



COUNTY GOVERNMENT OF BUSIA
DEPARTMENT OF LANDS, HOUSING
& URBAN DEVELOPMENT
THE MUNICIPALITY OF BUSIA
P.O. Box 1001 - 50400
BUSIA, KENYA
Email: municipalityofbusia@gmail.com

SUMMARY OF FULL AND SPECIAL MUNICIPAL BOARD MEETINGS DELIBERATIONS SINCE 30TH NOVEMBER,

2023 TO 23RD AUGUST, 2024

MUNICIPALITY OF BUSIA
MUNICIPAL MANAGER
COUNTY GOVERNMENT OF BUSIA
P.O. Box 1001 - 50400 BUSIA (K)

During the Full and Special Municipal Board meetings the following key issues, resolutions/ recommendations were advanced:

30th November, 2023 - Special Municipal board meeting at Trade and Cooperative boardroom.

Members Present	Agenda/ Discussions	Board Resolutions	Minutes Status
1. Mr. Patrick Oundo Wangalwa - Chairperson 2. Mrs. 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. Mr. David O. Maende - Secretary	Audit, Risk and Compliance Committee report	Upon scrutiny of the Audit report, the board observed that: <ul style="list-style-type: none"> Pages 1-4 of the Audit report were missing Date of the report was not indicated. The management informed the board that the report had been forwarded on Whatsapp by the Departmental Accountant in the format. The board resolved as follows on the Audit report: <ul style="list-style-type: none"> Goods procured to a tune of Kshs 7, 399,000M could not be ascertained and therefore the Kshs 7, 399,000M may have been misappropriated. Pg 17 the auditor disclosed that the sum of Kshs. 31,257,170M meant for prime cost, provisions and contingencies was not accounted for due to lack of well-maintained project documentations. To forward the resolutions to the County Attorney for advice and copy H.E the Governor and CECM LHUD. 	Signed by: Mr. David O. Maende - Secretary Mr. Patrick Oundo Wangalwa - Chairperson

22nd December, 2023 - Full Municipal board meeting at Trade and Cooperative boardroom.

Members Present	Agenda/ Discussions	Board Resolutions	Minutes Status
1. Mr. Patrick Oundo Wangalwa - Chairperson 2. Mrs. Mary Magero - Vice Chairperson 3. Dr. George Kwedho - Member 4. Mr. Victor E.D Khadondi - Member	1. Finance and Administration Committee Report – 31 st August, 2023 2. Urban Planning, Environment and Development Control committee report – 1 st September, 2023 3. Municipal Manager's reports: <ul style="list-style-type: none"> KUSP I Expenditure KUSP II Compliance report Performance Contract Signing 	1. The board noted and adopted the: <ul style="list-style-type: none"> Finance and Administration Committee Report – 31st August, 2023. Urban Planning, Environment and Development Control committee report – 1st September, 2023. Municipal Work plan FY 2023/2024 Procurement Plan FY 2023/ 2024 Municipal Supplementary Budget FY 2023/2024 Strong Cities Network report. The board recommended:	Signed by: Mr. David O. Maende - Secretary Mr. Patrick Oundo Wangalwa - Chairperson

COUNTY GOVERNMENT OF BUSIA
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5. Mr. John Kwoba - Member	<ul style="list-style-type: none"> Draft Municipal bylaws 2023 Report on reorganization of Busia town Litter bins report 	<ul style="list-style-type: none"> Revision of Integrated Development Plan 2018-2022 and Annual Investment Plan. Performance contracts to be signed. Draft Municipal bylaws and Report on reorganization of Busia town to be differed to the next board meeting. 	
6. Mr. David O. Maende - Secretary			4. Follow up on Strong Cities Network (SCN)

12th March, 2024 - Special Municipal board meeting at Border Palace boardroom.

Members Present	Agenda/ Discussions	Board Resolutions	Minutes Status
1. Mrs. Mary Magero - Vice Chairperson 2. Mr. Kennedy Mbaja - Member 3. Mrs. Teresiah Mbingi - Member 4. Dr. George Kwedho - Member 5. Mr. Victor E.D Khadondi - Member 6. Mr. John Kwoba - Member 7. Ms. Connex Mwaro - Member 8. Mr. Norbert O. Wabwire - Incoming Municipal Manager 9. Mr. David O. Maende - Outgoing Municipal Manager	1. County Urban Institutional Development Strategy (CUIDS) 2. Integrated Development Plan (IDeP)	1. The Chief Officer – Urban Development and Physical Planning to: <ul style="list-style-type: none"> Make a formal communication to the board that introduces the newly appointed Municipal Manager. Avail the report from Controller of Budget. 2. Municipal Manager’s letter of appointment dated 25 th February, 2024 to be served to the Chairperson of the Municipal Board. 3. Municipal Manager to: <ul style="list-style-type: none"> Write to the cabinet on expansion of the Municipality boundaries to Bukhaya West. Fast track the letter appointing Director Lands and Housing to the board for compliance with the two thirds gender rule in the board. Ensure all documents are uploaded on the website. the Municipality occupies the Town Hall. Ensure gazettement of Municipal Board as per the years of service. 4. Write to Kenya National Bureau of Statistics (KNBS) to generate accurate population data in line with the boundaries. 5. The Internal Auditor to generate Municipality Audit reports for the Audit, Risk and Compliance Committee. 6. Stakeholders joint meetings to include board members. 7. An Adhoc committee to be constituted for the formulation of	Not signed

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Municipal boundaries.
8. Integrated Development plan to be linked with relevant legal institutions, non-motorized transport to be included in the plan all relevant acts in Agriculture, Trade and Industry. And proper anchoring of issues on sewerage, water supply and spaces.

13th March, 2024 - Special Municipal board meeting at Border Palace boardroom.

Members Present	Agenda/ Discussions	Board Resolutions	Minutes Status
1. Mr. Patrick Oundo Wangalwa - Chairperson 2. Mrs. Mary Magero - Vice Chairperson 3. Mrs. Teresiah Mbingi - Member 4. Dr. George Kwedho - Member 5. Mr. Victor E.D Khadondi - Member 6. Mr. John Kwoba - Member 7. Ms. Connex Mwaro - Member 8. Mr. Norbert O. Wabwire - Incoming Municipal Manager 9. Mr. David O. Maende - Outgoing Municipal Manager	Presentation of the following documents: 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	The board noted the documents and agreed that: 1. The Annual Investment Plan to be amended hence realign with development projects in the following sequence:- i. Burumba ward ii. Mayenje ward iii. Angorom ward 3. Feasibility studies and concept notes to be tabled in the Municipal Board 4. Need for a fair balance of development in Mayenje and Burumba wards. 5. The Town Planner to liaise with Dr. George Kwedho hence ensure that Solid Waste Management Implementation Report and Integrated Development meet the required standards. 6. Alupe dumpsite to be fenced hence annexed under Tanaka-Breeze road project. 7. Citizen fora to be inclusive in the service charter. 8. There is need for a suggestion box in the Municipality. 9. 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. 10. The organogram should be aligned in a manner that all services be under directorates except board functions	Not signed

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	xii. Busia County Climate Change Action Plan 2023-2027 – Engineer xiii. Private Sector Engagement Framework	which should be under the Municipal Manager who will act as a board secretary. 11. Audit, Risk and Compliance committee to be held on Friday 22 nd March, 2024 12. Special Municipal Board meeting to be held on Friday 5 th April, 2024 13. Grievance Redress Mechanism approved. 14. The board deferred the Asset management and liability Register and Asset Maintenance Plan in entirety until an Audit committee report will be presented to the board	
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15th April, 2024 - Full Municipal board meeting at Trade and Cooperative boardroom.

Members Present	Agenda/ Discussions	Board Resolutions	Minutes Status
1. Mr. Patrick Oundo Wangalwa - Chairperson 2. Mrs. Mary Magero - Vice Chairperson 3. Mrs. Teresiah Mbingi - Member 4. Dr. George Kwedho - Member 5. Mr. Victor E.D Khadondi - Member 6. Mr. John Kwoba - Member 7. Ms. Connex Mwaro - Member 8. Mr. Norbert O. Wabwire - Secretary	1. Municipal Budget Estimates FY 2024/2025 2. Audit Report – 25 th March, 2024	1. Municipal Budget Estimates FY 2024/2025 to emanate from the board. 2. Development budget of Kshs. 5Million to be used for development project. 3. Column on actuals to be added on the Municipal budget FY 2024/2025. 4. Issues raised in the Audit report were pertinent that required further investigations hence the two reports to be forwarded to Ethics and Anti-corruption.	Not signed

22nd July, 2024 - Full Municipal board meeting in the Municipality boardroom.

Members Present	Agenda/ Discussions	Board Resolutions	Minutes Status
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1. Mr. Patrick Oundo Wangalwa - Chairperson	1. Urban Institutional Grant (UIG) Budget FY 2024/ 2025	(a) The Finance, Administration and Gender committee will prepare budgets for the board, recommend to the full board for consideration and after adoption by the board, the budget to be submitted to the Municipal Project Team for implementation.	Not Signed
2. Mrs. Mary Magero - Vice Chairperson	2. (i) Urban Institutional Grant (UIG) Procurement Plan FY 2024/ 2025	(b) Municipal staff to be trained on disaster management, preparedness, occupational safety and emergency preparedness that will build their capacity in effective service delivery.	
3. Mrs. Teresiah Mbingi - Member	3. (ii) Procurement Plan FY 2024/ 2025 – County Government of Busia (CGB)	(c) Municipal budget to be well aligned and factor aspects of fire and ambulance.	
4. Dr. George Kwedho - Member	4. Municipal Procurement report		
5. Mr. Victor E.D Khadondi - Member	Municipal board committees, conference and seminars		
6. Mr. John Kwoba - Member			
7. Mr. Norbert O. Wabwire - Secretary			

23rd August, 2024 - Full Municipal board meeting in the Trade and Cooperative Boardroom

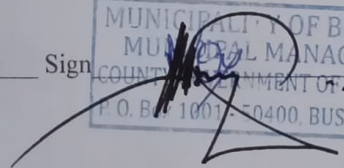
Members Present	Agenda/ Discussions	Board Resolutions	Minutes Status
1. Mr. Patrick Oundo Wangalwa - Chairperson	1. The board to receive and consider the following:	(a) The incoming board members academic/ professional documents to be filed.	Not Signed
2. Mrs. Mary Magero - Vice Chairperson	a) Budget FY 2024/ 2025	(b) Municipal Management to prepare an end of term Municipal board report.	
3. Mrs. Teresiah Everlyne Mbingi - Member	b) Work plan FY 2024/ 2025	(c) Approved Municipal budget FY 2024/ 2025.	
4. Dr. George Kwedho - Member	c) Procurement Plan FY 2024/ 2025	(d) Approved Procurement Plan FY 2024/ 2025.	
5. Mr. Victor E. D Khadondi - Member	2. Confirmation of the Municipal Manager's appointment.	(e) Acknowledged confirmation of the Municipal Manager's appointment by the County Public Service Board.	
6. Mr. John Kwoba - Member	3. Board matters.	(f) 15 th January, 2021 Full Municipal Board meeting minutes were not signed by the chairperson as they do not reflect the board discussions.	
7. Ms. Connex Mwaro	4. Confirmation and signing of minutes FY 2023/2024: (a) 22 nd July, 2024 – Full board meeting (b) 13 th March, 2024- Special Municipal board meeting (c) 12 th March, 2024- Special	(g) The chairperson signed the following Special Municipal Board meeting minutes on Friday 23 rd August, 2024; 2 nd October 2020 and 26 th October.	

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- Member 8. Mr. Norbert O. Wabwire - Secretary	Municipal board meeting (d) Other minutes not signed FY 2022/2023: • 26 th October, 2022 - Special Municipal board meeting minutes • 19 th September, 2022 - Special Municipal board meeting minutes • 12 th July, 2022 - Full Municipal board meeting FY 2021/2022 • 24 th September, 2021 - Full Municipal board meeting • 20 th April, 2021 - Full Municipal board meeting FY 2020/2021 • 2 nd October, 2020 - Special Full Municipal board meeting 15 th January, 2021 - Full Municipal board meeting	2022	
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Prepared by: NORBERT O. WABWIRE

Sign




Date: 23rd AUG - 2024