

**MINUTES OF THE MUNICIPAL BOARD MEETING HELD ON 5TH  
SEPTEMBER 2023 AT 10:00AM AT THE MUNICIPAL HALL**

**MEMBERS PRESENT**

NO	NAME	DESIGNATION	ID/PF NUMBER	MOBILE
1.	Abdalla Fadhil	Ag BoardChair	8524214	0722729219
2.	Abdulswamadu Ali	Municipal Manager	20220341143	0722677513
3.	Abubakar Baasba	Board Member	24715013	0702199190
4.	Khadija Shekuwe	Board Member	27324860	0724760751
5.	Martha Wairimu	Board Member	25128837	0724593382
6.	Umulkher Bakari	Board Member	31978764	0714259952
7.	Ali Sheyumbe	Municipal Accountant	20220077540	0718044573
8.	Gabriel Ngige	Municipal Environm'Safeguards	32857634	0708448791
9.	Lewis Mwandiki	Municipal Planner		0726433405

**AGENDA**

1. Welcoming of The New Municipal Manager
2. Status of the transferred functions to municipality
3. Municipal staffing
4. Kenya Informal Settlement improvement program (KISIP II)
5. Status for the implemented projects FY 2022/2023
6. Annual Budget for FY 2023/2024
7. Annual Development Plan FY 2024/2025
8. Three approved Municipal Plans
9. AOB

**MIN 01/09: PRELIMINARIES**

The municipal board chair welcomed everyone to the meeting and introductions were done. He highlighted the cause of the delays in the seating of the board from

the governments transitions and reaffirmed the commitment of the board in steering the municipality to deliver its mandate. He also highlighted the importance of the seating as the board was welcoming the new municipal manager into the office although the manager has been serving for a while at the municipality.

He emphasized on the importance of learning from the past challenges in the management of the municipality and the need for leveraging the available resources set up by the new regime to deliver service to the mwanachi.

The chair congratulated the new manager referring to the great change that has been witnessed in the municipality in the short time he has been in the office for barely half a year. He also noted the contribution of the administrator and other municipal staff who has given the new manager a smooth transition into the office.

#### **MIN 02/09: WELCOMING OF THE NEW MUNICIPAL MANAGER**

The meeting chair welcomed the new municipal manager to introduce himself. The new manager briefed the members on his professional and academic profile and affirmed his willingness and enthusiasm in taking new roles and new challenges in leading the municipality of Lamu. He emphasized that it has been an opportunity to give back to his Lamu people where he was born and raised.

He also noted the outstanding milestones achievements he has achieved in the few months he has been in the office including the mind-blowing Wiyoni reclamation project that he has designed and conceptualized for construction of a public space and utility centre for the Lamu people. He also noted a few challenges he has encountered since inception of the new role including understaffing and resource allocation but appreciated the efforts taken by the county government to address the staffing and resource allocation issue noting that there is positive progress in addressing the issues. The manager also noted that his contract of performance is two years and wishes that with his performance and looking into the future the CPSB would consider extending his tenure for the benefit of the people of Lamu.

#### **MIN 03/09: MATTERS ARISING**

The chair welcome Dr Baasba a board member nominated from the professional sectors to make remarks regarding the inauguration of the municipal manager into

the office. The board member noted his great believe in the capacity of the new manager and the already fruits being seen courtesy of the new management in the shortest time he has been in the office. He applauded the new municipal manager giving back to the community strategies.

The chair welcomed Md Wairimu who was competitively recruited in the professional sector to make remarks. She expressed enthusiasm and joy in being re-invited back into the board after what had appeared to have been a terminated tenure in the last regime. She noted that administrative challenges in the last regime was a great barrier in leverage the full potential of the board, but she looks forward to better collaboration with the new management and administration.

Md Ummu Athman a board member representative of the informal sector expressed her joy into having an opportunity in serving the people of Lamu as a municipal board member noting the key contribution the Lamu community has played in moulding her into being what she is. She noted that the position in the board gives her a better opportunity to give back to the community and she looks forward to better collaboration and working in the new era and administration. She also noted that the board oversteered much paperwork in policy and plans in the last regime and would be happy if the municipality would embrace tangible infrastructural projects in the current dispensation.

Ms Khadija Shekuwe was Competitively recruited in the professional sector and representing the civil society into the board. She hailed praises to the new management for achieving a lot in a short time.

The board chair thanked the board members for their reaction and warm welcome they accorded the new manager but gave a disclaimer that for the short time he had interacted with the new manager shown that the manager is strict and does not bend rules to accommodate anybody. He therefore asked the board members to support the efforts of the manager in delivering the municipality mandate. The municipal manager thanked the members for the warm inauguration and promised the board that he is ready to work with the board.

The board chair encouraged the manager to facilitate the meetings of the various sub committees of the board to serve as technical working groups on their mandate and prepare tangible reporting notes for the subsequent board meetings.

#### **MIN 04/09: STATUS OF THE TRANSFERRED FUNCTIONS TO MUNICIPALITY**

The chair welcomed Ahmed Kombo the Municipal administrator to take the house through the agendas on reporting the municipality progress. Ahmed Kombo informed the municipal board that there are three main transferred function to the municipality including Sanitation & Environment, Development Control & Engineering, Physical Planning, Revenue Section Enforcement. However, it was noted that the municipality only manage the revenue collection within the municipal jurisdiction. However, he noted challenges in the staffing in all the transferred functions. He clarified that the revenue collection is in form of soft money and that cash collection is not condoned.

He highlighted on a revenue collection system that is being worked on by the cooperative bank that would systemize all revenue collection through soft means only. The chair recommended that the strategy for recruitment of revenue officers should be based on their capacity to collect at least double of their salary scale. The members were presented the revenue collection of the municipality and in comparison, with the previous year's showing tremendous improvement. Dr Baasba requested to know the biggest revenue stream and municipal manager informed the members that it was single business permit, approval plans and fish cess.

#### **MIN 06/09: MUNICIPAL STAFFING**

The administrator highlighted the staff establishment of the municipality noting that the total staffing was at 111 staff. He highlighted the gaps in staffing including:

1. Assistant director/Manager
2. Professional secretary
3. Human Resource Officer
4. Liaison officers
5. Clerical officer – 2
6. Office messenger – 1

7. Public health officer
8. Surveyor
9. Social safeguards officer
10. Maintenance Unit

The following staff was reported as crucial and urgently needed at the municipality.

1. Maintenance staffs
2. Cleaners – Mkomani, Shella, Matondoni, Kipungani, Hindi ward and Basuba
3. Tractors Drivers - 2

The board chair advised that the municipal manager to write a forwarding letter to point on the critical need of the gaps to lobby for recruitment. He also requested the municipal manager to convene another meeting in the next three weeks to reshuffle the sub committees to establish operationalization of the board.

#### **MIN 07/09: KENYA INFORMAL SETTLEMENT IMPROVEMENT PROGRAM (KISIP II)**

The manager highlighted on the status of the KISIP project and the transition challenges that shifted the project vote from the municipality to lands. He informed the members that currently 200million has already been disturbed to the department of lands. The board members expressed concerns over the shifting of the KISIP budget from municipality without the board consent. The board members reiterated the importance of having the KISIP projects under municipality managed by the municipal team and agreed to follow up the issue with the executive to find a way forward. The Board chair directed the board secretary to write a letter immediately to the county secretary and a copy of the same to His Excellency the governor and the CECM for lands, infrastructure and municipality requesting for explanation on why the KISIP vote was transferred from municipality and inquire on clarification of the roles of the municipality in the implementation of the KISIP projects within the municipal jurisdiction.

#### **MIN 08/09: STATUS OF THE IMPLEMENTED PROJECTS FY 2022/2023**

The status of the municipal projects implemented in FY 2022/2023 was projected with the completion status and it was noted that both the infrastructure and administrative developments were complete including:

1. Construction of the waste holding sites.
2. Purchase of the motorcycles.
3. Purchase of two tractors.
4. Stormwater and drainage

#### **MIN 09/09: ANNUAL BUDGET FOR FY 2023/2024**

Ahmed Kombo took the members through the budget for FY 2023/2024 noting the recurrent budgeted allocated 50,060,000/= and development budget allocated at 42,500.000/=. The main expenditure was noted. Md Umulker informed the members that municipality is eligible to apply for project funds from KEMSFED. She recommended that an application on the solid waste management for Matondoni be made to bid for the funds before the closure of the application window. Gabriel and the municipal technical team were tasked to go ahead with the application. Dr Baasba recommended inclusion of the community health promoters in the management of the solid waste projects within municipality. The Board recommended for an induction and capacity building activity to understand the donor funded projects within municipality. It was agreed that in the inception of the KUSP II, capacity training of the board will be prioritized. The development budget was also projected, and the members were taken through the budget.

#### **MIN 10/09: ANNUAL DEVELOPMENT PLAN FY 2024/2025**

The administrator presented the allocated budget for the next financial year 2024/2025 as proposed by the governor at Ksh107,500,000. The Board was very impressed by the commitment of the governor of the county government of Lamu in supporting the municipality of Lamu to deliver services to the mwananchi.

#### **MIN 11/09: THREE APPROVED MUNICIPAL PLANS**

The board was highlighted on the status the four municipal plans and policy documents namely:

1. The solid waste management policy.

2. The Lamu Island local physical and land use development plan.
3. The Lamu Municipality Integrated development plan.
4. The Sustainable urban economic plan.

And it was communicated that all the plans have been approved by the county assembly. The Board was impressed by the progress and emphasized on the importance of seeking for funding from donors and other sources to actualize the plans and polices.

**MIN 12/09: AOB**

The members were presented the Wiyoni beach reclamation project and the feedback was overwhelmingly good. The board agreed to the implementation and the sourcing of the finances to fund the project.

**MIN 13/09: ADJOURNMENT**

There being no other business the meeting was adjourned at 13:50pm. The date for the next meeting was to be communicate later.



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MUNICIPAL MANAGER

SECRETARY



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ABDALLA FADHIL

BOARD Ag CHAIR