

COUNTY GOVERNMENT OF BUNGOMA



THE MUNICIPALITY OF BUNGOMA

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MINUTES OF FULL BOARD MEETING HELD ON 25TH FEBRUARY, 2026 IN THE MUNICIPAL OFFICE AT 0900HRS

MEMBERS PRESENT

1. Arch. Ham Wesonga	Chairperson
2. Dr. Dorcas Katiambo	Vice Chair
3. CPA Dr. Rashid Fwamba	Member
4. Mr. Ben Karunga	Member
5. Mr. Job Wekesa Munyasia	Member
6. Mr. Paul Maloba Kamala	Member
7. Ms. Wafula Nafula Wilkister	Member
8. Ms. Christine Simiyu	Member
9. CPA/CS Vincent Ngeywo	Secretary

Absent with apology

1. Mr. Philip Wanyonyi	Member
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In Attendance

1. Peter Nyukuri	Assistant Director Administration
2. CPA Roselyne Makonjio	Chief Accountant

Agenda:

1. Preliminaries
 - 1.1 Devotion
 - 1.2 Apologies
 - 1.3 Confirmation of quorum
 - 1.4 Notice of meeting
 - 1.5 Adoption of Agenda
 - 1.6 Declaration of conflict of interest
2. Reading and confirmation of previous minutes
3. Matters Arising

4. Reports
5. Office of Auditor General (OAG) queries to Senate
6. Quarter Two Financial Reports for FY 2025/2026
7. Supplementary Budget
8. Kenya Urban Support Programme (KUSP 2) Compliance Documentation

1.0 MIN01/CGB/BM/FB/21/01/26: PRELIMINARIES

The chairperson called the meeting to order at 1040hrs and thanked all members for their attendance.

1.1 Devotion- Members were led through an opening word of prayer by Peter Nyukuri

1.2 Apology – member Paul Kamala confirmed receipt of an apology from Philip Wanyonyi.

1.3 Confirmation of quorum- The chair then requested the secretary to confirm that there was quorum before proceeding. The secretary confirmed that the quorum had been attained by having 8 out of 9 members.

1.4 Adoption of Agenda – The chair requested the secretary to read out the notice calling for the meeting and the agenda. Members in attendance were Mr. Peter Juma Nyukuri and CPA Roselyne Makonjio. The agenda was proposed by Mr. Ben Karuga and Seconded by Mr. Paul Kamala and unanimously adopted by the Board.

1.5 Declaration of Conflict of Interest – The chair then requested any member with a conflict of interest on the adopted agenda to declare. There was no conflict of interest

Resolutions:

CGB/BM/FB/21/01/2026 – R1: It was unanimously resolved that members should be allowed to peruse minutes' file before the meeting starts thereafter file conflict of interest.

2.0 MIN 2/CGB/BM/FB/21/01/2026 - READING AND CONFIRMATION OF PREVIOUS MINUTES

2.1 The minutes of the previous meeting were read by secretary to the Board

2.2 The minutes were proposed by Ben Karuga and seconded by Wilkister Nafula Wafula and adopted as a true copy

3.0 MIN 3/CGB/BM/FB/21/01/2026 – MATTERS ARISING

3.1 The chair thanked the manger for great improvement in minute taking.

3.2 The member, CPA Dr. Rashid Fwamba, thanked the manager Bungoma Municipality and the manager Kimilili Municipality for

their exemplary presentation of issues before the sector committee on lands, urban areas, physical planning, housing and municipalities

3.3 The chair acknowledged receipt of appointment letter for one member, Ms. Christine Simiyu as a board member dated 6th November, 2025.

3.4 A member, CPA Dr. Rashid Fwamba reported that the Municipality of Bungoma will receive Urban Institutional Grant (UIG) during the FY 2025/2026. Pertaining urban Development grant (UDG) he reported that the Municipality of Bungoma has been earmarked for funding after meeting UDG MC – 2 condition.

3.5 The manager reported that the issue of Asbestos disposal the matter is before the Bungoma Environment and Lands Court Case No. **ELCLPET/E003/2025**.

3.6 The manager reported that the Environmental Impact Assessment (EIA) report for Kanduyi market and bus Park was ready subject to Public participation. Public participation delay has been caused by limited funding.

3.7 Members tasked the chair of the Board to consult H. E. The Governor of Bungoma County about office space for Bungoma Municipality staff.

3.8 The Board tasked the chair to make a follow up on transfer of 21 revenue officer and functions to the Municipality of Bungoma.

3.9 A member, CPA Dr. Rashid Fwamba reported that the department of Lands, Urban Areas and Municipalities had prepared the municipal By Laws for the two municipalities. The By – Laws are still in Draft form pending validation by the two boards.

3.9.1 On pending Bills the manager reported that the municipality had requested for Kshs.50.7m in supplementary Budget 1 but Kshs. 12,265,729.5 was approved.

Resolutions:

CGB/BM/FB/21/01/2026 – R2: It was unanimously resolved that all the functions belonging to the municipality should be transferred to the entity to enable it carry it mandate.

4.0 MIN4/CGB/BM/FB/21/01/26-REPORTS

4.1 CHAIRMAN'S REPORT:

4.1.1 19th Planner's Conference

- The chairman thanked all members for attending the 19th Planner's conference that was held in Malindi from 10th November to Friday 14th November, 2025. The topics covered during the conference included:
 - Planning and AU agenda

- Land tenure session
 - Climate change adaptation in urban Road
“Infrastructure: a physical planning perspective including Land Governance
 - Strengthening land governance and equitable access and use
 - Inclusive food systems and people centred planning
 - Restoration, biodiversity and ecosystem governance.
- 4.1.2 The chairman’s urged committee to check on compliance on issues
- 4.1.3 He reported that the supplementary two budget was not passed the way it was proposed
- 4.1.4 The chairman reported that the signing of the performance contracts was to be done during the meeting as follows:
- The chairman of the Board and the municipal manager and
 - The CECM –Lands, Urban Area, Physical Planning, Housing and Municipalities and the Chairman of the board.

4.2 MANAGEMENT REPORT

- The chairman invited the secretary to the Board to give the management report.

4.2.1 The manager reported that the Cabinet memo on transfer of the following functions was forwarded to the CECM for Lands, Urban areas, Physical Planning and Housing for it to be discussed in the Cabinet meeting

The functions to be transferred included

- Management of Soko Kumba
- Management of Chepkube market
- Management of Parking areas within Bungoma town
- Approval of Development plans
- Management of solid and
- Liquid waste within Bungoma Town
- Management of street lighting system within Bungoma town
- Management of Kanduyi market stalls and Kanduyi Buss Park
- Revenue collection within the three wards within Bungoma town
- Approval of municipal Integrated Development Plan

- 4.2.2 The Manager requested for 20 enforcement officers to the County Secretary through CECM Lands, Urban Areas, Physical Planning, Housing and Municipalities.
- 4.2.3 The manager reported that the Board budget was reduced by 3 million from 5.6 million. The three million had already been exhausted.
- 4.2.4 CEF pending bills projection was 50.7 million but only 12 million was approved in supplementary two budget.
- 4.2.5 The manager reported 5 million shillings was credited to Bungoma Municipality Central Bank Special Purpose Account.

Resolutions

CGB/BM/FB/21/01/2026 – R3: It was unanimously resolved that the Bungoma Municipality Central Bank Revenue Account should be opened in readiness for the transferred functions.

CGB/BM/FB/21/01/2026 – R4: - It was unanimously resolved that a committee be formed to work on Bungoma Municipality Board's Charter.

CGB/BM/FB/21/01/2026 – R5: It was resolved that the Bungoma Municipality Standing Order were to be prepared by Administration, Finance and Economic Planning Committee and table the in the next Board meeting.

CGB/BM/FB/21/01/ - R 6: It was resolved market Management Policies were to be prepared in readiness for the expected transferred functions.

4.2.6 The manager reported that 20 – 23 staff are always present, one is sickly, one is domiciled at department of health.

4.2.7 The manager reported that office of the auditor General carried out the Audit in September, 2025 and highlighted 14 Audit queries but were dropped to 7 after submitting the responses.

4,2,8 A member, CPA Dr. Rashid Fwamba reported that the Department of Lands, Urban Areas, Physical Planning, Housing and Municipalities had prepared the By – Laws.

4.3 Sub – Committee Reports

4.3.1 Administration, Finance and Economic Planning Committee Report

The chair of the Board invited the chair of AFEP to give the report.

- The chair tabled the revised membership of the Board Committees but it was noted that vice chair of the Board Dr. Dorcas Katiambo was not included in Board committees.
- In response Mr. Job W. Munyasia relinquished his membership in Revenue and Trade Committee to Dr. Dorcas Katiambo and Mr. Ben Karuga relinquished his membership in Environment and Public Health Committee to Dr. Dorcas Katiambo. The revised membership was as follows:

S/NO	COMMITTEE	CHAIR	MEMBERS
1	AFEP	Mr. Job Munyasia	1. CPA Dr, Rashid Fwamba 2. Philip Wanyonyi 3. Paul m. Kamala 4. Christine Simiyu
2	Land use & infrastructure	Mr. Philip Wanyonyi	1. Wikkister N. Wafula 2. Paul M. Kamala 3. Christine Simiyu 4. Ben Karuga

3	Revenue and Trade	Ben Karuga	1. CPA Dr. Rashid Fwamba 2. Paul M. Kamala 3. Christine Simiyu 4. Dr. Dorcas Katiambo
4	Internal Audit	Mr. Paul M. Kamala	1. Job W. Munyasia 2. CPA Dr. Rashid Fwamba 3. Ben Karuga 4. Wilkister N. Wafula
5	Environment and Public Health	Ms. Wilkister N. Wafula	1. CPA Dr. Rashid Fwamba 2. Philip Wanyonyi 3. Dr. Dorcas Katiambo 4. Job Munyasia

Resolutions:

CGB/BM/FB/21/01/2026 – R 7: It was unanimously resolved that Board Committee membership to be revised from 8 members to 5 members as recommended by the AFEP committee.

CGB/BM/FB/21/01/2026 – R8 : The changer were proposed by Job Munyasia and seconded by CPA Dr. Rashid and adopted by the full Board.

4.3.2 Land Use and Infrastructure Committee:

The chair of the Board invited the chair of the committee Mr. Philip Wanyonyi to give the report.

- The chair reported that there should be routine inspection of projects.
- Payment certificate No.6 inform of Taxan Investment amounting Kshs.9.9million was approved for payment.
- The chair reported that the manger was supposed to prepare Board papers.
- The report was proposed by Mr. Ben Karuga and seconded by Ms. Wilkister N. Wafula and adopted by the full Board.

4.3.3 Environment and Public Health Committee Report:

The chair of the Board invited the chair of the committee Ms. Wilkister N. Wafula to give the report.

- The chair reported that there was need to improve the drainage at Kanduyi near the stadium. It was advised to relook at the drainage plan for Bungoma that was done in 2015.
- There was also need for routine maintenance for efficient storm water management for this drainage that leads to the stadium.
- The chair reported that there was need to improve drainage system at Mukhaweli Primary School, Muteremko route, Mother Kevin route, Chetembe route and Khalaba Hospital route.

- The chair reported that the chair for KICOSCA event that were held in Siaya had not been paid to Board Members who attended.
- The report was proposed by Ms. Wilkister N. Wafula and seconded by Dr. Dorcas Katiambo and adopted by the Board.

4.4 Internal Audit Committee Report:

The chair of the Board invited the chair of the committee to give the report

- The chair reported that there was need to develop the Asset Management Policy for Bungoma Municipality.
- The chair reported that al Financial report should be discussed between the month of august and October of every Financial year
- The chair reported that Bungoma Municipality Board Standing orders were to be prepared before end of quarter four of Fy 2025/2026.
- The chair suggested that al members should be accompanied by annexure of resolutions.
- The report was proposed by Mr. Paul Kamala and seconded by CPA Dr, Rashid Fwamba

5.0 MIN 05/CGB/BM/FB/21/01/2026 – OFFICE OF THE AUDITOR GENERAL(OAG) QUERIES TO SENATE

The manager highlighted the following Audit queries:

- 5.1 Financial statement inaccuracies
- 5.2 Un confirmed transfer from county Government
- 5.3 Budgetary control and performance
- 5.4 un resolved prior year matters
- 5.5 Report on Lawfulness and effectiveness in the use of Public resources

The manger reported that Municipality and the governor appeared before the Senate on 28th January, 2026 over responses to the above queries.

MIN06/CGB/BM/FB/21/01/2026 – QUARTER TWO FINANCIAL REPORTS FOR FY 2025/2026

The chair of the Board requested the manager to give quarter two Financial report for the Fy 2025/2026. The manger invited the Chief Account CPA Roselyne Makonjio to give the report.

It was noted that only quarter one and Board committee allowance were paid.

The accountant took the Board members through quarter two Financial report for Fy 2025/2026 and was adopted by the Board with amendment on hereby annexed.

Resolutions.

CGB/BM/FB/21/01/2026 – R8: it was resolved that board allowances should separate from staff allowances

MIN07/CGB/BM/FB/21/01/2026 – SUPPLEMENTARY I BUDGET

The chair of the Board invited the manager to give the approved supplementary I Budget for Fy 2025/2026.

The manager took Board members through supplementary one budget approved by the county Assembly and was adopted by the full Board as annexed.

**MIN 08/CGB/BM/FB/21/01/2026 – KENYA URBAN SUPPORT PROGRAMME (KUSP 2)
COMPLIANCE DOCUMENTS**

The chair of the Board reported that the documents were subjected to the public for input and validation, the board needs also to deliberate and approve the said documents so as to meet the minimum conditions and to be used for Annual Performance Assessment Two score card.

The chairman reported that the Board Authorized the Bungoma Municipality to prepare Plans and 67788Policies, Legal framework and governance documents and it has the responsibility to approve.

The chair invited the manager to table the KUSP 2 documentation.

The manager tabled the following KUSP document for deliberations

- 8.1 Municipal Integrated Development Plan
- 8.2 Gender Engagement Framework
- 8.3 Municipal Strategic Plan
- 8.4 Municipal revenue Data Bank
- 8.5 Environmental Risk Profile and Intervention Framework
- 8.6 Urban Climate Risk Profile
- 8.7 Bungoma Business Investment Plan

After long deliberation the board noted that there was need to validate and approve the above document for purpose of enabling the municipality to function effectively and meet KUSP 2 minimum conditions. The documents were approved with minimal corrections.

8.8 Annual Municipal Solid Waste Management Monitoring/ Implementation Report

The chair of the Board invited the manger to table the above report to board members. After long deliberation, the board approved the report with recommendations.

Recommendations

The county department of environment should improve on Solid Waste Management.

Adjournment:

Their having any other business the chai called the meeting to an end at 1640hrs by a ward of prayer from Mr. Ben Karuga.

Minutes Confirmed and Signed by;

Chairperson Arch. Ham Njoroge Signature [Signature] Date 27/2/26
Secretary Es Vincent Ngetwo Signature [Signature] Date 27/02/26