

REPUBLIC OF KENYA



GOVERNMENT OF MAKUENI COUNTY



EMALI-SULTAN HAMUD MUNICIPALITY
OFFICE OF THE MUNICIPAL MANAGER
P.O. BOX 78-90300
MAKUENI

Web: www.makueni.go.ke

Email: emalisultan.municipality@makueni.go.ke

MINUTES OF THE FY 2023/2024 QUARTER III FULL BOARD MEETING HELD ON 2ND APRIL, 2024 AT THE MUNICIPAL BOARDROOM

MEMBERS PRESENT		
S/N	Name	Role
1	Anne Muthusi	Chairperson
2	Anderson Matheka	Vice-Chairperson
3	Nicholas M. Nzioka	Member
4	Jackson Daudi	Member
5	Mary Muthama	Member
6	Dominic Matheka	Member
7	Arch. Stanley Kyalo	Member
8	Julius Musau	Member
9	Philip Ngila	Secretary

A.

IN ATTENDANCE		
S/N	Name	Role
1	Stanley Nthiwa	County Attorney
2	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 the four board Committees
5. AOB

MIN NO & AGENDA	ACTIVITY
Min 1/02/04/2024: Opening and preliminary remarks	The chairperson welcomed members and called the meeting to order at 11:15 am. The meeting commenced with a word of prayer led by Anne Muthusi.
Min 2/02/04/2024: Chairperson's preliminary Remarks	<p>The chairperson introduced the meeting's agenda, and asked members to declare if there was any conflict of interest, with none the agenda was proposed by Anderson Matheka and seconded by Julius Musau. The chairperson expressed gratitude to the Board and the secretariat for their commitment to the municipality's success.</p> <p>In her preliminary remarks, The Chairperson highlighted on the following</p> <ul style="list-style-type: none"> ➤ Positive engagement with all key stakeholders (Executive, internal & external) ➤ We need to prioritize finalization & adoption of our board policies (Strategic Plan, GRM & Waste Mgt policy). ➤ Need to reconstitute & strengthen committees (Align committees to strengths esp. new members like CECM, proposed formulation of Excom) ➤ Communication- There is need to improve communication and ensure the board is kept informed through the official board wall.

A.

Min 3/02/04/2024: Confirmation previous of Minutes		The minutes of the previous meeting were confirmed as a true record of the deliberations. The minutes were adopted as proposed by Dominic Matheka and seconded by Julius Musau.
Min 4/02/04/2024: Matters Arising	Replacement of Board member	It was reported the board member had been appointed and was awaiting swearing in.
	Physical Planner	It was reported that an additional Physical Planner had been deployed to the municipality.
	Benchmarking	A three day board benchmarking tour was scheduled for August 14th, 15th, 16th, 2024.
	Compliance to KUSP II requirements	It was reported that the municipality had complied on the key requirements. However, there was need to finalize on the (internal) pending matters. It was reported that board appointment letters would be ready during swearing-in of the new board member.
	Municipal Vehicle	It was reported that the municipal vehicle had already been procured and was awaiting payment and delivery.
	Emali Business Center	It was reported that lease agreements had been signed off and forwarded by the manager to the Department of Trade for onward forwarding to other signatories.
	Stalls at the bus park	It was reported that the contracts/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, Finance, and Devolution).
	Citizen Fora	It was reported that the budget to hold the first assembly had been requested. It was agreed that nominations for the missing positions would be finalized by mid-April, and the first citizen fora assembly would be held in May.
	Sector Elections	It was agreed that sector elections would happen by 30 th April 2024
	Murraming of Sultan Hamud Open Air Market	It was reported that the project was ongoing. The manager was tasked to write a letter to Chief officer-Lands and Urban Planning to establish the ownership of the land of the open air market by 3 rd April 2024
	Murraming of the parking area of Emali Business Centre	It was reported that the procurement process for hire of machinery for the murraming works had started.
	IDeP	It was reported that the plan had been approved by the County Assembly and that the Municipality was awaiting formal communication.
Rehabilitation Mwanyani	It was reported that the project was a County flagship project.	

A.

	Rehabilitation Center	The Manager was tasked to write to the Chief Officer-Gender to establish the status of the facility by 3 rd April 2024. It was proposed that the municipality would consider doing CSR projects in the facility.
	Establishment of the Development Control Unit	It was reported that guidelines for operationalization of the development control unit had been submitted to the cabinet for approval.
	Transfer of assets	It was reported that Finance department had committed to actualize transfer of assets by June 2024 as per ACK Salama resolutions.
	Road and drainage Encroachment in Sultan Hamud town	It was resolved that notices to residents encroaching on road reserves would be issued by mid-June 2024 after which road opening would commence.
	Bank Accounts	It was reported that the Municipality had reverted to IFMIS pending operationalization of CBK accounts
	Board Charter, GRM and Service Charter	It was agreed that the board would set a date to discuss/develop Board Charter, GRM, Service Charter and crucial Municipal By-laws. The manager was requested to share a sample board charter for review.
	Training and capacity building of board committee	It was agreed that there was need to train all board committees. The manager was also tasked to write a letter co-opting an internal auditor to the audit, risk and compliance committee by 3 rd April 2024.
	Strategic Plan	It was agreed that technical officers from collaborating departments be invited to give their input to enhance the Municipal Strategic Plan. The board scheduled 22 nd , 23 rd and 24 th May 2024 as dates for validation of the Strategic Plan.
Min 6/02/04/2024: Manager's Comprehensive report		The manager tabled a comprehensive report on the status of ACK Salama resolutions, budget expenditure and previous board resolutions The manager presented draft Budget estimates for the FY 24/25. It was agreed that the board would reconvene to review and adopt the same.
Min 7/02/04/2024: ACK Salama Minutes	Functional analysis of	It was agreed that the chairperson and manager would work on it by 9 th April 2024.

	functions transfer	
	Leadership meeting with MCAs and Lands committee	It was agreed a meeting with MCAs to get their buy in on budget would take place on the 3 rd week of April 2024.
	Incorporation of managers in county enforcement planning	The manager was tasked to write to the CECM –Devolution through CECM-Lands to establish the status of incorporation of managers in County enforcement planning by 4 th April 2024
	Finance and Administration committee	<p>The Committee Chair made a presentation of the deliberations of the committee and tabled the recommendations of the committee for consideration by the Board.</p> <p>The committee made the following recommendation;</p> <ol style="list-style-type: none"> 1. That the proposed budget estimates/Projects and Programs for the FY 2024/2025 be presented to the full board with respect to the CFSP Ceilings. 2. That a Decentralized Treatment Facility (DTF) at Emali and Rehabilitation of the Existing facility at Sultan Hamud be factored in the FY 2024/2025 3. That there was need for capacity building of all the Board and Board Committees factored in the FY 2024/2025 budget. 4. That Enforcement and Revenue officers would be aligned to the staff establishment, which is before the cabinet for consideration. 5. That Human Resource Officer issue to be reviewed after 3 months with effect from 28.03.2024 6. That full transfer of the Emali Business center to ease its management and administration of its affairs. 7. That achievements and status of the ACK Resolutions to be reported to the full Board by the Municipal Manager.
	Environment and Social Services Committee	The Committee Chair made a presentation of the deliberations of the committee and tabled the recommendations of the committee for consideration by the Board.

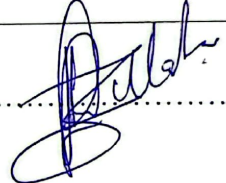
A.

- | | | |
|--|--|---|
| | | <ol style="list-style-type: none">1. Nomination of the unrepresented sectors be done through the respective representations from the municipal board members.2. Budget be fast-tracked to ensure a smooth execution sector election exercise.3. There was need to allocate funds for the purchase of waste bins, skip bins, and a skip loader.4. There need to establish the status of the DTF (Decentralized Treatment Facility) at Sultan Hamud with an intention of possible rehabilitation and operationalization5. It was necessary to have of a DTF at Emali Town6. Adoption of the County Solid Waste Policy as a requirement of KUSP 2 compliance and further allocate some budget for the domestication of a municipal solid waste policy and other by-laws.7. Adoption Municipal Grievance Redress Mechanism as a requirement for KUSP 2 funding8. Budget allocation for the greening program9. Budget allocation for domestication of the county solid waste policy10. Budget allocation for urban landscaping, design and restoration of urban green spaces and the recreational centre11. A follow-up to be done with Kenya Power Limited Company to ensure a reliable power supply to the newly constructed business centre and Mwanyani Rehabilitation Centre.12. Have funds allocated for the formation of a water governance body for the municipality13. In order to curb insecurity, the Tupendane building partially demolished needs to be fenced off as well as have the chicken traders relocated to a suitable trading space. |
|--|--|---|

A.

	Technical and infrastructure committee	<p>The Committee Chair made a presentation of the deliberations of the committee and tabled the recommendations of the committee for consideration by the Board.</p> <ol style="list-style-type: none"> 1. The Engineer shall provide comprehensive progress reports for all projects along with visual aids such as pictures for better understanding 2. The engineer shall appraise the committee with regular updates on projects progress 3. Physical meeting and project site visits were recommended 4. Major projects shall be concentrated within the urban centers to maximize impact.
Min 9/02/04/2024: AOB		The CECM notified members of an ongoing crackdown by the National Environment Management Authority on compliance by plot owners on matters relating to effluent discharge. It was agreed sensitization would be done to ensure residents comply.
Min 10/02/12/2023:Adjournment		The chairperson appreciated the members for attending the meeting and for their invaluable contributions. The meeting ended at 5.02PM with a word of prayer led by Mary Muthama.

Minutes Prepared by:

Name: Philip Ngila **Designation:** Board Secretary **Signature:**  **Date:** 11/04/2024

Minutes Confirmed by:

Name: Anne Muthusi **Designation:** Board Chairperson **Signature:**  **Date:** 11/04/2024

