



**MINUTES OF THE 2ND LAMU MUNICIPALITY BOARD
MEETING HELD ON 31ST JANUARY, 2020 AT THE LAMU
MUNICIPALITY BOARDROOM, LAMU ISLAND AT 9.00 AM**

31/01/2020

**PREPARED BY: SECRETARY
LAMU MUNICIPALITY BOARD**

MINUTES OF THE LAMU MUNICIPALITY BOARD MEETING HELD ON 31ST JANUARY, 2020 AT LAMU MUNICIPALITY BOARDROOM, LAMU ISLAND AT 9.00 AM

Present

S/No	Name	ID NO.	Title/Designation
1.	Farida Abdullahi 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	"
6.	Dr. Abubakar Said Abdalla	24715013	"
7.	Umulkher Bakar Athman	31978764	"
8.	Martha Wairimu Wambui	25128837	"
9.	Khadija Shekuwe	27324860	"

Absent with Apology

S/No	Name	ID NO.	Title/Designation
1.	Dr. Mashrab Muhdhar Sagaff	26856074	Member

In attendance

S/No	Name	ID NO.	Designation	Organization
1.	Vincent Osewe	23290971	County Physical Planner/KUSP Coordinator	CGL
2.	Fatma Ahmed		Ag. Administrator	Lamu Municipality

Agenda

1. Preliminary, briefing and introduction
2. Adoption of the agenda
3. Confirmation of the minutes of the previous meeting
4. Matters arising from the previous minutes
5. Progress made so far in pushing the Lamu Municipality agenda
6. Formation of sub-committees.
7. Conducting Citizen foras
8. A.O.B

MIN 1/31/01/2020: PRELIMINARY, BRIEFING AND INTRODUCTION

- The Chair called the meeting to order at 2 pm and welcomed all the members to the second Lamu Municipality Board.
- She acknowledged the commitment of the members and the County Government of Lamu in implementation of the Lamu Municipality agenda of delivering services to the residents of Lamu County.
- She read through the tentative agenda circulated to all members via email and requested for their comments before adoption..

MIN 2/31/01/2020: ADOPTION OF THE AGENDA

- Members proposed the following items to be added to the agenda:
 - 1) Preparation of the annual work plan FY 2019/20 for the Board.
 - 2) Training / induction of the Board members
 - 3) Status of cleanliness of Lamu Old Town.
- Members adopted the agenda of the meeting with the aforesaid additional three items. Item No. 3 to be discussed under the "progress made so far in pushing the Lamu Municipality agenda".

MIN 3/31/01/2020: CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING & MATTERS ARISING

- The Chair took the members through the minutes of the 1st Board meeting and called for comments on the same. The minutes was proposed as the true record of the previous meeting by Ms. Fahima Araphat and seconded by Dr. Abubakar S. Abdalla.
- Members resolved that the minutes of the meeting held on 9th October, 2019 be approved and signed as a correct record subject to the following amendments:
 - Inclusion of Dr. Mashrab M. Sagaff who was erroneously omitted from the list of members present.
 - MIN 1/09/10/2019: Need to emphasize the importance of preparation of the board meeting timetable for FY 2019/20 and early notification by the secretariat for the members to attend meetings. Members further proposed early circulation of any document including budgets and work plans to ensure scrutiny before the same is tabled in a meeting.
 - MIN 5/09/10/2019: Ms Fahima made the following clarifications in regard to the urban development grant (UDG) and urban institutional grant (UIG) under the Kenya Urban Support program (KUSP):
 - County Government of Lamu (CGL) through Lamu Municipality is eligible for a one-off UIG allocation of 50 million to support capacity and institutional development. Eligible costs under the UIG include (please add)
 - Expenses incurred in management of the Municipality including salaries, board members allowances, utility bills will be borne by the CGL.
 - Under the UDG, the CGL is eligible for an annual allocation of KShs 50 million per year for 5 years to support infrastructure development within the Municipality.

For Lamu Municipality to be eligible for subsequent allocation of UDG, certain conditions set by the World Bank have to be met. These include preparation of relevant policies and plans for the Municipality and ensuring that the funds allocated to the Municipality are absorbed. .

MIN 4/31/01/2020: PROGRESS MADE SO FAR IN PUSHING THE LAMU MUNICIPALITY AGENDA

- Mr Osewe and the Manager highlighted the following milestones that the Municipality had achieved:-

Approval of Lamu Municipality supplementary budget by the County Executive and Assembly. The table summarizes the monies allocated to the Municipality in FY 2019/20 to run her daily operations excluding the 50M UDG and 42.2M UIG:-

S/No.	ITEM	Allocated Budget in KShs
1.	Board members allowances	800,000
2.	Fuel	1,840,000
3.	Utilities (water & Electricity)	200,000
4.	Purchase of tents	400,000
5.	Hire of security & casuals	-
	Total	3,240,000

- Preparation of concept note, budget and work plan for training of board members in Mombasa. Procurement of air ticketing services and conference facility has also been initiated.
 - Advertisement for consultancy services for preparation of Lamu Island Urban Development Plan, Lamu municipality IDeP and Lamu Municipality Solid Waste Management Policy has been done.
 - Plans for training of the Executive, Assembly and technical team on operations of the Municipality and KUSP are underway and most likely will take place before the end of FY 2019/20.
 - The County Government of Lamu through PSM has further seconded the county town cleaners to the Municipality. This will ensure proper coordination and supervision to improve the cleanliness of Lamu Old town.
 - A request had been made to the County Secretary to second a number of enforcement officers to the Municipality to ensure compliance with the regulations and by laws.
 - Construction of Lamu island market is now at 20%. The contractor had pulled out of the site for one month due to delay in processing his first certificate of payment.
- **Members observed the following from the presentation:-:**
 - All members should acquaint themselves with the approved Municipality budget FY 2019/20 and other policy documents affecting the operations of the Municipality. .
 - The Municipality is yet to receive the Kshs 50M UDG grant allocation for the current Financial Year (2019/20) due to non compliance with the set World Bank conditions such as delay in approval of the board members by the Lamu County Assembly. An appeal had been sent to Principal Secretary, State Department of Housing and KUSP National Coordinator for

consideration. Nationally, only six out of the 59 participating municipalities in the Country have complied with the set conditions.

-Construction of Mokowe market had been approved for implementation in this FY 2019/20 subject to allocation of 50M UDG by World Bank.

-Members resolved that the Municipal Manager writes to the County Secretary to permanently second an Accountant, Procurement Officer and an Administrator to manage the affairs of the Municipality. This will ensure prompt provision of their services.

-Financial and procurement experts should be invited as facilitators to train the board members during the scheduled induction workshop.

-Members also reiterated the importance of ensuring Lamu Old Town is clean by carrying out a community clean up sessions on the 1st Saturday of every month.

- It was noted that additional funds should be allocated to the Municipality in the FY 2020/21 to cater for recruitment of cleaners and technical staff.

MIN 5/31/01/2020: FORMATION OF SUB - COMMITTEES

- Members proposed the formation of 5 sub committees to assist the Municipality in executing her functions. Names of the individuals to Chair, deputize and sit in the sub committees was also recommended as shown in the table below:-

NO.	NAME OF SUB COMMITTEE (SC)	MEMBERS	TITLE
1)	Finance & Economic Planning	Khadija Shekuwe	Chairperson
		Fahima Araphat	Vice Chair
		Martha Wairimu Wambui	Member
		Said Bwanamkuu	"
2)	Trade, Tourism & Investment	Abdalla Mohamed Abdalla	Chairperson
		Dr. Mashrab Muhdhar Sagaff	Vice Chair
		Dr. Abubakar Said Abdalla	Member
3)	Town Planning & Infrastructure	Fahima Araphat	Chairperson
		Dr. Mashrab Muhdhar Sagaff	Vice Chair
		Abdalla Mohamed Abdalla	Member
4)	Environment & Health	Dr. Abubakar Said Abdalla	Chairperson
		Umulkher Bakar Athman	Vice Chair
		Khadija Shekuwe	Member
5)	Legal, ICT & Public Participation	Said Bwanamkuu	Chairperson
		Martha Wairimu Wambui	Vice Chair
		Umulkher Bakar Athman	Member
		Khadija Shekuwe	"

- Members further pointed out the need to benchmark with other Municipalities on the number and titles of sub committees and formulation of the roles of each committee.

MIN 6/31/01/2020: CONDUCTING CITIZEN FORAS

- The Secretary informed the meeting of the mandatory requirement to conduct citizen foras within the Municipality in order to sensitize them on the activities and projects being undertaken by the Municipality. Stakeholder engagement further provides a platform to understand the priority issues affecting the residents and also get feedback on the projects being implemented.
- The Secretary noted that it's a World Bank requirement under the KUSP that the citizen fora consultative meeting time table for every financial year be posted in the Municipality website.
- Members resolved to initiate the stakeholder engagement after undergoing the induction scheduled to take place in Mombasa. A time table to undertake the public engagements will be prepared after the induction.

MIN 7/31/01/2020: A.O.B

- Ms. Fahima proposed for informal meetings at least every week to review the progress of implementation of the agreed action points. There is also need for the Board to pay a courtesy call at H.E. The Governor and the Executive to share their road map on delivering the Municipality agenda
- Ms. Umulkher Bakar Athman emphasized the need for the Municipality to come up with a communication strategy to enlighten the public on her activities and projects. The Municipality domain domiciled under County Government website requires updating and improvements.
- Mr. Bwanamkuu called for a stakeholder dialogue on demystifying of the heritage town and its benefit to the local Wananchi.
- Dr. Abubakar explained the importance of updating the Lamu Municipality website with Board members profile and projects. Annual work plan should also indicate the dates and time for the meetings.
- Manager informed the meeting that a request had been made to the Payroll Manager to assign personal numbers to board members who are not civil servants. This will ensure allowances and imprints are paid directly to the members.

There being no other business, the meeting ended at 2.00 PM.

Name	Farida Abdullahi Hassan	Name	Omar Mohamed Famau
Title	Chairman	Title	Secretary/ Manager
Signature		Signature	
Date		Date	