



COUNTY GOVERNMENT OF LAMU

LAMU MUNICIPALITY



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Email: lamumunicipality@lamu.go.ke

MUNICIPAL MANAGER'S OFFICE
COUNTY HEADQUARTERS, MOKOWE
P.O. Box 74-80500
LAMU

1st October, 2020.

INTERNAL MEMO

REF: CGL/MM/MEETING/VOL.1/31
TO: ALL MUNICIPAL BOARD MEMBERS
FROM: MUNICIPAL MANAGER

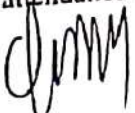
REF: INVITATION FOR THE 2ND MUNICIPAL BOARD MEETING

I am writing to invite you on the Municipal Board Meeting that will be held on 9th Oct, 2020 at Mokowe Boardroom from 9.00am.

The agenda of the meeting will be:

1. Preliminaries, briefing and introduction
2. Adoption of the Agenda
3. Reading and Confirmation of the Previous Minutes
4. Matters Arising from The Previous Minutes
5. Supplementary Budget
6. Municipality Progress Report
7. The KUSP Conditionality
8. Municipality Organogram
9. Investment Plan 2020/2021
10. AOB
11. Adjournment#

Your attendance will be highly appreciated. Thank You.


Omar M. Famau,
Municipal Manager,
Lamu Municipality



LAMU MUNICIPALITY

Minutes of the 2nd Lamu Municipality Board Meeting held on 9th October, 2020
At Mokowe Boardroom, Lamu County at 10.19am

A. Members Present:

S/No.	NAME	ID No.	DESIGNATION
1.	Farida Abdullah Hassan	10391529	Chairman
2.	Abdalla Mohamed Abdalla	8524214	Vice Chairman
3.	Omar Mohamed Famau	0159776	Secretary/Municipal Manager
4.	Fahima Araphat	29203208	Member
5.	Said Mohamed Bwanamkuu	2232421	Member
6.	Dr. Abubakar Said Abdalla	24715013	Member
7.	Martha Wairimu Wambui	25128837	Member
8.	Khadija Shekuwe	27324860	Member
9.	Ummulkheir Bakari Athman	319787	Member
10.	Dr. Mashrab Mubdhar Sagoff	26856074	Member

B. In Attendance:

S/No.	NAME	ID No.	DESIGNATION
1.	Ahmed M. Kombo	26545055	Ag. Municipal Administrator
2.	Fatma Ahmed	28905454	Assistant Administrative I
3.	Mohamed Abubakar	32172782	Intern
4.	Amina B. Athman	31978536	Intern
5.	Abdulmuneem Omar		Legal Officer

C. Agenda of the Meeting:

1. Preliminaries, briefing and introduction
2. Adoption of the Agenda
3. Reading and Confirmation of the Previous Minutes
4. Matters Arising From The Previous Minutes
5. Supplementary Budget
6. Municipality Progress Report
7. The KUSP Conditionalities
8. Municipality Organogram
9. Investment Plan 2020/2021
10. AOB
11. Adjournment

D. Outcome of the Meeting

MINI/09/09/2020: Preliminaries, Briefing and Introduction

The chairman of the Municipal board opened the meeting by welcoming all members. She then asked one of the board members to offer the prayers before asking members to introduce

themselves. The introduction was necessary to all the new members in attendance to be familiar with all those who are present.

MIN 2/09/09/2020; Adoption of the Agenda

The chairman went through the agenda and proposed to make a few changes. Among the changes made was that

- The letter from KUSP detailing the project conditionalities requirements had just been received by the Municipality and should be included as part of the agenda.

MIN 3/09/09/2020; Reading and Confirmation of the Previous Minutes

The chairman took the board members through the previous minutes. The minutes were approved as a true record of the previous meeting after which they were then signed.

MIN 4/09/09/2020; Matters Arising from the Previous Minutes

From the review of the previous meeting, the board members gave out several suggestions to be considered when conducting a board meeting. These included:

- The meeting should be kept open and should be held based on the availability of all the members and the urgency of the issues to be discussed.
- In cases where any board member is unable to be physically present for a meeting, virtual meetings using computer applications such as Zoom should be used to convene the meeting as long as prior budgetary allocation is provided for members to buy airtime bundles.

Board members raised a number of issues derived from the previous minutes and these included:

- The chairperson in charge of the board sub-committee of Environment & Health, Trade, Tourism & Investment raised an issue that Lamu has been given a yellow card as a world heritage site and a letter has been sent to the museum with numerous issues pointed out that needs to be responded to. The sub-committee planned to meet with the officials in the museum and together to plan on the ways to respond on the queries raised in the letter.
- The board members to be allowed to attend the meetings on other sub-committees that they are not part of but to be classified as 'in-attendance'
- The need for the Board to meet with the contractor undertaking the construction of Lamu Market at the project site to discuss progress so far as it has taken too long. - Mr. Bwanankam agreed to inform the Board on a convenient date to meet the contractor.
- The Board was informed that the Lamu Municipality Office will be shifted to the buildings previously occupied by the County Assembly.
- The urgent need to address solid waste management in Lamu town where the board advised that involvement of community members in waste management and waste segregation at household level will significantly contribute to a cleaner Lamu Town. As such the Municipal team headed by the Manager should encourage community participation in waste management and develop initiatives such as 'Clean-Neighbourhood' where cleanliness will be encouraged at the grassroots level. The Municipal team was asked involve the civil organizations like Save Lamu and Lamu Youth Alliance who are willing to assist with finances and equipment for this initiative.
- The challenge of enforcement of solid waste management was noted and the chair advised the legal officer to extract the relevant solid waste management by-laws/acts which can then be adopted by the municipality. A separate date will be set aside to

review the by-laws by the board before submission to the Executive and the Lamu County Assembly

MIN5/09/09/2020: Supplementary Budget

The supplementary budget was reviewed by the Board and it was agreed that that more money should be added to office equipment and furniture to ensure that the municipality office is well equipped.

MIN6/09/09/2020: Municipality Progress Report

The board was given a report on the progress of the Municipality in implementing the projects. On IDEP, the board raised that the consultants should share a document on Waste Management so that the members can provide comments and inputs. The board members also requested for a situational analysis report of the IDEP. The board agreed to have a meeting after a month to discuss the contents of the reports and the documents that the municipality will have received regarding the projects.

MIN7/09/09/2020: The KUSP Conditionalities

The municipality received a letter on the conditions that have to be met by the Lamu Municipality in order to qualify for KUSP financing. The board decided that the sub-committee in charge of Environment & Health, Trade, Tourism & Investment to meet and discuss on said conditionalities. Mohamed Abubakar, an intern of Lamu Municipality was given a task of assisting the Sub Committee in ensuring that the requirements as stated in the KUSP letter are met. The vice chair then suggested that going forward, given relevance of his skills, the intern should be attending the environment sub-committee

MIN8/09/09/2020: Municipality Organogram

The acting Municipal Administrator, Mr. Ahmed, raised the issue of the draft organogram of the Lamu Municipality that needs to be reviewed and approved. The board members reviewed the organogram and recommended that a section of Public Health should be included as well as the workers like cleaners that are currently working under municipality. The board members then approved the organogram as an official governance structure of the Lamu municipality.

MIN9/09/09/2020: Investment Plan 2020/2021

The acting Municipal Administrator also raised the issue of investment plan 2020/2021 to the board members where he stated that its major component include:

The Shela Waste Management and Beautification.

The water project in Mokowe. It was reported that there is currently a serious shortage of water in Mokowe – the headquarter of the Lamu county Government. The board agreed that it is important that financial resources are mobilised to finance the proposed water project for purposes of addressing this challenge. The board members reviewed and unanimously approved the Investment Plan for the period 2020/2021.

MIN10/09/09/2020: AOB

Having no other business to discuss, the meeting was adjourned.

MIN11/09/09/2020: Adjournment

The meeting was adjourned at 12.39pm with a word of prayer by one of the board members.

Minutes prepared by: Mumtaz Kumbhakar

[Signature]



Minutes Checked by: Omar M Fawcett

Sign: [Signature]

Date: 19/1/2021

Minutes Approved by: Farida Hassan

Sign: [Signature]

Date: 19/1/2021



THE COUNTY GOVERNMENT OF LAMU
Office of the Municipal Manager
Lamu Municipality

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LAMU COUNTY,
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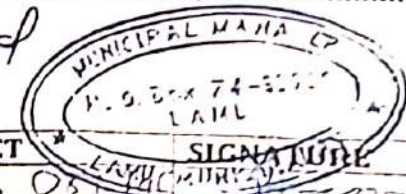
ATTENDANCE LIST

VENUE: MOKOWE HQ BOARDROOM

DATE: 27/10/2021

ACTIVITY: 2nd Board Meeting Ft 2020/2021

*Approved
DMM*



S/No	NAME	DESIGNATION	ID / PN NO.	CONTACT	SIGNATURE
1.	Fardah A. Hassan	Chairman	10391529	0726 051	
2	Abdulla M.A. Fadhi	V/Chair	8524214	0722 729215	
2	Khadija Shekwe	Member	27324560	0724 760751	
4	Munira B. Hassan	Member	31978764	0714 259902	
5	Hadil Hamid Omer	Legal Officer	27732590	0726 070786	
6.	Dr. Mashrab Saggaf	Member	26856074	8705 406975	
7	Omara M. Hassan	M. Manager	0159706	074460415	
8	Said M. Bussanikio	C.O. Lands (Mand)	85104017	0721725519	
9	ABDURAHMAN SULAMAN	FINANCIAL OFFICER	27517949	0700824110	
1	Muhammad B. Hassan	Member	32172782	0714115820	
11	Uthman Amshad	CCM - Finance	29703709	0717214436	
12	Abubakar S. Abdulla	B. member	24715013	0702149190	
13	Mahmud bin Muhammad	B. member	251225537	0724593352	
4.	AHMED MUHAMMED	ex-official	20190032010	0741421993	

7.	Abulmuneem Qureshi	Legal Officer	27732590	0726070720	<i>[Signature]</i>
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P.O. Box 74-80500
LAMU

7th July, 2020.

INTERNAL MEMO

REF: CGL/MM/MEETING/VOL.1/30
TO: ALL MUNICIPAL BOARD MEMBERS
FROM: MUNICIPAL MANAGER


REF: INVITATION FOR THE 1st MUNICIPAL BOARD MEETING

I am writing to invite you on the Municipal Board Meeting that will be held on 14th July, 2020 at Mokowe Boardroom from 10.00am.

The agenda of the meeting will be:

1. Preliminaries, briefing and introduction
2. Adoption of the Agenda
3. Reading and Confirmation of the Previous Minutes
4. Matters Arising from Previous Minutes
5. Municipality by Laws
6. Water Scarcity in Lamu Municipality
7. AOB
8. Adjournment

Your attendance will be highly appreciated. Thank You.


Omar M. Famau,
Municipal Manager,
Lamu Municipality



LAMU MUNICIPALITY

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At Mokowe Boardroom, Lamu County at 10.19am

A. Members Present

S/No.	NAME	ID No.	DESIGNATION
1.	Farida Abdullah Hassan	10391529	Chairman
2.	Abdalla Mohamed Abdalla	8524214	Vice Chairman
3.	Omar Mohamed Famau	0159776	Secretary Municipal manager
4.	Fahima Araphat	29203208	Member
5.	Said Mohamed Bwanamkuu	2232421	Member
6.	Dr. Abubakar Said Abdalla	24715013	Member
7.	Martha Wairimu Wambui	25128837	Member
8.	Khadija Shekuwe	27324860	Member
9.	Ummulkheir Bakari Athman	319787	Member
10.	Dr. Mashrab Muhdhar Sagaff	26856074	Member

B. In Attendance

S/No.	NAME	ID No.	DESIGNATION
1.	Ahmed M. Kombo	26545055	Ag. Municipal Administrator
2.	Fatma Ahmed	28905454	Assistant Administrative I
3.	Mohamed Abubakar	32172782	Intern
4.	Amina B. Athman	31978536	Intern
5.	Abdulmuneem Omar		Legal Officer

C. Agenda of the Meeting:

1. Preliminaries, briefing and introduction
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6. Water Scarcity in Lamu Municipality
7. AOB
8. Adjournment

D. Outcome of the Meeting

MINI/14/07/2020: Preliminaries, Briefing and Introduction

The chairman started the meeting by welcoming all members. She then asked one of the board members to offer the word of prayer and asked the members that were present to introduce themselves.

MIN 2/14/07/2020: ADOPTION OF THE AGENDA

The chairperson then went through the agenda and proposed to make a few changes. Among the changes made were:

- To include the Municipality By-Laws as agenda number 5

MUN 3/14/07/2020: Reading and Confirmation of Previous Minutes

The municipal manager who is the secretary of the board took the board members through the previous minutes. The members agreed that the minutes are a true record of the previous meeting. The minutes were then approved and signed.

MUN 4/14/07/2020: Matters Arising from the Previous Minutes

There were no matters arising from the previous minutes

MUN5/14/07/2020: Municipal By-Laws

The municipal manager advised the Board that the county government has legal officers who can support the Municipality in development of the necessary by laws. For this reason, Mr. Abdulmunim Mbarak, a Legal Officer from the County Government of Lamu was invited to the meeting to provide the technical guidance in the development of by-laws relevant to the Lamu Municipality.

As the Municipality already has a Legal, ICT and Public Participation Committee chaired by Mr. Bwanankuu, the board decided that together with the legal officer present, they will be responsible of coming up with the by-laws necessary for execution of functions of the Municipality.

The legal officer addressed the board by first giving thanks for the opportunity and then went ahead to say that a by-law should always be supported by a 'mother law' and that we should always ensure that our by laws are all linked to the mother law i.e. the relevant ACTs and existing laws. And on this note, the vice chair suggested that the board should plan to have at least a three days' forum from which we shall review, develop as well as approve the municipal by laws.

The chair advised that the Legal Officer in close cooperation with the Legal, ICT and Public Participation Committee to extract the relevant ACTs that should be linked to the municipality by laws and when they are all in order, a date will be set where the review and the adoption of the by-laws will be done by the board.

MUN6/14/07/2020: Water Scarcity in Lamu Municipality

The Municipal Manager informed the board on the complains and grievances that he has been receiving from the residents of Lamu Municipality especially those from Hindi (especially Mokowe town), Shela and Basuba Wards.

He informed the board that the, a background as well as the feasibility study on a proposed water project has been done to shed more light on the feasible options for addressing the water scarcity.

The board member viewed the above-mentioned study reports as well as a drafted proposal of the Water Project and noted that:

- Water scarcity is indeed a major concern in the Lamu Municipality region and especially in Hindi (especially Mokowe town), Shela and Basuba Wards.
- Through the support of the County Government, a proposal seeking to address the water challenge need to be developed. Using the proposal, financial resources need to be mobilised from external sources to implement the water project in bid to address the said water scarcity.

- The board also noted that water is an essential service and a basic need to the people and on this basis, the above actions should be implemented immediately in order to provide water to the people of the Lamu Municipality

MIN7/14/07/2020: AOB

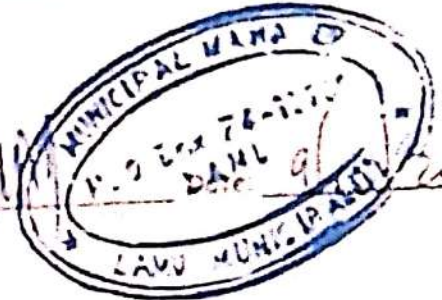
Having no other business to discuss, the meeting was adjourned.

MIN8/14/07/2020: ADJOURNMENT

The meeting was adjourned at 12.39pm with a word of prayer by one of the board members.

Minutes prepared by Amad M Kombo Sign: [Signature] Date: 7/10/2021

Minutes Checked by David M Tarnan Sign: [Signature]



Minutes Approved by: Farida Hassan Sign: [Signature] Date: 9/10/2021



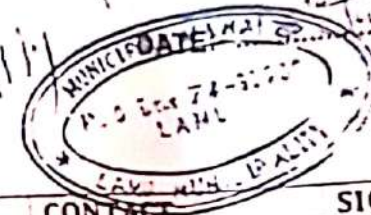
THE COUNTY GOVERNMENT OF LAMU
Office of the Municipal Manager
Lamu Municipality

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LAMU COUNTY,
P.O. Box 74-80500,
LAMU

ATTENDANCE LIST

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July 2020

VENUE: Mulwa B Room

ACTIVITY: Board meeting of 2020/2021

S/No	NAME	DESIGNATION	ID / PN NO.	CONTACT	SIGNATURE
1	Abdulla M.A. Ladh	Chairman	10391529	0726089946	[Signature]
2	Abdulla M.A. Ladh	V/Chair	8524214	0722721219	[Signature]
3	Member	member	27321960	0724760951	[Signature]
4	Member	member	31978764	0714259952	[Signature]
5	Abdulla M.A. Ladh	Board member	20715013	0202199190	[Signature]
6	Member	Member	26552024	0705406425	[Signature]
7	Member	M-Manager	0159776	0724960015	[Signature]
8	Member	com-official	29203208	6917214836	[Signature]
9	Member	Board member	85100017	0721725529	[Signature]
10	Member	Board member	251228832	0724593372	[Signature]
11	Member	Admin Asst I	28905654	0701313129	[Signature]
12	Member	EX-official	26541055	0741429993	[Signature]
13	Member	Intern	32172782	0714115840	[Signature]
14	Member	Intern	31978536	0707598768	[Signature]