

REPUBLIC OF KENYA



GOVERNMENT OF MAKUENI COUNTY



WOTE MUNICIPALITY
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**HIGHLIGHTS OF THE WOTE MUNICIPAL FULL BOARD MEETING HELD ON 10TH FEBRUARY
2025 AT WOTE MUNICIPAL BOARDROOM.**

Start Time: 10.08 a.m.

End Time: 3:12 p.m.

MEMBERS PRESENT

- | | |
|---------------------------|--------------------------|
| 1. Everlyn Mulewa Kimuli | -Chairperson |
| 2. Daniel Kisyang'a | -Vice Chairperson |
| 3. Benjamin Masungwa | - Municipal Board Member |
| 4. Romeo Ndeveni | - Municipal Board Member |
| 5. Benjamin Wambua | -Municipal Board Member |
| 6. Paul Maundu Mutua | -Municipal Board Member |
| 7. Angela kiamba | -Municipal Board Member |
| 8. Felistus Kamene Mutune | -Municipal Board Member |
| 9. Jackson. C.Daudi | -Municipal Board Member |
| 10. Everlyn Mutua | -Secretary to the Board |

AGENDA

1. Chairpersons opening remarks
2. Committee board papers
3. Wote Municipal board charter
4. Status of 2024/25 projects
5. AOB

AGENDA AND KEY DELIBERATIONS/RESOLUTIONS

1.0 CHAIRPERSONS OPENING REMARKS.

The Chairperson welcomed members to the meeting and thanked them for their timely attendance. She then read the day's agenda and invited members to proceed with the business at hand.

2.0 COMMITTEE REPORTS

2.1 Finance and General Purpose Committee

FY 2023/2024 Financial Performance

The Total expenditure was reported as Kshs 63,740,305 against allocation of Kshs 64,072,444 (99% absorption rate). This was the highest absorption rate across the County.

Supplementary Budget I Review

The board noted adjustments in vote lines (increases and reductions).

Key Resolutions:

- Management must inform and consult the Board prior to implementation of any budget cuts.
- All financial ceilings and adjustments to be deliberated by the Finance Committee before escalation to the full Board and submission to the Finance Department.

2.2 Human Resource and Administration Committee

Staff Establishment & Engagement

Municipality has 27 staff (Permanent & Contract).

Some key staff were engaged on casual basis.

Resolutions:

- Casual staff to be engaged on six-month renewable contracts.
- Management to formally justify contractual engagements through the CS Office.
- Allocate budget for salaries and gratuities.
- Casual Recruitment Delegation
- Board granted delegated authority by County Public Service Board to recruit casual staff.

SRC Guidelines on Allowances

The board was notified that Public officers are not eligible for sitting allowances as per SRC Circular (7th August 2023).

Resolution

Staff Board Members to receive Daily Subsistence Allowance (DSA) only; other Board Members to receive sitting allowances.

2.3 Audit, Risk and Compliance Committee.

FY 2023/2024 Audit Report

Audit Opinion: Qualified.

Key concerns:

- Unsupported expenditure
- Asset valuation
- Casual staff engagement
- Unconfirmed property, plant and equipment

Pending Bills

All pending bills for FY 2023/2024 were fully settled.

Development Absorption

Low absorption in Q1 & Q2 attributed to procurement and approval processes. An Increment in absorption was expected in subsequent quarters.

2.4 Technical and Strategy Committee

Strategic Plan Review

Confirmed alignment of implemented projects with the Municipal Strategic Plan.

Proposed development of Municipal By-laws and HR Policy to strengthen governance as captured in the strategic plan.

Project Progress Oversight

Key projects under implementation included:

1. Cabro Paving Phase 3 (80% complete)
2. Kalamba 5-Door Ablution Block (70% complete).
3. Kwa Kitindo Drainage Works (in-house grading works ongoing).
4. Mukuyuni Old Market Renovation (completed; inspection scheduled).
5. 20m High Floodlight Installation (ongoing).
6. Pit Latrines at Mituvu & Ikalyoni (excavation ongoing).

Resolution:

- Board to undertake scheduled project site visits for oversight.

Municipal Logo

Proposed logo rejected for not adequately representing the Municipality.

Resolutions:

- Technical Committee to draft detailed logo specifications.
- Logo redesign to be advertised publicly.
- Budgetary provision for logo redesign to be included in next FY.

Water Supply within the Municipality

Markets not served by WOWASCO identified as priority areas.

Resolution:

Management to provide a list of underserved markets for intervention planning.

3.0 WOTE MUNICIPAL BOARD CHARTER

The Board reviewed the charter and reconstituted Committees as follows:

- Finance and Administration
- Technical, Infrastructure and Environment
- Audit, Risk and Compliance
- Human Resource, Strategy and Social Services

Resolution:

The Board Charter was unanimously approved with amendments and new committee structures.

4.0 STATUS OF FY 2024/2025 PROJECTS

The municipal manager reported on the progress of the 2024/2025 project implementation status as of February 7 2025, as outlined below:

1. Cabro Paving Phase 3

80% of the work was reported to be complete, this included;

- grading
- compaction
- side drain construction
- cabro laying.

The tentative completion date was set for in **February 20, 2025**.

2. Kalamba Modern 5-Door Ablution Block

70% of the work was reported to be complete, this included;

- setting out
- walling.

- Slab casting
- Construction of a Septic tank
- The expected completion date was **February 28, 2025**.

3. Kwa Kitindo Drainage Works

It was reported that In-house grading and gravelling was in progress, once done the site was to be handed over to a contractor for drainage works. The project was expected to be complete by **March 14, 2025**.

4. Mukuyuni Old Market Renovation

Renovation works were reported to be complete, and an inspection was scheduled for in February 11, 2025.

5. 20m High Floodlight Installation

The site was handed over on was on January 20, 2025, with an expected completion date of **March 14, 2025**.

6. Exhaustible Pit Latrine at Mituvu and ikalyoni

The sites were handed over on January 20, 2025, with an expected completion date of March 28, 2025. Excavation for the pits was reported to be in progress.

5.0 ANY OTHER BUSINESS

1. Municipal Tournament

Proposal presented and well received.

HR, Strategy and Social Services Committee to refine and present a comprehensive proposal. The Programme was agreed to be budgeted in next FY.

2. Market Elections

Elections conducted in 21 markets within the municipality. This was aimed at strengthening governance. The Governor had scheduled to meet market chairpersons.

3. Green Park Borehole

Borehole pump breakdown reported.

Municipality was temporarily relying on WOWASCO supply, which is insufficient.

ADJOURNMENT

The meeting was adjourned at 3:12 p.m.

