

**MINUTES OF THE EMERGENCY MEETING OF THE EIGHTH ASSEMBLY OF THE MFANTSEMAM MUNICIPAL ASSEMBLY, HELD AT THE CONFERENCE HALL OF THE ASSEMBLY ON THURSDAY, JULY 9, 2020**

**MEMBERS PRESENT**

<b><u>NO.</u></b>	<b><u>NAME</u></b>	<b><u>ELECTORAL AREA</u></b>	<b><u>POSITION</u></b>
1.	HON. JOHN AFFUL	EGYAA	PRESIDING MEMBER
2.	HON. KENNETH KELLY ESSUMAN	-	MUNICIPAL CHIEF EXECUTIVE
3.	HON. SIGISMUND BUCKNOR JNR	AKATAKYIWA EGUASE	MEMBER
4.	HON. ANTHONY NYARKOH	YAMORANSA	MEMBER
5.	HON. GILBERT MENSAH	BIRIWA SAMANADZE	MEMBER
6.	HON. JUSTICE A. WOODE	KOBINA ANSAH	MEMBER
7.	HON. MOSES EKOW ASARE	NSANFU	MEMBER
8.	HON. JAMES ENNIM COFFIE	TAYIDO	MEMBER
9.	HON. FIIFI ASARE	KROKESSIM OKOKODO	MEMBER
10.	HON. ISAAC HAGAN	ETSIWA	MEMBER
11.	HON. JUSTICE K. NUNOO	AWIANO – FARE	MEMBER
12.	HON. JOSEPH AMONOO	TUNTUNMINIM	MEMBER
13.	HON. EMMANUEL KOFI ARTHUR	EKURAABADZE	MEMBER
14.	HON. ISAAC AIDOO	ETSIFI- AHENBROM, ARANDZE	MEMBER
15.	HON. EVANS APPIAH	ABANDZE - ANAAFO	MEMBER
16.	HON. ISAAC KWAME QUANSAH	HASOWODZE – UPPER KORMANTSE	MEMBER
17.	HON. DIEU DONNE TAKYI ANAMAN	AMANSONPOKUM	MEMBER
18.	HON. EMMANUEL AMANKWAH BUGYEI	AHENBROM LOWER KORMANTSE	MEMBER
19.	HON. FRANCIS KOW DOTSE	NKUBEM, SALTPOND	MEMBER
20.	HON. STEPHEN DADZIE	ETSIFI PRABIW, SALTPOND	MEMBER
21.	HON. BISMARCK MACLEAN MENSAH	KURANKYEKROM – EGUABADO	MEMBER
22.	HON. GODFRED KWESI CRENTSIL	AKUADAA – ANAAFO	MEMBER
23.	HON. ALEXANDER DARRIN AMOAH	LOWER TOWN , SALTPOND	MEMBER
24.	HON. ANTHONY ESSANDOH	ANKAFUL – ABONKO	MEMBER
25.	HON. JOHN KWAME N. KOOMSON	ABONKO ANOKYI	MEMBER
26.	HON. MOHAMMED EKWO ARTHUR	NEW NKUSUKUM, MANKESSIM	MEMBER
27.	HON. SAMUEL KOFI BAIDEN	NKUSUKUM, MANKESSIM	MEMBER
28.	HON. ALEX KOJO APPIAH	EDUMADZE, MANKESSIM	MEMBER
29.	HON. GODWIN COFFIE	TWAF0 – AKYINIM, MANKESSIM	MEMBER

30.	HON. HASSAN MOKTAL	AHENBROM, MANKESSIM	MEMBER
31.	HON. CEPHAS ARTHUR	ANA AFO, MANKESSIM	MEMBER
32.	HON. CHRISTIAN YANKSON	BAIFIKROM	MEMBER
33.	HON. NICHOLAS BAFFOE	KROFU - NKWANTA	MEMBER
34.	HON. IGNATIUS TETTEH BOTAH	TAABOSOM	MEMBER
35.	HON. OPOKU BOATENG ERIC	AKOBIMA	MEMBER
36.	HON. KINSFORD IDUN	DOMINASE	MEMBER
37.	HON. ABRAHAM ESHUN	KYEA KOR	MEMBER
38.	HON. REV. EERIC KWESI ABAKAH	SALTPOND	MEMBER
39.	HON. JOHN ARTHUR DONKOR	ANOMABO	MEMBER
40.	HON. ALI ABUBAKAR AMOAH	MANKESSIM	MEMBER
41.	HON. JOHN TETTEH	SALTPOND	MEMBER
42.	HON. NATHANIEL OWUSU	MANKESSIM	MEMBER
43.	HON. ALHALJI TALHATU IBRAHIM	SALTPOND	MEMBER
44.	HON. ALHAJI GIDRINE ADAMS	SALTPOND	MEMBER
45.	HON. RICHARD TAKYI MENSAH	YAMORANSA	MEMBER
46.	HON. NANA BAFFOE IV	ANOMABO	MEMBER
47.	HON. NANA ANTWI BOASIAKO VI	ABEADZE AKYEASE	MEMBER
48.	HON. NANA KWA BONKO V	BIRIWA	MEMBER
49.	HON. CATHERINE EKUA-ABAKAH	ANOMABO	MEMBER
50.	HON. NANA SAGU I	YAMORANSA	MEMBER
51.	MAGARET ESI DANSO	MANKESSIM	MEMBER
52.	HON. BENJAMIN EKOW SAM	MANKESSIM	MEMBER
53.	HON. JOHN ANAAFI	MANKESSIM	MEMBER

No.	DISCUSSION	ACTION BY
1.0	<p><b><u>OPENING</u></b></p> <p>The meeting was declared opened at 10:40am by the Presiding Member, Hon John Afful. Hon. Rev. Eric Kwesi Abakah said the opening prayer.</p>	
2.0	<p><b><u>OPENING REMARKS BY THE HON. PRESIDING MEMBER</u></b></p> <p>In his brief opening remarks, the Hon. Presiding Member welcomed Hon. Members to the meeting. He was particularly grateful to the House that, despite the short notice of summons, almost every Member of the House honoured the summons.</p> <p>He mentioned that, this demonstrates their commitment to the development of the Municipality and also their readiness to serve the people in their various Electoral Areas they are representing.</p> <p>The Presiding Member took the opportunity to inform the Assembly Members that he appreciates their suggestions, opinions, advice, concerns, patience and the support they have offered him since the inauguration of this 8<sup>th</sup> Assembly on 23<sup>rd</sup> January, 2020.</p> <p>The Presiding Member on his opening remarks informed the Assembly Members that the focus of this Emergency meeting was to discuss and approve the Sub-Committees of the Executive Committee of the Assembly and also discuss and approve the Client Service Charter of the Assembly. He said the Assembly operates under a Committee system and just as every system coordinated, fashion as a whole or unit, the Assembly also has different Committees and Sub-Committees that work together as a unit.</p> <p>In his final remarks, the presiding Member admonished all Assembly Members to bear in mind to observe the COVID-19 protective protocols to safeguard their lives, that of their families, friends and their neighbours. So that they will be a shining example to their electorates for observing all the protocols.</p>	
3.0	<p><b><u>DISCUSSION AND APPROVAL OF SUB-COMMITTEES OF THE EXECUTIVE COMMITTEE</u></b></p> <p>The Municipal Coordinating Director laid the report on the formation of the Sub-Committee of the Executive Committee.</p> <p>He disclosed that, aside the five statutory Sub- Committees mentioned in section 23 of the Local Governance Act, 2016 (Act 936) as amended in (Act 940), Management decided to take advantage of Clause F of the above mentioned Act to add three (3) additional Sub-Committees, to compliment the</p>	

efforts of the Assembly at improving service delivery and development to the five statutory Sub-Committees.

The three (3) additional Sub-Committees were mentioned as follows:

1. The Education Sub-Committee
2. The Agric Sub-Committee
3. The Medium and Small Scale Sub-Committee

After several discussions, on the composition of the Sub-Committees and corrections to the spelling of names as captured in the report, the House approved the report on the formation of eight (8) Sub-Committees of the Executive Committee on a motion moved by Hon. Fiifi Asare and seconded by Hon. John Anaafi as follows:

3.1 **FINANCE AND ADMINISTRATION SUB-COMMITTEE**

1. Hon. Nana Kwa Bonko V
2. Hon. Sigismund Bucknor
3. Hon. Evans Appiah
4. Hon. John Anaafi
5. Hon. Richard Takyi Mensah
6. Hon. Cephas Arthur

3.2 **WORKS SUB-COMMITTEE**

1. Hon. Isaac Kofi Mensah
2. Hon. Joseph Amonoo
3. Hon. Isaac Kwame Quansah
4. Hon. Bismark Maclean Mensah
5. Hon. Justice Nunoo
6. Hon. Nana Baffoe IV

3.3 **DEVELOPMENT PLANNING SUB-COMMITTEE**

1. Hon. Fiifi Asare
2. Hon. Alhaji Talhatu
3. Hon. James Ennim Coffie
4. Hon. Abraham Eshun
5. Hon. Godwin Coffie

3.4 **SOCIAL SERVICE SUB-COMMITTEE**

1. Hon. Emmanuel Amankwa Bugyei
2. Hon. Alexander Amoah
3. Hon. Christian Yankson
4. Hon. Nathaniel Owusu
5. Hon. Justice Abban Woode
6. Hon. D. D. Takyi Anaman
7. Hon. Ali Abubakar Amoah

3.5 **EDUCATION SUB-COMMITTEE**

1. Hon. Alex Kojo Appiah
2. Hon. Emmanuel Kofi Arthur
3. Hon. Ignatius Tetteh Botah

4. Hon. Anthony Nyarkoh
5. Hon. Abijah Odoom Manful
6. Hon. Nana Akwa II
7. Hon. John K.N. Koomson

3.6 **JUSTICE AND SECURITY SUB-COMMITEE**

1. Hon. Samuel K. Baiden
2. Hon. Nana Osreko Yamoah Ponko I
3. Hon. Francis Kow Dotse
4. Hon. Moktal Hassan
5. Hon. Godfred Crentsil
6. Hon. Isaac Hagan
7. Hon. Nicholas Baffoe

3.7 **AGRIC SUB-COMMITEE SUB-COMMITEE**

1. Hon. Nana Aantwi Boasiako VI
2. Hon. Moses Kow Asare
3. Hon. Rev. Eric Kwesi Abakah
4. Hon. Anthony Essandoh
5. Hon. Kingsford Idun
6. Hon. Isaac Aidoo

3.8 **SMALL SCALE AND MEDIUM ENTERPRISES SUB-COMMITTEE**

1. Hon. Ekuabekah Catherine
2. Hon. Margaret Danso
3. Hon. Gilbert Mensah
4. Hon. John Tetteh
5. Hon. Mohammed Ekow Arthur
6. Hon. Stephen Dadzie

3.9 **ELECTION OF CHAIRPERSONS OF THE SUB-COMMITTEES**

Two separate motions were moved and seconded to determine whether Chairpersons of the Sub-committees should be elected on same day of the meeting or deferred to the next day.

Hon. Francis Kow Dotse moved a motion which was seconded by Hon. Ekuabekah Catherine to effect that, the Chairpersons be elected on same day of the meeting whilst Hon. Gilbert Mensah moved a counter motion which was seconded by Hon. Kingsford Idun for the Chairpersons to be elected the next day.

A vote on the two motions was carried and captured as follows:

Thirty-Seven (37) Hon. Members voted in favour of the motion to have the Chairpersons elected on the day of the meeting whilst eight (8) Hon. Members voted in favour of the motion to have the election done the next day.

After a brief adjournment of proceedings for members of the various Sub-Committees to confer and elect their Chairpersons, the following Hon. Members were elected as Chairpersons to their respective Sub-Committees:

1. Hon. Cephas Arthur- Finance and Administration Sub-Committee
2. Hon. Justice Nunoo- Works Sub-Committee
3. Hon. Fiifi Asare- Development Planning Sub-Committee
4. Hon. Emmanuel Amankwa Bugyei- Social Services Sub-Committee
5. Hon. Francis Kow Dotse- Justice and Security Sub-Committee
6. Hon. Alex Kojo Appiah- Education Sub-Committee
7. Hon. Nana Antwi Boasiako **VI**- Agric Sub-Committee
8. Hon. Ekuabekah Catherine- Small Scale and Medium Enterprises Sub-Committee

4.0

#### **DISCUSSION AND APPROVAL OF CLIENT SERVICE CHARTER**

The House discussed and approved the Client Service Charter of the Assembly. Management was highly commended for taking the initiative to compile the Charter and also for the consultations that preceded the compilation.

Hon. Members were urged to hold community engagements in their various electoral areas and sensitize their electorates on the Charter.

The House on a motion moved by Hon. Francis Kow Dotse and seconded by Hon. Mohammed Ekow Arthur approved and adopted the Client Service Charter of the Assembly as a working document.

5.0

#### **ELECTION OF HOUSE CHAPLAINS**

On the election of House Chaplains, the House agreed to elect two (2) House Chaplains and they were Hon. Rev. Eric Kwesi Abaka to be the Christian chaplains and Hon. Ali Abubakar Amoah as the Muslim chaplain.

6.0

#### **CLOSING REMARKS**

The Hon. Presiding Member closing remarks to the chairpersons of the various Sub-Committee was that he would follow works of the Sub-Committees. He also thanked Assembly Members for their support for the successful election of the chairperson of the Sub-Committees.

7.0	<b><u>CLOSING/ADJOURNMENT</u></b> On a motion moved by Hon. Moses Asare for the closing of the meeting and seconded by Hon. D.D Takyi Anaman. The closing prayer was said by Hon. Alhaji Talhatu and the meeting came to a close at 1:45pm.	
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**APPROVED BY**

**SECRETARY**



**HON. JOHN AFFUL**  
[PRESIDNG MEMBER]



**ALHAJI HARUNA A. SALAM**  
[MUNICIPAL COORDINATING DIRECTOR]