

MINUTES OF THE 4TH Quarter MEETING OF THE MUNICIPALITY OF LAMU BOARD HELD ON 26TH JUNE 2025 AT 10:00 AM IN THE MUNICIPALITY BOARDROOM.

Members Present

- Ms. Nasra Hussein Hassan – Chairperson
 - Ms. Ann Mutheu Musyoki – Member
 - Mr. Abdul Munim Omar Mbarak – Member
 - Mr. Abdalla Mohamed Abubakar – Member
 - Ms. Salma Hafidh Ahmed – Member
 - Ms. Amina Hussein Soud – Member
 - Mr. Ahmed Mohamed Ali – Member
 - Mr. Abduswamadu Abdallah Ali – Municipal Manager (Secretary to the Board).
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Agenda

1. Overview of Municipal Operations
 2. Election of the Board Chairperson
 3. Formation of Sub-Committees
 4. Budget Deliberations for FY 2025/2026
 5. Approval of Board and Committee Meeting Schedule
 6. Designation of Expenditure Signatories
 7. Waste Management – Mokowe Majengo Site
 8. Private Sector Engagement Framework.
 9. Model Financing for the Municipality of Lamu Bill, 2025
 10. Urban Climate Risk Profile for Lamu Municipality.
 11. IDEP Reviewed Report for FY 2024/2025 & Annual Investment Plan (AIP) for FY 2025/2026.
 12. Any Other Business (AOB)
 13. Adjournment
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Min 1/06: Opening Session and Welcome Remarks

The session was formally opened by the Acting Chairperson, Mr. Ahmed Mohamed, who called the meeting to order at 10:00 AM. Mr. Abdalla Mohamed

Abubakar led the opening prayer. The Acting Chairperson then welcomed all members, emphasizing the historical significance of the inaugural board meeting and invited members to introduce themselves. The agenda was tabled and unanimously adopted without amendments.

Min 2/06: Municipal Operations Overview

The Acting Chairperson gave a comprehensive overview on the status of municipal operations since the establishment of the Municipality of Lamu. The following key highlights were noted:

1. Historical Background:

- The Municipality was established in 2018, with official gazettelement of board members in September 2019.
- A Municipal Charter was issued in October 2019 under Legal Notice No. 2.

2. Staffing and Growth:

- Initial staffing included 1 Municipal Manager, 2 Administrative Staff, 15 Cleaners, and 2 Development Control Officers.
- The Municipality has since expanded to a total workforce of **185 staff**, comprising:
 - 89 permanent staff
 - 17 contractual staff
 - 79 casual staff

3. Departmental Structure:

The following departments were reported to be fully operational:

- Administration
- Finance & Revenue
- Environment and Sanitation

- Engineering & Development Control
- Enforcement

4. **Core Mandates and Service Areas:**

The Municipality is mandated to deliver key urban services including:

- Solid waste management
- Water and sanitation in unserved areas
- Urban roads and infrastructure
- Storm water drainage and flood control
- Non-motorized transport infrastructure (e.g., walkways)
- Street lighting and traffic control
- Recreational parks and public open spaces
- Regulation of outdoor advertising
- Management of markets, slaughterhouses, and fire services
- Sports and cultural programming
- Animal control and welfare
- Development control and spatial planning
- General municipal infrastructure development

5. **Revenue and Financial Management:**

- Effective **1st July 2025**, the Municipality will begin collecting and managing its own-source revenue.
- Funds will be deposited into a designated **Municipal Revenue Account**.
- A **Zero Draft Municipal Institutional Fund (MIF)** has been prepared and is under Board review. Once adopted, it will be submitted to the County Executive and County Assembly for approval.
- This initiative is intended to enhance financial autonomy and improve local service delivery.

The Board appreciated the progress made and reiterated the importance of continued institutional strengthening to support urban governance and development.

Min 3/06: Election of the Board Chairperson

The Acting Chairman provided a detailed overview of the responsibilities, leadership expectations, and statutory functions of the Chairperson as outlined in the Municipal Charter. These include presiding over board meetings, representing the Board in official engagements, offering strategic guidance, and ensuring effective coordination of Board activities and sub-committees.

Following this, the floor was opened for nominations. The following members were nominated and confirmed as candidates for the position of Board Chairperson:

- **Ms. Nasra Hussein Hassan**
- **Mr. Abdul Munim Omar Mbarak**
- **Ms. Ann Mutheu Musyoki**

A secret ballot was conducted under the supervision of the Secretariat. The election results were as follows:

- **Ms. Nasra Hussein Hassan** – 4 votes
- **Mr. Abdul Munim Omar Mbarak** – 3 votes
- **Ms. Ann Mutheu Musyoki** – 1 vote

Having secured the highest number of votes, **Ms. Nasra Hussein Hassan** was duly elected as **Chairperson of the Lamu Municipality Board**. She officially assumed the role with immediate effect.

In her acceptance remarks, Ms. Nasra expressed sincere appreciation for the confidence placed in her by fellow board members. She pledged to provide inclusive leadership, strengthen institutional governance, and work collaboratively with all stakeholders to advance the Municipality's development agenda.

Min 4/06: Formation of Sub-Committees

The Chairperson proposed the establishment of four thematic sub-committees to support effective governance. The board unanimously approved the following committees and their membership:

Sub-Committee Name	Chairperson	Members
Finance, Economic Planning & Administration Committee	Ms. Amina Hussein Soud	Ms. Nasra Hussein Hassan Mr. Ahmed Mohamed Ali Ms. Ann Mutheu Musyoki
Environment, Climate Resilience & Sanitation Committee	Ms. Ann Mutheu Musyoki	Ms. Nasra Hussein Hassan Ms. Amina Hussein Soud Mr. Abdul Munim Omar
Trade, Legal Affairs, Tourism & Local Economic Development Committee	Mr. Abdul Munim Omar	Ms. Salma Hafidh Ahmed Ms. Tashrifa Mohamed Mr. Yusuf Nuri Abala Mr. Abdalla Mohamed
Human Resource, Staff Welfare & Public Relations Committee	Mr. Abdalla Mohamed	Ms. Salma Hafidh Ahmed, Mr. Ahmed Mohamed Ali, Mr. Yusuf Nuri Abala

Min 5/06: Budget Review for FY 2025/2026

The Chairperson presented the comprehensive Municipality Budget for the FY 2025/2026, which is composed of two principal funding streams:

A. Administrative and Executive Support Fund – Total Allocation: KES 40,655,740.

i. Recurrent Expenditure (KES 13,000,000):

An itemized Recurrent Budget (Operations & Maintenance) was presented in detail. Key expenditure areas include:

- Utilities and Operations: Electricity, water & sewerage, telephone, internet, and gas refills
- Fleet & Asset Management: Fuel, vehicle maintenance, insurance, and motorbike purchase
- Governance Support: Board, committee meetings, conferences, seminars, and courier services
- Office Support: Stationery, IT equipment, printing services, and maintenance
- Staff Welfare & Travel: Daily subsistence allowance, accommodation, domestic travel, and training
- Public Engagement: Catering services and communication-related expenses

The Board acknowledged the alignment of the recurrent budget with operational priorities and unanimously approved the allocation.

ii. Development Budget (KES 27,655,740):

The following key capital projects were approved under the Development Vote:

Project	Ward/Location	Amount (KES)
Installation of Public Solar Street Lights at Shella	Shella	5,000,000
Installation of Public Solar Street Lights at Amu Island	Mkomani	2,000,000
Installation of CCTV Cameras at the Jetty in Mokowe	Mkomani	3,000,000
Construction of Ring Road Phase III	Mkomani	16,655,740
Installation of Street Signage at Mkomani and Shella – Phase III	Mkomani & Shella	1,000,000

The Board expressed support for the proposed infrastructure developments, particularly those aimed at improving safety, mobility, and visibility, and unanimously adopted the Development Budget.

B. Kenya Urban Support Programme II (KUSP II)

Indicative figures for KUSP II funding were also presented:

- Urban Development Grant (UDG): KES 20,547,228
- Urban Institutional Grant (UIG): KES 35,500,000

Given that detailed breakdowns for these grants are still under review, the Board resolved that the Finance, Economic Planning & Administration Sub-

Committee will review the itemized KUSP II budget and report back for final ratification in the subsequent Board meeting.

Min 6/06: Board Meeting Schedule

A proposed annual schedule was presented and approved as follows:

- **Main Board Meetings:** Quarterly
- **Sub-Committee Meetings:** At least once before each main board meeting.

ANNUAL BOARD TIMETABLE FOR FINANCIAL YEAR 2025/2026.

Quarter	Subcommittee Meeting Date	Main Board Meeting Date	Remarks
Q1	Thursday, 10th July 2025	Thursday, 17th July 2025	Start of new financial year
Q2	Thursday, 9th October 2025	Thursday, 16th October 2025	
Q3	Thursday, 15th January 2026	Thursday, 22nd January 2026	
Q4	Thursday, 9th April 2026	Thursday, 16th April 2026	End-year preparations

Board members requested periodic training and orientation to enhance their capacity. The Chairperson assured that induction would be arranged when funds are available.

Min 7/06: Designation of Authorized Signatories

In compliance with the Urban Areas and Cities Act (UACA), the following were designated as authorized signatories for municipal expenditure:

- Municipal Manager
- Board Chairperson
- Municipal Accountant

A formal resolution will be submitted to the County Treasury for ratification.

Min 8/06: Private Sector Engagement Framework

The Board of Lamu Municipality convened to deliberate on key strategic and planning instruments developed to strengthen the Municipality's financial sustainability, governance framework, climate resilience, and service delivery. The Municipal Manager presented the following documents for consideration: the Private Sector Engagement Framework, the Model Financing for the Municipality of Lamu Bill, 2025, the Urban Climate Risk Profile for Lamu Municipality, the Integrated Development and Economic Plan (IDEP) Reviewed Report for the Financial Year 2024/2025, and the Annual Investment Plan (AIP) for the Financial Year 2025/2026. The Board noted that these documents are aligned with the Municipality's mandate under the Urban Areas and Cities Act, the Public Finance Management framework, and broader County Government development priorities. It was further observed that the Municipality has made significant progress in strengthening financial management systems, particularly through the operationalization of an Automated Revenue Management System, which has enhanced efficiency, transparency, accountability, and real-time revenue tracking across major streams.

In its deliberations, the Board acknowledged that the Private Sector Engagement Framework provides a structured approach for fostering collaboration between the Municipality and private sector actors through mechanisms such as Public-Private Partnerships, investment facilitation, and

the establishment of a One-Stop Investment Desk to improve ease of doing business. The framework is expected to promote local economic development, attract investment, stimulate job creation, and enhance service delivery through private sector efficiency.

Min 9/06: Model Financing for the Municipality of Lamu Bill, 2025

The Board further noted that the Model Financing for the Municipality of Lamu Bill, 2025 establishes a comprehensive legal and institutional framework to support financial autonomy by strengthening own-source revenue, enabling revenue retention, promoting diversified financing mechanisms including Public-Private Partnerships and potential access to climate and development financing, and reinforcing fiscal discipline through enhanced transparency and compliance with public sector accounting standards.

Min 10/06: Urban Climate Risk Profile for Lamu Municipality.

The Board also considered the Urban Climate Risk Profile, which highlights key environmental and climate-related risks facing the Municipality, including coastal flooding, sea-level rise, extreme weather events, and environmental degradation. The Board emphasized the importance of integrating climate resilience into urban planning, infrastructure development, and service delivery, including the adoption of climate-proof infrastructure designs, improved drainage systems, ecosystem restoration such as mangrove conservation, and disaster preparedness mechanisms.

Min 11/06: IDEP Reviewed Report for FY 2024/2025 & Annual Investment Plan (AIP) for FY 2025/2026.

Additionally, the IDEP Reviewed Report for FY 2024/2025 was noted as a critical tool for assessing development performance, identifying implementation gaps, and improving project planning, budgeting, and execution. The review highlighted progress in infrastructure and service delivery projects while also

identifying challenges related to funding constraints, procurement delays, and the need for strengthened monitoring and evaluation systems. Furthermore, the Board reviewed the Annual Investment Plan for FY 2025/2026, which outlines priority investments focused on high-impact, revenue-generating, and climate-resilient projects. The plan emphasizes investments in urban infrastructure, environmental management, ICT systems, and service delivery improvements, and is aligned with the Municipality's strategic objectives and the reviewed IDEP. The Board noted that the AIP provides a clear roadmap for resource allocation, project prioritization, and financing strategies, including the utilization of own-source revenue, County transfers, Public-Private Partnerships, and external funding opportunities.

Conclusion:

Following comprehensive deliberations, the Board unanimously resolved to adopt all the five documents as official policy, planning, and implementation frameworks for Lamu Municipality. The Board directed the Municipal Manager to operationalize the documents through integration into annual budgets, work plans, and procurement processes, while ensuring full utilization of the Automated Revenue Management System across all revenue streams. The Board further emphasized the need to strengthen institutional capacity, enhance stakeholder engagement including collaboration with private sector and development partners, and establish robust monitoring, evaluation, and reporting mechanisms with clear performance indicators. The Municipality is also required to develop appropriate risk management strategies, including the establishment of a risk register and integration of climate risk mitigation measures into all development projects. Where necessary, the documents shall be submitted to the relevant County authorities and oversight institutions for further approval and alignment. The Board reaffirmed its commitment to supporting the implementation of these frameworks as a pathway to achieving

financial sustainability, improved service delivery, climate resilience, and accountable urban governance.

Min 12/06: Waste Management – Mokowe Majengo Site

The Secretary briefed the board on community resistance to a waste disposal site (vibirika) in Mokowe Majengo. A public petition led to a resolution by the County Assembly on 29th May 2025 ordering the demolition of the site within 30 days.

The board resolved to comply with the directive, emphasizing community engagement in future siting decisions.

Min 13/06: Any Other Business (AOB)

- The Municipal Manager informed members of an upcoming visit by a **KUSP Consultancy Team** on 7th July 2025 for a Human Capital Assessment.
 - He also noted that the municipality undergoes **bi-annual audits** by both the Office of the Auditor General (OAG) and Grant Auditors.
 - Dr. Abdalla proposed that for meetings with lengthy agendas, **breaks for prayers and refreshments** be introduced to maintain productivity and comfort.
 - The Chairperson reminded all members of the importance of **punctuality, commitment, and dedication** in executing their mandate, urging them to serve the people of Lamu with integrity and unity of purpose.
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Min 14/06: Adjournment and Chairperson's Closing Remarks

As there was no further business, the meeting was adjourned at 1:00 PM after a vote of thanks from the Chairperson, followed by a closing prayer led by Dr. Abdalla.

Closing Remarks by the New Chairperson, Ms. Nasra Hussein

Hassan:

"I am deeply honored and humbled by the confidence you have placed in me by electing me as your Chairperson. I pledge to lead with integrity, inclusivity, and a spirit of service. This board has a historic responsibility to shape a better future for the Municipality of Lamu, and I am confident that through our shared vision and collaboration, we will deliver impactful change.

Let us work as one united team – professional, transparent, and focused. I look forward to serving alongside each of you and ensuring our board becomes a model of good governance and progressive urban management. Together, let's build a municipality that works for all."

CONFIRMATION OF THE MINUTES:

Board Chairperson:



Signature:

Secretary to the Board:



Signature: