

REPUBLIC OF KENYA



GOVERNMENT OF MAKUENI COUNTY



EMALI-SULTAN HAMUD MUNICIPALITY
OFFICE OF THE MUNICIPAL MANAGER
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MAKUENI

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MINUTES OF THE FY 2023/2024 QUARTER II FULL BOARD MEETING HELD ON 21ST DECEMBER, 2023 AT THE MUNICIPAL BOARDROOM

MEMBERS PRESENT		
S/N	Name	Role
1	Anne Muthusi	Chairperson
2	Anderson Matheka	Vice Chairperson
3	Philip Ngila	Secretary
4	Mary Nduku Muthama	Member
5	Anderson Matheka	Member
6	Dominic Matheka	Member
7	Arch. Stanley K Mwanja	Member
8	Julius Musau	Member

MEMBERS ABSENT WITH APOLOGY		
1	Dr. Sonnia N. Musyoka	Member
2	Jackson Daudi	Member

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Agenda

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

MIN NO & AGENDA		ACTIVITY
Min 1/21/12/2023: Opening and preliminary remarks		The chairperson welcomed members and called the meeting to order at 10: 15 am. The meeting started with a word of prayer led by Mr. Julius Musau.
Adoption of Agenda		The Chairperson read the agenda which was adopted as proposed by Dominic Matheka and seconded by Mr. Anderson Matheka.
Min 2/21/12/2023: Confirmation of previous minutes		The Secretary took the board through the minutes. Members confirmed that the minutes were true record of the previous meeting discussions and deliberations as proposed by Mr. Anderson Matheka and seconded by Mr. Stanley Mwanja.
Min 3/21/12/2023: Matters Arising	Minutes Date: 17th July 2023: Personnel	The board chairperson sought an update on replacement of the deceased board member as well as recruitment of key staff. In response, the Municipal Manager reported that the matter was being handled at cabinet level. The Municipal manager reported that, HR Officer, Social Development Officer, Registered Engineer had been recruited. A registered planner had also been deployed from the county head quarter. Further, it was agreed that a follow up needed be done on the conclusion of the recruitment of the registered Planner. It was also agreed that a request be done to Chief Officer Lands to attach an extra Planner to assist in the Development Control Unit.
	Benchmarking	It wa agreed that benchmarking be done before March 2024.
	Minutes Dates: 30th November 2023: Sector Election.	Response to KNCCI letter- It was noted that a response had not been delivered. It was concluded that there was need to put in place structured channels of internal and external communication in consultation with the county executive.
Min 4/21/12/2023: Manager's	Compliance to KUSP Requirement	The manager informed the board that the municipality had complied with KUSP II requirements and the process of compiling evidence was underway.

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comprehensive status report	Purchase of Municipality vehicle	The manager reported that purchase of a municipality vehicle was at an advanced stage following the publishing of government procurement framework for purchase of vehicle.
	Emali Business Park	It was reported that allocation of stalls and trading space was still ongoing.
	Stalls at the bus park	It was reported that the contract/leases of the stalls had lapsed. It was agreed that the process of getting new tenants would be initiated in collaboration with other stakeholder departments. (Trade, Devolution and Finance)
	Citizen fora and Sector elections	It was reported that the municipal staff held sensitizations forums in Emali, Sultan towns, Matiliku and Kasikeu markets. Extension of sector election timelines was proposed to allow for more consultation and sensitization of the public in areas that had not been well covered. It was agreed that sector elections would be deferred to mid-February 2024
	Control of storm water in Sultan Hamud water staff quarters	The manager informed the board that there was a looming disaster (flooding) Sultan Hamud town and that the matter had been escalated to cabinet and was before the county emergency committee for consideration. It was agreed that there was need to factor a budget for emergencies and disaster management.
	Office partitioning and supply of furniture	It was reported that acquisition was ongoing.
	Murraming of Sultan Hamud Open Air Market	It was reported that the project had started. However, the project was being inhibited by challenges related to availability/ breakdown of the county machinery.
	IDeP	A member sought update on the development of the IDeP. It was reported that, the plan had been adopted by the cabinet for forwarding to the assembly for approval.
Min 5/21/12/2023: Presentations from the four board Committees	Committee on environment and social services	The committee recommended that: <ol style="list-style-type: none"> 1. The municipality should conduct more public engagements and mobilization through the media and by public address system 2. Sector election should be deferred to February 2024 3. Completion of the Mwanyani rehabilitation center will be helpful in dealing with street children in Emali town.

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		<ol style="list-style-type: none"> 4. Greening program – a budget to be developed towards greening program in the FY 2024-2025. 5. Increase market cleaning casuals contract period from 3 months to 1 year 6. The committee gave a proposal that the municipality should consider outsourcing solid waste management services. 7. Fencing of Emali dumpsite and acquisition of a skip loaders and skip-bins 8. Constitution of citizen fora – the Manager was tasked to write a letter to MCDF requesting for representatives to fill the missing professional category slots. 9. That there is need for more partnerships in the sports sector and a budget for sporting activities.
	Technical and infrastructure committee	<p>The committee chairperson did a presentation of the committee deliberations highlighting the following.</p> <ol style="list-style-type: none"> 1. Development budget absorption rate- there was need to increase absorption rate of the allocated budget 2. Establishment of the development control unit –It was noted that the function related to development control had not been operationalized. The manager was tasked to write a letter by 22nd December 2023 to the Chief Officer –lands requesting for full transfer of development control function to the municipality. 3. Budget allocation and transfer of assets (equipment) – the committee recommended that for efficient and timely implementation of municipal infrastructural projects transfer of assets needed to be effected. The committee also recommended that the budget for maintenance of machinery needed to be allocated. A separate budget to address emergency works needed to be allocated. The committee recommended that there was need to have a municipal representative (disaster champion) in the county emergency committee to ventilate the issues of the municipality. 4. Road encroachment in Sultan Hamud town- The board resolved that public sensitization to be done in January 2024 and then issue vacation Notices by end of January to allow opening of roads in February 2024. 5. There was need for a special board meeting with the municipal economist.
	Committee on Finance and Administration	<p>The committee chairperson did a presentation of the supplementary budget. It was noted that there was a substantial reduction of budget allocation in Sultan Hamud Open Air Market Project. However, there was also notable addition of budget items during the review. The municipality was now operating 2 bank accounts; development and operational, domiciled in cooperative Bank Emali town Branch. The committee recommended that:</p>

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1. It was important to involve the committee on finance and administration and the board at large in the process of the supplementary budget reviews.
2. In subsequent financial years all allocated budget should be committed in time to avert losing allocated funds during budget reviews.
3. The Board resolved to maximize its mandate in budget making

It was reported that officers had been deployed to the municipality and recruitment of other officers had taken place. The Assistant Manager-support services had been transferred to the county headquarters. The committee recommended that;

1. There was need to establish a consultative approach issues touching the management staff.
2. Staff grievances should be resolved through the right channels.
3. There was need to enhance the Human Resource function in line with established policies, guideline and structures.
4. Staff induction and board team building shall take place early 2024.
5. There was need for the board to expedite the development of the board charter.

Audit, Risk and Compliance Committee

The committee chairperson did a presentation of the committee audit report. The following are the projects that had been done.

1. **Municipal Integrated Development Plan(IDep)**-Budgeted 10M. The committee chairperson reported that plan had been submitted to the county assembly for approval.
2. **Acquisition of municipal vehicle**- Budgeted ksh. 7M. The process of procurement was on going
3. **Office partitioning and supply of office furniture**- Procurement process of the project was on going.
4. **Opening and murraming of roads**- Not started
5. **Sultan Hamud Open Air Market**- Budgeted 4M; 2M for review of the market designs and 2M for murraming of the open air market.
6. **Control of storm water at Sultan Hamud water staff offices** – The matter had been escalated to the cabinet and was before the county emergency committee.
7. **Staff establishment**- It was noted that staff had been deployed to the municipality. Recruitment of a registered engineer, Social Development Officer and human resource office had since been done.

The committee recommended that;

1. Market cleaning casuals contract be extended from 3 months to 1 year

		<ol style="list-style-type: none"> 2. Revenue and enforcement officers be deployed to the municipality. 3. That there was need to recruit an internal auditor and a legal personnel to the municipality.
Min 6/21/12/2023: Resolutions		<p>The following resolutions were made:</p> <ol style="list-style-type: none"> 1. Sector elections should be deferred to mid-February 2024 2. The development Control Unit be established and operationalized. The manager was tasked to write a letter by 22nd December 2023 to the Chief Officer –lands requesting for full transfer of development control function to the municipality. 3. Road encroachment in Sultan Hamud town- Public sensitization to be done in January 2024 and subsequent issuance of vacation Notices by end of January to allow opening of roads in February 2024. 4. There was need for a meeting with H.E the Governor to address issues facing the municipality. The manager was tasked to immediately write to H.E the Governor in consultation with the chairperson on the agenda of the meeting. 5. That the management initiates the process of recruitment/deployment of an internal auditor and a legal person.
Min 7/21/12/2023: AOB		<ol style="list-style-type: none"> 1. Development of internal grievance redress mechanism It was agreed that management establish a grievance platform. 2. Guidelines on conducting board meetings - It was agreed that the development of the board charter be prioritized. 3. Construction of Municipal stadium - It was agreed that the stadium in Sultan Hamud needed to be operationalized. 4. November /December wages for Market cleaners – It was reported that funds to pay casuals had not been released. It was agreed that the management explores avenues of mitigating any further delays. 5. Presentation of Strategic Plan to the board - It was agreed that a meeting be set up for the same. 6. It was necessary to provided official transport for the board during projects inspection and monitoring.
Min 8/21/12/2023:Adjournment		<p>The chairperson appreciated the members for attending and enduring the daylong meeting and for their invaluable contributions. The meeting ended at 6:06 pm with a word of prayer from the Municipal Manager.</p>

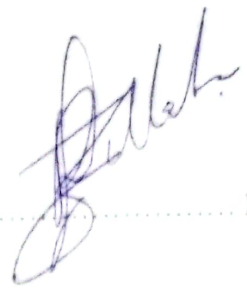
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Minutes Prepared by:

Name: Philip Ngila

Designation: Board Secretary

Signature.....



Date: 04/01/2024

Minutes Confirmed by:

Name: Anne Muthusi

Designation: Board Chairperson

Signature.....



Date: 04/01/2024

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