

REPUBLIC OF KENYA



GOVERNMENT OF MAKUENI COUNTY



EMALI-SULTAN HAMUD MUNICIPALITY
OFFICE OF THE MUNICIPAL MANAGER
P.O. BOX 78-90300
MAKUENI

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MINUTES OF Q2 FULL BOARD MEETING HELD ON 20TH DECEMBER 2024 THE MUNICIPAL BOARDROOM

MEMBERS PRESENT		
S/N	Name	Role
1.	Anne Muthusi	Chairperson
2.	Anderson Matheka	Vice Chairperson
3.	Jackson Daudi	Member
4.	Arch. Stanley Kyalo	Member
5.	Felistus Mutune	Member
6.	Dominic Matheka	Member
7.	Julius Musau	Member
8.	Philip Ngila	Secretary

ABSENT WITH APOLOGY		
S/N	Name	Role
1.	Mary Muthama	Member
2.	Eng. Patrick Mutua	Member

Agenda:

1. Preliminaries.
2. Chairperson's remarks.
3. Confirmation of previous minutes and matters arising on;
 - a. Quarter II Full Board Meeting.
 - b. Special Sitting on Sustainable Solid Waste Management Policy.
4. Management comprehensive quarterly report;
 - a. Manager's Report
 - b. Budget Implementation Report
 - c. Quarter III Workplan
5. Committee reports & Board papers;
 - a. Sultan Hamud DTF Environmental & Social Impact Assessment
 - b. Water Billing/Management System
 - c. Request for Budget for undertaking the Municipality Spatial Plan
6. AoB
7. Reports & Board papers

Min No. & Agenda	ACTIVITY
Min1/20/12/2024: Preliminaries	The chairperson called the meeting to order at 10:30am. The meeting commenced with a word of prayer led by Mr. Anderson Matheka. The Chairperson presented the meeting's agenda which was unanimously adopted by the board. All members confirmed that they had no conflict on the agenda presented before the board.
Min 2/20/12/2024: Chairperson's preliminary Remarks	The Chairperson welcomed all members to the ordinary full board meeting and thanked them for their resilience and support in building the municipality.

	<p>Further, the chair made the following observations;</p> <ul style="list-style-type: none"> • That the board felt that the “ship” (municipality) was being steered from elsewhere. • That board members felt demotivated as board decisions/resolutions did not seem to matter. • Vice chair raised a concern on how board minutes were done reiterating the need to capture them reflecting action to be taken, by who and by when. He noted that this was discussed in our Q1 board meeting. 										
<p>Min 3/20/12/2024: 1 Confirmation of Previous Minutes.</p>	<p>The Board Secretary presented the minutes of the following sittings;</p> <ol style="list-style-type: none"> Quarter I Full Board Meeting dated 27/09/2024. Special Sitting on Sustainable Solid Waste Management Policy. <p>The minutes were confirmed to be true copies of board deliberations in the respective sittings. The minutes were adopted as proposed by Mr. Julius Musau and seconded by Arch.Stanley Mwanja.</p>										
<p>Min 4/20/12/2024: 2 Matters Arising</p>	<p>It was agreed that the secretary develops an action matrix with responsible persons and timelines.</p> <table border="1" data-bbox="604 704 1927 1372"> <thead> <tr> <th data-bbox="604 704 905 743">Matter</th> <th data-bbox="905 704 1486 743">Narration</th> <th data-bbox="1486 704 1927 743">Action/Recommendation</th> </tr> </thead> <tbody> <tr> <td data-bbox="604 743 905 850">Board/Staff Welfare</td> <td data-bbox="905 743 1486 850">Arch Stanley Projected a draft proposal on welfare. Members gave their input.</td> <td data-bbox="1486 743 1927 850">Arch Stanley to finetune and incorporate views and present in next board meeting.</td> </tr> <tr> <td data-bbox="604 850 905 1372">Land tenure</td> <td data-bbox="905 850 1486 1372"> <p>Mr Daudi briefed the board on;</p> <ul style="list-style-type: none"> • 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. • MCA-Emali/Mulala Ward is pushing for a budget for the process of discharge of charge. • Double allocation of plots in Emali township, committing that validation </td> <td data-bbox="1486 850 1927 1372"> <p>CO Daudi to create a file for each matter and avail it to the board. A special sitting fully dedicated to land matters to be scheduled.</p> </td> </tr> </tbody> </table>		Matter	Narration	Action/Recommendation	Board/Staff Welfare	Arch Stanley Projected a draft proposal on welfare. Members gave their input.	Arch Stanley to finetune and incorporate views and present in next board meeting.	Land tenure	<p>Mr Daudi briefed the board on;</p> <ul style="list-style-type: none"> • 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. • MCA-Emali/Mulala Ward is pushing for a budget for the process of discharge of charge. • Double allocation of plots in Emali township, committing that validation 	<p>CO Daudi to create a file for each matter and avail it to the board. A special sitting fully dedicated to land matters to be scheduled.</p>
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		<p>report would be shared by January 15, 2025 at a stakeholder meeting.</p> <ul style="list-style-type: none"> • “Mutua Land”, LR 12969 – committing to follow up with the (National)ministry of lands for declaration as an adjudication area for survey and subsequent procedures. • “Tupendane” building – committing to follow with the devolution department and the county attorney on the status of demolition by 15TH January,2025. • “UKAI land” parcel LR 12970 – highlighting the tussle among UKAI, SEKU and squatters and recommending a multi-stakeholder approach. 	
	Road Side Station	The secretary reported that KENHA had met the municipality and County department for Roads & Infrastructure on management of Lorry Parks	Secretary to write to the Chief Officer to follow up on the matter, to establish availability of land by 8 th January
	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.	<p>A letter to be done by 8th January to schedule site meeting tentatively proposed for 16/17 January or 23/24/January</p> <p>The chair was tasked to build consensus on the dates with WSTF</p>
	Recruitment of market manager	It was reported that the matter was ongoing	C.O. Daudi to follow up so that the matter is concluded by end of January.
	Restructuring of Revenue and Enforcement Units	It was reported that restructuring had not taken place.	A letter to be done to follow up on the matter by 8 th Jan 2025 to have the matter resolved by end of January.

	Meeting with MCAs	It was observed that the meeting with MCAs within the municipality was long overdue	C.O. Daudi to take up the matter and give feedback by 15 th Jan 2025						
	Governance Training	Following the advisory on bench marking, the board felt there was need to strengthen capacity.	A governance training was proposed for 26 th Feb -1 st March 2025 in Mombasa.						
Min 5/20/12/2024: 1 Management Report	<p>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</p> <p>Key Highlights of the report were;</p> <ul style="list-style-type: none"> • Establishment and Operationalization of the Development Control Unit • Development of the Solid Waste Management Policy • Kenya Urban Support Program assessment and tabling of the preliminary report. • Unclogging of Drainages in Emali & Sultan Hamud townships • Revenue collection- CECM lands to report on the progress of revenue officers on 30th January, 2025 • Transfer of assets- CECM to advise progress by 30th January, 2025 • MCAs/ Board meeting to take place by 15th January, 2025 • Recruitment of market manager-CO Daudi to report feedback by 15th February, 2025 <p>The manager's report was adopted as proposed by Anderson & seconded by Arch. Stanley.</p>								
Min 6/20/12/2024: 2 Quarterly Budget Implementation	<p>The secretary presented the quarterly budget implementation report.</p> <p>Key highlights of the report were;</p> <ul style="list-style-type: none"> • Soft/Operational programs had been undertaken • There was a reallocation of Ksh.10,000,000 initially budgeted for Cabro paving to Solid Waste Management Machinery , Sultan Hamud Floodlight and PPEs • Revenue performance currently at 25% 								
Min 7/20/12/2024: 3 Quarter III Workplan	<p>The secretary took the board through the workplan for the period Jan-March 2025 highlighting the activities and associated resources.</p> <p>It was noted that management needed to expedite implementation as most of the projects in quarter I were yet to be implemented.</p>								
Min 8/20/12/2024: Committee reports & Board papers	<p>The following board papers were presented by committees to the board for consideration/approval</p> <table border="1" data-bbox="604 1390 1936 1427"> <thead> <tr> <th data-bbox="604 1390 1045 1427">Board Paper</th> <th data-bbox="1045 1390 1486 1427">Committee Recommending</th> <th data-bbox="1486 1390 1936 1427">Status</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Board Paper	Committee Recommending	Status			
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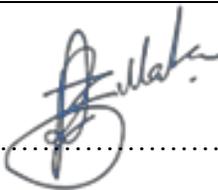
	Acquisition of a Water Billing System at the Cost of Ksh. 250,000	Finance & Administration	Approved
	Consultancy Services for Environmental & Social Impact Assesment for Sultan Hamud DTF at a cost of Ksh. 500,000	Infrastructure & Technical Services	Approved
	Management to request for Budget of Kes.9.8m for undertaking the Municipality Spatial Plan	Finance & Administration	Approved
Min 6/20/12/2024: AOB	<ul style="list-style-type: none"> • It was observed that for the benefit of board members that had not visited the Sultan Hamud DTF, it was agreed that members would convene 23/12/24 at 10 am in Sultan Hamud to have a general feel of the project. • Audit committee raised concerns of mistreatment by management • Concerns on alleged corruption by development control officer were raised and manager was requested to get to the bottom of the issues raised. • A member requested for clarity on registration of municipality vehicle with regard to the same having County Government number plates. • Board appreciated the management for good KUSP2 preparation 		
Min 7/20/12/2024:Adjournment	There being no other business, the meeting was adjourned at 2:15 pm with a word of prayer led by Madam Felistus Mutune.		

Minutes Prepared by:

Name: Philip Ngila

Designation: Board Secretary

Signature.....



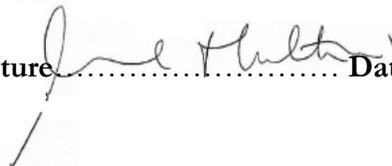
Date: 14/03/2025

Minutes Confirmed by:

Name: Anne Muthusi

Designation: Board Chairperson

Signature.....



Date: 14/03/2025