

**MINUTES OF BOMET MUNICIPALITY FULL BOARD MEETING HELD ON
19TH MARCH 2026 AT COUNTY ASSEMBLY MINI CHAMBERS AT 9.30AM**

MEMBERS PRESENT

1. Ernest Cheruiyot — Chairperson (elected during meeting)
2. Ridha Chepkirui — Vice Chairperson (elected during meeting)
3. Duncan Kipng'etich — Member
4. Josphat Kirui — Member
5. Haron Kirui — Member
6. Mercy Chebet — Member
7. Edwin Kirui — Member
8. Francis Cheres — Member
9. Davis Kipkirui — Municipal Manager



ABSENT WITH APOLOGY

10. Milcah Chepkoech

In Attendance

Richard Kirui – Deputy Manager (Taking Minutes)

AGENDA

1. Preliminaries
2. Adoption of the agenda items
3. Election of Board Leadership
4. Establishment and Constitution of Board Committees
5. Terms of Reference and Governance Procedures
6. Financial and Administrative Decisions
7. Strategic Documents, Programs and Projects
8. A.O.B

MINUTE 1/3/2026: OPENING AND PRELIMINARY MATTERS

Call to Order and Prayer

The interim chair (Municipal Manager, Davis Kipkirui) confirmed that a quorum was present and the meeting proceeded

The Municipal Manager called the meeting to order at **10:03 a.m.** and Josephat Kirui led the opening prayer.

The Municipal Manager welcomed members and congratulated them on their appointments. The Chief Officer (Haron Kirui) highlighted development control and other municipal challenges and expressed confidence in the new Board's ability to address them.

MINUTE 2/3/2006: ADOPTION OF AGENDA

The Municipal Manager read through the agenda of the day.

On proposal for adoption by **Ernest Cheruiyot** and seconded by **Francis Cheres**; the Board adopted the agenda unanimously.

Minute Taking

The board noted that it was not possible for the manager to take minutes since he was involved in responding to issues raised by the members. It was proposed by **Duncan Kipng'etich** and seconded by **Haron Kirui** that the Deputy Municipal Manager, **Richard Kirui**, be designated to take minutes for Board meetings. The proposal was adopted unanimously.

MINUTE 3/3/2026: ELECTION OF BOARD LEADERSHIP

Method of Election

Members agreed to elect leadership by **acclamation** in accordance with relevant provisions of the Urban Areas and Cities Act and the Bomet Municipal Charter.

Chairperson

- **Nomination:** Josephat Kirui nominated **Ernest Cheruiyot**.
- **Seconded:** Mercy Chebet.
- **Result:** **Ernest Cheruiyot** was declared **elected unopposed** as Chairperson.

Vice Chairperson

- **Nomination:** Edwin Kirui nominated **Ridha Chepkirui**.
- **Seconded:** Francis Cheres.
- **Result:** **Ridha Chepkirui** was declared **elected unopposed** as Vice Chairperson. (Election conducted in line with gender representation provisions.)

Remarks

The Chair and Vice Chair each delivered brief remarks, thanking members and committing to collaborative leadership for municipal transformation.

MINUTE 4/3/2026: ESTABLISHMENT AND CONSTITUTION OF BOARD COMMITTEES

Legal Basis and Committee Structure

The Board reviewed the Urban Areas and Cities Act (section 26) and draft regulations (Tenth Schedule) and resolved to establish the following standing committees:

- **HR, Administration & Gender Committee**
- **Audit, Risks & Compliance Committee**
- **Finance & General-Purpose Committee**
- **Technical & Strategy Committee**



In addition, and in line with the Kenya Urban Support Programme (KUSP) conditions, the Board established two programmatic committees:

- **Gender & Social Inclusion Committee**
- **Environment, Climate Resilience & Solid Waste Committee.**

4.2 Committee Membership and Chairs

HR, Administration Committee

- **Chair:** Duncan Kipngetich
- **Members:** Josephat Kirui; Francis Cheres; Ridha Chepkirui; Haron Kirui.

Audit, Risks & Compliance Committee

- **Chair:** Edwin Kirui
- **Members:** Milca Chepkoech; Duncan Kipngetich; Francis Cheres; Josephat Kirui.

Finance & General-Purpose Committee

- **Chair:** Josephat Kirui
- **Members:** Haron Kirui; Mercy Chebet.

Technical & Strategy Committee

- **Chair:** Ridha Chepkirui
- **Members:** Duncan Kipngetich; Mercy Chebet; Edwin Kirui; Haron Kirui.

Gender & Social Inclusion Committee

- **Chair:** Mercy Chebet
- **Members:** Francis Cheres; Duncan Kipngetich; Milca Chepkoech; Ridha Chepkirui.

Environment, Climate Resilience & Solid Waste Committee

- **Chair:** Francis Cheres
- **Members:** Edwin Kirui; Josephat Kirui; Mercy Chebet.

Committee Frequency and Reporting

Each committee is required to meet **at least once per quarter**. Committee chairs will convene meetings in consultation with the Board Chair; committees may co-opt technical staff or ex-officio members as required.

MINUTE 5/3/2026: TERMS OF REFERENCE AND GOVERNANCE PROCEDURES

Adoption of Terms of Reference

The Board reviewed the Terms of Reference for all committees, which align with functions transferred to the Municipality and departmental roles. **Duncan Kipng'etich** proposed adoption and **Ridha Chepkirui** seconded. The Board adopted the Terms of Reference.

Governance, Meeting Procedures and Codes

The Board adopted formal procedures covering convening of meetings (regular and special), quorum, agenda preparation, chairing, conduct of business, decision-making, minute recording, code of conduct, public participation, and reporting and follow-up. **Josephat Kirui** proposed adoption; **Francis Cheres** seconded.



Board and Committee Calendar

A schedule of regular Board meetings and citizen forums for 2026–2027 was presented and adopted. Key dates include the inaugural meeting (19 March 2026) and quarterly Board meetings and citizen forums as listed in the calendar.

MINUTE 6/3/2026: FINANCIAL AND ADMINISTRATIVE DECISIONS

Opening of Bomet Municipality Revenue Account and Paybill

The Board resolved to open the **Bomet Municipality Revenue Account** at **Sidian Bank, Bomet Branch**. **Signatories:** Davis Kipkirui (Municipal Manager); Robert Tangus (Municipal Administrator); Richard Kirui (Deputy Municipal Manager). The proposal was moved by **Francis Cheres** and seconded by **Ridha Chepkirui**.

Designation of Bomet Municipality Collector of Revenue

The Board resolved to designate **Davis Kipkirui, Municipal Manager**, as the Collector of revenue for the Municipality, to be formally recognized by the CECM Finance, Economic Planning & ICT.

Bomet Municipal Operations Account

The Board resolved that the County Treasury shall remit municipal exchequer releases to the Municipality's **Operations Account** to be opened at **Sidian Bank, Bomet Branch and CBK**. The dormant operations account at Diamond Trust Bank will be closed.

MINUTE 7/3/2026: STRATEGIC DOCUMENTS, PROGRAMS AND PROJECTS

Public Private Sector Engagement Framework (PSEF)

The Manager tabled the Public Private Sector Engagement Framework (PSEF) and did a presentation to the board.

The Board reviewed and adopted the PSEF, which prioritizes establishing a business database, conducting a private sector diagnostic, and institutionalizing Public-Private Dialogue Forums to inform the Integrated Development Plan and budgeting. **Duncan Kipngetich** proposed adoption; **Josephat Kirui** seconded.

Climate Risk Profile

The Manager tabled the Climate Risk Profile and did a presentation to the board .

The Board adopted the Climate Risk Profile to inform evidence-based planning and investments for municipal climate resilience. **Francis Cheres** proposed adoption; **Ridha Chepkirui** seconded.

Transfer of Functions Analysis

Members reviewed Gazette Notice No. 1280 of 2024 and the transfer of functions report. The Board noted that implementing the report will operationalize the Municipality across finance, human resources and assets.

Gender Engagement Framework

Tabling of Gender Engagement Framework was done by the Manager. The Board adopted the Gender Engagement Framework to streamline issues on Gender participatory and inclusion that both women and men are equitably involved in decision making processes for sustainable development outcomes.

On proposal by **Mercy Chebet** and seconded by **Ridha Chepkirui** , it was resolved that Gender Engagement Framework be adopted



Solid Waste Management and Implementation Plan

The Manager tabled the Solid Waste Management and Implementation Plan report and did a presentation to the same.

The Board adopted the Solid Waste Management plan 2025-2030 and solid Implementation report of 2025 to inform evidence-based planning and investments for municipal climate resilience. **Francis Cheres** proposed adoption; **Ridha Chepkirui** seconded.

Assets Management and Operation Plan Report

The Manager tabled Assets Management and Operation Plan report.

After going through the document, The Board adopted the Asset Management and Operation Plan Report to enhance inventory and maintenance of the assets at the municipality. **Josphat Kirui** proposed adoption; **Ridha Chepkirui** seconded.

County Fiscal Strategy Paper (CFSP) 2026/2027

The Board reviewed the CFSP and expressed concern over reductions to several votes, notably a **KSh 14 million** reduction in personnel emoluments. The Board recommended that the County Assembly consult the Municipality before making such deductions.

Financing Urban Areas Bill and Policy

The manager did a presentation of Financing Urban Areas Bill and Policy.

The Board considered a model policy to operationalize sections 172 & 173 of the Public Finance Management Act. Passage of the bill and policy is a condition for KUSP funding and is expected to unlock **KSh 46,600,000** for municipal development.

Land Request for Bomet Market

The Board noted a national government request for a parcel of land to construct a modern market in Bomet town. The Board resolved to undertake public participation to determine site selection and to plan short-term resettlement where necessary.

Induction Training and Forum Participation

- **Induction Training:** Members requested urgent induction training; tentative dates **31 March – 4 April 2026**. The Municipal Manager was tasked to arrange facilitation and trainers.
- **African Urban Forum (8–10 April 2026):** Members expressed interest in participation; the Manager to facilitate attendance.

Preparation of Integrated Urban Development Plan (IDeP)

The Board noted the statutory requirement to prepare the IDeP within **60 days** of assuming office and emphasized that the IDeP is the basis for budgeting; no budget may be appropriated outside the IDeP. The Board prioritized immediate commencement of IDeP preparation.

Proposed UDG Projects 2025/2026

Given that the previously proposed road works were undertaken by KURA, the Board prioritized the following UDG projects subject to funding availability:

- Improvement of Markets – Civil works
- Construction of parking lots in Bomet town
- Construction of pedestrian walkways in selected areas
- Extension of sewer lines
- Fabrication of solid waste handling equipment.



Municipal Draft By-laws

The Board reviewed draft municipal by-laws and resolved to proceed to the next statutory stage (cabinet consideration). The Manager was instructed to prepare a cabinet memo for the CECM Lands. Duncan Kipngetich proposed; Mercy Chebet seconded.

ANY OTHER BUSINESS

Meeting with Governor

Members proposed scheduling an appointment with H.E. the Governor, tentatively **Tuesday 24 March 2024** (date in the record appears to be 2024 and should be verified). The Municipal Manager and Josephat Kirui were tasked to arrange the appointment and report back to the Board.

DECISIONS, ACTIONS AND RESPONSIBLE OFFICERS

Decision / Action	Responsible Officer(s)	Target / Note
Open Revenue Account at Sidian Bank; set signatories	Municipal Manager; Municipal Accountant; Deputy Municipal Manager	Immediate
Designate Municipal Manager as Receiver of Revenue	CECM Finance to formalize	Immediate
Close dormant DTB operations account; open operations account at Sidian Bank	Municipal Manager; Municipal Accountant	Immediate
Commence IDeP preparation within statutory timeframe	Municipal Manager; Technical Committee	Within 60 days
Arrange induction training (31 Mar–4 Apr 2026) & Attending African Urban Forum	Municipal Manager	Prior to training
Prepare cabinet memo for by-laws	Municipal Manager	For CECM Lands consideration
Undertaking public participation for market land selection	Municipal Manager; relevant committees	As required
Consultative meeting with H.E Governor	Municipal Manager & Josphat Kirui	Immediate

ADJOURNMENT AND CLOSING

The meeting was adjourned at **3:23 p.m.** with a closing prayer by **Edwin Kirui**.

Certified as a true record.

Prepared by:



Davis Kipkirui –BM Manager -Secretary

24/4/2026.

Date

Certified by:



Dr Ernest Cheruiyot –Board Chairperson

14th APRIL 2026

Date

