

MINUTES OF VIHIGA MUNICIPAL BOARD MEMBERS MEETING HELD AT LANDS BOARDROOM ON 10TH DECEMBER 2020.

Attendance

| No | Name | Title | Attending | Excused |
|----|----------------------|--------------------------------|-----------|---------|
| 1 | Eng. Josephat Amadi | Chairperson | ✓ | |
| 2 | Dorcus Wodera | Vice-Chairperson | ✓ | |
| 3 | Isaac Nyamweno | Member | ✓ | |
| 4 | Andrew Ahuga | Municipal Manager | ✓ | |
| 5 | Carolyne Andahi | Member | ✓ | |
| 6 | Mwanaidi Abdi | Member | ✓ | |
| 7 | Amb David Kikaya | Member | ✓ | |
| 8 | Seth Mbale | Member | ✓ | |
| 9 | Nicholas Simani | Member | ✓ | |
| 10 | Lee Jumba | Municipal Economist(Secretary) | ✓ | |
| | In attendance | | | |
| 11 | Eng. Kenneth Keseko | CECM-PPL&H | ✓ | |

Agenda

1. Prayer
2. Chairman remarks
3. CEC Brief
4. Reading of Minutes
5. Review of Urban IDeP
6. Matters arising
7. Naivasha Report
8. A.O.B

| Minute | Description | Action |
|---------------------|---|--------|
| 1. Introduction | The meeting started with a word of prayer from Mr Nick Simani followed by Chairman remarks | All |
| 2. Chairman Remarks | The Chairman briefed the CEC-Lands about the activities that the board had engaged in the last two months of last year. This included the induction workshop and strategic plan workshop also held in Naivasha. The CEC was also updated about a meeting the Board had with the world bank representative in Nairobi. | All |
| 3. CEC Brief | The CECM for lands informed members that he had taken time to go through the Urban Areas and Cities Act (UACA) and noted article 26 which stipulated the membership of the Board. According to the act, it is clear nonmembers were not were not allowed to attend meetings of the Board | |

and on the same vein, Hon Kiseko requested Dr Jairus Amayi to walk out of the meeting because he was not a member of the board. Dr Amayi requested to comment on the situation that made him to be in attendance of the meeting but he was told in no uncertain terms that he was not a member of the Board and therefore was respectfully required to leave the meeting.

Hon Kiseko reiterated that Government institutions are established by the law and that it was very important for the law and that it was very important for the law to be observed in undertaking the operations of the institutions.

The members of the Board were advised to read the law that established the Municipality because that is the bible that should guide the operations of the Board & with it they can never go wrong.

The CEC warned the members of the Board against breaking the law which was already happening in the procurement of consultancy services for workshops that the board had attended in Naivasha.

The supplementary budget has not been uploaded in the IFMIS system, once the budget had been uploaded which is what will allow the Municipality to be able to access funds for operations.

There is need to move with speed to advertise and formalize the process of acquiring the consultancy services that the Board had already utilized.

According to article 51 of UACA, the Board is required to forward to the CEC the signed minutes as requirement and the Board was reminded the need to comply.

The Board was informed that the Department of Physical Planning, Lands and Housing had identified officespace within Mbale town which will be leased for the Board to utilize. Procurement for the offices will be done within the shortest time possible since the Board urgently requires space for housing its operations. The space will cater for a boardroom, an office for the Municipal manager and workstation for Municipal staff.

There was a proposal from the Board members for the office space to have a kitchen from which tea for the Municipal Manager and the Board members can be prepared.

The department had been promised that the other Department would second officers to the secretariat of the Board but so far only two Department have seconded officers for consideration.

The CEC noted that the county does not have adequate number of qualified technical staff but promised to make a follow up on the matter of secondment while ensuring the quality of officers seconded is right.

Municipality should come up with a budget. There was a proposal for the budget to be at an estimated figure of 35 Million.

The Board should identify positions that require to be filled. An indent for the positions should also be prepared.

The CEC promised to make a follow up with the County Public Service Board in regards to the position of the Municipal Manager which had been advertised. The meeting was briefed that the person recruited as a Municipal manager should be in the position of a director at Job group R. The proposed structure of the Municipality should be based on job groups and remuneration of the officers.

Members were also reminded of the UACA where it states the number of meetings to be held in a year. When holding meetings beyond what the law specifies, the procedure of calling such a meeting should be followed i.e. 3 members writing to the chairman to call for special general meeting.

The Board proposed that it needs to embark on a benchmarking mission to Makueni and Kiambu County to learn on how they manage their municipalities.

A proposal on training the Board on board management & board papers presentation was floated and the CEC informed members that normally the County gets sponsorship to go for such training at Kenya School of Government(KSG) by Ahadi Kenya.

The issue of who should be the secretary of the Board was discussed as it was clear that there was confusion which resulted in failure of capturing minutes for a meeting held on 29th December 2018.

The Municipality Charter of the Board has some inconsistencies that require to be harmonized with the existing laws.

Members of the Board will require services of a legal counsel to help in interpretation of the law and advising the Board on legal matters just way in companies they have corporate laws.

Members proposed to have a tour of the Municipality boundary to appreciate the challenge existing in their area of jurisdiction. Members also discussed the idea of expanding the boundary of the Municipality so that the ward that have some sections outside the Municipality include; Sabatia West, North Maragoli and Izava Lyadyuwa.

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| | <p>The idea of having an additional Municipality by splitting the exiting area was discussed but the CEC advised that it is important that for the time being the Board focus on what is of immediate importance which was identifying projects to be implemented under KUSP, the matter of expansion can be handled later.</p> <p>To hasten the process of procuring projects under KUSP, the CEC reported that he would seek advice of the Director Supply Chain on how a consultancy can be brought on board to help in preparing documentation for construction works. The consultancy will be required to provide the documents within two and half months to enable the Board to have time to advertise and eventually commit the funds for the projects.</p> <p>Professor Kikaya gave a vote of thanks in appreciation of CEC for coming to the Board meeting and sharing candidly with the Board members.</p> <p>Carolyn offered a word of prayer before the CEC departed from the meeting.</p> | |
| 4. Reading of Minutes & Confirmation | Municipal Manager took members through the minutes of the previous meeting after which Mr Isaac Nyamweno proposed and Mr Seth seconded the minutes to be a true reflection of the deliberations of the meeting. | All |
| 5. Review of Urban IDeP | The manager presented on issues that were arising on Urban Corridors and green spaces, and it was agreed that the Urban IDeP be reviewed to include the construction of urban corridors across the municipality and green spaces as emerging projects. | All |
| 6. Matters arising | <p>Dr Chasia is the owner of the land in Tsimbalo where a borehole was drilled by an NGO in a private parcel of land. The owner would like to know exactly what the Board proposes to do in regard to utilization of the borehole.</p> <p>There is need to improve communication channels between the Board and the Department. It was agreed that the protocol should be observed at all times. Communication should flow in the following manner; Municipal Manager>Chief Officer>CEC>Deputy Governor>Governor.</p> | All |
| 7. Naivasha Report | The secretary took members through the report on the workshop that was held in Naivasha. | |
| 8. A.O. B | <ul style="list-style-type: none"> ▪ There is need to contact Goedev who are reviewing the Boundaries of the Municipality ▪ Human Resources committee to meet and discuss human resource needs, scales and prepare indent for positions that will require to be advertised. ▪ Finance committee will have a meeting next week Monday at the land's boardroom. | |

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| There being no other business to be transacted the meeting ended at 7.00pm with a word prayer from Mr Nyamweno. |
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for Chairperson... Andrew Athuga ... Sign  ... Date

Secretary... LEE JUNBA ... Sign  ... Date