

REPUBLIC OF KENYA



GOVERNMENT OF MAKUENI COUNTY



EMALI-SULTAN HAMUD MUNICIPALITY  
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MAKUENI

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**MINUTES OF EMALI-SULTAN HAMUD MUNICIPALITY FULL BOARD MEETING HELD ON 25TH APRIL 2023 AT THE JAMBO AFRIKA RESORT, EMALI TOWN.**

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**MEMBERS PRESENT**

1. Anne Nduku Muthusi - Board Chairperson
2. Charles Mutua Musau - Board Vice Chairperson
3. Philip Ngila - Board Secretary
4. Jackson Daudi - Board member
5. Dominic Mbevi Matheka - Board member
6. Stanley Mwanja Kyalo - Board member
7. Anderson Masila Matheka - Board member
8. Mary Nduku Muthama - Board Member

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| <p><b>MIN 3/25/04/2023</b><br/><b>Opening remarks.</b></p>   | <p>The chairperson started off by welcoming members to the meeting and appreciated their commitment in availing themselves to undertake the assignment of the day.<br/>The chairperson emphasized on the reflection of competencies among members which could be leveraged towards delivery of board's tasks.</p>                                    |
| <p><b>MIN 4/25/04/2023</b><br/><b>Reading and confirmation of minutes of previous meeting.</b></p> | <p>The board secretary took members through the minutes of previous meeting and was confirmed to be a true record by Mr Anderson Masila Matheka seconded by Madam Mary Nduku Muthama.</p>  |
| <p><b>MIN 5/25/04/2023</b><br/><b>Matters arising.</b></p>   | <p><b>Partitioning of office, acquisition of space and equipping.</b><br/>Members sought clarification on how long it would take for the office to be in use.<br/><br/>Members were informed that the procurement of office space was complete and the contractor for partitioning was identified and was expected on site to commence works.</p>    |
| <p><b>MIN 6/25/04/2023</b><br/><b>Municipality Progress Report.</b></p>                            | <p>The manager highlighted the progress made on the following items:</p> <ul style="list-style-type: none"> <li>• Establishment of offices</li> <li>• Appointment of assistant manager</li> <li>• Municipal budget</li> <li>• Greening programme</li> <li>• Municipality public participation</li> <li>• Status of Emali Business Centre.</li> </ul> |
| <p><b>MIN 7/25/04/2023</b><br/><b>Municipality Functions/Mandate</b></p>                           | <p>The secretary took the board through the functions delegated to the municipality by the county government as per the municipal charter of 2022.<br/>Members resolved that all functions be transferred before the FY 2023/2024</p>  |
| <p><b>MIN 8/25/04/2023</b><br/><b>Staff establishment</b></p>                                      | <p>Members were taken through the current state of staffing against the need towards smooth delivery of service and compliance for donor funding.</p>  |

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|  | Members resolved to have the staff gaps be filled through recruitment and/or deployment of staff from the County Government  |
| <b>MIN 9/25/04/2023<br/>Committees</b> | <p>The chair brought out the need to establish board committees to enhance efficiency.</p> <p>The following committees were proposed:</p> <ol style="list-style-type: none"> <li>1. Finance and administration</li> <li>2. Urban Planning and Infrastructure</li> <li>3. Environment and Social Services</li> <li>4. Audit</li> </ol> <p><b>Committee Membership –</b></p> <ol style="list-style-type: none"> <li>1. Finance and Administration <ol style="list-style-type: none"> <li>a) Anderson Matheka - Chairperon</li> <li>b) Mary Muthama - Member</li> <li>c) Charles Musau- Member</li> </ol> </li> <li>2. Technical and Infrastructure <ol style="list-style-type: none"> <li>a) Stanley Mwanja - Chairperson</li> <li>b) Dominic Matheka- Member</li> <li>c) Anderson Matheka – Member</li> <li>d) Jackson Daudi – Member</li> <li>e) Dr. Sonnia Musyoka - Member</li> </ol> </li> <li>3. Environment and Social Services <ol style="list-style-type: none"> <li>a) Julius Musau - chairperson</li> <li>b) Charles Musau – Member</li> <li>c) Mary Muthama – Member</li> </ol> </li> <li>4. Audit <ol style="list-style-type: none"> <li>a) Dominic Matheka - Chairperson</li> <li>b) Stanley Mwanja - Member</li> <li>c) Julius Musau - Member</li> </ol> </li> </ol> <p>The composition of the above committees guided by competencies and was through consensus.</p> |
| <b>MIN 10/25/4/2023<br/>Revenue</b>    | The chair explained the need for the municipality to be in charge of collection of revenue within the Municipality (own-source revenue).   |

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|   | <p>The secretary explained the process of mapping out all revenue streams within the municipality had started through receivers of revenue for Kilome, Kibwezi west and Makueni sub-counties.</p> <p>A member who is also the Chief Officer for lands explained strategies the department had put in place to increase land-based revenue.</p> <p>Members deliberated on the matter and it was agreed that steps towards achieving this be initiated.</p> |  |   |
| <b>MIN 11/25/4/2023<br/>Board Resolutions</b> | EMASUL/RSLN/250423/01   | That, all functions delegated to the Municipality as per the Municipal Charter of Dec 2022 be transferred immediately  | Proposed by Mary Muthama Seconded by Charles Mutua.     |
|   | EMASUL/RSLN/250423/02   | That, recruitment/deployment of key staff to aid in the operations of the municipality as well as comply with donor requirements be done.  | Proposed by Anderson Matheka seconded by Stanley Mwanja |
|   | EMASUL/RSLN/250423/03   | That, the Municipal Manager be designated as the accounting officer of the municipality in compliance with requirements<br>That the process of substantively filling the position of Municipal Manager be initiated. | Proposed by Dominic Mbevi seconded by Stanley Mwanja    |
|   | EMASUL/RSLN/250423/04   | That, the head of county treasury approves request of the municipality to open/run bank accounts for revenue, Operations & Development.  | Proposed by Charles Mutua seconded by Mary Muthama      |
|   | EMASUL/RSLN/250423/05   | That, the head of county treasury appoints a municipal receiver of revenue   | Proposed by Mbevi seconded by Mary Muthama              |
| <b>MIN 12/25/4/2023<br/>AOB</b>               | <p><b>Municipal logo, Mission and Vision.</b></p> <p>It was agreed that this would be addressed during the development of municipal strategic plan.</p>   |  |   |

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|   | <p><b>Greening the municipality.</b><br/>It was reported that the management was already undertaking greening initiatives and sourcing of seedling was underway. The matter was delegated to the committee on environment.</p> <p><b>Automation of revenue collection.</b><br/>It was agreed that the management to follow up with lands, finance and ICT.</p> <p><b>Gazettement and swearing in of the 9<sup>th</sup> board member.</b><br/>It was reported that the process was on course.</p> <p><b>Board tour of the Municipality</b><br/>It was agreed that the management schedules a tour of the whole municipality and itinerary so that members can appreciate the scope, boundary and challenges.</p> <p><b>Benchmarking.</b><br/>It was agreed that the management arranges the same with a progressive municipality.</p> <p><b>Social Media</b><br/>It was agreed that the management considers having official accounts in popular social media platforms.</p> <p><b>Public Participation Review</b><br/>It was agreed that there was need to review our municipal diaspora pubic participations in future engagements to onboard key stakeholders.</p> <p><b>Induction of Board Members</b><br/>It was confirmed that the induction course had been scheduled for Kenya School of Government and that the program would be scheduled immediately the payment would be made.</p> |
| <p><b>MIN 13/25/4/2023</b><br/><b>Adjournment</b></p> | <p>There being no other business the chair thanked members for attending and participating in the meeting.</p> <p>The meeting was closed at 4:00 pm with a word of prayer led by Mr Charles Mutua.</p>  |

**Minutes Prepared by:**

**Name:** Philip M Ngila **Designation:** Board Secretary

**Signature**..... **Date:** 26/04/2023



**Minutes Confirmed by:**

**Name:** Anne Muthusi **Designation:** Board Chairperson

**Signature**..... **Date:** 26/04/2023

