

KEHANCHA MUNICIPAL BOARD MEETING MINUTES

Venue	Municipal Board Offices Boardroom
Date	6 Th April 2023
Time	2:30 pm

MEMBERS PRESENT

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| 1. Hon Eng. John Kobado | CECM Lands, Housing and Urban Development |
| 2. Mr. Maroa Simon | Municipal Manager (Secretary) |
| 3. Mr Andrew Mwera | Chief Officer Lands, Housing and Urban Development |
| 4. Brig (Rtd) James Magige Gitiba | Member |
| 5. Mrs Otaigo Anne Magoko | Member |
| 6. Mr Bohoko Matiko Samson | Member |
| 7. Mr Thomas Omahe Mwita | Member |
| 8. Mr Makuri Pius Marwa | Member |
| 9. Peter Mwita Marwa | Member |
| 10. Mrs Awino Mary Mwita | Member |

AGENDA

1. Preliminaries
2. Election of the chairperson
3. Kehancha compound and municipal offices.
4. Service provision to Kehancha Municipality residents.
5. Inauguration ceremony
6. Adjournment

MIN 1/KMBM/APRIL 2023: PRELIMINARIES

The meeting started at 2:30 pm with a word of prayer offered by Mrs Awino Mary Mwita. In his opening remarks, the County Executive Committee Member for Lands, Housing and Urban Development Hon John Kobado welcomed and thanked members for being prompt. He informed members that the municipalities and the municipal boards are a creation of the Urban Areas and Cities Act 2011 and as such he asked the members to familiarize themselves with the legislation and the draft regulation. He took the members through the mandate and roles of the municipal board. He pointed out the need to form committees of the board of the municipality for efficient management of its affairs. He highlighted the challenges that municipalities face and pointed out how the board should overcome them. He reiterated that Migori County's top Leadership is

putting in place municipal boards to steer the affairs of municipalities within the county. He appreciated and congratulated the members for being entrusted with the leadership of Kehancha Municipality and urged them to work as a team in order to achieve the municipality's goals.

Validation of the meeting notice.

It was noted that the meeting notice had not met the fourteen days threshold. Hon John Kobado proposed that the notice be validated by consensus. He was seconded by Mr Peter Mwita Marwa and all members were in favour.

Minute	Subject	Action person	Resolution
MIN 2/KMBM/APRIL 2023: ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON			
Elections of the chair and vice-chairpersons	The County Executive Committee Member for Lands, Housing and Urban Development conducted elections to elect the municipal board chairperson and vice chairperson. He referred members to the Municipality of Kehancha charter which stipulates that at the first regular meeting of the board, members should elect amongst themselves a chairperson and a vice chairperson who would be of opposite gender. In addition, he highlighted various voting modes. Mr Matiko Bohoko Samson and Mrs Otaigo Anne Magoko were elected as chairperson and vice chairperson respectively. Both were elected unopposed.	The chairperson was proposed by Brig (Rtd) James Magige Gitiba and seconded by Mrs Awino Mary Mwita while the vice chairperson was Proposed by Peter Mwita Marwa and seconded by Makuri Pius Marwa. All board members were in favour of the persons proposed and seconded.	Administration of Oath of office for the chairperson, vice chairperson and members will be conducted during the inauguration of the new Municipality slated for 24 th May 2023.
Chairperson acceptance speech	The chairperson thanked the governor for believing in the board and him to steer the affairs of the new Kehancha Municipality.		
Vice-chairperson acceptance	The vice-chairperson thanked the members for believing in her and recognized that this is a God-given opportunity to make a difference in people's lives.		

speech			
MIN 3/KMBM/APRIL 2023: KEHANCHA COMPOUND AND MUNICIPAL OFFICES.			
Minute	Subject	Action person	Resolution
Kehancha Municipal Board Offices	Members recommended that the municipal board offices should be labelled and painted. This was meant to improve the appearance of the offices, create awareness and fulfil the World Bank conditional grant of each municipality having physical offices.	Municipal Manager	The municipal manager was asked to get an artist to write the following words “KEHANCHA MUNICIPAL BOARD OFFICES” above the main entrance to Kehancha Municipal Building and at the gate.
Kehancha Municipal Board Offices Compound	The members recommended the improvement of the appearance of the compound in preparation for the Kehancha Municipal Board Members’ swearing-in and inauguration ceremony.	Municipal Manager	The municipal manager was tasked to clear the ground by hiring backhoe services to remove the tree stumps within the compound, engage a gardener to trim the fence and do general cleaning. The members also asked the municipal manager to start demolishing of the old latrine that had been condemned. They also proposed the purchase of office furniture for the Municipal Managers office.
MIN 4/KMBM/APRIL 2023: SERVICE PROVISION TO KEHANCHA MUNICIPALITY RESIDENTS.			
Solid waste collection, Opening of backstreet roads, provision of sanitation services, flood and Bus Park	Based on the consideration of the resources and the impact that would be created, members identified the town’s cleanliness, provision of sanitation services accessibility and lighting as low-hanging	Municipal Manager	In order to increase the level of cleanliness and as a stop-gap measure, the members advised the municipal manager to consult the County Public service Board on the engagement of

lights.	fruit. It was noted that the market, Bus Park and the streets of Kehancha town were littered with garbage, impassable backstreet roads, non-functional Bus Park Toilets, and non-functional flood and Bus Park Lights.	twenty-five (25) persons/casuals on temporary terms at a cost of KES 504 per day and hiring of backhoe services. Members proposed that special interest groups such as women, and youths be considered. The members recommended the use of exhauster services to empty the toilets for them to be used by the members of the public. KCB-CHAGUO LAKO-UMOJA BAR-MALI COMPLEX-CHIEF MAGABE-MOSQUE-DAMASA-COOP BANK-NCPB-HAKI NA JASHO-EXCEL PRIMARY SCHOOL, MASONGA SHOP-SAFARICOM BOOSTER-MAKENE-TUBITI ROAD was proposed for opening/maintenance. Members proposed the renovation of toilets, construction of the septic tanks and water reticulation at Kehancha Bus Park Toilets. The Municipal Manager was asked to Fastrack the procurement process. Members resolved to operationalize the floodlights and the distribution of electricity
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			lamps at Kehancha Bus Park. The manager of Kenya Power and Lighting Company (KPLC) and the Department of Energy to be contacted to give the status and records of the flood and Bus Park distribution and accounts.
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MIN 5/KMBM/APRIL 2023: INAUGURATION CEREMONY.

	To formally mark the start of Kehancha Municipality and swearing in of municipal board members, members proposed to constitute the committee to plan for the ceremony.	Inauguration Committee	The committee was meant to address four key items including: - The Budget estimates - The participants - The programme. - The key roles and persons responsible.
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MIN 6/KMBM/APRIL 2023: ADJOURNMENT.

There being no other business, the meeting ended with a word of prayer from Mrs Otaigo Anne Magoko. The meeting was adjourned at 5:30pm.

Prepared by.....

MAROA SIMON NOKWI

SECRETARY

Confirmed by.....

SAMSON MATIKO BOHOKO

CHAIRMAN

Date.....

Date.....