

REPUBLIC OF KENYA



GOVERNMENT OF MAKUENI COUNTY



WOTE MUNICIPALITY

P. O. BOX 78-90300 MAKUENI

Email: wote.municipality@makueni.go.ke

**HIGHLIGHTS OF WOTE MUNICIPAL FULL BOARD MEETING HELD ON 9TH AUGUST 2024 AT
WOTE MUNICIPAL BOARDROOM.**

Start Time: 10.43 a.m.

End Time: 4:50 p.m.

Members Present:

1. Everlyn Mulewa Kimuli – Chairperson
2. Daniel Kisyang'a – Vice Chairperson
3. Benjamin Masungwa – Board Member
4. Romeo Ndeveni – Board Member
5. Benjamin Wambua – Board Member
6. Paul Maundu Mutua – Board Member
7. Felistus Kamene Mutune – Board Member
8. Angela Kiamba – Board Member
9. Everlyn Mutua – Secretary to the Board

AGENDA

1. Preliminaries
2. Reading and confirmation of minutes of previous meeting
3. Performance report
4. Sub committees report
5. Municipal logo
6. AOB

AGENDA AND KEY DELIBERATIONS/RESOLUTIONS

1.0 PRELIMINARIES

The meeting was formally called to order by the Chairperson at 10:43 a.m. Members were welcomed to the new Financial Year and encouraged to maintain teamwork and create an enabling environment for the staff to enhance service delivery. Emphasis was placed on commitment to performance targets as outlined in the performance contract to ensure overall institutional success.

2.0 READING AND CONFIRMATION OF PREVIOUS MINUTES

The Municipal Manager took members through the minutes of the previous meeting. After review, the minutes were confirmed as a true and accurate record of the proceedings, thereby validating the resolutions therein for implementation.

3.0 PERFORMANCE REPORT

The Board noted the need for in-depth evaluation of the previous Financial Year's performance.

Resolution:

The Finance and General Purpose Committee was directed to convene and undertake a comprehensive review of the FY 2023/2024 performance and table a detailed report to the Board outlining achievements, gaps, and recommendations for improvement.

4.0 BOARDS SUB-COMMITTEE REPORTS

4.1 Finance and General Purpose Committee

FY 2024/2025 Budget Overview

The Committee briefed the Board on the approved FY 2024/2025 budget amounting to Ksh. 127,009,066, comprising both recurrent and development allocations (inclusive of KUSP Urban Development Grant funding).

The Committee observed underfunding in key operational vote lines and zero allocation in certain priority areas.

Resolutions:

- The Committee to review the previous Financial Year budget and submit a detailed analytical report.
- The Committee to prepare and present a summary of priority projects that were deferred due to insufficient budget allocation, to inform future planning and resource mobilization.

Citizen Fora Engagement Framework

The proposed framework to guide public participation was presented. Members proposed amendments to ensure equitable and balanced sectoral representation across wards.

Resolution:

The amended Citizen Fora Engagement Framework was unanimously approved to guide structured and inclusive citizen participation in municipal governance.

4.2 Technical and Strategy Committee

2023–2028 Strategic Plan

The Board was taken through the draft Strategic Plan aligned with key planning instruments including the IDEP and Spatial Plan.

Resolution:

The 2023–2028 Strategic Plan was approved with amendments, providing a policy and development roadmap for the Municipality.

Investment Plan and Budget FY 2024/2025

The Committee presented the proposed Investment Plan for the Financial Year 2024/2025 outlining prioritized development projects.

Resolutions:

- Solarisation and green energy initiatives (Green Park, markets, streetlights, and floodlights) to be incorporated as priority projects.
- The Board to explore donor funding and partnerships to support implementation of prioritized projects.
- All future project contracts to include planting of seedlings as part of environmental sustainability measures.
- The FY 2024/2025 Investment Plan was formally adopted and approved for implementation.

Solid Waste Management Policy

Members indicated the need for adequate time for detailed review of the draft Policy.

Resolution:

A special meeting was scheduled for 16th August 2024 to allow comprehensive deliberation on the Solid Waste Management Policy.

4.3 Audit and Human Resource Committee Reports

Resolution:

The reports were deferred and scheduled for presentation during the Board induction session.

5.0 MUNICIPAL LOGO

The Board acknowledged the need to deliberate comprehensively on the Municipal Logo.

Resolution:

The matter was deferred to the Board induction for structured discussion and guidance.

6.0 ANY OTHER BUSINESS (A.O.B)

Members requested clarity on the roles and operational mandates of the various sub-committees.

Resolution:

The roles and responsibilities of sub-committees to be elaborated during the Board induction to enhance efficiency and coordination.

