



REPUBLIC OF KENYA
DEPARTMENT OF PHYSICAL PLANNING & URBAN DEVELOPMENT

MIGORI MUNICIPALITY
DEPARTMENT OF PHYSICAL PLANNING & URBAN DEVELOPMENT

MIGORI COUNTY

Tel: +254-720-391-392

P O Box 1172 – 40400

SUNA-MIGORI, KENYA

E-mail: migoricountygov@gmail.com

MINUTES OF MIGORI MUNICIPALITY FULL BOARD MEETING HELD ON FRIDAY, 19/01/2024 AT 3PM IN THE MUNICIPAL BOARDROOM

MEMBERS PRESENT

1. Paul Odhiambo Kokello.....Chairman
2. Turphoser Adhiambo Adawo.....vice chairperson
3. Willis Aluoch Aluoch..... Member
4. Robert Omondi Omondimember
5. Josphine Omwanda..... member
6. James Ogutu Odindo.....member
7. Daniel Franc Akello..... member
8. Spirim Kwamboka Oloo..... member
9. Owino Dismas Onyango.....secretary/ manager

MEMBERS ABSENT WITH APOLOGIES

1. Andrew Mwera..... Chief Officer Lands, Housing, Physical planning and Urban Dev.

AGENDA

1. Opening prayers
2. Preliminaries
3. Reading and confirmation of previous minutes
4. Matters arising from previous minutes
5. Finance/Budget for the financial year 2023/24 and 2024/25



C.C.O
[Signature]

- including board activities and 3rd quarter expenditures
6. By-laws review retreat at Mbita
 7. Priority projects according to CIDP and POM
 8. Roles and responsibilities of board members
 9. Copy of all minutes for the year 2023/2024
 10. Members remarks and adjournment

The opening prayer was offered by Mr Ogutu James at 3.05pm. the chairman then welcomed all members to the meeting and thanked them for attending the meeting in bigger percentage.

The chairman then led members into adopting the agenda items for discussion during the meeting.

Min 01/01/2024: reading and confirmation of previous minutes

The previous minutes were read by the secretary and proposed by Ogutu James and seconded by Turphoser Adawo as the true reflection of the discussion of the previous meeting.

Min 02/01/2024: Matters arising from previous minutes

It was observed that the minutes were so much individualised as it carried the names of those who commented instead of using the board as the bearer of resolutions.

The meeting was informed that Audit committee did not do the Ombo Market audit. This was because it was broader and more elaborative. The committee claimed it was beyond their capacity since it required more personnel.

The secretary informed the meeting that the savings from UDG had been spent on two projects:

- Solar powered streetlight Namba Market where sixteen (16) number were installed
- High mast solar light in Marindi market was installed.

Members expressed dissatisfaction on how the KUSP I savings were spent most especially that no consultation was properly done. They expressed fear that the choice for the projects may have not been properly done,

though the secretary referred them to the **Min 03/11/2023** of the previous minutes where potential projects were discussed and listed. The board still felt that there were still better projects that ought to have been done using the same funds only that they were not consulted adequately. The was elaborate fear that procurement procedure may have not been followed. But were assured by the secretary that the process was well done and completed. The meeting resolved that chief officer be invited to the meeting on a later date to shade more light on the expenditure of the savings from UDG funds in his capacity as the chief officer Lands, Housing, Physical Planning and Urban development.

Min/03/01/2024: Finance/budget for the financial year 2023/24 and 2024/25 including board activities and 3rd quarter expenditures

- The meeting concluded that a requisition be done to the Finance department for members and technocrats to go for a retreat to review the municipal by-laws. Mr. Paul Kokello, the chairman for finance committee was mandated to liaise with the manager to do that.
- There was need to have a workshop for CIDP in-depth perusal to help marry the county projects and the proposals from members of the public that were recorded in the CIDP.
- Since the procurement process was going on for various county projects, it was necessary that an expenditure list be made to spell out all activities to be handled in the third quarter of the FY 2023/2024. The manager explained to the meeting that according to the approved supplementary budget 1, the following will be procured:
 - a. Procurable recurrent expenditures like cleaning and sanitary items, electronics supplies, uniform, vehicle maintenance, fuel and lubricants, publishing and printing services among others were well on course.
 - b. Development expenditures which include supply of electricity to the new modern Omboo market and construction of a garbage holding site at Marindi market were also on course.

It resolved that the board be brought to speed with each occurrence to ensure things are done the correct manner.

C.C.O
(Signature)



Min 04/01/2024: By-laws review retreat at Mbita

Due to the importance of the document in running municipality affairs, it was resolved it be implemented as discussed in the above agenda.

Min 05/01/2024: Priority projects according to CIDP and POM

Reference was made from the previous minutes if the implemented projects were the actual ones recommended in the CIDP and POM (Projects operations manual) from KUSP 1. The previous minutes had stated that the projects to be done were: flood lights in markets, solar street lights, non-motor able transport and garbage skips. It was discovered that they are in the POM and CIDP but many were left out some of which were very important like construction of drainages for storm water controls, opening of municipal roads which the meeting was told must be done to bitumen standards.

As had been discussed above, the meeting resolved that an induction be organised to enlighten members on the two documents and many other important ones.

Min 06/01/2024: Roles and responsibilities of board members

After lengthy discussion, the following were highlighted as the core values:

1. Consultativeness: exhaustive consultation amongst all players was encouraged for maximum performance
2. Unity: members agreed to remain united and focussed to foster development.
3. Confidential: the discussions done in the boardroom and amongst the board members about its affairs must remain a top secret. This will prevent rumours with the residence of the municipality.
4. Tolerant: Each members' opinion must be respected.
5. Oversight: members agreed to do thorough oversight to the executive to ensure value for money in all its undertakings.
6. Responsible: each member was advised to carry him/herself responsibly to be role models in carrying out municipal activities and to enhance the implementation of governor's manifestos.

Min 07/01/2024: Copy of all minutes for the year 2023/2024.

The secretary informed the meeting that all meeting minutes were available in the members' files. Each member was able to confirm that.

MIN 08/01/2024: Members remarks and adjournment.

- Members agreed to pay a visit to H.E. the governor at State House on Monday 22nd, Jan, 2024.
- During the visit, they agreed to carry with them some gifts to the governor. These included:
 - a. A ram
 - b. A he-goat
 - c. A bundle of maize meal.

The members were to contribute towards buying of the items above and chairman Human Resource and Gender Mainstreaming was to collect the money for later spending in buying the above items.

There being no other business, the meeting ended at 6.30pm by a word of prayer from Mr. Willis Aluoch Aluoch.

PROPOSER.....SIGN.....

SECONDER.....SIGN.....

SECRETARY.....SIGN.....

CHAIRMAN.....SIGN.....

C.C.G


