REPUBLIC OF KENYA

GOVERNMENT OF MAKUENI COUNTY

WOTE MUNICIPALITY
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HIGHLIGHTS OF THE WOTE MUNICIPAL FULL BOARD MEETING HELD ON 12TH MAY 2025 AT WOTE MUNICIPAL BOARDROOM.

Start Time: 09.40 a.m. **End Time: 1:40 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. Everlyn Mutua -Secretary to the Board

ABSENT WITH APOLOGY

1. Jackson. C. Daudi -Municipal Board Member

AGENDA

1. Prayer
2. Chairpersons opening remarks
3. Committee board papers
4. KUSP 2 activities (UDG and UIG)
5. AOB

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AGENDA AND KEY DELIBERATIONS/RESOLUTIONS

1.0 PRELIMINARIES

The meeting was called to order at 9:40 a.m. and commenced with a word of prayer. The Chairperson welcomed members and guided the Board through the agenda for the day.

2.0 COMMITTEE BOARD PAPERS

2.1 Technical, Infrastructure and Environment Committee

Project Status Update

All awarded projects for the Financial Year were reported complete, except for the Boda Boda Shed at Choma Base, which was still under construction.

Completed projects were pending payment.

Bangladesh Floodlight Project

The project was re-scoped to connect to the national grid following advisory from the Chief Officer in charge of Energy.

Resolutions:

- Management to present a comprehensive report explaining the rationale for the re-scoping.
- A virtual meeting to be convened to deliberate on the report.
- No payments to be effected for the project until the Board reviews and formally approves the report.

Streetlight and Floodlight Maintenance

The Board noted the need for sustainability in maintenance of solar infrastructure.

Resolutions:

- Management to provide a detailed cost report on existing solar floodlights and streetlights.
- Budgetary provision to be made for battery replacement, solar component maintenance, and related equipment.

Municipal Logo

Members reviewed proposed slogans and approved the official slogan:

"Smart Growth, Better Living."

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Resolutions:

- The approved slogan to guide municipal branding.
- A public advertisement to be issued inviting submissions for the design of the Municipal Logo.

2.2 Human Resource, Strategy and Social Services Committee

Retirement Notices

Officers approaching retirement to be issued with one-month notice following consultation with the Human Resource Officer.

Development of Municipal Bylaws

The Board acknowledged the urgent need to develop comprehensive Municipal Bylaws to strengthen governance, regulation, and service delivery.

3.0 KUSP II Activities (UDG and UIG)

Urban Institutional Grant (UIG)

The Manager presented the UIG activities and associated budget allocations.

Resolution:

The UIG report and proposed activities were adopted and unanimously approved.

Urban Development Grant (UDG) – Annual Investment Plan FY 2025/2026

The Manager presented the Annual Investment Plan outlining priority projects to be financed through County allocation and anticipated UDG funding.

Key Priority Project:

- Installation of Cabro blocks from Cooperative Junction to Ngooni in Wote Town.
- Installation of streetlights and drainage channels to increase parking capacity and improve infrastructure.

Resolutions:

- The project to be implemented using Urban Development Grant (UDG) funds.
- The Municipal Engineer to spearhead preparation of designs and associated drainage plans.
- The Annual Investment Plan FY 2025/2026 was unanimously approved to guide municipal development.

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4.0 ANY OTHER BUSINESS (A.O.B)

Professional Conduct

Members were advised to maintain official dress code during Board meetings to uphold professionalism.

Board Calendar

The Board Calendar to be developed and finalized by early July to enhance planning and coordination.

Project Site Visits

The Board resolved to conduct project site visits on 6th June 2025 to assess implementation progress and enhance oversight.

ADJOURNMENT

There being no other business, the meeting was adjourned at 1:40 p.m.

Prepared by:

WOTE MUNICIPALITY
MUNICIPAL MANAGER OFFICE
15 MAY 2025
P.O. Box 78 - 90300
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Everlyn Mutua

Municipal manager.

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