



COUNTY GOVERNMENT OF BUSIA

MUNICIPALITY OF BUSIA

P.O. Box 1001 - 50400

BUSIA, KENYA

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SUMMARY MINUTES FOR MUNICIPAL BOARD MEETINGS

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IN THE TRADE AND COOPERATIVE BOARDROOM AT 10.28AM.

During the meeting the following key issues, strategies and resolutions/ recommendations were advanced:

1. The Municipal Management was:
 - Advised to present Municipal reports in form of requests for adoption while external reports to be owned by the management before seeking adoption from the board.
2. The board deliberated and resolved that the Municipal Management in liaison with the department of Trade to explore Korinda market as a suitable stall market in the Municipality.
3. The Board unanimously agreed to retreat to a workshop urgently to interrogate and adopt the below Municipal draft bylaws 2023:
 - i. Single Business Permit Bylaw
 - ii. Licensing of Slaughter house and Slaughter men Bylaw
 - iii. Pounds Bylaw
 - iv. Omnibus Stations and Parking Places Bylaw
 - v. Control of illegal structures Bylaw
 - vi. General Nuisance Bylaw
 - vii. Car Parking Bylaw
 - viii. Hawkers Bylaw
 - ix. Trailers and Trailer Parking Bylaw
 - x. Disposal of Refuse Bylaw
 - xi. Public Roads and Streets Bylaw
 - xii. Advertisement Bylaw
 - xiii. Public Lavatories Bylaw
 - xiv. Public Markets Bylaw
 - xv. Permits of Bicycles Bylaw
 - xvi. Commercial and Private Schools Bylaw.
4. The board noted that a technical committee of 8 members was appointed to validate the Alupe Complex Road Feasibility Study and the process of Alupe road on 10th January, 2023. The board delved into the content of the report and resolved to adopt the Alupe Complex Road Feasibility Study Report and requested the Municipal Management to engage the contractor and correct the 3% per day error on the contract signed by the contractor and client through an addendum for closure of the contract.

During the meeting the following key issues, strategies and resolutions/ recommendations were advanced:

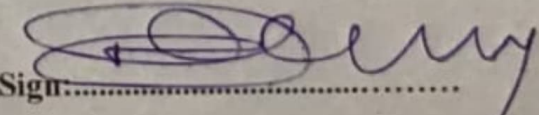
1. The board approved the Municipal Board ALMANAC FY 2023/2024 which formulates the annual schedule for their meetings.
2. Municipal Supplementary budget FY 2022/2023 was adopted with the following amendments;
 - i. Inclusion of previous balances.
 - ii. Proper outline of sources of funds on the budget
 - iii. Inclusion of budget figures and budget items.
 - iv. Board ALMANAC to align with the Municipal budget
 - v. The Municipal management to ensure/ follow stipulated procedures, timeframes and budget process with adherence to Urban Areas and Cities Act 2011, Section 45 and Public Finance and Management Act.
3. The board resolved that:
 - i. Municipal budget FY 2023/2024 to be presented to the forthcoming workshop together with the draft Municipal bylaws 2023 for deliberation and approval.
 - ii. Municipal Procurement Plan FY 2022/2023 was adopted with the following amendments;
 - Specific dates for procurement.
 - Specific procurement methods and reason for preference of the methods.
 - Totals should be worked upon.
 - Names of signatories on the last page.
 - The Procurement Plan to be presented to the Board chairperson for signing.
 - iii. Work Plan FY 2022/2023 was adopted with the following amendments;
 - Capacity building should highlight number of trainings.
 - Purchase of Solid Waste equipment for Ksh 1, 194,559 Urban Development Grant (UDG) should be used to purchase 2 skip bins to assist in Solid Waste Management.
 - The Work plan to indicate the responsibility of the Municipal Manager as per the Urban Areas and Cities Act 2011 section 45.

SUMMARY MINUTES FOR SPECIAL BOARD MEETING HELD ON THURSDAY 22ND DECEMBER 2022

During the meeting the following key issues and plans were noted, discussed and resolutions made:

1. The Board supported and approved secondment of Enforcement Officers to the Municipality for enforcement of law and effective service delivery.
2. The Board noted and concurred with the Municipality Public Participation framework that entails engagement of the public (Kiosk owners, Matatu SACCOS PSVs, Solid Waste Groups, Mali mali and traders on road reserves) on development programmes.
3. Status of Alupe Complex road was noted that was ready for tarmacking.
4. The process of gazettment of Municipal bylaws 2023 was ongoing.
5. The Municipal administration to focus on Municipal Budget for support of staff and board, staff performance appraisals, staff deployment and staff discipline for effective service delivery.
6. The Municipal management was advised on:
 - Development control measures that will enhance sanity and eliminate illegal structures on road reserves.
 - Quality designs for storm water management in town.
 - Municipal Revenue to align with the Public Finance and Management Act.
 - Formulation of an action plan for the executive functions transferred to the Municipality by H. E the Governor.
7. The Municipal Board recommended that:
 - Board members to be trained on developing manuals, committee and municipal board charters that they will own and approve.
 - CECM-Lands, Housing and Urban Development to organize an urgent retreat for Municipal Board and Staff induction.
 - They need to undergo 'Mwongozo' training with other Sister Cities Networks.
 - Municipality Institutional documents County Urban Institutional Development Strategy (CUIDS), Busia Municipality Integrated Development Plan (IDeP), Busia Municipality Strategic Urban Development Plan (ISUDP), Busia Municipality Strategic Plan (SP), Municipal Charter, Busia Municipality Annual Development Plan (ADP) and Municipal Solid Waste Management Policy (SWMP) to be submitted to the Municipal Board for approval and adoption.

For the Municipal Board of Busia

Secretary: DAVID O. MAENDE Date: 23/2/23 Sign: 

During the meeting the following key issues, strategies were noted and resolutions were advanced:

1. Municipal Management to ensure:
 - KUSP II conditionalities / KUSP Performance Framework are tabled in the board committee of Finance, Gender and Administration Committee on Thursday 31st August, 2023.
 - Municipality staff to uphold core values in service delivery t transparency and accountability.
2. Ms. Connex Mwaro appointed as a Municipal Board Member for compliance with two third gender rule composition and as a replacement of Mr. Chris Solomon Nambanga former appointee of the Kenya National Chambers of Commerce.
3. Specific audit reports and Audit Charter to be presented in the Audit, Risk and Compliance Committee.
4. The Municipal Board ALMANAC FY 2023/2024 was adopted after being proposed by Mr. Victor E.D Khadondi and seconded by Mrs. Mary Magero and adopted with the following considerations:
 - Finance, Gender and Administration Committee to be held on Thursday 31st August, 2023.
 - Urban, Planning, Environment and Development Control Committee to be held on Friday 1st September, 2023 at 9.00am.
 - Audit, Risk and Compliance Committee to be held on 1st September, 2023 at 2.00pm
5. The Municipal Plans (Municipal Work plan FY 2022/2023, FY 2023/2024, Municipal Procurement Plan FY 2022/2023, FY 2023/2024 Municipal Supplementary budget FY 2022/2023, Municipal budget FY 2023/2024) should be submitted to the committee for Finance, Administration and Gender for consideration during the meeting scheduled on Thursday 31st August, 2023.
6. The board deliberated and resolved that the Municipality Institutional Documents (County Urban Institutional Development Strategy (CUIDS), Busia Municipality Integrated Development Plan (IDeP), Busia Municipality Strategic Urban Development Plan (ISUDP), Busia Municipality Strategic Plan (SP), Municipal Charter, Busia Municipality Annual Development Plan (ADP) and Municipal Solid Waste Management Policy (SWMP) to be tabled in the committee for Urban Planning, Environment and Development Control Committee on Friday 1st September, 2023 at 9.00am.
7. The Municipality to allocate finances on budget for resource mobilization and investment.
8. The Municipality needs to be facilitated with WI-FI, Municipality Website with pictorials, education background of officers, institutional documents, Municipal Vehicle, fuel for the vehicle for effective service delivery.