

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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**MUNITES OF THE FY 2023/2024 QUARTER I FULL BOARD MEETING HELD ON 08 AUGUST 2023 AT THE MUNICIPAL BOARDROOM**

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**MEMBERS PRESENT**

S/N	Name	Role
1	Anne Nduku Muthusi	Chairperson
2	Philip Ngila	Secretary
3	Dr. Sonia N. Musyoka	Member
4	Jackson Daudi	Member
5	Mary Nduku Muthama	Member

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**MINUTES OF EMALI-SULTAN HAMUD MUNICIPALITY SPECIAL BOARD MEETING ON ELECTION OF VICE CHAIRPERSON AND PRESENTATION OF MANAGEMENT WORKING STRUCTURE/TOOLS HELD ON 08 AUGUST 2023 AT THE MUNICIPAL BOARDROOM**

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**MEMBERS PRESENT**

S/N	Name	Role
1	Anne Nduku Muthusi	Chairperson
2	Philip Ngila	Secretary
3	Dr. Sonnia N. Musyoka	Member
4	Jackson Daudi	Member
5	Mary Nduku Muthama	Member

6	Anderson Matheka	Member
7	Dominic Matheka	Member
8	Arch. Stanley Kyalo	Member
9	Julius Musau	Member

### AGENDA

1. Brief meeting with staff.
2. Confirmation of Previous minutes and matters arising
3. Chairpersons remarks
4. Election of Vice-Chairperson
5. Matters arising & presentation of management working structure/tools
6. Adoption of delegated functions
7. Committee ToRs & Delegation of roles to committees
8. Cabinet Papers
9. Budget /Expenditure approval

MIN NO &AGENDA	ACTIVITY
MIN 1/08/08/2023 Preliminaries; confirmation of quorum & adoption of Agenda	<p>The chairperson called the meeting to order at 9:15 am following confirmation of quorum.</p> <p>The secretary read the agenda of the day which was proposed by Mr. Anderson Matheka and seconded by Mr. Julius Musau.</p> <p>The chair requested the manager to invite municipal staff into the boardroom for a brief meeting.</p> <p>The meeting kicked off with a word of prayer led by Steve Sila Mwanja.</p> <p>This was followed by introductions by the entire team. Further, the board highlighted her expectations on service delivery.</p>

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<p><b>MIN 2/08/08/2023</b>  <b>Confirmation of Previous minutes and matters arising</b></p>	<p>Members sought to know the plans towards a municipality tour and benchmarking. It was agreed that the tour would be scheduled for the 25<sup>th</sup> August 2023. On benchmarking, it was agreed that more time was needed to do a more detailed check on performing municipalities that would be of value. The chair took up the responsibility of identifying a progressive municipality for benchmarking.</p> <p>Members sought to know whether Induction training certificates had been dispatched from Kenya School of Government. It was reported that follow up was being done to have them dispatched.</p> <p>Members requested information on the progress towards opening of Municipal Bank Accounts. It was reported that County Treasury had not yet given the greenlight. It was agreed that the Municipal Manager to follow up in writing with Treasury.</p>
<p><b>MIN 3/08/08/2023</b>  <b>Chairpersons remarks</b></p>	<p>The Chairperson appreciated the board and management for the progress in the establishment of the Municipality. She underscored the great responsibility bestowed upon the board.</p>
<p><b>MIN 4/08/08/2023</b>  <b>Election of Vice-Chairperson</b></p>	<p>Following a vacancy arising in the position of Vice Chairperson, the floor was opened for members who wished to take up the responsibility. None of the members expressed interest in the position. However, Mr. Anderson Matheka was unanimously proposed and elected Vice- Chair unopposed. He was proposed by Mr. Stanley Kyalo and seconded by Mary Muthama.</p> <p>Following the election of Mr. Anderson Matheka to the position of Board Vice-Chairperson, it was proposed that Mary Muthama becomes chair of the the Finance &amp; Administration Committee. This was proposed by Mr. Anderson Matheka and seconded by Dominic Matheka.</p>
<p><b>MIN 5/08/08/2023</b>  <b>Presentation of management working structure/tools</b></p>	<p>The manager expressed the need for the board to have various working tools/ documents for day to day operations.</p> <p>Some of the key documents were:</p> <ul style="list-style-type: none"> <li>i. Documents relating to development control</li> <li>ii. Guidelines of establishment of the citizen fora</li> <li>iii. HR establishment/Organogram</li> <li>iv. Board calendar</li> </ul> <p>It was agreed that these tools be developed and shared to the board for review.</p>
<p><b>MIN 6/08/08/2023</b>  <b>Adoption of delegated functions</b></p>	<p>Following the gazette notice of 16<sup>th</sup> June of 2023 on transfer of functions by H.E. the governor, the board adopted all functions transferred to the Municipality as per that notice.</p>

<p><b>MIN 7/08/08/2023</b> Committee ToRs &amp; Delegation of roles to committees</p>	<p>The secretary/Manager took the board through the ToRs of the board committees and isolated the respective functions for each committee. This was guided by Section 3.10.1 b of the Municipal Charter. The board unanimously adopted the ToRs and the delegation of functions to committees as per the charter</p>			
<p><b>MIN 8/08/08/2023</b> Cabinet Papers</p>	<p>The manager presented the following cabinet papers as prepared and by the management:</p>			
	<p><b>S/N</b></p>	<p><b>Cabinet Paper Title</b></p>	<p><b>Value</b></p>	<p><b>Recommendation</b></p>
	<p>1</p>	<p>Solid waste management</p>	<p>8,000,000</p>	<p>Referred to the Committee on Environment</p>
	<p>2</p>	<p>Office partitioning and equipment.</p>	<p>3,000,000</p>	<p>Referred to Management for re-design</p>
	<p>3</p>	<p>Purchase of municipal vehicle.</p>	<p>6,000,000</p>	<p>Referred to the Finance and admin committee</p>
	<p>3</p>	<p>Sultan Hamud Open Air Market</p>	<p>20,000,000</p>	<p>Referred to the Technical &amp; Infrastructure Committee</p>
	<p>4</p>	<p>Opening and spot murraming of roads in Emali and Sultan Hamud towns</p>	<p>8,000,000</p>	<p>Referred to the Technical &amp; Infrastructure Committee</p>
	<p>The Chair referred the papers to the relevant committees for review and resubmission.</p>			
<p><b>MIN 9/08/08/2023</b> Budget /Expenditure approval</p>	<p>The board was taken through the municipal budget/proposed expenditure as approved by the assembly and assented to by the executive. The report was proposed by Mr. Anderson Matheka and seconded by Mr. Dominic Mbevi hence adopted.</p>			
<p><b>MIN 13/25/4/2023</b> Adjournment</p>	<p>There being no other business the chair thanked members for attending and participating in the meeting. The meeting was closed at 4:00 pm with a word of prayer led by Jackson Daudi</p>			

**Minutes Prepared by:**

**Name:** Philip M Ngila

**Designation:** Board Secretary

**Signature** ..... **Date:** 15/08/2023



**Minutes Confirmed by:**

**Name:** Anne Muthusi

**Designation:** Board Chairperson

**Signature** ..... **Date:** 15/08/2023

