

REPUBLIC OF KENYA



GOVERNMENT OF MAKUENI COUNTY



WOTE MUNICIPALITY

P. O. BOX 78-90300 MAKUENI

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**HIGHLIGHTS OF WOTE MUNICIPAL FULL BOARD MEETING HELD ON 28TH OCTOBER 2024
AT WOTE MUNICIPAL BOARDROOM.**

Start Time: 10.23 a.m.

End Time: 1:42 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. Angela Kiamba – Board Member
8. Everlyn Mutua – Secretary to the Board

AGENDA

1. Preliminaries
2. Chairpersons opening remarks
3. Finance Committee and management reports
 - Quarterly municipal report/pending bill report
 - Performance contract evaluation
4. Municipal board calendar
5. Citizen Fora
6. AOB

AGENDA AND KEY DELIBERATIONS/RESOLUTIONS

1.0 PRELIMINARIES

The meeting was called to order by the Chairperson and opened with a word of prayer.

2.0 CHAIRPERSON'S OPENING REMARKS

The Chairperson welcomed members and acknowledged their participation in the earlier virtual meeting to review the First Quarter Financial Report.

3.0 FINANCE COMMITTEE AND MANAGEMENT REPORT

3.1 FINANCE COMMITTEE

Finance and General Purpose Committee Report

First Quarter Financial Report (FY 2024/2025)

The Committee reviewed Quarter One financial report, bank statements, and payment vouchers and validated the accuracy of the figures presented.

Resolution

A structured Board Calendar to be developed to schedule quarterly financial reviews in advance.

Supplementary Budget I Proposals

The Committee reviewed proposed additional allocations totalling Ksh. 6.6 Million for operational adjustments and Ksh. 9 Million for new development proposals.

Key areas included:

- Green Park operations and maintenance
- Utilities (Water & Sewerage)
- Fuel for waste management operations
- Streetlight maintenance
- Revenue collection support
- Market governance elections
- Construction of modern public facilities (toilets, boda boda sheds, pool shed)
- Installation of solar-powered floodlights

Resolution:

The proposals were noted and supported for consideration in Supplementary Budget I to address operational gaps and emerging development priorities.

3.2 MANAGEMENT REPORT

Revenue Performance Report

The Board noted significant improvement in revenue performance.

FY 2023/2024 Quarter One: Ksh. 19,885,113

FY 2024/2025 Quarter One: Ksh. 29,126,849

Increase: Ksh. 9,241,736

Despite challenges including fuel constraints, delayed fund releases, infrastructure deterioration, and staff transfers, the Municipality sustained cashless payments, improved customer relations, and enhanced voluntary compliance.

Resolutions:

- The Board to write to the ECM Finance (through ECM Lands) requesting that revenue staff transferred to the Municipality report fully to the Municipal Manager for accountability and efficiency.
- The Municipal Manager to draft the letter for the Chairperson's signature.

Proposed projects for the financial year 2024/25

The manager reported progress as follows:

- Preparation of BoQs for proposed infrastructure projects was done
- Preparation of Ministerial and Cabinet papers for priority projects was done
- Ongoing procurement processes

Resolution:

The Board noted progress and directed continued monitoring to ensure timely procurement and implementation of projects.

Performance Contract (PC) Evaluation Report

The Municipality ranked 3rd among Semi-Autonomous Government Agencies (SAGAs) and emerged best in Service Delivery, earning a trophy and certificates.

Resolution:

The Board commended Management for exemplary performance and directed sustained efforts to achieve even higher results in the current FY Performance Contract.

Pending Bills

Resolution:

The Audit, Risk and Compliance Committee was directed to convene and review pending bills and report to the Board.

4.0 BOARD CALENDAR

Resolution:

Management to develop a structured Board Calendar and circulate it to members for input and adoption.

5.0 CITIZEN FORA

Items of discussion for the next citizen fora engagement throughout the year were reported as follows.

Resolutions:

- Quarter Two Forum (4th December 2024) to focus on ADP 2025/2026 dissemination and sensitization on service delivery processes.
- Quarter Three Forum (5th March 2025) to focus on citizen engagement on FY 2025/2026 budgeting.
- Quarter Four Forum (9th June 2025) to focus on presentation of progress reports and policy documents.
- All Citizen Fora to be conducted in Wote Town for logistical efficiency.

6.0 ANY OTHER BUSINESS (A.O.B)

Greening Programme

Seedling planting planned during December rains at Unoa Grounds and along Pamoja.

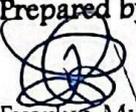
Resolutions:

- Tree planting to be extended along CBD roads.
- A dedicated budget allocation for Urban Greening to be considered in the next FY.
- Consideration to adopt an organized group to manage the greening programme.

ADJOURNMENT

There being no other business, the meeting adjourned at 1:42 p.m.

Prepared by:


Everlyn Mutua
Municipal Manager

WOTE MUNICIPALITY
MUNICIPAL MANAGER'S OFFICE
SIGN.....
P. O. Box 78 - 90300.MAKUENI