

FULL BOARD MEETING	FULL BOARD RESOLUTIONS				REMARKS
	RESOLUTION	NO.	BY WHO?	WHEN?	ACTIONED/NOT
2.4.2020	Mr. CS John wekesa Ndombi is duly appointed and declared the secretary of the board and the administrative head of the municipality.	#01	The county attorney	immediate	actioned
	The board duly adopts the standing orders presented to them to govern the meetings.	#02	The county attorney	immediate	actioned
	Mr Joseph Mulama is duly elected, sworn in and declared the chairman of the board of Kimilili Municipality	#03	The county attorney	immediate	actioned
	Carolyne Khasoa is duly elected and declared the vice chairperson of the board of Kimilili Municipality in absentia.	#04	The county attorney	immediate	declined
	The board of kimilili municipality duly adopts the four board committees established.	#05	The board chairman	immediate	actioned
	John. S.Tengeye is dully elected and declared the chairperson of the administration,finance,economic planning and trade committee	#06	The board chairman	immediate	actioned

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	RESOLUTION.	NO.	BY WHO?	WHEN?	Actioned/Not
2/4/2020	Salome Bukania is duly elected as the chairperson of the land use planning, infrastructure and housing committee.	#07	The board chairman	immediate	actioned
	Lilian N Simiyu is duly elected and declared the chairperson of environment public health social services and sports committee.	#08	The board chairman	immediate	actioned
	Elections for the audit, risk and compliance committee were not undertaken.	#09	The board chairman	immediate	actioned

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	RESOLUTION.	NO.	BY WHO?	WHEN?	Actioned/Not
30/6/2020	Annual work plan for 2020/21 approved and to be adopted by the municipality.	#10	manager	immediate	actioned
	The county to deploy the following staff to the municipality: Hansard officer, environment officer, sports officer, municipal engineer, building inspector land administrator and ICT officer.	#11	manager	immediate	Pending in the human resource
	The municipality to move with speed and settle staff in the municipal building	#12	manager	immediate	Not done
	The municipality to undertake staff needs assessment and give a report to the board chair.	#13	manager	immediate	actioned
	The municipality to acquire two vehicles for use from the department of lands, urban /physical planning and housing.	#14	manager	immediate	Not done/lack of co-operation

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	RESOLUTION.	NO.	BY WHO?	WHEN?	Actioned/Not
	The citizen report taken before the board is adopted without changes and recommended for implementation.	#15	manager	immediate	done
	Revenue collection report should be availed to the board chair.	#16	manager	immediate	Done.
	Building inventory to be undertaken and report given to the board chair	#17	manager	immediate	Not undertaken-lack of funds
	The municipality to develop solid waste management draft to be adopted by the board and approved by the national assembly.	#18	manager	immediate	Draft developed.

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	RESOLUTION.	NO.	BY WHO?	WHEN?	Actioned/Not
30/6/2020	Street lights and NMTS must accompany all roads constructed	#19	manager	Funds availability	continuous
	Municipality to set up emergency response team.	#20	manager	By august 2020	Not done lack of funds.
	The municipality should set up a plan approval process that is compliant and effective.	#21	manager	immediate	Not done
	Amtalla stadium to be renovated as a park and other area be recommended for a stadium.	#22	Manager	Fund availability	Not done

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	RESOLUTION.	NO.	BY WHO?	WHEN?	Actioned/Not
30/10/2020	The board adopts the citizen fora report for implementation.	#23	manager	immediate	done
	The board adopts the local, physical and land use plan for the municipality (2019-2029)	#24	manager	immediate	Done. To be taken to CECM lupph & assembly.
	The board adopts the annual development plan 2021/2022	#25	manager	immediate	done
26/2/2021	Board minutes and resolutions should be submitted to the county secretary for onward transmission to the county executive committee.	#26	manager	immediate	done
	The board to develop the municipal integrated development plan (2019-2024)	#27	manager	immediate	Done
	The board resolved to open and maintain an account in the name of the municipality at the Kenya commercial bank with the approval of county executive committee member for finance.	#28	manager	immediate	No response from CECM finance.

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FULL BOARD MEETING	FULL BOARD RESOLUTIONS				REMARKS
	RESOLUTION.	NO.	BY WHO?	WHEN?	Actioned/Not
14/4/2023	There is need to acquire land for the purpose of housing scheme and infrastructure developments.	#36	Manager	immediate	Not done, lack of funds.
	The board approves that the KUSP II money (2022-2023) to be used for the tarmacking of a section of Mukulima Nasusi road (600M).	#37	Manager	immediate	done

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	RESOLUTION.	NO.	BY WHO?	WHEN?	Actioned/Not
23/7/2023	The Municipality to set up a land control unit.	#38	Manager	immediate	Not done.
	All constructions along the highway to be done in consultation with the Kenya Highway Authority.	#39	Manager	immediate	Not consulted
	A letter to be written to the governor to consider the Kimilili Municipality for affordable housing.	#40	Manager	immediate	Letter written.no action
	All board members to meet the governor at 5:00 pm today at his home in chesamisi.	#41	manager	immediate	Done. Met with the governor
	The board approves the constitution of the board committees as follows; <ul style="list-style-type: none"> 1) Vice chair of the board and the chairperson of lands, Infrastructure and housing; Architect Salome Bukania. 2) Chairperson of audit and risk committee; Lillian N Simiyu. 3) Chairperson of environment, social services 	#42	manager	immediate	Done. Reconstituted

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	RESOLUTION.	NO.	BY WHO?	WHEN?	Actioned/Not
27/10/2023	The board adopts the of Idaho city. The chairperson, the manager, the planner meets the coordinator of Idaho city and write a letter of proposal of partnership to the Idaho city.	#43	Chairperson	immediate	Done. Ongoing.
	Arrangements for representation to the trade conference in Egypt should be made.	#44	manager	At set dates.	Not done. Lack of funds.
	Cultural day to be held in December 2023. Terms of reference to be set.	#45	Advisory committee chair	At set dates.	Not done Lack of funds.
	The Municipality to source for funds and partnerships from the international donor organizations for purposes of developments.	#46	Advisory committee chair	At set dates	Not done. Lack of funds
	The municipality to source for partnerships and fund raisings from the international donor organizations for the purposes of development; Agricultural finance organization, Keline Kenya, Alternate justice system, secretariate of judiciary, Pamoja trust, international law	#47	Advisory committee chair	At set dates	Not done

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	RESOLUTION.	NO.	BY WHO?	WHEN?	Actioned/Not
14/6/2024	The boards approve the Kimilili municipality budget for FY – 2024/2025.	#48	Board Chair	immediate	done
	The board reviewed the Municipal integrated development plan (2023 – 2027) and the strategic plan (2023 – 27) and adopt them.	#49	Board chair	immediate	Done.
	The adopted MIDP (2023 – 27) to be forwarded to the CECM – Lands, physical planning, housing and municipalities.	#51	Manager	immediate	Done.forwarded



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	RESOLUTION.	NO.	BY WHO?	WHEN?	Actioned/Not
14/8/2024	The county government should send more experienced staff to the municipality.	#52	Advisory committee chair	At set dates	Not done Yet to be done.
	The municipality should have a municipal office block.	#53	Advisory committee chair	At set dates	Not done Lack of funds
	The municipality should be funded in accordance with to the criteria in section 173 of the PFMA act.	#54	Advisory committee chair	At set dates	Not done. Bill to be presented to the assembly
	The municipality should follow up on the twinning programme with Sweden.	#55	Advisory committee chair	At set date	Ongoing

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	RESOLUTION.	NO.	BY WHO?	WHEN?	Actioned/Not
14/8/2024	Corporate governance within the Municipality should be strengthened.	#56	Manager	immediate	Ongoing.
	The Municipal board to develop a waste management policy.	#57	Manager	Immediate	developed
	The Municipal board should develop financial management guidelines	#58	Manager	Immediate	Not developed
	The municipal board should open a bank account in the name the Municipality	#59	Manager	Immediate	Not opened
	Partnerships and collaborations with donors should be enhanced	#60	Manager	Immediate	Not done
	Municipal board should invest in land bank and protect existing land.	#61	Manager	Immediate.	Not done. Lack of money
	The Municipality to review and adopt by-laws.	#62	Manager	Immediate.	Not done
	The municipality should have reforms to ensure performance contract is implemented.	#63	Manager	Immediate.	Not done

	FULL BOARD RESOLUTIONS				REMARKS
	RESOLUTION.	NO.	BY WHO?	WHEN?	Actioned/Not
14/8/2024	Immediate arrangements should be made to induct members, latest September 2024.	#64	Chairperson	immediate	Not done Lack of funds.
	The board chairman should write a letter to H.E the Governor to consider funds to the Municipality in order to settle board payment areas.	#65	Board chair	immediate	Letter written.no action
	Hall of fame to be considered for the first board members.	#66	Manager	immediate	Not done
	Exiting Board members should be given appreciation letters for their exemplary service.	#67	Manager	immediate	Not done

FULL BOARD MEETING.	FULL BOARD RESOLUTIONS				REMARKS
	RESOLUTION.	NO.	BY WHO?	WHEN?	Actioned/Not
14/6/2024	Mr. Peter Wanyonyi Buteyo is elected as the chairman of Kimilili Municipality.	#68	Solicitor general	immediate	done
	Carolyne is elected the vice chairman of the board of Kimilili municipality.	#69	Solicitor general	Immediate	Done.
	Abigael Walaka (legal officer) has been deployed to be in charge of Kimilili Municipality legal department.	#70	County attorney	Immediate	Done.not reported

FULL BOARD MEETING.	FULL BOARD RESOLUTIONS				REMARKS
	RESOLUTIONS.	NO.	BY WHO?	WHEN?	Actioned/Not
25/10/2024	The board to adopt the Municipal manager as the secretary of the board.	#71	manager	immediate	done
	The board to develop and adopt the standing orders to govern the meeting.	#72	Board chair	immediate	done
	The board of Kimilili Municipality to adopt the board committees elected members and set terms of reference.	#73	Board chair	Immediate	Not done Wait for board quorum.
	The board and the necessary technical staff to attend the annual planners conference to be held in Pride Inn Mombasa between 25 th to 28 th November 2024.	#74	Manager	Immediate	Done.
	Dr Rashid, Hon Opicho and Abigael Walaka to develop a new board calendar and report to the manager	#75	Dr. Rashid, Abigael, Hon Opicho.	Immediate	Not done.
	The manager and the board chair to work on citizens fora and engagement framework.	#76	Manager/Board Chair	Immediate	Not done.
	The manager the board chair and Abigael Walaka to work on Kimilili Municipality by-	#77	Manager Board chair	Immediate	Not done.

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	laws and complete this task by 1 st week of November 2024. The by-laws to be taken to assembly for verification and concurrence.		Abigael.		
	The manager to work closely with the board chair on matters taken to assembly.	#78	Manager/Board chair.	immediate	Not done
	The manager, the CO – Housing Municipalities and urban areas and Mr Sindani to handle KUSP II requirements to ensure compliance and to make a report to the board.	#79	Manager, C.O – LUPPH, Sindani.	Immediate.	Ongoing.

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	RESOLUTIONS.	NO.	BY WHO?	WHEN?	Actioned/Not
5/12/2024	The board of Municipality to undertake human resource audit of the municipality.	#80	manager	immediate	Not done
	The Municipal manager to share the audit report with the board chair.	#81	Manager	Immediate	Not done
	ICT Officer to be deployed to the municipality for purposes of updating municipal website.	#82	manager	Immediate	Not done
	Organize a meeting workshop for KUSP II conditions.	#83	Manager	immediate	Done at snowline
	The board has made a resolution to co-opt the following members to the board; a) Mrs. Carlyne Khasoa – Legal matters b) Mr. Justus Wafula – Audit matters.	#84	Board chair	Immediate	Letters not written
	The manager Gabriel kibiriti to be served with a letter by the chair about performance.	#85	Board chair	Immediate.	Not done

The following officers who have been in kimilili municipality for more than 3 years to be transferred. a) Benson Wafula. b) Donah Chesang. c) Bonface Wanjala	#86	Board chair	Immediate.	done
KELCOP is allowed by the board to put up a slaughter house.	#87	manager	IMMEDIATE	Land conflict
Agribusiness concept plan for meadow and land use to be done.	#88	manager	Immediate	done
Strategic plan to be reviewed	#89	manager	Immediate	Not done
There is to be established municipality business committee to be chaired by the chairman and the secretary to be the social welfare officer.	#90	Board chair	Immediate	Not done

RESOLUTIONS OF THE FULL BOARD MEETING HELD ON 10TH MARCH, 2025 AT THE MUNICIPAL BOARD ROOM

NO	RESOLUTION	WHO?	WHAT?	WHEN?	REMARKS
#91	Hon. Architect Ziprine Nasike is dully elected as vice chair of the board	Board chairman	Write appointment letter	immediate	
#92	MS Violet Wafula is appointed as the secretary of the board and chief administrator of the administrator	Board chairman	Write appointment letter	immediate	
#93	The board dully adopts the existing standing orders of the board	Manager	Sign the standing orders	immediate	
#94	The board dully adopts the standing committees as adopted in the standing orders	Manager	Sign the minutes and the board resolutions	immediate	
#95	The board elected the chairpersons of the committees of the board as follows: Hon. Caroline Khasoa AFEP Hon. Moses Opicho LUPP&H Hon. Abigael Nekesa EPSSC Hon. Dennis Barasa R&C Hon Samson Wanyonyi R&T		Write appointment letters	immediate	

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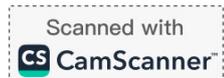
The following were dully appointed as members of the committees:

- Administration, finance, economic planning and trade
 - Hon. Caroline Khasoa -chairperson
 - Hon. Moses Opicho -Member
 - Hon. Abigael Nekesa -Member
 - Hon.Dr Rashid Fwamba -Member
 - Hon.Wellington Sindani -Member
- Lands, urban/physical planning and housing
 - Hon.Moses Opicho -Chairman
 - Hon.Ziprine Nasike -Member
 - Hon. Caroline Khasoa -Member
 - Hon. Dr. Rashid Fwamba-Member
 - Hon.Wellington Sindani -Member
- Environment, public health, social services and culture
 - Hon. Abigael Nekesa -Chairperson
 - Hon.Dennis Barasa -Member
 - Hon. Ziprine Nasike -Member
 - Hon. Dr Rashid Fwamba-Member
 - Hon.Wellington Sindani -Member

- Revenue and trade committee
 - Hon. Samson Wanyonyi -Chairman
 - Hon.Abigael Nekesa -Member
 - Hon.Caro Khasoa -Member
 - Hon.Dr Rashid Fwamba -Member
 - Hon.Wellington Sindani -Member
- Risk management and compliance
 - Hon.Dennis Barasa -Chairman
 - Hon.Samson Wanyonyi -Member
 - Hon.Moses Opicho -Member
- Internal auditor -Secretary
- Treasurer nominee -Member

Write appointment letters

immediate



FULL BOARD RESOLUTIONS

DATE	RESOLUTIONS	NO	RESPONSIBLE	WHEN?
27.6.2025	The board to have a sitting and make a budget for the transfer of functions to the municipality. It should include programs and their allocations.	98		Immediately
	A municipal Risk Register to be developed	99	The Chair of audit committee and the manager	In two weeks', time
	Enforcement officers to be deployed to the municipality.	100	The chair of LUPPIH committee and the manager	Immediately
	A revenue collection policy to be developed.	101	The chair AFEPT and the manager	In two weeks', time
	Waste collection function to be transferred to the municipality.	102	The chair EPHSS and the manager	In two weeks', time
	The municipality to organize municipal cultural festival.	103	The chair EPHSS and the manager	In two weeks', time
	The board members to be given their allowances in every meeting.	104	The manager	Immediately
	The UIG statement of expenditure report to be presented in the next AFEPT meeting.	105	The chair of AFEPT and the KUSP2 coordinator	In the next AFEPT meeting
	The agenda of full board meetings to include managers' report.	106	The manager	Immediately
	Funds should be mobilized for feasibility projects.	107	The manager	Immediately

FULL BOARD RESOLUTIONS

DATE	RESOLUTIONS	NO	RESPONSIBLE	WHEN?
2.10.2025	The board to have a sitting and make a budget for the transfer of functions to the municipality. It should include programs and their allocations.	108	Full board	Immediately
	A municipal Risk Register to be developed	109	The Chair of audit committee and the manager	In two weeks', time
	Enforcement officers to be deployed to the municipality.	110	The chair of LUPPIH committee and the manager	Immediately
	A revenue collection policy to be developed.	111	The chair AFEPT and the manager	In two weeks', time

	Waste collection function to be transferred to the municipality.	112	The chair EPHSS and the manager	In two weeks', time
	The municipality to organize municipal cultural festival.	113	The chair EPHSS and the manager	In two weeks', time
	The board members to be given their allowances in every meeting.	114	The manager	Immediately
	The UIG statement of expenditure report to be presented in the next AFEPT meeting.	115	The chair of AFEPT and the KUSP2 coordinator	In the next AFEPT meeting
	The agenda of full board meetings to include managers' report.	116	The manager	Immediately
	Funds should be mobilized for feasibility projects.	117	The manager	Immediately

RESOLUTIONS

DATE	Resolution	NO	Action by who	Action by-date
5.2.2026	1. Town decongestion. The manager was tasked by the board to convene a meeting with the revenue officer and head of enforcement and issue a notice on building of kiosks.	118	The manager	Immediately
	A special board meeting to be convened to prepare board charter	119	Board chair	In two weeks', time
	Preparation of town evaluation report	120	planner	Immediately
	Preparation of status report on Monday and Thursday market stalls	121	Revenue officer	Immediately
	The draft documents i.e MIDP, revenue data bank, environmental risk profiling to be submitted to the respective committees for deliberation.	122	Committee chairs	Immediately
	Development of municipal human resource policy.	123	AFEPT committee	Immediately
	AFEPT committee to meet and discuss the budget	124	AFEPT committee	Immediately