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 Q3 FULL BOARD MEETING HELD ON 14TH MARCH 2025 AT THE MUNICIPAL BOARDROOM

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

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ABSENT WITH APOLOGY		
S/N	Name	Role
1.	Jackson Daudi	Member & CO Urban
2.	Arch. Stanley K. Mwania	Member

Agenda:

1. Chairpersons remarks
2. Confirmation of previous minutes and matters arising
3. Comprehensive quarterly management report
4. Board evaluation
5. FY 2025/2026 Budget Projection

Min No. & Agenda	ACTIVITY
Min 1/14/03/2025: Preliminaries	The chairperson called the meeting to order at 11:12am. The meeting commenced with a word of prayer led by Eng. Patrick Mutua The Chairperson presented the meeting's agenda which was unanimously adopted by the board as proposed by Mr. Anderson Matheka and seconded by Ms Felistus Mutune. The chair read through the agenda presented before the board and members confirmed that they had no conflict of interest
Min 2/14/03/2025: Chairperson's preliminary Remarks	The Chairperson welcomed all members to the ordinary full board meeting and thanked them for their dedication. Further, the chair made the following remarks; • That the board needed to review implementation of the development budget. • That the KUSP II evaluation had highlighted the need for doing a spatial plan. • There was need to follow up on transfer of assets with the CECM Finance. • That she had attended the launch of Makueni Ardhi. • That there was need to fastrack the rehabilitation of the DTF

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	• Emphasized the need for governance training. • Empasized the need to fastrack the recruitment of the market manager. • Highlighted that the existing governance structure was affecting board performance. • Emphasized the need for ethical leadership. • Emphasized that partnerships were a policy decision and therefore a preserve of the board. • Emphasized the need for a functional internal audit unit. • Directed Member (CO) Felistus to consult and report on governance training. • Requested that the handover report on the water project be shared with the board. Further, the chair proposed the establishment of a (new) Trade & Partnerships committee to be headed by Mr.Dominic Mbevi
Min 3/14/03/2025: Confirmation of Previous Minutes.	The Board Secretary presented the minutes of the following sitting; a. Quarter II Full Board Meeting held on 20/12/2024. The minutes were confirmed to be a true copy of board deliberations in the sitting. The minutes were adopted as proposed by Mr. Julius Musau and seconded by Mr. Dominic Mbevi.
Min 4/14/03/2024: 2 Matters Arising	Below is a tabulation of the matters arising

Matter	Narration	Action/Recommendation
Board/Staff Welfare	Welfare for Board	Matter deferred to await response from Arch. Stanley
Land tenure	Matters relating to; • The progress of Kenya Informal Settlement Project in Emali (Soko Mjinga) program, highlighting that the project was on course towards titling of plots by 30/01/2025. • The Kinyoo Settlement Scheme, highlighting that 2006 letters of offer had been issued in September 2024. • Double allocation of plots in Emali township, • "Mutua Land", LR 12969 – • "Tupendane" building • "UKAI land" parcel LR 12970 –	Matter deferred to next board meeting when CO lands would be available.

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	Road Side Station	The secretary reported that KENHA had met the municipality and County department for Roads & Infrastructure on management of Lorry Parks	It was reported that the matter was being handled under the department of Infrastructure.
	Sultan Hamud DTF	The chair reported that an engagement between the municipality and the Water Service Trust Fund had been initiated and the institution had made a positive response towards collaborating to operationalize the facility.	It was reported that Nolturesh had acknowledged receipt of the request from the municipality and that a response on the transfer request would be given after deliberations.
	Recruitment of market manager	It was reported that the matter was ongoing	Follow up to be done to expedite
	Restructuring of Revenue and Enforcement Units	It was reported that restructuring had not taken place.	Follow up to be done for alignment in the FY 25/26 budget
	Meeting with MCAs	It was observed that the meeting with MCAs within the municipality was long overdue	Ms Felistus to take up this matter with CECM, Urban
	Governance Training	Following the advisory on bench marking and training the board felt there was need to strengthen capacity.	Ms Felistus to take up this matter.
Min 5/14/03/2025: Management Report	The Secretary took the board through a report of Programmes and activities undertaken in the months of Jnuary, February & March. Key Highlights of the report were; • The ongoing budget preparations • Completion of phase II establishment of market coordination committees. • Procurement status and budget implementation/absorption • Kenya Urban Support Programme assessment outcomes. • Unclogging of Drainages in Emali & Sultan Hamud townships • Revenue collection status against PC targets. The manager's report was adopted as proposed by Anderson & seconded by Ms Mary Muthama.		
Min 6/14/03/2025: Finance Committee Presentation	The Committee Chair made a presentation of deliberations held on 13/03/25		
	Matter/Item	**Narration/Recommendation**	**Board Decision**

	Claim by a resident that murram fetched from his firm were not paid for	Management to avail cost breakdown of the project Management to follow up and resolve this matter with the complainant.	Approved
	External Audit	It was reported that the Auditor General committed to start auditing the entity on the week starting 17/03/25.	Noted
	Existing HR Gaps	It was recommended that key HR gaps in the Municipality establishment be identified for prioritization in the FY 25/26 budget	Approved

This report was adopted by the board as proposed by Ms. Felistus Mutune and seconded by Eng. Patric Mutua.

Min 7/14/03/2025: Environment & Social Services Committee Presentation

The Committee Chair made a presentation of deliberations held on 14/03/25

Item/Matter	Narration/Recommendation	Board Decision
Board paper on allocation of a stall to Ms Mary Ngumu makali.	The committee recommended allocation of the stall to the requester	Approved
Taxi Conflict	The committee presented a paper outlining the guidelines of operations and a return to work protocol	Approved
Illegally occupied stalls in the business center	The committee recommended that either the occupation is formalized or the occupants given eviction notices	Matter referred back to committee
Securing of water tanks at the modern business center	The committee recommended that a budget be secured tanks be secured	Approved and referred for costing and escalation to the board through the finance committee.

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Min 8/14/03/2025: Board Evaluation	The report was adopted by the board as proposed by Mr. Anderson Matheka The chair highlighted the need to; 1. Carry out a self-evaluation on the performance of the board 2. Carry out an evaluation on the performance of the Municipal Manager At this point, the chair availed two questionnaires as the tools for the evaluation. The questionnaires were administered to board members present who filled and returned them to the chair for analysis.
Min 9/20/12/2025: AOB_1-a	The chair reported that it had been reported to the board that there had been a physical altercation between the Mr. Daudi Charo (Chief Officer Lands) and Mr. Philip Ngila, the municipal manager and sought a response from Mr. Philip Ngila, an allegation that he denied. At this point, Mr. Philip Ngila was asked to step out to enable the board deliberate on the matter.
Min 9/20/12/2024: AOB-2-b	After board deliberation, Mr. Philip Ngila was invited back to the board where it was communicated that a letter would be issued to Mr. Philip Ngila to explain what had transpired regarding the matter.
Min 9/20/12/2025: AOB-3	• Eng. Patrick Mutua noted that it was crucial for the board to focus on high impact infrastructure projects. To this end, he undertook to engage the committee members (virtually) to prioritize. • Mr. Dominic Matheka emphasized the need to lobby for funds to implement infrastructure projects. • Ms Felistus Implored on management to ensure machinery/tools acquired are optimized to ensure our towns are clean. • Ms Mary Muthama asked the management to ensure all pending issues are completed in time. • Mr Anderson Matheka emphasized the need for strategic partnerships in resource mobilization. Board agreed to leverage the partnership framework in the county, headed by Ms Felistus. • The chair emphasized on timely execution of board decisions
Min 10/14/03/2025:Adjournment	There being no other business, the meeting was adjourned at 3:15 pm with a word of prayer led by Madam Mary Muthama.

Minutes Prepared by:

Name: Philip Ngila **Designation:** Board Secretary **Signature**.....25/04/25..... **Date:** .....

Minutes Confirmed by:

Name: Anne Muthusi **Designation:** Board Chairperson **Signature**.....For..... **Date:** 25/04/25

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