



EMALI-SULTAN HAMUD MUNICIPALITY
OFFICE OF THE MUNICIPAL MANAGER
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MINUTES OF Q4 FULL BOARD MEETING HELD ON 11th APRIL 2025 AT THE MUNICIPAL BOARDROOM

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

ABSENT WITH APOLOGY		
S/N	Name	Role
1.	Anderson Matheka	Vice Chairperson
2.	Felistus Mutune	Member

Agenda:

1. Chairpersons remarks
2. Confirmation of previous minutes and matters arising.
3. Board evaluation
4. Conduct of the Board chairperson on a purported initiation of a disciplinary process on the Chief Officer, Urban.
5. FY 2023/2024 financial Audit by the Office of the Auditor General (OAG)
6. FY 2024/2025 Quarter 3 Financial Statement Consideration.
7. FY 2025/2026 Budget.
8. AoB

Min No. & Agenda	ACTIVITY
Min 1/04/2025: Preliminaries	The chairperson called the meeting to order at 10:50am and made an opening prayer. The Chairperson presented the meeting's agenda which was unanimously adopted by the board as proposed by Eng. Patrick Mutua and seconded by Mary Muthama.. All members confirmed that they were not conflicted on the agenda presented before the board.
Min 2/04/2025: Chairperson's preliminary Remarks	The Chairperson welcomed all members to the full board meeting and thanked members Further, the chair made the following observations/Remarks



	<ul style="list-style-type: none"> • Thanked the finance committee for pushing for the municipality to have the Office of the Auditor General undertake the first audit on the municipality, an indication of commitment to Transparency & accountability. • Thanked members who had attended the budget public participation, towards achieving a residents' centered budget. • Emphasized on the need for synergy between board, management and the residents towards building a development driven municipality. 									
Min 3/04/2025: Confirmation of Previous Minutes & Matters arising	<p>The Board Secretary presented the minutes of the Quarter 3 Full Board Meeting held on 14th March 2025.</p> <p>The minutes were confirmed to be a true copy of Board deliberations. Minutes were proposed for adoption by Dominic Matheka & Seconded by Mary Muthama.</p>									
Min 4/04/2025: Matters Arising	<p>It was agreed that the secretary develops an action matrix with responsible persons and timelines.</p> <table border="1" data-bbox="618 767 1805 1313"> <thead> <tr> <th data-bbox="618 767 887 799">Matter</th> <th data-bbox="887 767 1406 799">Narration</th> <th data-bbox="1406 767 1805 799">Action/Recommendation</th> </tr> </thead> <tbody> <tr> <td data-bbox="618 799 887 967">Board/Staff Welfare</td> <td data-bbox="887 799 1406 967">Board Welfare</td> <td data-bbox="1406 799 1805 967">Arch. Stanley presented the details of the proposed welfare which were adopted by the board as proposed by Eng Patrick Mutua & Julius Musau</td> </tr> <tr> <td data-bbox="618 967 887 1313">Land tenure</td> <td data-bbox="887 967 1406 1313"> <p>On the following land matters;</p> <ul style="list-style-type: none"> • The progress of Kenya Informal Settlement Project in Emali (Soko Mjinga). • The Kinyoo Settlement Scheme, • Double allocation of plots in Emali township • "Mutua Land", LR 12969 • "Tupendane" building • "UKAI land" parcel LR 12970 – </td> <td data-bbox="1406 967 1805 1313">This was referred to the Technical & Infrastructure committee for the formation of a multi-agency team to deliberate and make recommendations to the board.</td> </tr> </tbody> </table>	Matter	Narration	Action/Recommendation	Board/Staff Welfare	Board Welfare	Arch. Stanley presented the details of the proposed welfare which were adopted by the board as proposed by Eng Patrick Mutua & Julius Musau	Land tenure	<p>On the following land matters;</p> <ul style="list-style-type: none"> • The progress of Kenya Informal Settlement Project in Emali (Soko Mjinga). • The Kinyoo Settlement Scheme, • Double allocation of plots in Emali township • "Mutua Land", LR 12969 • "Tupendane" building • "UKAI land" parcel LR 12970 – 	This was referred to the Technical & Infrastructure committee for the formation of a multi-agency team to deliberate and make recommendations to the board.
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	Road Side Station	It was reported that the department of Infrastructure was leading discussions with KENHA	This matter was deferred until the design of the Nairobi Mombasa Expressway are available
	Sultan Hamud DTF	It was reported that a consultant had been procured to carry out the ESIA	Board to be updated on the progress in the next meeting.
	Recruitment of market manager	It was reported that the matter was ongoing	Board to await feedback from CO-Urban on progress of the matter.
	Restructuring of Revenue and Enforcement Units	It was reported that restructuring had not taken place.	It was reported that discussions were underway to address this at budget level.
	Meeting with MCAs	It was observed that the meeting with MCAs within the municipality was long overdue	It was advised that some budget is sought for the same to happen.
	Governance Training	Need to strengthen capacity.	It was reported that this would be scheduled once the UIG would be available.
Min 5/04/2025: Board Evaluation	The Chairperson presented the analysis/outcome of an evaluation conducted on 14 th March, 2025 (annexed) The following questions/concerns arose from this evaluation.		
	S/N	Question/Concern	Reaction
	1	Whether it was a collective board decision to conduct the evaluation	Other than the chair, all other board members were not privy to this evaluation.
	2	Whether the board was involved in preparation of the evaluation tools	Other than the chair, all other board members were not involved in the preparation of this tool
	3	Whether the evaluation objective/exhaustive	It was observed that other than the Board self-evaluation questionnaire, the second questionnaire
			That board members should have been involved.
			That both evaluation tools new documents tabled for the first time in this sitting
			The evaluation was not objective
			That members were not given time to internalize

		<p>only evaluated the head of secretariat (manager)/Board secretary, with no questionnaire/tool presented to evaluate the head of the Municipal Board (Chair)</p>	<p>and understand the tools.</p>
<p>After deliberations on this matter,</p> <ul style="list-style-type: none"> • Board members expressed that they should have been engaged on the matter. • Board members guided that there was an existing framework of evaluation of the board within the County government. • Board members disowned this evaluation. • Quashed this evaluation (Process, tools, & Outcomes) following the concerns tabulated above. 			

Min 6/04/2025:
 Conduct of the Board chairperson on a purported initiation of a disciplinary process on the Chief Officer, Urban

It was brought to the attention of the board that a board member, Chief Officer Urban had received a show cause letter from the board chairperson (letter annexed) This letter was tabled before the board.

The following questions/concerns arose

S/N	Concern/Question	Reactions	Conclusion
1	Whether it was a board decision to write this letter to the Chief Officer, Urban	All members present submitted that they were not party to the letter	It was not a board decision
2	Whether it was within the powers of the Chairperson as outlined in UACA 2011 (amended) 2019 and the Emani-Sultan Hamud Municipal charter 2022 to initiate disciplinary process on the Chief Officer Urban	All members present submitted that it was not within the power of the chair to originate such a process.	The chair usurped the powers of other government offices, in this case the County Public Service Board.
3	Whether the board had delegated any of her powers to the Board Chairperson	All members present submitted that the board had not delegated any of her powers to the chair beyond those stipulated in the municipal charter.	That the chair misrepresented the board. That any administrative action should have been approved by the board. In line with the charter.

After deliberations on this matter, it was agreed that this agenda be scheduled for the 25th April 2025 when the board shall finalize on this matter.

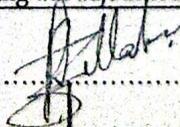
It was also brought to the attention of the board that a show-cause letter had been written to Philip Ngila, the Board Secretary (letter annexed) and that a response seeking clarifications (annexed) had been done to the chair.

Min 7/04/2025:

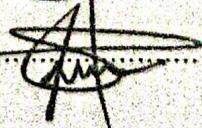
The board was informed that the Office of the Auditor General had since started the audit process in mid-march 2025 as planned. A progress report would be presented on the 25th April 2025 as the technical teams were still engaging the Auditor at the time of this meeting.

FY 2023/2024 financial Audit by the Office of the Auditor General (OAG)	
Min 8/04/2025: FY 2024/2025 Quarter Financial Statement Consideration.	It was reported that the accountant who was technical person on this matter was away submitting documents to the auditor. It was agreed that a virtual meeting would be set up on 14/04/25 for consideration of the financial statements towards adoption.
Min:9/04/2025 FY 2025/2026 Budget	It was reported that the budget cycle had kicked on and that Public participation on the Municipality Budget had been conducted on the 10 th April 2025. It was agreed that the secretariat would convene and consolidate the projects/programmes and share the estimates with the board for review. This agenda was deferred to the 25 th April 2025
Min 10/04/2025: AOB	A member brought to the attention of the board that there was need to address needs of the youth as observed during the public participation held on the 10 th April 2025.
Min 11/04/2025:Adjournment	The board set the date of the next board meeting to be the 25/04/25, 10:am at the Municipal Boardroom to discuss the following agenda: <ol style="list-style-type: none"> 1. FY 2023/2024 financial Audit by the Office of the Auditor General (OAG) 2. FY 2025/2026 Budget. 3. Conduct of the Board chairperson on a purported initiation of a disciplinary process on the Chief Officer, Urban This was unanimously adopted by the board as proposed by Arch. Stanley Mwanja and seconded by Julius Musau. There being no other business, the meeting was adjourned at 3:05 pm with a word of prayer led by Eng. Patrick Murua

Minutes Prepared by:

Name: Philip Ngila Designation: Board Secretary Signature:  Date: 25/05/25

Minutes Confirmed by:

Name: Anne Muthusi Designation: Board Chairperson Signature:  Date: 25/05/25