

REPUBLIC OF KENYA



GOVERNMENT OF MAKUENI COUNTY



EMALI-SULTAN HAMUD MUNICIPALITY
OFFICE OF THE MUNICIPAL MANAGER
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MAKUENI

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MINUTES OF Q1 FULL BOARD MEETING HELD ON 27TH SEPTEMBER 2024 AT THE MUNICIPAL BOARDROOM

MEMBERS PRESENT		
S/N	Name	Role
1.	Anne Muthusi	Chairperson
2.	Anderson Matheka	Vice Chairperson
3.	Eng. Patrick Mutua	Member
4.	Arch. Stanley Kyalo	Member
5.	Mary Muthama	Member
6.	Dominic Matheka	Member
7.	Julius Musau	Member
8.	Philip Ngila	Secretary

ABSENT WITH APOLOGY

S/N	Name	Role
1.	Felistus Mutune	Member
2.	Jackson Daudi	Member

IN ATTENDANCE		
S/N	Name	Role
1.	Dr. Justin Kyambi	County Secretary

Agenda:

1. Preliminaries
2. Chairperson's remarks
3. Confirmation of previous minutes and matters arising
4. Management report
5. Quarterly Budget Implementation Report
6. Committee reports & Board papers
7. AoB

MIN NO & AGENDA	ACTIVITY
Min 1/27/09/2024: Opening and adoption of Agenda	The chairperson welcomed members and called the meeting to order at 11:30am. The meeting commenced with a word of prayer led by Madam Anne Muthusi. The Chairperson introduced the meeting's agenda which was adopted as proposed by Mr. Anderson Matheka and seconded by Arch Stanley Mwanja. All members confirmed that they had no conflict of interest on the agenda presented before the board.
Min 2/27/09/2024: Chairperson's preliminary Remarks	The Chairperson; <ol style="list-style-type: none"> 1. Observed that there was disharmony occasioned by sector elections in sections of the Municipality, especially Sultan Hamud, noting that there was need to move with speed to unite residents as well as address grievances raised by the residents. 2. Expressed the need to have matters related to land ownership resolved across all urban areas. 3. Presented a proposal on welfare among the board and secretariat, nominating Arch. Stanley to champion the same. This was seconded by Ms. Mary Muthama.

Min 3/27/09/2024: Confirmation of Previous Minutes.	The Board Secretary presented the minutes of the previous board meeting and proposed the adoption of the same. The minutes were confirmed to be a true copy of board deliberations in the previous ordinary sitting. The minutes were seconded by Mr. Julius Musau.																																
Min 4/27/09/2024: Matters Arising	It was agreed that the secretary develops an action matrix with responsible persons and timelines. Below were the matters arising;																																
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Min 5/27/09/2024: Management Report	The secretary took the board through a report of programmes and activities undertaken in the months of July, August & September. It was noted that only soft activities had been undertaken due to the delay in the approval of the Finance Bill 24/25																																
Min 6/27/09/2024: Quarterly Budget Implementation Report	The secretary reported that budget implementation had not started following challenges of the approval of the Finance Bill 24/25.																																
Min 7/27/09/2024: Committee reports & Board papers	The chair directed that to enable a fruitful engagement with the County Secretary (who was leaving for another assignment), committee chairs would give highlights of their deliberations, especially the issues that required the attention of the CS. Below are the presentations from the committees;																																
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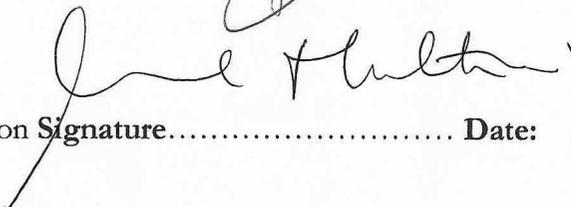
	2	Revenue Collection	Increased default on payment of stalls rent
	3	Staffing Issues	There was lack of control over revenue and enforcement staff due to the reporting structures.
	4	Budget	It was noted that the County finance bill had been affected by the National Finance bill It was recommended that County Treasury communicates on any waivers on stall rent.
	Environment & Social Services Committee		
	1	Sultan Hamud Floodlight	Manager to write to CECM Infrastructure & Energy to follow up on allocation of funds.
	Infrastructure & Technical Committee		
	1	Road Side Station	Confirmation on availability of land to be done through the County Secretary
	2	Sultan Hamud DTF	Environmental Social Impact Assessment to be done
	Audit & Compliance Committee		
	1	Board/Committee Charters	To be developed as soon as possible
	2	Board Calendar	To be released
	3	Monitoring & Evaluation	A tool to be developed for M&E
	4	Disaster Preparedness	Fire extinguishers to be put in place
	5	Risk Management	Risk policy and Risk Register to be put in place
Min 8/27/09/2024: AOB Escalation of Issues to the County Secretary	<p>The chairperson appreciated the County Secretary for being in-attendance in this ordinary meeting and opened the floor for members to engage on matters that required to be addressed.</p> <p>After lengthy deliberations, it was agreed that the CS would;</p> <ol style="list-style-type: none"> 1. Fast-track the recruitment of the Emali Business Center Market Manager. 2. Fast-track the release of the appointment letters for board members. 3. Restructure the county revenue function to reflect the revenue collection responsibility vested in the board. 4. Restructure the county enforcement function to reflect the revenue collection responsibility vested in the board. 5. Facilitate the ring-fencing of Ksh. 15,000,000 budget appropriated by the board for acquisition of a skip loader & skip bins. 6. Cause a discussion on the concept of the construction of a Road Side Station (RSS) in Emali town with relevant departments for presentation to the cabinet 7. Follow up and advise the board on the status of transfer of assets which was due by 30th June 2024. 		

	<ol style="list-style-type: none"> 8. Cause a meeting between the board and CECMs in charge of departments implementing transferred functions within the municipality for harmonization. 9. Negotiate a meeting between the board and the MCAs from within the Municipality to discuss matters relating to resources, by-laws , among others. 10. Give special attention to existing and emerging issues relating to the Human Resource function for effective service delivery.
Min 9/27/09/2024: AOB	<ul style="list-style-type: none"> • The chair Environment noted that there was need to reserve some funds for the celebration of the World Environment Day. It was resolved that 50 % of the allocation be reserved for the celebration of the World Environment Day. • To enhance good relationship with residents, it was noted that there was need to increase interaction with residents through community activities such as the just concluded youth sports tournament. • A Meeting with MCAs was earmarked for October, 2024 • The manager was tasked to liaise with County Attorney and keep the board posted on the ongoing court case by Sultan Hamud plot owners. • The manager was tasked to follow up with the CS on board appointment letters.
Min 10/27/09/2024: Adjournment	There being no other business, the meeting was adjourned at 3:05 pm with a word of prayer led by Mr. Dominic Matheka.

Minutes Prepared by:

Name: Philip Ngila **Designation:** Board Secretary **Signature**.......... **Date:**

Minutes Confirmed by:

Name: Anne Muthusi **Designation:** Board Chairperson **Signature**.......... **Date:** 20/12/2024