



COUNTY GOVERNMENT OF BUSIA
DEPARTMENT OF LANDS, HOUSING
& URBAN DEVELOPMENT
MUNICIPALITY OF BUSIA

P.O. Box 1001 - 50400

BUSIA, KENYA

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REF: CG/BM/ADM/12

**MINUTES OF MUNICIPAL BOARD OF BUSIA MEETING HELD ON 27TH JULY, 2020 AT
TRADE AND COOPERATIVE BOARDROOM AT 11.00 AM**

ATTENDANCE

1. Mr. Patrick Oundo Wangalwa – Chairman
2. Mr. John Mwami - CECM-LH&UD/Member
3. Mr. Andrew Otiti - CO-Urban Development and Physical Planning /Member
4. Dr. George Kwedho - Member
5. Mr. Chris Solomon Nambanga - Member
6. Mr. Peter Oteba Omeri - Member
7. Mr. Kenneth Nabulindo - Secretary

AGENDA

1. Preliminaries
2. Confirmation of the 2nd Municipal Board meeting Minutes
3. Matters arising from the 2nd Municipal Board meeting Minutes.
4. Board Training
5. Adoption of Development Control & Board Functions.
6. Reports from
 - a) Municipal Manager's.
 - b) Finance & Administration Committee.
 - c) Urban Planning, Environment & Infrastructure Committee.
 - d) Corporate Affairs, Investment and Resource Mobilization Committee.
 - e) Audit, Compliance and Risk Committee.

(1) Election 1
*25 31/1/2020 * 2
(3) 28/2/2020 * 3
(4) 3/2020 * 4
(5) 27/7/2020 * 5

The agenda was adopted after being proposed by Dr. Kwedho and seconded by Mr. Nambanga.

There was no conflict of interest recorded.

PRELIMINARIES

The meeting was called to order at 11.15 am with a word of prayer from Mr. Nambanga. Thereafter, the Chairman welcomed the members to the meeting.

The meeting was informed of and welcomed the newly appointed County Executive Committee Member for Lands Housing and Urban Development and Chief Officer for Urban Development and Physical Planning.

MIN 02/07/2020 – CONFIRMATION OF THE 2ND MUNICIPAL BOARD MEETING MINUTES.

* The minutes of second municipal Board minutes of 28th February 2020, were confirmed after being proposed by Mr. Nambanga and seconded by Mr. Omeri.

MIN 03/07/2020 – MATTERS ARISING FROM THE 2ND MUNICIPAL BOARD MEETING MINUTES.

The following were matters arising from minutes of second Municipal Board Meeting:

- a) Mileage Payments to board for Kisumu retreat and Kisii Peer learning.
- b) The Municipal manager is to give clear mandate of signatories of the National Bank account.

MIN 04/7/2020 –BOARD TRAINING

The Board discussed and agreed that the Municipal Board, municipal management require training on cooperate governance, operation of the board and senior management course.

It was resolved that the board go for training in Kisumu on 2nd August 2020 to 5th August 2020 as well as induct the newly appointed CECM and Chief Officer for Land, Housing and Urban Development.

MIN 05/07/2020 - BOARD FUNCTIONS

The Board requested the CECM Department of Land, Housing and Urban Development to present to H.E the Governor a ministerial statement on transfer of functions to the Municipality.

MIN 06/07/2020 –REPORTS

The board adopted Committees' and Municipal manager's reports. Salient points from these reports were as follows:

1. Municipal Manager's

- Municipal Manager shall provide to the board the clear signing instructions of the municipal account at National bank.
- The Municipal Manager would ensure payments to Board Members allowances would be done promptly.

2. Corporate Affairs, Investment and Resource Mobilization.

- The Board resolved and adopted the Municipal Logo and website, seal and Stamp of the Board.
- The Board resolved and adopted the Municipality Postal Address as 1001-50400, Busia .

3. Audit, Risk and Compliance Committee

- The Board resolved that an Auditor should be seconded to the Municipality;

4. Finance and Administration Committee

- The Board resolved that Board members should go for induction in Kisumu for 5 days.
- The Board resolved that Municipal staff should be enrolled for a senior management course in Kenya School of Government.

5. Urban Planning, Environment and Development Control Committee

- The Board resolved that the Municipality should do early selection of projects within the municipality.
- The Board resolved that Enforcement officers should be seconded to the municipality.
- The Board resolved and adopted the Municipality Development Control proposal.

Any Other Business

- a) That the Municipal Manager should share with the board the Kisii Peer Learning report.
- b) The board resolved that they should co-opt other members to the board e.g. County Attorney, CECM and Chief Officer Finance.

Adjournment

The meeting was adjourned at 2.00 PM with a word of prayer from Mr. Nambanga.

For Board

CHAIRPERSON: Wangalwa Omer DATE: 27/7/2020 SIGN: [Signature]

SECRETARY: Comr. M. B. L. W. S. O. DATE: 27/7/2020 SIGN: [Signature]