



REPUBLIC OF KENYA



MIGORI MUNICIPALITY



MIGORI COUNTY

DEPARTMENT OF LANDS, HOUSING, PHYSICAL PLANNING & URBAN DEVELOPMENT

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SUNA-MIGORI

**MIGORI MUNICIPALITY FULL BOARD MEETING HELD ON 31/07/2023**  
**IN THE MUNICIPAL BOARD ROOM AS FROM 9:00AM**

**MEMBERS PRESENT**

1. MR. ROBERT OMONDI MANDELA	CHAIRMAN
2. MRS. TURPHOSER ADHIAMBO ADAWO	ASST. CHAIRPERSON
3. MR. DANIEL FRANK AKELO	MEMBER
4. MR. WILLIS ALUOCH ALUOCH	MEMBER
5. MR. PAUL ODHIAMBO KOKELLO	MEMBER
6. MR. JAMES OGUTU ODINDO	MEMBER
7. MRS. SPIRIM KWAMBOKA OLOO	MEMBER
8. MR. OWINO DISMAS ONYANGO	SECRETARY

**ABSENT WITH APOLOGIES**

1. HON. ENGINEER JOHN KOBADO	CECM
2. MR. ANDREW MWERA	C.O

**PRELIMINARIES**

The meeting was brought to order by the chairman at 9:20 AM and opening prayer was offered by Mrs. Spirim Kwamboka Oloo.

The chairman thank members for keeping time and attending in large numbers. Since it was the first full board meeting in that quarter and with the new Manager, the chairman led the meeting through introduction and the manager readout the agenda items. He encouraged members to be open and deliberate freely for the betterment of the Municipality.

**AGENDA**

1. Committee reports by respective chairmen
2. Work plan
3. KUSP 2 minimum conditions

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4. A.O.B

**MIN 01/07/2023: REPORTS FROM COMMITTEE CHAIRMEN**

The chairman having earlier requested the committees to meet, gave each chairman an opportunity to give report on their meeting deliberations and any way forward they had reached for the wellbeing of the Municipality.

**A. FINANCE COMMITTEE**

The chairman had the following to give:

- i) He said, he together with the committee members and with the guidance of Manager, managed to get the following details.
  - a) He revealed to the board that he found the following documents and perused over them.

**PENDING LIABILITIES**

▪ Watchman	KSHS. 15,000
▪ Cleaners	KSHS. 3750
▪ Former municipal board	KSHS. 160,500
▪ Current municipal board	KSHS. 303,000
▪ Commissioners tare	KSHS. 4331

He found out that the municipality had these three Bank Accounts:

- Urban Development Grant Account with KSHS. 10,168,600
- Migori Municipality operations Account KSHS. 964.68
- Migori Municipality Retention Account KSHS. 12,996,400

The projects that were carried out so far in the Migori Municipality:

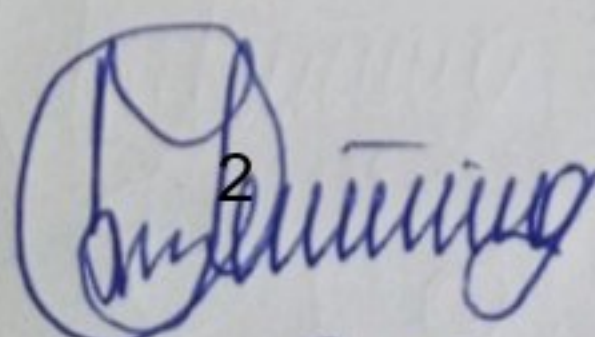
- In the Financial year 2018/2019 KSHS. 133,622,800 ( from KUSP)
- FY 2020/2021 KSHS. 98,710,850 (from KUSP)
- FY 2021/2022 KSHS. 73,094,110 (from KUSP)
- FY 2022/2023 KSHS. 20,685,138 ( from Migori County Government)

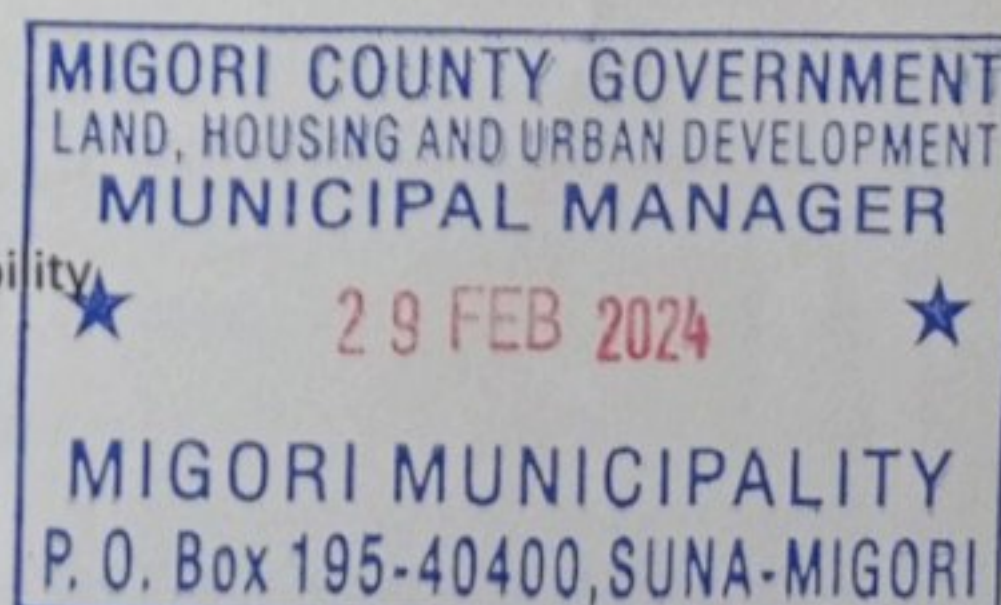
The committee have highlighted the following challenges:

- Low revenue collection in the Municipality
- Limited/inadequate budgetary allocation.
- Limited technical staff
- Limited office space
- Lack of budget vote
- Lack of a vehicle for mobility

The committee had to recommend the following:

- There should be a vehicle to ease members mobility

  
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- Need to have municipal office block for adequate office space.
- There should be increased budgetary allocation.
- There should be timely budgetary disbursement of funds from the treasury.
- Addition and technical staff should be employed to ease Municipality mandate implementation.
- Creation of a budget vote for Municipality.
- All function of the Municipality should be delegated in full as defined in the Urban Areas and Cities Act (UACA) for a complete functional Municipality.

The committee also managed to access the budget and extracted the following:

- Financial year 2023/2024 budget allocation
 

Recurrent	KSHS. 15,294,625
Development	KSHS. <u>5,400,000</u>
TOTAL	= <u>20,694,625</u>
- Physical planning/urban development
 

Recurrent	KSHS. 73,188,254
Development	KSHS. <u>41,400,000</u>
TOTAL	<u>114,588,254.</u>

The board chairman also had the following to the finance committee to handle:

- Committee was to avail the budget that reveals votes where the money is to be spent and how much.
- Handing over report showing assets and liabilities.
- Statement of income (cash flow) for 2022/2023.
- Financial plan as aligned with the Governors manifesto.
- Bank balances, Operations Account, Retention Account and UDG Account.
- The number of casual workers and their payments.

#### B) AUDIT AND COMPLIANCE COMMITTEE

The full Audit committee meeting report was available in each members file on their functions, challenges and way forward.

However, the following points in way forward were noted:

- The committee members to move through the Municipality to view and assess the projects.
- Assess the prone areas of risks and come up with mitigation measures.
- Access necessary documents and do necessary reports on audit.
- Plan for bench marking to other departments.
- Access the audit Act and any other laws to get more information and guidelines on how to carry out their functions.

However the board had also the following:

- Enhance whistle blower environment to help bring good financial practices
- Find out if internal audit report was ready for financial better practices.

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- Prepare audit plan strategies for 2023/2024.
- Report on existing and continuing projects and discover whether they are rooms for expansion.

### C) HUMAN RESOURCE AND ADMINISTRATION COMMITTEE

The chairman informed the meeting that they had a meeting as a committee on 21/7/2023.

During their meeting, they went through their mandate as follows:

- Look into salary cadre of the staff and the promotions
- Look into disciplinary issues.
- Develop, implement and review conflict resolutions & policy
- Look into international labor laws and their application to the Municipality context.
- Look into gender regulations policy and ensures gender inclusion in various Municipality programs and activities.
- They look into performance of employees by tracking their performance and performance contracts.
- Compare performance of various groups with an intention of improving the current performance.
- Check on compensation and benefits of the staff where applicable.
- The chairman expected the committee to look into; in addition to the above:
  - ✓ Goals and objectives of the previous boards and use them to improve the current boards.
  - ✓ Check on staff turnover and ensure that it's minimized to ensure continuity.

### D) PLANNING, TECHNICAL, TRAINING, STRATEGIES AND INFRASTRUCTURAL COMMITTEE.

The chairman of the committee took the meeting through their minutes (report) of their meeting which they held few weeks before full board meeting. He explained the following:

They as a committee had visited the CBD of the Municipality and observed the following:

- i) Need to create the Lorries parking along the river Migori banks and Migori township secondary school. It needed leveling and murraming for the purpose.
- ii) Need to create a parking for the pick-ups behind the shivling supermarket. The challenge was that the same area was being used as car wash and trees nursery.
- iii) They raised concern on the way Boda Boda sheds were being placed along the highway. The shades were creating more confusion and congestion in town.
- iv) NAS Hotel, Tawakal Hotel and family Bank buildings were allegedly releasing raw waste to the surface drainages, hence pollute the environment and river water.
- v) Ombo market stalls allocations was not done to the public expectations and needed to be rechecked and aligned according to the original government intentions.
- vi) Marindi market construction was too slow and enquiries was to be done to find out what issues were underlying that resulted into that.

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## MIN 02/07/2023 ANNUAL WORK PLAN.

Manager took the board through the annual work plan. It was agreed that the:

- a) The Municipal By – laws be brought to the first quarter in order to fix the Municipal functions and services.  
Members resolved that the existing By-laws be availed for members to go through for easy review called upon.
- b) Review of the integrated Development plan (IDEP) be done as quickly as possible to embark on the projects that would assist Wananchi of the Municipality.

The chairman assured members that he would liaise with manager and CECM for Lands, Physical Planning and urban Development to fast track the review of both IDEP and the By-laws.

## MIN 03/07/2023: KENYA URBAN SUPPORT PROGRAM (KUSP II) MINIMUM CONDITIONS AND PERFORMANCE STANDARDS.

The manager informed the meeting that the World Bank sponsored projects in the first phase was complete and the last payments to the constructors were underway. He also informed them that the World Bank had set out some minimum conditions and performance standards that had to be met by the participating Municipalities in order to qualify for the second phase of funding. He took the meeting through these minimum conditions and performance standards and the Board adopted them and mandated the manager to go ahead and get all the requirements as stated.

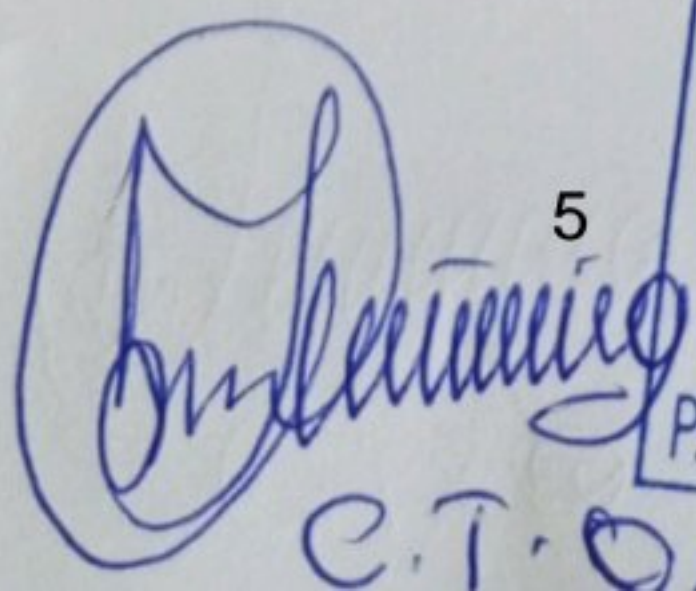
They promised to produce all the documents required. They expressed their gratitude to the World Bank through KUSP and promised to do all that's possible to ensure the Municipality qualify for the second phase.

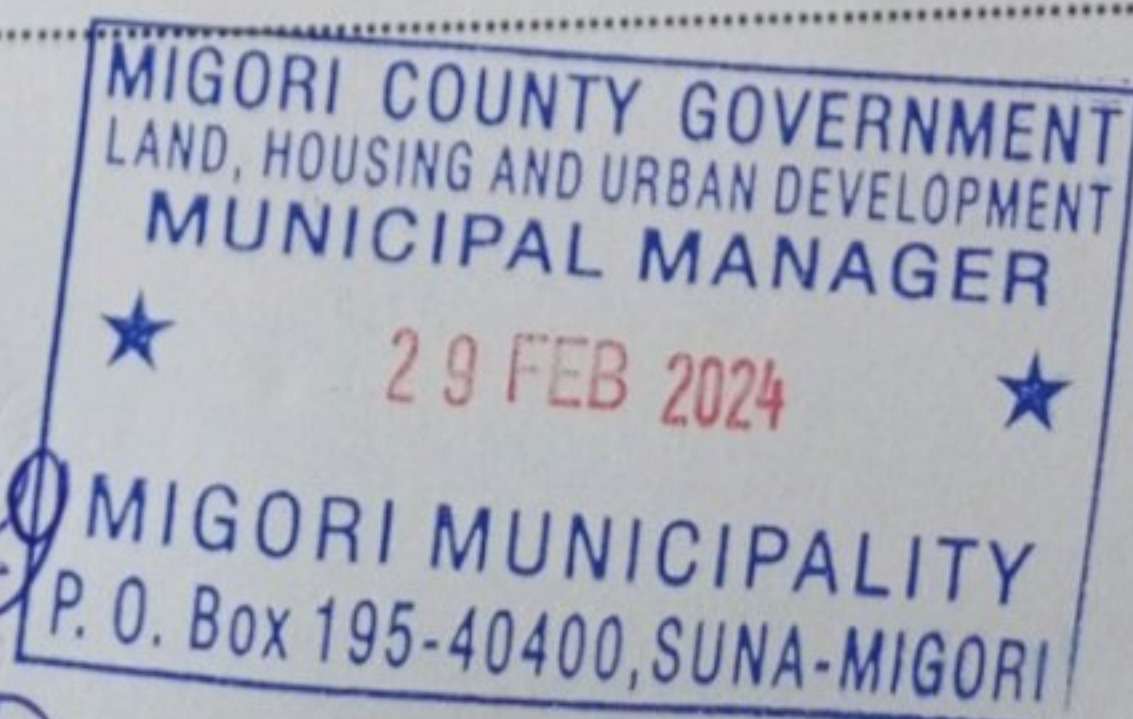
## MIN 04/07/23: A.O.B

1. Board members expressed desire to have a conversation with H.E THE Governor to brief him of their plans and challenges they were going through.
2. The chairman was requested to follow up on the members sitting allowances that were in arrears.
3. Members agreed that they would develop proposal to the development partners that would help them do many projects in the Municipality.
4. The members were informed that Urban Areas and Cities Act allowed for one full board meeting per quarter and may be one special full board per quarter and each committee was allowed to meet once in a quarter. They were further told that there must be one public forum per quarter.

There being no any other business, the meeting ended by a word of prayer from Mrs. Spirim Kwamboka Oloo at 4:30pm.

PROPOSER ..... SECONDER.....

  
C.T.O.





SIGNED .....

SIGNED.....

CHAIRMAN

SECRETARY



*John Mwangi*  
C.T.O