girls in the Municipality.

A copy of the draft gender policy is annexed to these minutes for reference.

MIN 3/3/2025: CAPACITY BUILDING AND TRAINING.

The committee recognized the need for capacity building and training to effectively implement the gender policies. Key areas identified for capacity building include:

- **Gender Mainstreaming:** Training government officials, civil servants, and community leaders on gender mainstreaming principles and practices.
- **Data collection and analysis:** Training staff on gender-disaggregated data collection and analysis techniques.
- **Monitoring and evaluation:** Training staff on monitoring and evaluation methodology to track the impact of the policies.
- **Communication and Advocacy:** Training staff on effective communication and advocacy strategies to raise awareness about gender issues and mobilize support for the policy.

The committee discussed the potential partnerships with local and international organizations to access expertise and resources for capacity building.

It was also agreed to develop a comprehensive capacity building plan, outlining the specific training needs, target groups and delivery mechanisms.

MIN 4/4/2025: DEVELOPMENT OF AN IMPLEMENTATION PLAN

The committee discussed the development of a comprehensive implementation plan for the approval of gender policies; key aspects of the implementation plan include;

- **Timeline:** Establishing clear timelines for the implementation of each policy.
- **Resource Allocation:** Identifying the necessary resources including financial and human resources to support policy implementation.
- **Institutional mechanism:** Establishing or strengthening institutional mechanisms to oversee and coordinate policy implementation.
- **Monitoring and evaluation:** Developing a robust monitoring and evaluation framework to track progress and identify areas for improvement.
- **Capacity building:** Implementing capacity building programs for government officials, civil society organizations and community members to enhance their understanding of gender issues and their ability to implement the policies effectively.

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MIN 5/5/2025: ADJOURNMENT

The meeting was adjourned by the chairperson at 1:00pm

Josephine Nashipae Sane,

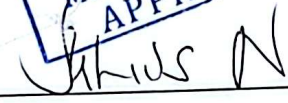
Secretary to the Board

Date:

Confirmation

Chairman





Date

Sign

KITENGELA MUNICIPALITY
FULL MEETING OF THE MUNICIPAL BOARD
CONVENED BY THE MUNICIPAL MANAGER ON THE
10/12/2024 AT THE MUNICIPAL BOARD

Members Present

1. Hon Julius Ntayia
2. James Mbugua
3. Ben Nzioka
4. Penina Pesi
5. Timothy Njuguna
6. Ruth Kametoi
7. Josephine Nashipae

Absent with apology

1. CEC lands
2. CO urban development, housing and municipalities
3. Fhelix Muneria

Agendas of the meeting

1. Reading & confirmation of previous minutes
2. Matters arising
3. Status of transfer of functions
4. Status of IDEP preparation
5. Supplementary budget proposals
6. Approval of Budget proposals for yr 2024/2025
7. Vetting of citizen for a officials

Min 1/1/2/12/2024

The chairperson called the meeting to order at 10.15

And invited the secretary to read the minutes of the previous meeting.

The secretary to the board read the minutes and they were proposed by Timothy Njuguna and seconded by Ruth Kametoi

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Matters arising

- Numbering of pages
- CECM enforcement
- CECM County Attorney.
- WARMA

Then implementation should follow within fourteen days

Min 2/2/12/2024 Adoption of committee reports

The following reports were tabled and discussed

1. The environment and natural resources committee – it was agreed that the issue of decongesting the landfill as discussed with the governor should be pursued and a budget presented to CECM finance for further consideration
 - a. The municipal surveyor to resurvey the area to ascertain the true acreage.
 - b. The minutes of 16th Feb we this adopted without further amendments
 - c. The HR committee. The report was adopted without amendments
2. The technical committees
3. The partnerships committee – the secretary was requested to pay membership for the municipal to join the chamber of commerce thus benefitting from various opportunities that may arise.
4. Finance and audit committee presented their report together with the world bank minimum

Min. 3/3/10/2024 / Development controls

The board proposed a citizen forum to hold on 22nd Wednesday November 2023.

Form UACA 003 & 001 were adopted with slight amendments

The municipal manage was tasked with developing draft municipal by laws

Min 4/4/2/12/2024- Resolutions

Resolution 1. That a special purpose committee be constituted to start preparation of the municipal Integrated plan.

Ad hoc committee directors

Hon. Ntayia, James, fhelix, Josephine

Resolution 2. That Amos Koitumet who was initialaly the accountant be replaced by **Raphael Mbiti Kiki. ID. 31365609. PF/NO.20190071384. Accountant.**

Supplementary budget ... the following items were discussed and funds reallocated.

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- Waste and vehicles
- Board allowance
- Advertisement and publishing
- Electricity
- General office supply
- Computers accessories
- Lubricants

ln 5/5/12/2024: A. O.B

- Proper constitution of committees
- There being no other business the meeting was adjourned

Signed


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P.O. Box 11 01100, Kajiado
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Date: _____

Chairperson:

Secretary:



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MINUTES OF KITENGELA MUNICIPALITY BOARD MEETING HELD AT THE MUNICIPAL BOARD ROOM ON 30TH SEPTEMBER 2024.

MEMBERS PRESENT

1. Hon. Julius Ntayia
2. Josephine Sane
3. James Mbugua
4. Felix Monteria
5. Ben Nzioka
6. Penina Pesi
7. Ruth Kametoi

ABSENT WITH APOLOGY

1. C.E.C.M- Land and Physical Planning
2. C.O- Lands and Physical Planning

ABSENT WITHOUT APOLOGY

1. Timothy Njuguna

AGENDAS

1. Confirmation of previous minutes
2. Presentation of municipal end year report
3. Municipal policies at the Assembly
4. Resource mobilization
5. Transfer of functions & World Bank Compliance

Prayer by the vice chair

Min 1/02/2024/2025- Reading of minutes

The meeting was called to order by the chairperson . the secretary lead the meeting in reading the previous minutes . The minutes were adopted as a true reflection of the meeting

Proposed by Shelix Muneria and seconded by James Njuguna

Min 2/02/2024/2025 presentation of end year report .

The report of performance and absorption was presented as presented by the county assembly lands and physical planning committee.

Min. 3/ 02/ 2024/2025- Municipal policies at the Assembly

Deliberations

- Need to lobby MCAs for the passing of the issues
- The solid waste policy in the assembly
- Gender policy in the assembly
- Integrated plans in the assembly
- Finance policy in progress
- Konza Techo cities on the engagement of the possible partnerships
- The sub committees are advised to meet regularly
- Call a joint meeting for two committees Environment/Infrastructure and invite their technical staff involved.
- Survey of Isinya dumpsite & fencing

Min 4/02/2024/2025 – Resource mobilization

The secretary informed the meeting of various call for proposal. The team that she had put together pulled out due to issues regarding the company's compliance with tax laws.

1. UN Capital Investment fund
2. P4G
3. MDS – who were expected to finalize on the municipal roadmap to data infrastructure

MIN 5/ 02/2024/2025 – TRANSFER OF FUNCTIONS

The chairperson discussed the issue of functions and encouraged every committee to review their roles to assess the progress.

The world bank assessment process will start on 04/ November /2025. The secretary informed the boards that all relevant documents were ready and some municipal laws are still waiting at the assembly for discussion and approval.

There being no other business the meeting was closed at 3.30 pm

Next meeting scheduled for march 2025.

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Atay R *Chairman*



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MINUTES OF KITENGELA MUNICIPALITY BOARD MEETING HELD AT THE MUNICIPAL BOARD ROOM ON 8TH JUNE 2025.

MEMBERS PRESENT

1. Hon. Julius Ntayia
2. Josephine Sane
3. James Mbugua
4. Felix Monteria
5. Timothy Njuguna
6. Penina Pesi
7. Mellisa Kisoso
8. Benard Nzioka

ABSENT WITHOUT APOLOGY

1. Timothy Njuguna

AGENDAS

1. Confirmation of previous minutes
2. The municipal financing policy and bill
3. The municipal Gender mainstreaming policy

Prayer by the vice chair

Min 1/02/2024/2025- Reading of minutes

The gender mainstreaming policy

The meeting was called to order by the chairperson . the secretary lead the meeting in reading the previous minutes . The minutes were adopted as a true reflection of the meeting

Proposed by Felix Muneria and seconded by James Njuguna

The meeting opens with a word of prayer from Penina Pesi and meeting called to order by the chairperson . the secretary lead the meeting in reading the previous minutes . The minutes were adopted as a true reflection of the meeting

Discussion on 7/7/2025 demonstrations in Kitengela that turned chaotic with damages to the Sub-County hospital. The board noted with concern the continues destruction of property and human lives occasioned by demonstrations and looting sprees by organized gangs.

The board suggested that it was important for the governor to address the media s from the Sub-County Hospital to restore public confidence.

The board emphasized the need for availing county askaris to help police guard county government installations during any other demonstration

Min 2/02/2024/25

Municipal financing framework

Municipal allocation pool

- (1) Equal share 20%
- (2) Population 40%
- (3) Urban Service Needs 20%
- (4) Fiscal Effort 20%

This is weighted formular to distribute the 30% OSR to the 3 municipalities

Physical size and area infrastructure gap individual OSR contribution

Min 2/02/2024/25

The meeting noted that the documents need to be shared early for easy discussions

Min. 3/ 02/ 2024/2025-

There being no other business the meeting was adjourned . The dates for the next meeting will be circulated by the secretary


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