



**EMALI-SULTAN HAMUD MUNICIPALITY**

OFFICE OF THE MUNICIPAL MANAGER

P.O. BOX 78-90300

MAKUENI

Web: [www.makueni.go.ke](http://www.makueni.go.ke)

Email: [emalisultan.municipality@makueni.go.ke](mailto:emalisultan.municipality@makueni.go.ke)

**MINUTES OF THE FY 2023/2024 QUARTER IV FULL BOARD MEETING HELD ON 28<sup>TH</sup> JUNE, 2024 AT THE MUNICIPAL BOARDROOM**

MEMBERS PRESENT		
S/N	Name	Role
1.	Anne Muthusi	Chairperson
2.	Anderson Matheka	V. Chairperson
3.	Philip Ngila	Secretary
4.	Mary Muthama	Member
5.	Dominic Matheka	Member
6.	Arch. Stanley Kyalo	Member
7.	Julius Musau	Member
8.	Eng. Patrick Mutua (In Virtual attendance)	Member

ABSENT WITH APOLOGY		
S/N	Name	Role
1.	Felistus Mutune	Member
2.	Jackson Daudi	Member

IN ATTENDANCE		
S/N	Name	Role
1.	Mark Ndunga	Municipal Administrative officer

### Agenda

1. Chairperson's preliminary remarks.
2. Confirmation of previous minutes and matters arising
3. Manager's comprehensive status report.
4. Presentations from board Committees
5. Consideration of Board Papers

MIN NO & AGENDA	ACTIVITY
Min 1/28/06/2024: Opening and preliminary remarks	The chairperson called the meeting to order at 10:30am and welcomed members to the quarter 4 sitting. The meeting commenced with a word of prayer led by Mark Ndunga.
Min 2/28/06/2024: Adoption of Agenda	The Chairperson introduced the meeting's agenda which was adopted as proposed by Anderson Matheka and seconded by Mary Muthama.  The Chair welcomed members and thanked them for attending the meeting. In the chair's report; <ol style="list-style-type: none"> <li>1. A meeting was held with KENHA officials at the municipal offices regarding the construction of a Road Side Station within Emali town. The Chairperson noted that KENHA and the municipality would collaborate to implement the agreed-upon plans.</li> </ol>

	<ol style="list-style-type: none"> <li>2. The Chairperson reported that she visited Sultan Hamud Open Market to review the ongoing murraming works and also visited Sultan Hamud DTF.</li> <li>3. The Chairperson emphasized the need to enhance stakeholder engagement and public participation activities within the municipality.</li> </ol>	
<b>Min 3/28/06/2024:</b> <b>Confirmation previous of Minutes</b>	The secretary took the board through minutes of quarter 3 sitting. The minutes were confirmed as a true record of the deliberations as proposed by Julius Musau and seconded by Arch. Stanley Kyalo.	
<b>Min 4/28/07/2024:</b> <b>Matters Arising</b>	<b>Replacement of board member</b>	It was reported the board member had been sworn in.
	<b>Benchmarking</b>	A three days board-benchmarking tour was re-scheduled for August 28 <sup>th</sup> , 29 <sup>th</sup> , 30 <sup>th</sup> , 2024.
	<b>Compliance to KUSP II requirements</b>	It was reported that the municipality was compliant and ready for the forthcoming evaluation. Board appointment letters would be obtained from the County Attorney.
	<b>Municipal Vehicle</b>	It was reported that the municipal vehicle had already been acquired and delivered
	<b>Emali Business Center</b>	It was reported that the facility had been transferred to the municipality, Stalls rent rates reviewed as captured in the FY 2024/2025 Budget and a market coordination committee established. It was also reported that installation of power for the facility was ongoing.
	<b>Stalls at the bus park</b>	It was reported that the process of getting new tenants/renewal contracts had started with consultation with Dept. of Finance. It was noted that rent rates had been reviewed as captured in the FY 2024/2025 Budget.
	<b>Citizen For a report</b>	It was reported that the first Citizen Fora assembly had been held on April 30 <sup>th</sup> , 2024, with 51 members and that a five-member executive committee was established.
	<b>Sector Elections</b>	It was reported that the municipality scheduled for sector elections between 16 <sup>th</sup> and 24 <sup>th</sup> July 2024 in Kithumani, Kikumini, Kasikeu, Matiliku, Sultan Hamud and Emali and a notice had been issued to the public.
	<b>Murraming of Sultan Hamud Open Air Market</b>	It was reported that the murraming was ongoing.
	<b>Murraming of the parking</b>	It was reported that the project had been completed.

	<b>area of Emali Business Centre</b>	
	<b>IDeP</b>	It was reported that the plan had been fully approved
	<b>Transfer of assets</b>	It was reported that transfer of assets had not been done and that the matter was still at the County Treasury
	<b>Board Charter</b>	It was agreed that the board would review and domesticate a draft charter before August 2024.
	<b>Training and capacity building of board committee</b>	It was agreed that training for all board committees would happen in the FY 2024/2025. It was reported that an internal auditor would be co-opted to the audit, risk and compliance committee.
	<b>Strategic Plan</b>	It was reported that the plan was complete and ready for presentation for adoption.
	<b>Functional analysis of transferred functions</b>	It was agreed that the chairperson and manager would review the extend of implementation of the transferred functions
	<b>Leadership meeting with MCAs and Lands committee</b>	It was reported that the meeting did not take place as scheduled because the date coincided with the KYISA games in Kilifi.
	<b>Incorporation of managers in county enforcement planning</b>	It was reported that enforcement officers would be deployed to the municipality in the FY 2024/2025.
	<b>Sultan Hamud and Emali DTF</b>	It was reported that a budget had been allocated in the FY 2024/2025 budget for the rehabilitation of the Sultan Hamud DTF.
	<b>Water Governance</b>	It was reported that a budget for water governance had been allocated in the FY 2024/2025 Budget.
	<b>Appraising of board committees</b>	It was agreed that all committee secretaries had the duty to regularly appraise their respective committee chairpersons. Additionally, all secretaries would be submitting project/activity reports to the committee chairs 10 days prior to the full board meeting.

<p><b>Min 5/28/06/2024: Manager's Comprehensive report</b></p>	<p>The manager tabled the following comprehensive annual reports:</p> <ol style="list-style-type: none"> <li>1. 2023/2024 Administration Report</li> <li>2. Report on the Emali Water Supply Project</li> <li>3. 2023/2024 Budget Absorption Report</li> <li>4. 2023/2024 Procurement Report</li> <li>5. 2023/2024 Board Allowances Report</li> <li>6. 2024/2025 Approved Budget</li> </ol>													
<p><b>Min 6/28/06/2024: Presentations from board Committees</b></p>	<p><b>Finance and Administration committee</b></p>	<p>The Committee chair presented the committee's deliberations and tabled its recommendations for consideration by the board. It was (tentatively) reported that Ksh. 77,905,532 had been collected against a target of 150M.</p> <p>The committee made the following recommendations:</p> <ol style="list-style-type: none"> <li>1. A meeting be convened with the CECM- Finance, Planning, Budget, and Revenue to discuss revenue concerns.</li> <li>2. Revenue and Enforcement officers operating within the municipality's jurisdiction to be deployed to the Municipality.</li> <li>3. A report on the validation of plots, specifically for Kinyoo and within the municipality be acquired</li> </ol> <p>It was resolved that the manager;</p> <ul style="list-style-type: none"> <li>• Writes to CECM Finance requesting for a meeting with the her to discuss the concerns</li> <li>• Writes requesting the status of plots validation in the jurisdiction of the municipality by 3<sup>rd</sup> July 2024</li> <li>• Provides a report on roads earmarked for upgrading.</li> </ul>												
	<p><b>Environment and Social Services Committee</b></p>	<p>The Committee chair made a presentation and tabled the recommendations below regarding facilitation of the established citizen fora;</p> <ol style="list-style-type: none"> <li>i. <b>Facilitation of the Executive Committee (Per Sitting)</b> <table border="1" data-bbox="929 1125 1657 1276"> <thead> <tr> <th>S/N</th> <th>Position</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Chairperson</td> <td>3,000</td> </tr> <tr> <td>2</td> <td>Vice-Chairperson</td> <td>2,500</td> </tr> <tr> <td>3</td> <td>Member</td> <td>2,000</td> </tr> </tbody> </table> </li> <li>ii. Facilitation for the annual citizen fora meeting for all members at the rate of Ksh. 2,000/= per member.</li> <li>iii. Facilitation for stakeholder engagement/public participation meeting for all member at the rate of Ksh. 1,000</li> </ol>	S/N	Position	Rate	1	Chairperson	3,000	2	Vice-Chairperson	2,500	3	Member	2,000
S/N	Position	Rate												
1	Chairperson	3,000												
2	Vice-Chairperson	2,500												
3	Member	2,000												

This recommendation was proposed by Mary Muthama and seconded by Anderson Matheka hence adopted by the board.


**Min**  
**7/28/06/2024:Adoption of**  
**Board papers**

The manager presented the following board papers for consideration

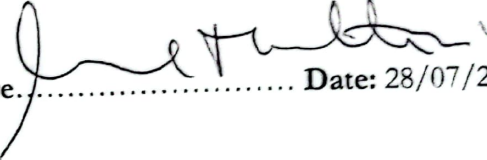
Board Paper No.	Title	Proposed by	Seconded by	Status
01-2023/24	Adoption of the Municipal Grievance Redress Mechanism	Julius Musau	Dominic Matheka	Adopted
02-2023/24	Adoption of the Makueni County Sustainable Waste Management Bill	Dominic Matheka	Stanley Kyalo	Adopted
03-2023/24	Approval of the Emali-Sultan Hamud Strategic Plan	Arch. Stanley Kyalo	Mary Muthama.	Approved
04-2023/24	Adoption of the Makueni County Gender Policy	Anderson Matheka	Julius Musau.	Adopted
05-2023/24	Relocation of traders along the Highway	Mary Muthama	Dominic Matheka	Approved
06-2023/24	Private Public Partnership for construction of market stalls (Build-Operate-Transfer Mode)	N/A	N/A	Deferred
07-2023/24	Approval of the Municipal Service Delivery charter	Julius Musau	Anderson Matheka	Approved

<b>Min 7/28/06/2024: AOB</b>	Members highlighted the following <ol style="list-style-type: none"> <li>1. Need to carry out survey and opening of roads in Kinyoo area</li> <li>2. The need to ensure proper information flow during the Governor's tours within the Municipality.</li> <li>3. Formation of a leaner team for engaging KENHA on the Road Side Station (RSS)</li> <li>4. Scheduling of full board meetings on the second Friday of the last month of every quarter</li> </ol>
<b>Min 8/21/12/2023:Adjournment</b>	The chairperson appreciated the members for attending the meeting and for their invaluable contributions. The meeting ended at 3.04PM with a word of prayer led by Mr. Philip Ngila.

**Minutes Prepared by:**

**Name:** Philip Ngila    **Designation:** Board Secretary    **Signature**..........    **Date:** 28/07/2024

**Minutes Confirmed by:**

**Name:** Anne Muthusi    **Designation:** Board Chairperson    **Signature**..........    **Date:** 28/07/2024

