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

REF: CG/BM/ADM/12

MUNICIPAL BOARD OF BUSIA MEETING HELD ON 24TH SEPTEMBER, 2020 AT 11.30 AM AT TRADE AND COOPERATIVE MANAGEMENT BOARDROOM

ATTENDANCE

1. Patrick Oundo Wangalwa – Chairman
2. John Mwami - Member
3. Dr. George Kwedho - Member
4. Chris Solomon Nambanga - Member
5. Peter Oteba Omeri - Member
6. Kenneth Nabulindo - Secretary

Apology

1. Mr. Andrew Otiti - Member

AGENDA

1. Preliminaries
2. Communication from the chairman of the Board
3. Confirmation of the 3rd Municipal Board meeting Minutes.
4. Matters arising from the 3rd Municipal Board meeting Minutes.
5. Adoption of Committee Reports.
   - Finance &Administration Committee.
   - Urban Planning, environment &infrastructure Committee.
     -Adoption of TUK shop designs.
6. Any Other Business (AOB)

The agenda was adopted after being proposed by Dr.Kwedho and seconded by John Mwami. There was no Conflict of interest on the agenda.

PRELIMINARIES

The meeting started at 11.20 am with a word of prayer from Mr. Chris Solomon Nambanga. Thereafter, the Chairman welcomed the members to the meeting with all members present. The chairman said that since inception of the board in August 2019, the Busia Municipality board has been in office for 13 months. He said as a young Board we should always follow correct processes and observe rule of law.

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MIN 03/09/2020 – CONFIRMATION OF THE 3rd MUNICIPAL BOARD MEETING MINUTES.

The minutes of third municipal Board minutes of 27th July, 2020, were adopted with amendments after being proposed by Peter Omeri Oteba and Seconded by John Mwami.

MIN 04/09/2020 – MATTERS ARISING FROM THE 3RD MUNICIPAL BOARD MEETING MINUTES.

1. The account at National bank was closed because of audit issues from controller of budget. The board resolved that the money removed from that account should be tabled to the board in the next board meeting.

1. The Board resolved that the Municipality should have an account hence agreed that the account should be re-opened with a clear purpose and signing instructions.

2. The board resolved that an auditor will be seconded to the municipality as soon as possible.
3. Mileage for the board members should be paid according to the SRC circular and guidelines.
4. The Board will Co-opt other board members to the Committees of the Board and it was resolved to Co-opt CECM Finance, County Secretary and County Attorney.
5. Signing instructions in the bank to be 3 – Manager, Deputy Manager and Accountant. i.e any two to sign but manager to be mandatory

MIN 05/9/2020 –ADOPTION OF COMMITTEE REPORTS

1. **Finance and Administration Committee Report**

The chairman finance and administration committee tabled his report to the Board and the report was postponed and to be discussed in the next Finance and Administration committee meeting. The Board resolved that;

- The committee to carry out the checks and balances and give the correct figures.
- The committee should provide breakdown of the figures on how the money was spent and not block figures.
- The financial report should thereafter be given to the audit, risk and compliance committee to interrogate the document before presenting to the board.
- The documents should be given to the board members ten days before the meeting for the members to understand the document.

2. **Urban Planning and Development Control Committee** – Approval of TUK shop design.

The Chairman Urban Planning and Development Control requested the Board members to allow him present the report in the next board meeting after he has interrogated and understood the document. The Approval of the TUK shop Design is part of our previous resolutions to re-organize the Municipality.

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The board resolved that;

- The committee for Urban Planning and Development Control should have a meeting on Thursday the 1st October 2020.
- The committee to come up with a report to be tabled to the board members in the next meeting.
- The board members resolved that they should have the next special board meeting on 2nd October 2020.

AOB

- The chairman of the Board to go for caucus for Municipality Board/City North Rift meeting in Eldoret on 25th September 2020.

There being no other business, the meeting was adjourned at 3.00 PM with a word of prayer from Mr. Chris Solomon Nambanga.

For Board

CHAIRPERSON: ..... **DATE:** 15th JAN. 2021 **SIGN:** .....

SECRETARY: ..... **DATE:** 15/1/2021 **SIGN:** .....

(CONVENER)
MABULINDO

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