

## MINUTES OF THE BOARD MEETING HELD ON THURSDAY 7<sup>TH</sup> MAY 2020 THROUGH ZOOM

### Participating members

- |                          |               |
|--------------------------|---------------|
| 1. Aliasgar S. Kassamjee | Chairman      |
| 2. Yvonne K. Mafunga     | Member        |
| 3. Sholo B. Kambi        | Member        |
| 4. Charles D. Karisa     | (CECM) Member |
| 5. Sumayya A. Hassan     | Member        |
| 6. Moses M. Gunda        | ( CO) Member  |
| 7. Geoffrey C. Katsoleh  | Member        |
| 8. Johnson K. Toya       | Member        |

### In attendance

- |                    |   |
|--------------------|---|
| 1. Silas K. Ngundo | Municipal Manager/ Secretary to the Board |
|--------------------|---|

### In attendance by invitation

- |                        |   |
|------------------------|---|
| 2. Eng. Nurrein Hatimy | Principal Assistant Engineer, CGK             |
| 3. Jacinta Ishmael     | Principal Accountant, Municipality of Malindi |
| 4. Rehema Chimera      | Principal Procurement Officer, Malindi        |

### Agenda

- Confirmation of the minutes of the Board meeting held 10<sup>th</sup> February , 2020
- Matters arising from the minutes
- Approval of the Municipal Organogram
- Engagement of new Municipality staff
- Status of the Municipality on KUSP MCs and PSs
- Delegation of functions by the CEC – process and the current status
- Municipality preparedness on COVID 19
- 2019/ 2020 KUSP grant vis a vis planned projects
- AOB

The meeting started at 9.05 with the Chairman welcoming all members.

MIN.01/MM/7/5/2020 – CONFIRMATION OF MINUTES OF THE BOARD MEETING HELD ON 10<sup>TH</sup> FEBRUARY, 2020

The Chairman informed the members that the minutes had been circulated much earlier and therefore took the members through them page by page.

#### MIN.02/MM/7/5/2020 – MATTERS ARISING FROM THE MINUTES

Mr. Katsoleh pointed out that some information under MIN.05/MM/10/2/20 was not captured correctly. The minutes should therefore be amended to read that the meeting decided that the project to be undertaken following the splitting of the drainage project should be invested in upgrading the Barclays Bank to Paradise hotel road.

Mr. Moses Gunda was away on safari and had given an apology for the meeting but this was also not captured.

With the few amendments, the minutes of the meeting held on 10<sup>th</sup> February, 2020 were confirmed as a true record of the proceedings.

**Proposed by: Mr. Geoffrey Katsoleh**

**Seconded by: Mr. Benjamin Sholo**

On the matter of Barclays Paradise road, the CO had written a letter seeking technical opinion from the Chief Officer Public Works and it was for this reason that Engineer Nurrein who had done the report was invited to the meeting.

Eng. Nurrein started:

- He was not aware of the Board resolution while preparing his report
- He was instructed to prepare the BoQ by the Chief Officer PW but to no particular specifications
- In undertaking the task, he considered volume, the environment, time and cost of the project
- He also took into consideration that the area is a residential one and that bitumen roads are less noisy
- After taking all these matters into consideration, he settled for bitumen as the best material to be used in upgrade of the Barclays Bank Paradise road
- However, a cabro Road can as well be suitable for the area

The MM introduced Ms. Jacinta Ishmael the Principal Accountant(PA) and Ms. Rehema Chimera the Principal Procurement Officer (PPO) to the meeting. Going forward, the meeting decided that members of staff can attend Board meetings on need basis only and that the MM shall brief them wherever necessary.

The PPO reported thus:

- She was instructed to initiate the process of procurement for the Barclays Mtangani Road which she did in early April
- The advert for the tender was sent the same day that the advertisement appeared
- The process was ongoing and that the MM had signed the letters appointing the adhoc committees for evaluation and unsealing

Regarding the road tender, members raised concern that the MM and the administration in general seems to have taken some actions which run contrary to the resolution of the Board and that there was need to discuss the matter in camera.

In conduct of meetings, matters can be decided through proposing and seconding, consensus or voting and silence should not be construed to mean concurrence with a particular matter as all members have a right to dissent and putting their views forward.

It is a fact to be noted that some members remained silent on the matter and that does not mean they agree with what was discussed though collective responsibility dictates that all will be bound by the majority decision.

The meeting adjourned at 11.25 am due to time constraint and shall be continued in camera at a time to be day to be posted on the WhatsApp wall.

**CONFIRMATION**

Chairman Name: ..... 

Signature:.....

Date:.....

Secretary Name: Silas K. Ngunjiri .....

Signature:..... 

Date:..... 7.5.2020 .....