



RONGO MUNICIPALITY BOARD

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MINUTES OF THE 3RD ORDINARY BOARD MEETING HELD ON 13TH JULY 2023 AT RONGO MUNICIPAL BOARDROOM

PRESENT

1. Mr. Brighton Owuor Angienda- Chairperson
2. Ms. Faith Ochieng Ooko- Vice Chairperson
3. Mr. Zachary Onyango Ojwang-Member
4. Bishop Joel Okoth Nyauche-Member
5. Mr. Jack Otieno Owuor- Member
6. Ms. Winnie Anyango Ogola-Member
7. Ms. Margaret Roseline Omolo-Member
8. Mr. David Ore- Municipal Manager/ Secretary

ABSENT

CECM-Lands, Housing, Physical Planning and Urban Development
Chief Officer- Lands, Housing, Physical Planning and Urban Development

AGENDA

1. Preliminaries
2. Chairperson opening remarks
3. Reading and Confirmation of the Previous Meeting minutes
4. Matters Arising from the minutes of the previous meeting
5. Handing Over-Taking Over report
6. Status report of the Municipality
7. Board Work plan for FY 2023/2024
8. Terms of Reference for Board Committee
9. AOB

MIN. NO.	DESCRIPTION	ACTION
Min.1 13/07/2023	<u>Preliminaries</u> The chairperson called the meeting to order at 09:00 am. A word of prayer was led by Mrs. Winnie Ogola. The chairperson then confirmed that the meeting had the required quorum. He thereafter asked the secretary to read through the agenda of the meeting. Mr. Zackary Onyango Proposed that the agenda of the day be adopted as tabled; he was seconded by Ms. Margaret Omolo.	
Min. 2 13/07/2023	<u>Chairperson opening remarks</u> The chairperson welcomed all the members and thanked them for being punctual for the meeting. He urged the members to foster team spirit and to remain open and transparent while overseeing the affairs of the municipality. The chairperson also asked the Board to focus on projects that have positive impacts on the residents of the Municipality.	All Board Members
Min. 3 13/07/2023	<u>Reading and Confirmation of the Previous Meeting minutes</u> The secretary read through the minutes of the previous meeting held on 18th May 2023 at Rongo Municipal Boardroom. Bishop Nyauche proposed them as true records of deliberations of the previous meeting. He was seconded by Mr. Jack Owuor and all members unanimously agreed.	

Min. 4
13/07/2023

**Matters Arising from the minutes of
the previous meeting**

Min 2/18/05/2023

**Election of Chairperson and Vice
chairperson**

It was observed that the title of minute number **Min 2/18/05/2023** was not correctly captured. Members unanimously agreed to correct the mistake and have the title changed to, ***"Formation/Constitution of Board Committees"***

It was also observed that the Vice-Chairperson Ms. Faith Ochieng Ooko was not included in any of the four committees of the board. Mr. Bishop Nyauche proposed that the committees be reconstituted to accommodate the vice chairperson. Mr. Zackary Onyango seconded the proposal and members unanimously agreed.

Members then unanimously agreed to rename the committees and have them reconstituted as follows:

***Lands, Environment, Urban Planning,
and Infrastructure Committee***

- **Mr. Zachary Onyango Ojwang-Chairperson**
- Ms. Faith Ochieng Ooko- Member
- Bishop Joel Okoth Nyauche-Member
- Mr. Jack Otieno Owuor- Member
- Ms. Winnie Anyango Ogola-Member

***Human Resource and Administration
Committee***

- **Ms. Margaret Roseline Omolo-Chairperson**
- Ms. Faith Ochieng Ooko- Member
- Bishop Joel Okoth Nyauche-Member
- Mr. Jack Otieno Owuor- Member
- Ms. Winnie Anyango Ogola-Member

	<i>Audit, Risk, Monitoring and Evaluation Committee</i> • Ms. Winnie Anyango Ogola-Chairperson • Ms. Faith Ochieng Ooko- Vice Chairperson • Mr. Zachary Onyango Ojwang-Member • Ms. Margaret Roseline Omolo-Member <i>Finance and Economic Planning Committee</i> • Bishop Joel Okoth Nyauchē-Chairperson • Mr. Zachary Onyango Ojwang-Member • Mr. Jack Otieno Owuor- Member • Ms. Margaret Roseline Omolo-Member	
Min 5 13/07/2023	<u>Handing Over-Taking Over Report</u> The Municipal Manager Mr. David Ore tabled for consideration by the members the handing over report which was signed between himself and the former Municipal Manager Mr. Larry Neville Jobando and witnessed by Director of Physical Planning and Urban Development Mrs. Josephine Omwanda. Each member was given a copy of the report to go through. Mr. Zackary proposed that the report be adopted as a document of the municipality and that the pending bills listed therein be considered for payment upon verification. He was seconded by Ms. Winnie Ogola following which the members unanimously agreed to have the report adopted without amendment.	Municipal Manager Finance Committee

Min 6 13/07/2023	<u>Status Report of the Municipality</u> The Municipal Manager took members through the report on the current status of Rongo Municipality. The report focused on the Municipal background information; Municipal completed and ongoing projects; Municipal assets, finances and liabilities; Municipal Personnel, Municipal achievements and Challenges. Arising from the report it was resolved that: • The toilets at the Modern Bus Park should be made functional • Illegal structures at the modern bus park should be removed • The Municipal tractor should be serviced and be put to the intended use • The Board to pay official courtesy call to the Rongo Sub-County Administrator • The Board to undertake a familiarization tour of the Municipal projects	Municipal Board; Municipal Manager; Audit, Risk, Monitoring and Evaluation Committee
Min 7 13/07/2023	<u>Board Work plan for FY 2023/2024</u> The members underscored the importance of Board work plan in the overall performance of the board and delivery of services to the residents. It was resolved that the Municipal Manager to develop a draft work plan and table it for consideration by the board in the next board meeting.	Municipal Manager
Min 7 13/03/2023	<u>Terms of Reference for Board Committee</u> Members considered this agenda item and resolved that each board committee be delegated the role of preparing their own terms of reference and have the report	Municipal Manager ALL Board Committees

	tabled by the respective chairperson in the next ordinary meeting of the board.	
Min 8 13/03/2023	<u>AOB</u> <u>Payment of Training allowance</u> Mrs. Margaret R. Omolo informed the members that she had not received her training allowances which was supposed to be credited to her Co-operative Bank. She informed the members that all her attempts to resolve the matter with the accountant and the bank had not born fruit. Members directed the Municipal Manager to make a follow with the accountant for urban development and the KCB Bank.	Municipal Manager

The next meeting would be held on 26th September 2023 in Rongo Municipal Board-Room at 10:00 am.

There being no other businesses the meeting was adjourned at 11:00am by a word of prayer from Mr. Jack Owuor.

Minutes signed for Circulation

Chairman.......... Date.....28th/9/23.....

Minutes Confirmed

Chairperson.......... Date.....28th/9/23.....

Secretary.......... Date.....28/09/2023.....

Plan. David ORE, MKIP