

BOARD MEETING MINUTES HELD ON 2nd MARCH 2020 AT THE GOVERNORS BOARDROOM FROM 10.00AM.

MEMBERS PRESENT

1. Mr Peter Bita	Chairman
2. Mrs,Cecilia Ondima	Vice chair
3. Mr Zablon Onchiri	Member/CECM LHUD
4. Mr.Josephat Gori	Member/C.O LHUD
5. Mrs Alice Moraa Ombwori	Member
6. Mr. Simeon M.Bogonko	Member
7. Mr Charles O. Nyamboga	Member
8. Mr Evans O Onduko	Member
9. Mr Jackson M.Mochumbe	Municipal Manager

IN ATTENDANCE

1. Evelyne B Nyambane Physical planner

AGENDA

1. Opening prayer
2. Confirmation of previous meeting's minutes
3. Matters arising
4. Nyamira municipality staff establishment
5. Transfer of functions
6. Municipal spatial plan
7. Review of IDeP
8. Board committees and Terms of Reference(TORs)
9. A.O.B

AGENDA 1. OPENNING PRAYER

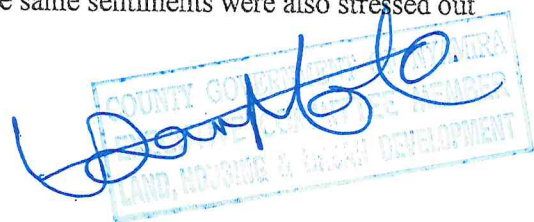
The meeting started at 9.11am with a word of prayer by the vice chair Mrs Cecilia Ondima, followed by opening and welcoming remarks by the chairman.

AGENDA 2. CONFIRMATION OF THE PREVIOUS MINUTES

The previous minutes was proposed by Mrs Cecilia Ondima, and seconded by Mr. Simeon Bogonko.

MIN.1/3/2020 MATTERS ARISING

Members agreed that confirmation of the previous minutes should be taken very seriously since it gives a reflection of what was discussed. The same sentiments were also stressed out by the chairman.


COUNTY GOVERNMENT OF NYAMIRA
DEPARTMENT OF LAND, HOUSING & URBAN DEVELOPMENT

MIN.2/3/2020 MUNICIPALITY STAFF ESTABLISHMENT

Members tasked the manager to follow up with the department of Public Service Management and come up with a draft municipality staff establishment. Some of the key additional staff to be included is a deputy municipal manager. Mr Gori, who is also the chief officer Land Housing and Urban Development proposed that the team start working on the top staff on the organogram as they narrow down.

Members proposed the Chief Officer and the CECM to work closely with the selected team to draft the staff establishment and present a draft copy to the rest of the board members after one week.

MIN.3/3/2020 TRANSFER OF FUNCTIONS

After the gazzettelement of the Transfer of functions to Nyamira Municipality which was done by His Excellency the Governor, members agreed that there was need to carry out a survey/ assessment of Assets, Liabilities and Human resource. On the transferred functions, a common template should be developed outlining the function, activities within its jurisdiction, personnel and lastly the funds involved. Upon completion of the survey, members will then agree what action to be taken.

Members sought to know how maintenance and payment of rent in the municipal administrative office is being handled. The manager responded by informing the members that payment of rent will be now possible since it was captured in the supplementary budget. He also informed them that the evaluation report was ready and the leasing agreement will be done in no time once the CDF office furnishes the Director Housing with ownership documents.

A second option of acquiring the former CDF office initially owned by Nyamira County council was floated so as to avoid Rent payment.

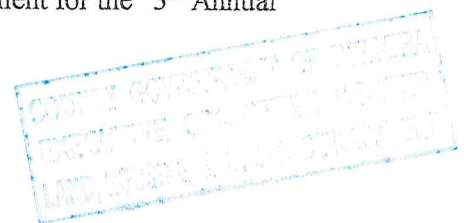
Members discussed at length on coming up with a plan to acquire some of the assets that belonged to the town council and establishing the municipal boundary from the former town and local council boundaries, hence assist in having some of the town council offices revert back to Nyamira Municipality.

On transfer of functions, CECM Mr Zablon Onchiri informed members that the realignment of functions and their budgets is going on after the supplementary process and it will be done gradually until every function is finally handed over to the Municipality.

For proper publicity of the municipal offices, members agreed to have proper and bold signage indicating where the municipal office is located.

MIN 4/3/2020 MUNICIPAL SPATIAL PLAN

The municipal manager highlighted the Municipal spatial plan as a necessary plan for guiding development within the municipality, and also as a vital document for the 3rd Annual



Performance Assessment. He further informed members that county lost 6.8 Million shillings for failing to have an approved spatial plan during the second Assessment.

Members sought to know what a spatial plan was and due to the technical knowledge required, he invited the physical planner Evelyne, to explain to the members what the plan was, and what is involved in coming up with one. After members were taken through an elaborate planning process, the manager then introduced an upcoming activity of developing of the Terms Of reference to be developed by the physical planners in readiness for the Municipal spatial plan tendering process, to which the Chairman quickly obliged to. Members expressed their concern on the availability of the spatial plan by the assessment period given the long preparation period and process involved in coming up with the plan.

MIN5/3/2020 REVIEW OF IDeP

The municipal board having approved the Nyamira Municipality IDeP last year as prepared by the CPCT members, the manager tabled a need for public participation especially on the next year project as captured in the IDeP.

However, given that the municipality has not put into effect a proper organisation structure as it was noted during induction of the board members and other teams, the chairman gave a go ahead to the manager and CPCT to complete the organisation structure first before embarking on the public participation of the IDeP. Other documents that need to be reviewed in the course of time include the CUIDS, and the waste management policy.

MIN.6/3/2020 BOARD COMMITTEES AND TOR's

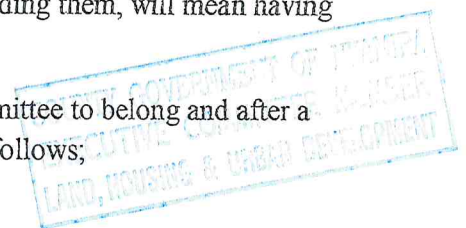
From the previous (TOR's) meeting, the manager reminded the board members that they had agreed to develop Terms of References to guide municipality operations in terms of developing committees.

The main subject in the TOR's was the specific duties to be performed under the committees. The number of committees was informed by the available directorates within the municipality.

The municipal manager took the members through a document that was prepared by the legal attorney regarding functions of the 3 committees namely; Finance and administration committee,, infrastructure and planning committee and lastly municipal services committee. Members made changes to section 7 of the municipal services to separate provision of the sports function from the service and section 3 of infrastructure to move to municipal services and have it renamed to municipal planning and enforcement.

After the changes the manager proposed the document for adoption, which was carried by all members who agreed to work with the 3 committees since spreading them, will mean having very lean committees due to the membership number.

Each member was then requested to submit their choice of committee to belong and after a few considerations and balancing the final results was given as follows;



INFRASTRUCTURE & PLANNING COMMITTEE	MUNICIPAL SERVICES COMMITTEE	FINANCE & ADMINISTRATION COMMITTEE
Mr. Josephat Gori	Mrs Cecilia Ondima	Mrs Alice Ombwori
Mr Evans Onduko	Mr. simeon Bogonko	Mr. Zablon Onchiri
Mr Charles Ombati	Mr. Charles Ombati	Mr. simeon Bogonko.

Members discussed the minimum and maximum meetings that the committees should have including the specific laws they should refer to.

MIN.7/3/202 A.O.B


Mr Ombati sought to know when the municipal offices will be furnished, to which the manager responded by informing the members that the procurement plan was now finalised hence the process of procuring goods and furniture will soon start.


Mr. Josephat Gori noted that details on the finance committee did not include reporting on procurement aspects. The members agreed to have it incorporated in the finance section

Mr zablon Onchiri who currently is also the Ag. County secretary urged all members to be committed in supporting all the planned activities so as to enable the County and the Municipality meet the timelines and conditions for the 3 APA. He also took the chance to apologise to members over the delayed financial support which he promised will be sorted by mid next week.

The chairman thanked all the members for their commitment and assured them that some of the constraints that held them back for long are now being addressed and has no doubts the municipality will prosper.

The meeting came to a close at 1.56pm with a closing prayer from Mrs Alice Ombori.

Prepared by: 
 Signature: Date: 25/07/2020
 Secretary

Signature: 
 Signature: Date: 25/3/2020
 Chairman

