



COUNTY GOVERNMENT OF BUSIA
DEPARTMENT OF LANDS, HOUSING
& URBAN DEVELOPMENT
MUNICIPALITY OF BUSIA
P.O. Box 1001 - 50400
BUSIA, KENYA



MINUTES OF SECOND MUNICIPAL BOARD OF BUSIA MEETING HELD ON 28TH FEBRUARY, 2020 AT 1100HRS AT TRADE AND CO-OPERATIVE MANAGEMENT BOARDROOM

Attendance

- | | |
|---------------------------|-------------|
| 1. Patrick Oundo Wangalwa | - Chairman |
| 2. Prof. Grephas P. Opata | - Member |
| 3. Joe Maurice Odundoh | - Member |
| 4. Chris Solomon Nambanga | - Member |
| 5. Peter Oteba Omeri | - Member |
| 6. Kenneth Nabulindo | - Secretary |

Apology

1. Dr. George Kwedho - Member

Agenda

1. Preliminaries
2. Confirmation of Previous Minutes.
3. Adoption of the Kisumu Retreat Report ✓
4. Municipality Account Opening.
5. Concept paper on Development Control and Solid Waste Management Plan. ✓
6. ~~Kenya Urban Support Programme (KUSP).~~
7. Restructuring of the County Programme Co-ordination Team (CPCT)
8. Formation of Board Committees
9. Resolutions
10. Any Other Business (AOB)

The agenda was adopted after being proposed by Prof. Grephas P. Opata and seconded by Mr. Joe Maurice.

Preliminaries

The meeting started at 11.15 am with a word of prayer from Mr. Chris Solomon Nambanga. Thereafter, the Chairman welcomed members to the meeting cognizant of members not present. Composition of board members was noted as follows:

1. Patrick Oundo Wangalwa – Law Society of Kenya Representative/chairman
2. Prof. Grephas P. Opata – County Executive Committee Member for Lands, Housing and Urban Development/Member
3. Joe Maurice Odundoh – Chief officer for Lands, Housing and Urban Development/Member
4. Chris Solomon Nambanga – Chamber of commerce nominee/Member
5. Peter Oteba Omeri – Competitively hired/Member
6. Dr. George Kwedho – Competitively hired/Member
7. Kenneth Nabulindo – Municipal Manager/Secretary

MIN 01/02/2020 – CONFIRMATION OF THE PREVIOUS MINUTES

The minutes of first Municipal Board minutes of 31st January 2020, were confirmed after being proposed by Mr. Odundoh and seconded by Prof Opata.

MIN 02/02/2020 – ADOPTION OF KISUMU RETREAT REPORT

The meeting unanimously adopted The Board Retreat Report of Kisumu.

MIN 03/02/2020 – MUNICIPALITY ACCOUNT OPENING

After many deliberations, the meeting resolved to open a Municipality Bank account with commercial bank.

It was agreed that signatories to the account will be the Municipal Manager, Deputy Municipal Manager and Municipal accountant.

MIN 04/02/2020 - CONCEPT PAPER ON DEVELOPMENT CONTROL AND SOLID WASTE MANAGEMENT PLAN

Members agreed that concept paper on development control and solid waste management plan to be discussed at the committee level.

MIN 05/02/2020 – KENYA URBAN SUPPORT PROGRAMME

The meeting adopted the Kenya Urban Support Programme projects and Budget FY 2019-2020.

Also adopted was Urban Development Grant project, that is, the upgrading to Bitumen standard of access roads along Municipality-Milimani Road, Office renovation of the Municipality and high mast light.

MIN 06/02/2020-RESTRUCTURING OF COUNTY PROJECTS CO-ORDINATION TEAM (CPCT)

The board approved restructuring of the CPCT team to include the following municipality staff: of the municipality thus include;

1. Jared K. Chebon - Director for Urban Development/Chairman
2. Kenneth Nabulindo - Municipal manager/ Secretary
3. Bryan Abwaku – Town Planner
4. Francis Obanda Okello – Community Development Officer
5. Venally Isuru - Monitoring and Evaluation
6. Norbert Oroti - Accountant
7. Daniel Opilio - Director for Environment
8. Billy Omolloh - Town Engineer

Secretariat:

1. Humphrey Onyango
2. Stella Nasirumbi
3. Nancy Barasa
4. Crescent Mangeni

Ex - officio

1. Prof. Grephas P. Opata - County Executive Committee Member for Lands, Housing and Urban Development
2. Joe Maurice Odundoh - Chief officer for Lands, Housing and Urban Development

MIN 07/02/2020: FORMATION OF BOARD COMMITTEES

The meeting formed the following committees and ratified respective membership as follows:

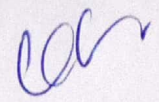
1. Finance and Administration Members

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|--------------------------|-----------|
| 1. Mr. Peter Omeri Oteba | Chairman |
| 2. Mr. Maurice Odundoh | Member |
| 3. Mr. Kenneth Nabulindo | Secretary |

2. Urban Planning, Environment and Infrastructure

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|--------------------------|-----------------|
| 1. Dr. George Kwedho | Chairman |
| 2. Prof Grephas Opata | Member |
| 3. Mr. Peter Omeri Oteba | Member |
| 4. Mr. Jared Chebon | Co-opted Member |
| 5. Mr. Kenneth Nabulindo | Secretary |

3. Corporate Affairs, Investment and Resource Mobilization

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- | | |
|--------------------------|-----------|
| 1. Mr. Chris Nambanga | Chairman |
| 2. Dr. George Kwedho | Member |
| 3. Prof Grephas Opata | Member |
| 4. Mr. Peter Omeri Oteba | Member |
| 5. Mr. Kenneth Nabulindo | Secretary |

4. Audit, Compliance and Risk

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| 1. Mr. Chris Nambanga | Ag. Chairman |
| 2. Dr. George Kwedho | Member |

MIN 08/02/2020 – BENEFITS AND ALLOWANCES

The meeting perused Salaries and Remuneration Commission (SRC) circular Ref No: SRC/TS/CG/3/61/19(38) and resolved as follows:

- i. That board members are entitled to water, tea and Snacks and lunch during meetings;
- ii. That board members allowance should be paid before or on the first day of the meeting; and
- iii. Board members should be paid maximum mileage allowance of Ksh. 20,000 per month on the month of the meeting in accordance to the above circular and Association of Automobiles rates as the standard practice.

MIN 09/02/2020 – RESOLUTIONS

It was discussed and agreed that:

- i. Previous Board Minutes should be availed in the subsequent board meeting before the next meeting;
- ii. the Chairman and Secretary of the Board are entitled to Ksh. 5,000 internet for office operation per Month;
- iii. The Municipal Board members are entitled to medical cover and communication gadgets such as tablets;
- iv. there will be a six (6) days Peer learning in Meru from 8th to 13th March, 2020; and
- v. The secretary to the board is a board member.

MIN 10/02/2020- A.O.B

It was noted that the Director Urban Development was appointed to spearhead Kenya Urban Support Programme at the County level;

It was also noted that The Director of Urban Development was appointed as Chairman of County Projects Coordination Team (CPCT) and proposed as member of the Urban Planning, Environment & Development Control committee.

The meeting was adjourned at 1.00 PM with a word of prayer from Mr. Chris Nambanga.

For Board

CHAIRPERSON: Wangclwa Qundo DATE: 26/3/2020 SIGN: [Signature]

SECRETARY: Rembert MMSV LINDO DATE: 26/3/2020 SIGN: [Signature]