



# RONGO MUNICIPALITY BOARD

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## MINUTES OF THE 1<sup>ST</sup> MEETING OF FINANCE AND ECONOMIC PLANNING COMMITTEE HELD ON 29<sup>TH</sup> AUGUST 2023 AT RONGO MUNICIPAL BOARDROOM

### PRESENT

1. Bishop Joel Nyauche-Chairperson
2. Mr. Jack Otieno Owuor-Member
3. Ms. Margaret R. Omolo- Member
4. Mr. Zachary Onyango Ojwang-Member
5. Mr. David Ore- Municipal Manager/ Secretary

### AGENDA

1. Preliminaries
2. Message from the Committee chairperson
3. Preparation of Draft Committee Terms of Reference
4. Update on the Financial status of the Municipality
5. AOB

MIN. NO.	DESCRIPTION	ACTION
<b>Min.1</b> <b>29/08/2023</b>	<b><u>Preliminaries</u></b> The committee chairperson called the meeting to order at 10:00 am. A word of prayer was led by Ms. Margaret R. Omolo. The chairperson then confirmed that the meeting met the quorum and asked the secretary to read through the agenda of the meeting. Mr. Jack Otieno Owuor proposed the adoption of the agenda as read. He was seconded by Mr. Zachary Onyango and members unanimously agreed.	
<b>Min. 2</b> <b>29/08/2023</b>	<b><u>Message from Committee chairperson</u></b> The chairperson welcomed all the members to the meeting and urged them to contribute actively to the business of the committee.	All members

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Signed : Chairperson.....Secretary.....


	He thanked the Lord for the opportunity to serve as a board member of Rongo Municipality and for the trust bestowed on him as the chairperson of the Finance and Economic Planning Committee.	
<b>Min 3 29/08/2023</b>	<p style="text-align: center;"><b><u>Preparation of Draft Committee Terms of Reference</u></b></p> <p>As was delegated by the Municipal Board in its 3<sup>rd</sup> sitting, the members deliberated on the functions of the committee as guided by the Urban Areas and cities Act, 2011)</p> <p>The committee members deliberated on the functions of the committee and the following areas were picked:</p> <ol style="list-style-type: none"> <li>1. <i>Consider financial implication of any arising matter of the Board</i></li> <li>2. <i>Enter into such contracts, partnerships or joint ventures as it may consider necessary for the discharge of its functions under this Act or other written law;</i></li> <li>3. <i>Prepare and submit its annual budget estimates to the relevant County Treasury for consideration and submission to the County Assembly for approval as part of the annual County Appropriation Bill;</i></li> <li>4. <i>As may be delegated by the county government, collect rates, taxes levies, duties, fees and surcharges on fees;</i></li> <li>5. <i>Settle and implement tariff, rates and tax and debt collection policies as delegated by the county government;</i></li> <li>6. <i>Prepare an Annual estimate of Revenue and Expenditure of the Board</i></li> </ol>	<p>Committee chairperson</p> <p>Municipal Manager</p>
<b>Min 4 29/08/2023</b>	<b>Update on the Financial status of the Municipality</b>	Municipal Manager

	<p>The municipal manager informed the committee that Rongo Municipality had received Ksh 706,000 from the County treasury to support administrative activities of the Board and Management. He also informed the meeting the Municipality has a pending bill of Ksh 1,543,350 which should be cleared.</p> <p>The manager further informed the meeting the received funds would be used to settle the following bills:</p> <ul style="list-style-type: none"> <li>• Municipal Manager's claim on Perdiem, Registration and Transport during Devolution Conference in Eldoret</li> <li>• Inherited pending Bills for 2nd Board (as per handing over report)</li> <li>• Street Cleaning activities</li> <li>• Citizen Fora</li> <li>• Garbage Collection</li> <li>• Office operation</li> </ul>	
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The next meeting would be held on 16<sup>th</sup> November 2023 in Rongo Municipal Board-Room at 10:00 am.


There being no other businesses the meeting was adjourned at 09:00 am by a word of prayer from Bishop Joel Nyauche.

**Minutes signed for Circulation**

Chairman.......... Date.....28/9/2023.....

**Minutes Confirmed**

Chairperson.......... Date.....28/9/2023.....

Secretary.......... Date.....28/09/2023.....

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