



REPUBLIC OF KENYA

MANDERA COUNTY GOVERNMENT



**MINUTES OF THE MEETING OF THE MANDERA MUNICIPALITY BOARD HELD  
IN THE MUNICIPALITY BOARDROOM ON 24<sup>TH</sup> JUNE 2020 AT 9.00 A.M**

**PRESENT**

1. ABDIA HUSSEIN ABDI	V/Chairperson
2. HASSANNOOR ADAN	Municipal Manager/ Secretary
3. HUSSEIN MAALIM MOHAMED	Member
4. ZHULEKHA OSMAN MAALIM	Member
5. FAMSAHARA ADAN MAALIM	Member
6. MOHAMED ABDULLAHI OMAR	Member
7. KULOW MOHAMED SHEIKH	Member
8. IBRAHIM HASSAN MALOW	Member
9. ADAN HUSSEIN	Member

**APOLOGY**

1. SALAH MAALIM ALIO	Chairman
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**AGENDA**

1. Confirmation of the previous minutes.
2. Review of 3<sup>rd</sup> quarter report.
3. Appointment of Board Committees.
4. A. O. B.

**MIN.1/6/2019-20 – Preliminaries**

The V/Chair welcomed the members to the fourth Board meeting of the financial year 2019/2020 and asked Mr. Mohamed to open with a word of prayer.

The session chair reported the apology from Mr Salah Maalim (Chairman) who is in Nairobi for personal issues. She then introduced the agendas to be discussed for the day.

**MIN. 2/6/2019-20 – Confirmation of the Previous Minutes**

The session Chair requested the Manager to take the members through the minutes of the previous meeting. The Manager took the members through the minutes. The minutes were confirmed to be a true deliberation of the Board by Mr Mohamed Abdullahi and seconded by Mr Ibrahim Hassan.

### **MIN. 3/6/2019-20 – Matters Arising**

The members requested to be furnished with the documents to be reviewed during the meetings in advance so that time is not wasted during the meeting. The chair directed the Manager to share the necessary documentations before the meeting to enable the members to familiarize with the information required for decision making.

### **MIN. 4/6/2019-20 – Review of the third quarter report**

The session Chair introduced the agenda and asked the members to note any comments they have so that time will not be wasted on this agenda without overlooking the importance of the agenda item which will be a guide in the resource utilization for effective and efficient service delivery.

The Manager took the members through the report and the members commented with the following observations:

- Sterilization of the water bowsers during the Covid-19 pandemic.
- NHIF and NSSF was deliberated on at length and agreed that it was essential for the casual staff to have them.

The Board adopted the report of the third quarter.

### **MIN.5/6/2019-20 – Board Committees**

The V/chair introduced the agenda and welcomed the Manager to take the members through the procedures. The Manager took the members through the clause in the Urban Areas and Cities Act and the Charter on the formation of Board Committees.

He later handed over the proposal to the Chief Officer Urban Development who took the member through the terms of reference for each of the committees. The Board adopted the TOR and proposed memberships of the four committees as attached to this minutes.

### **MIN.6/6/2019-20 – A. O. B**


The V/chair asked if there are other issues from the members or the administration. The following were discussed.

- a) The medical cover for the members was discussed as proposed by Mr Mohamed and seconded by Mr Kullow. The Board resolved that the Chair writes an official letter to H.E. the Governor to seek cabinet approval for the same.
- b) The absorption of the casuals of the defunct local authorities was discussed and the Manager to write to the CPSB.
- c) The Board allowances to be paid after the meeting subject to availability of funds.

**MIN.7/6/2019-20 – Adjournment**

There being no other business, the meeting was adjourned at 12.25 p.m with a word of prayers by Mr Kullow.

Minutes Compiled by:

Hassanoo Alan Abdulhadi .....  ..... 28/9/2020 .....


Name

Signature

Date

**Secretary**

Minutes Confirmed by:

Abdis Hussien .....  ..... 28/9/2020 .....

Name

Signature

Date

**Chairperson**





REPUBLIC OF KENYA  
MANDERA COUNTY GOVERNMENT



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**MANDERA**

## **MANDERA MUNICIPALITY BOARD COMMITTEES**

### **Urban Areas and Cities Act, 2011:**

**Section 26.** A board may—

- (a) establish such committees for any general or special purpose which, in its opinion, would regulate or manage its affairs more efficiently and as may be necessary for the performance of its functions under this Act;
- (b) delegate to such committee such functions as are necessary for the efficient performance of its duties in respect to the whole or any part of the area under the jurisdiction of a board; and
- (c) include persons who are not members of the board in any committee.

Mandera Municipality Board hereby forms the following committees with the mandates specified:

NB: The Municipal Manager shall be the secretary to the committees except for the Audit, Governance and Compliance Committee where the Internal Auditor shall be the Secretary.

### **FINANCE, PLANNING & DEVELOPMENT COMMITTEE**

#### **Members**

- |                           |          |
|---------------------------|----------|
| 1. Kullow Mohamed Sheikh  | Chairman |
| 2. Adan Hussein           | Member   |
| 3. Famsahara Adan         | Member   |
| 4. Hussein Maalim Mohamed | Member   |

#### **Terms of Reference**

To receive and consider reports, make recommendations and advice the Board generally on:

1. The Municipality planning and financial strategy;

2. Annual budget and Medium Term Expenditure Framework;
3. Resource mobilization;
4. The progress of the implementation of plans and policies as outlined in strategic plan;
5. The progress of projects;
6. Approval of new construction projects;
7. Maintenance and development of buildings and lands;
8. Collaboration and partnerships;
9. Memorandum of Understandings;
10. Assets management;
11. Municipality Legal and ICT Status;
12. Staff establishment and management;
13. Customer service and grievance redress guidelines;
14. Board activities and work plan;
15. Performance contracting.

## **AUDIT, RISK, GOVERNANCE & COMPLIANCE COMMITTEE**

### **Members**

- |                          |             |
|--------------------------|-------------|
| 1. Zhulekha Maalim Osman | Chairperson |
| 2. Abdia Hussein         | Member      |
| 3. Mohamed Abdullahi     | Member      |
| 4. Ibrahim Hassan Malow  | Member      |

### **Terms of Reference**

To receive and consider reports, make recommendations and advise the Board generally on:

1. Internal and external audit reports;
2. Internal audit annual plan;
3. Internal control;
4. Risk management;
5. Compliance to laws, regulations and standards;
6. Governance;
7. Governance audit reports.

## **ENERGY, ENVIRONMENT AND SANITATION COMMITTEE**

### **Members**

- |                         |          |
|-------------------------|----------|
| 1. Mohamed Abdullahi    | Chairman |
| 2. Ibrahim Hassan Malow | Member   |

- |                           |        |
|---------------------------|--------|
| 3. Abdia Hussein          | Member |
| 4. Zhuleikha Maalim Osman | Member |

### **Terms of Reference**

To receive and consider reports, make recommendations and advise the Board generally on:

1. Annual work plan of the Directorate;
2. Setting –up of waste collection points and dumping sites;
3. Route plans and fleet management;
4. Grievance redress;
5. Greening programme;
6. Open spaces and parks;
7. Street lighting programme;
8. Environmental conservation policies and guidelines;
9. Social safeguards;
10. Laws and regulations for better carrying out of Directorate activities.

## **ENFORCEMENT, FIRE AND DISASTER MANAGEMENT**

### **Members**

- |                           |             |
|---------------------------|-------------|
| 1. Famsahara Maalim Adan  | Chairperson |
| 2. Hussein Maalim Mohamed | Member      |
| 3. Kullow Mohamed Sheikh  | Member      |
| 4. Adan Hussein           | Member      |

### **Terms of Reference**

To receive and consider reports, make recommendations and advise the Board generally on:

1. Annual work plan of the Directorate;
2. Grievance redress;
3. Disaster management plan;
4. Enforcement guidelines;
5. Development control mechanisms;
6. Animal welfare and control;
7. Protection of public lands and road reserves;
8. Laws and regulations for better carrying out of Directorate activities.