

MINUTES FOR KEHANCHA MUNICIPAL BOARD MEETING

Venue	Municipal Board Offices Boardroom
Date	9 th August 2023
Time	11:45 am

MEMBERS PRESENT

1. Mr Bohoko Matiko Samson Chairperson
2. Brig (Rtd) James Magige Gitiba, EBS Member
3. Mrs Otaigo Anne Magoko Member
4. Mr Thomas Omahe Mwita Member
5. Mr Makuri Pius Marwa Member
6. Peter Mwita Marwa Member
7. Mrs Awino Mary Mwita Member
8. Mr. Maroa Simon Nokwi Municipal Manager (Secretary)

AGENDA

1. Preliminaries
2. Confirmation of the previous meeting
3. Matters arising
4. Formation of municipal board committees
5. World Bank minimum conditions and performance standards for KUSPII
6. Transfer of functions outlined in the municipal charter
7. Kehancha municipal revenue mobilization
8. Kehancha municipal assets
9. Kehancha Fresh Produce Market
10. Adjournment.

MIN 1/KMBM/AUGUST 2023: PRELIMINARIES

The meeting started at 11:45 am with a word of prayer offered by Mrs Awino Mary Mwita . In his opening remarks, the Municipal Board Chairperson welcomed and thanked members for finding time to attend the meeting. He also thanked the board members for attending his homecoming ceremony. He asked the members to participate actively and constructively.

Minute	Subject	Action person	Resolution
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MIN 2/KMBM/AUGUST 2023: CONFIRMATION OF THE PREVIOUS MINUTES.

The minutes of the meeting held on 6th April 2023 were read through and confirmed as true records of the previous meeting proceedings. The minutes were proposed by the Mrs Mary Mwita and seconded by Mr Omahe Mwita.

MIN3 /KMBM/AUGUST 2023: MATTERS ARISING

Members inquired on the of the following issues discussed in the in the previous meeting

- i) **Level of cleanliness within the town.** The level of cleanliness in Kehancha, Ikerege, Masangora, Nyabikongori, Kurutyiange, Gokeharaka, Nguku and Maeta had increased. There is need to acquire the garbage collection vehicles.
- ii) **Lights in the Fresh Produce Municipal Market.** The lights at the fresh produce market had been repaired and are working.

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MIN 4/KMBM/AUGUST 2023: FORMATION OF MUNICIPAL BOARD COMMITTEES.

Human Resource and Administration Committee	The members proposed to this committee include the following 1. Brig (Rtd) James Magige Gitiba, EBS 2. Mrs Otaigo Anne Magoko 3. Mr Thomas Omahe Mwita 4. Mr Makuri Pius Marwa 5. Mr Peter Mwita Marwa Mr Peter Mwita Marwa was elected the chairperson of the committee.	The board committee chairperson was proposed by Mr Thomas Omahe and seconded by Mrs Anne Magoko All board committee members were in favour of the persons proposed and seconded.	The board will set terms of reference for the committee
Audit Risk and	The members proposed to the Audit Risk and Compliance committee	The board committee	The board will set terms of reference for the

Compliance committee	<p>includes:</p> <ol style="list-style-type: none"> 1. Brig (Rtd) James Magige Gitiba, EBS 2. Mrs Otaigo Anne Magoko 3. Mr Thomas Omahe Mwita 4. Mr Peter Mwita Marwa <p>Mr Mwita Thomas Omahe was elected the chairperson of this committee.</p>	<p>chairperson was proposed by Mr Peter Mwita Marwa and seconded by Mr Makuri Pius Marwa All board committee members were in favour of the persons proposed and seconded.</p>	<p>committee</p>
Finance and General Purpose Committee	<p>The members of the Finance and General Purpose Committee</p> <p>Include the following:</p> <ol style="list-style-type: none"> 1. Brig (Rtd) James Magige Gitiba, EBS 2. Mrs Mary Awino Mwita 3. Mrs Otaigo Anne Magoko 4. Mr Makuri Pius Marwa <p>Mrs Mary Awino Mwita was elected the chairperson of the Finance and General Purpose committee.</p>	<p>The board committee chairperson was proposed by Brig (Rtd) James Magige Gitiba, EBS and seconded by Mr Peter Mwita Marwa All board committee members were in favour of the persons proposed and seconded.</p>	<p>The board will set terms of reference for the committee</p>
Technical/ Strategy Committee	<p>The following members were proposed to constitute the Technical/ Strategy Committee</p> <ol style="list-style-type: none"> 1. Brig (Rtd) James Magige Gitiba, EBS 2. Mrs Otaigo Anne Magoko 3. Mr Thomas Omahe Mwita 4. Mr Makuri Pius 5. Marwa Peter Mwita Marwa <p>Mr Makuri Pius Marwa was elected the chairperson of the committee</p>	<p>The board committee chairperson was proposed by Mrs Anne Magoko and seconded by Mr Thomas Omahe Mwita All board committee members were in favour of the persons proposed and seconded.</p>	<p>The board will set terms of reference for the committee</p>
<p>MIN 5/KMBM/AUGUST2023: WORLD BANK MINIMUM CONDITIONS AND PERFORMANCE STANDARDS FOR KENYA URBAN SUPPORT PROGRAMME II</p>			
World Bank Minimum Conditions	<p>The members were taken through the 9 Minimum Conditions (MCs) and 11 Performance Standards (PSs) status report in reference to the</p>	<p>The municipal manager was tasked to assess the degree of compliance for</p>	<p>A status report to be generated giving recommendations on actions to be taken to</p>

and Performance Standards for KUSPII.	conditions and performance standards set by the World Bank in collaboration with the State Department of Housing and Urban Development. Meeting the minimum conditions allows the municipality to participate in the programme while the performance standards determines the amount of money that each municipality gets.	each Kenya Urban Support Programme II (KUSPII) minimum conditions and Performance Standards. The aim is to achieve 100% compliance to ensure access to the first allocated amount under the Urban Development Grant and to qualify for the second batch of the funds as stipulated in KUSP Programme Operation Manual (POM).	ensure all conditions and standards are met before set deadlines.
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MIN6 /KMBM/AUGUST 2023: TRANSFER OF FUNCTIONS OUTLINED IN THE MUNICIPAL CHARTER.

Transfer of functions outlined in the municipal charter.	It was noted that the municipal functions were still performed by a number of departments of the County Government of Migori. For instance, solid waste management and urban area roads are performed by the departments of Environment and Roads respectively. Enforcement in major towns is conducted by the public service management. There is need to regulate the use of land and ensuring that operations on land conform to Kehancha Physical Land Use Development Plan as well as policy guidelines, regulations issued by the board to achieve purposeful utilization of land in the interest of the welfare of Kehancha Municipal Residents.	The municipal manager and the county executive committee member for Lands, Housing Physical Planning and Urban Development.	It was agreed that Kehancha Municipal Board and the municipal management through the county executive committee(CEC) undertakes a functional analysis of the delegated functions of municipal infrastructure and service delivery to identify functions and seek the approval for transfer of the same by the County Executive Committee and the County Assembly.
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MIN 7/KMBM/AUGUST 2023: KEHANCHA MUNICIPAL REVENUE MOBILIZATION

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Kehancha Municipal Revenue	It was noted that the role of the municipality with respect to revenue mobilization was not	Technical/Strategy Committee.	After adoption of the committee report by the Municipal Board, the

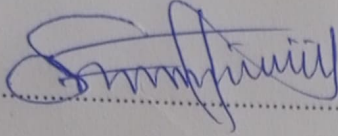
Mobilization	<p>captured in Migori Revenue Act 2023. Reference was made to Section 170 of the Public Finance Management Act (PFM Act), 2012; Urban Areas and Cities Act, 2011 (Amendment 2019) which talk about urban area revenue mobilization. The members proposed the county revenue regulation to include the municipal role which is to mobilize revenue within the municipal jurisdiction on behalf of the county government. This was informed by the fact that county governments and municipalities relate on the basis of Principal Agent relationship.</p>		<p>chairman will forward it to the County Executive Committee for Finance and Economic Planning for inclusion in the Migori County Revenue Regulation</p>
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MIN 8/KMBM/APRIL 2023: KEHANCHA MUNICIPAL ASSETS

Minute	Subject	Action person	Resolution
Kehancha Municipal Assets	<p>It was noted that public land (within the municipality) belonging to the County Government of Migori is supposed to be managed by the Municipality. This includes 54 hectares of Kehancha Divisional Headquarters registered under South Nyanza County Council, the land leased to BAT at Tarang'anya, the Bus Parks (municipal stalls), Kehancha Municipal Markets, the dams, open spaces in the urban areas within the municipality, all roads in the urban areas that is not under KURA and KeNHA and land hosting public institutions and the land in Homa Bay Town assigned to the defunct Kehancha Municipal Council. Members indicated the need to protect these assets by beaconing. The list also includes a garbage truck, a Prado, a grader, motor bikes and a tractor that are under the</p>	<p>The Audit, Risk and Compliance Committee.</p>	<p>The committee will generate a detailed report on the status of Kehancha Municipal Assets in consultation with the Intergovernmental relations technical committee on assets.</p>

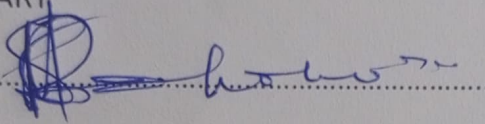
	stewardship of Migori County Government.		
MIN 9/KMBM/AUGUST 2023: THE FRESH PRODUCE MARKET			
Fresh Produce Market at Kehancha	Due to inadequate space at the old Kehancha Municipal Market that compels many traders to operate along the streets within Kehancha Town, the board noted the need to source for funds to construct a new municipal fresh produce market. This would boost the wholesale and retail trade. It would also transform the informal traders to formal sector enhancing revenue collection. The board agreed to allocate space for the construction of this public utility from the Kehancha Divisional Headquarters land.	The Planning and technical Committee.	The committee will do need assessment report and a communication that will be forwarded to the governor to request for funds from the State Department for Housing and Urban Development.
MIN 10/KMBM/AUGUST 2023: ADJOURNMENT.			
There being no other business, the meeting ended with a word of prayer from Mrs Otaigo Anne Magoko. The meeting was adjourned at 5:30pm.			

MIGORI COUNTY GOVERNMENT
LAND, HOUSING AND URBAN DEVELOPMENT
MUNICIPAL MANAGER
17 NOV 2023
KEHANCHA MUNICIPALITY
P. O. Box 158 40413 KEHANCHA

Prepared by.....

MAROA SIMON NOKWI

SECRETARY

Confirmed by.....

SAMSON MATIKO BOHOKO

CHAIRPERSON

Date..... 17/11/2023

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