

MINUTES OF SPECIAL MUNICIPAL BOARD MEETING HELD ON WEDNESDAY 13TH MARCH, 2024 IN BORDER PALACE'

BOARDROOM AT 9.40AM

Attendance	Members Present 1) Mr. Patrick Wangalwa Oundo - Chairperson 2) Ms. Mary Magero - Vice Chairperson 3) Dr. George Kwedho - Member 4) Mr. Victor E. D Khadondi - Member 5) Mr. John Kwoba - Member 6) Ms. Connex Mwaro - Member 7) Mrs. Evelyn Teresia Mbingi - Member 8) Ms. Venally Isuru - D. Municipal Manager/ Secretary Member Absent with Apology 1) Mr. Peter Oteba Omeri - Member	In Attendance 1) Nobert Wabwire - Municipal Manager 2) Mr. David O. Maende - Ag. Municipal Manager 3) Eng. Billy Omolloh - Town Engineer 4) CPA Absalom Okwara - Principal Accountant 5) Mr. Apolloh Ingoba - Procurement Officer 6) Mr. Brian Abwaku - Town Planner 7) Ms. Stella Mercy Nasirumbi - Secretariat
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MIN: SFB01/13/03/2024: Preliminaries

No	Item	Action
a)	Devotion	The Chairperson called the meeting to order at 9.40am, followed by a word of prayer from Mr. Brian Abwaku and introduction of members present. The board members briefed the chairperson on the previous deliberations of the Special Board meeting held on (Tuesday 12 th March, 2024) that entailed the following: <ul style="list-style-type: none"> a) Municipality Institutional documents - County Urban Institutional Development Strategy (CUIDS 2023-2027) and Integrated Development Plan (IDeP 2024 -2028) b) The appointment of a substantive Municipal Manager designated as an Accounting Officer for the Municipality of Busia that required a formal communication to the board on appointment c) The CECM- Lands, Housing and Urban Development appointment of Director Lands and Housing – Mrs. Everlyne Teresia Mbingi to the board for compliance with the two thirds gender rule.
b)	Apologies	An apology was registered of Mr. Peter Oteba Omeri.
c)	Notice of the meeting.	The Secretary read the notice of the meeting.
d)	Quorum	Quorum attained, the meeting was declared duly constituted.

e)	Adoption of agenda	<p>The agenda was amended and proposed by Mrs. Mary Magero and seconded by Mr. Victor E.D Khadondi to read as follows:</p> <ol style="list-style-type: none"> 1. Preliminaries <ol style="list-style-type: none"> a) Devotion b) Apologies c) Quorum d) Notice of the meeting e) Adoption of agenda f) Declaration of conflict of interest 2. Communication from Chairperson. 3. Presentation of the following documents: <ol style="list-style-type: none"> i. Annual Investment Plan 2023/ 2024 ii. Grievance Redress Mechanism iii. Asset Register iv. Asset Maintenance Plan v. Gender Inclusion and Participation Framework vi. Service Charter vii. Organogram viii. Staff establishment ix. Solid Waste Management Implementation Report - Engineer x. Solid Waste Management Monitoring Report - Engineer xi. Participatory Climate Risk Assessment Plan - Engineer xii. Busia County Climate Change Action Plan 2023-2027 – Engineer xiii. Private Sector Engagement Framework
f)	Declaration of conflict of interest	It was noted that none of the members present had conflict of interest on the agenda.
g)	Notice of meeting	The secretary read the notice of the meeting.
MIN: SFB02/13/03/2024: Communication from Chairperson		
<p>The chairperson welcomed members to the meeting and communicated as follows:</p> <ul style="list-style-type: none"> • There is need for the Municipal management to do things the right way, clearly and truthfully. • For compliance with corporate governance; the Municipal Manager’s appointment to be made official to the board. 		

<ul style="list-style-type: none"> • Proper hand over to take place for the board to receive the Municipal Manager and set standards for accountability. • Minutes to be signed at the end of sessions. 		
MIN: SFB03/12/03/2024:		
Institutional documents	Remarks	Municipal Board Resolutions
Annual Investment Plan FY 2024/2025	<p>The Town Engineer presented the Annual Investment Plan FY 2023/2024 to the board for noting and consideration. The board noted that:</p> <ul style="list-style-type: none"> • The plan is an extract of the Program Operational Manual (POM) II and is divided into six chapters. The concepts have also been anchored in the Integrated Development Plan, County Integrated Development Plan. • The activities proposed are: <ul style="list-style-type: none"> i. Upgrading of Breeze-Tanaka road to bituminous standards. ii. Installation of culverts and construction of reinforced concrete drains, drifts within Mayenje and Mauko. The drain to commence from One Stop Border Post. iii. Upgrading to bituminous standards of Alupe Complex road and installation of culverts and construction of Mitre drains and side drains. 	<p>The board discussed and agreed that:</p> <ol style="list-style-type: none"> Amendments must be done as advised by the board. The Plan to be amended to re-align development projects to the following sequence:- <ul style="list-style-type: none"> ➤ Burumba ward ➤ Mayenje ward ➤ Angorom ward Feasibility studies and concept notes to be tabled in the Municipal Board Need for a fair balance of development within the wards.
Participatory Climate Risk Assessment Plan	The Town Engineer presented The County Participatory Climate Risk Assessment Plan for the Board to note since the Municipality lacks its own plan and it shall use the County plan in assessment.	The board noted documents presented to them.
Busia County Climate Change Action Plan 2023-2027	The board received and noted the Busia County Climate Change Action Plan 2023-2027 presented by the Town Engineer.	

Solid Waste Management Implementation Report	The board received, noted and approved the Solid Waste Management Implementation Report presented by the Town Engineer that is subject to be reviewed.	The board discussed and agreed that the Town Planner will liaise with Dr. George Kwedho to ensure that Solid Waste Management Implementation Report and Integrated Development meet the required standards.
Solid Waste Management Monitoring Report	The board received and noted the Solid Waste Management Monitoring Report presented by the Town Engineer.	The board agreed that Alupe dumpsite to be fenced hence annexed under Tanaka-Breeze road project.
Service Charter	<p>The board received and noted the Municipality service charter presented by the Town Planner. It was observed that:</p> <ul style="list-style-type: none"> • Transferred Municipal functions were gazetted in November, 2023. • All powers of the Municipality are vested in the board and implemented by the manager. • Stakeholders; need to include citizen fora. 	<p>The board discussed and agreed that:</p> <ul style="list-style-type: none"> • Citizen Fora to be inclusive in the service charter.
Municipality of Busia Gender Inclusion and Participation Framework	The board received, noted and approved the Municipality of Busia Gender Inclusion and Participation Framework presented by the Town Planner.	<p>The board discussed and agreed that:</p> <ul style="list-style-type: none"> • There is need for a suggestion box for grievances addressed by citizens not ready to be identified. • The suggestion box to be opened by the Municipal Manager only. • Informal communication to be termed as a grievance in the Municipality. • Need to identify the root causes of negative reactions in the Municipality.

Draft Municipality Public Sector Participation Engagement Framework	The board received and noted the draft Municipality Public Sector Participation presented by the Town Planner.	The board discussed and agreed that the Town Planner will liaise with the chairperson to ensure that the draft Municipality Public Sector Participation Engagement Framework and Integrated Development Plan meet the required standards.
Draft staff establishment	The board received and noted the draft staff establishment presented by the Town Planner.	
Organogram	The board received and noted the draft organogram presented by the Town Planner.	The board discussed and agreed that the organogram should be aligned in a manner that all services be under directorates except board functions which should be under the Municipal Manager who will act as a board secretary.
Grievance Redress Mechanism	The board received, noted and approved the Grievance Redress Mechanism presented by the Town Engineer.	Grievance Redress Mechanism approved.
Asset management and liability Register	The board noted the Asset management Register and Asset Maintenance Plan that were presented by the Supplies Chain Management Officer.	The board differed the Asset management and liability Register and Asset Maintenance Plan in entirety until an Audit committee report will be presented to the board The board discussed and resolved that: i. Audit, Risk and Compliance committee to be held on Friday 22 nd March, 2024 ii. Special Municipal Board meeting to be held on Friday 5 th April, 2024.
Asset Maintenance Plan		
The request by the management to be allowed to present documents contained in the notice		
Adjournment		
The meeting was adjourned at 5.00pm.		

For the Board

Chairperson: Date: Sign:

Secretary: Date: Sign: