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| **NG-CDF Likoni** | **National Government Constituencies Development Fund**  **Likoni Constituency**  **P.O Box 96780 - 80100**  **MOMBASA**  **Cell: +254722461195/0202333875**  **Email: cdflikoni@cdf.go.ke| Website: www.cdf.go.ke** |

**MINUTES OF THE NG-CDFC MEETING HELD ON 15th JANUARY, 2018 AT THE NG - CDFC BOARD ROOM**

**MEMBERS PRESENT**

1. ALI SALIM MWAKUNYAPA CHAIRMAN
2. MWALIM RASHID FAM SECRETARY
3. SHUHUDIA ABDALLA MEMBER
4. MWANAMWINYI MWINYIHAJI MEMBER
5. KOKUTO WALTER MEMBER
6. TUMAINI A MESHACK MEMBER
7. FRED OLUOCH MEMBER
8. ERIC MULEVU DCC

AGENDA

* ADDRESS FROM THE CHAIR
* REVIEW OF PROPOSALS
* FAMILIARIZATION TOUR
* INDUCTION TRAINING
* A.O.B

SECRETARY ……………………….. DATE………………………….

CHAIRMAN………………………… DATE………………………….

**MIN 6/15/1/2018 ADDRESS FROM THE CHAIR**

The chairman called the meeting to order at 2:30 am after a word of prayer.

**MIN 7/15/1/2018 CONFIRMATION OF PREVIOUS MINUTES**

The minutes of the previous meeting held on 8th January 2018 were read and confirmed as true record of that day’s deliberations. They were proposed by Mwanamwinyi and seconded by Fred.

**MIN 3/15/1/2018 MATTERS ARISING FROM PREVIOUS MINUTES**

There were no matters arising from previous minutes.

**MIN 4/15/1/2018 REVIEW OF PROJECT PROPOSALS FOR 2017/2018 FINANCIAL YEAR**

Following the reduction of the constituency allocation from Kshs. 101,416,090.34 to Kshs. 86,810,344.82 members discussed and reviewed the earlier proposals as follows:

| No. | **Project Name** | **Project Number** | **Project Activity** | **Allocation** |
| --- | --- | --- | --- | --- |
| 1 | Employees Salaries | 4-001-005-2110000-100-2017/18-001 | Payment of staff salaries | 2,750,000.00 |
| 2 | Goods and Services | 4-001-005-2210000-100-2017/18-002 | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea, etc. | 1,168,620.69 |
| 3 | Committee Expenses | 4-001-005-2210802-100-2017/18-001 | Payment of Committee sitting allowances, transport, conferences | 1,248,000.00 |
| 4 | Committee Expenses | 4-001-005-2210802-111-2017/18-002 | Payment of committee sitting allowances, transport and conferences | 1,083,310.34 |
| 5 | CDFC/PMC Capacity Building | 4-001-005-2210700-111-2017/18-001 | Undertake training of the NG-CDFC, PMC and benchmarking activities | 1,500,000.00 |
| 6 | Emergency | 4-001-005-2640200-101-2017/18-001 | Unforeseen occurrences and emergency cases | 4,568,965.52 |
| 7 | Bursary Secondary Schools | 4-001-005-2640101-103-2017/18-001 | Bursary for secondary school students | 11,692,655.18 |
| 8 | Bursary Tertiary Institutions | 4-001-005-2640102-103-2017/18-002 | Bursary for tertiary level students | 8,000,000.00 |
| 9 | Bursary Special Cases | 4-001-005-2640105-103-2017/18-001 | Bursary for special needy cases | 2,000,000.00 |
| 10 | Sports | 4-001-005-2640509-112-2016/17-001 | Facilitate a football tournament involving 32 teams, purchase GH5 Panasonic camera, 1000 watts led lights and Steinberg boom mic, purchase uniforms, rubber shoes, t-shirts and jazzier equipments for athletics and equipments for Likoni peace bicycle riding competition | 1,500,000.00 |
| 11 | Environment | 4-001-005-2640510-110-2016/17-001 | Construction of public toilet at Shelly beach | 1,700,000.00 |
| 12 | CIT Hubs | 4-001-005-3111000-108-2016/17-001 | NG - CDF support to implementation of constituency innovation hubs project | 4,677,027.19 |
| 13 | Strategic Plan | 4-001-005-2211310-108-2016/17-001 | Preparation of strategic plan for 2018-2023 | 3,500,000.00 |
| 14 | Jamvi La Wageni Primary School | 4-001-005-2630204-104-2017/18-001 | Extension of perimeter wall height, internal wall plastering, external wall keying and copping | 2,000,000.00 |
| 15 | Puma Primary School | 4-001-005-2630204-104-2017/18-002 | Construction of 8 door toilet block | 2,000,000.00 |
| 16 | Mwangala Primary School | 4-001-005-2630204-104-2017/18-003 | Construction of two classrooms | 2,500,000.00 |
| 17 | Mweza primary school | 4-001-005-2630204-104-2017/18-004 | Construction of 8 door toilet block | 2,000,000.00 |
| 18 | Mtongwe Primary School | 4-001-005-2630204-104-2017/18-005 | Purchase of equipments for Resource Centre | 1,021,765.90 |
| 19 | Shika Adabu Primary School | 4-001-005-2630204-104-2017/18-006 | Replacement of asbestos roof on sixteen classrooms | 5,000,000.00 |
| 20 | Consolata Primary School | 4-001-005-2630204-104-2017/18-007 | Replacement of asbestos roof on sixteen classrooms | 5,000,000.00 |
| 21 | Likoni Secondary School | 4-001-005-2630205-104-2017/18-001 | Construction of a perimeter wall approximately 200 meters | 2,000,000.00 |
| 22 | Mtongwe Girls Secondary School | 4-001-005-2630205-104-2017/18-002 | Construction of dining hall phase 1 | 5,000,000.00 |
| 23 | Mweza secondary school | 4-001-005-2630205-104-2017/18-003 | Purchase of 150 lockers and chairs | 700,000.00 |
| 24 | Mwahima Secondary School | 4-001-005-2630205-104-2017/18-004 | Completion of administration block(plastering, painting, ceiling, floor, electrical and mechanical fittings) | 3,000,000.00 |
| 25 | Mwahima Secondary School | 4-001-005-2630205-104-2017/18-005 | Renovation of floors and verandah to terrazzo finish on four classrooms | 700,000.00 |
| 26 | Shika Adabu Chief's Office | 4-001-005-2640507-113-2017/18-006 | Construction of perimeter wall, power connection, drilling of borehole and related plumbing works | 3,500,000.00 |
| 27 | Longo ACC'S office | 4-001-005-2640507-113-2017/18-001 | Construction of 2 door toilet block, renovation of office block | 1,000,000.00 |
| 28 | Refurbishment of administrative offices | 4-001-005-2640507-113-2017/18-002 | Purchase of office furniture for Assistant County Commisioners, Deputy County Commissioner and chief's office | 1,000,000.00 |
| 29 | Deputy County Commissioner's Office | 4-001-005-2640507-113-2017/18-003 | Construction of 2 door toilet block, drilling of borehole and related plumbing works | 3,000,000.00 |
| 30 | Timbwani Police Post | 4-001-005-2640507-113-2017/18-004 | Construction of 4 No. Room staff house and 2 door toilet block | 2,000,000.00 |
|  |  | | | 86,810,344.82 |

**MIN 5/15/1/2018 FAMILIARIZATION TOUR**

Members discussed and agreed to conduct a familiarization tour of NG - CDF Projects within the constituency. This would give them an opportunity to know the physical status of the projects, their location, amount spent and have opportunity to meet the project committees. After a lengthy discussion members came up with a four day programme that would cover all the five administrative wards as follows:

| **DAY** | **PROJECT NO.** | **PROJECT NAME** | **PROJECT ACTIVITY** |
| --- | --- | --- | --- |
| DAY ONE | | | |
|  |  | Mtongwe girls secondary school | Proposed construction of dining hall |
|  |  | Longo primary school | Construction of three classrooms |
|  |  | Mweza primary school | * Construction of perimeter wall * Proposed construction of toilet block |
|  |  | Mweza secondary school | * Construction of school block * Proposed purchase of lockers and chairs |
|  |  | Vijiweni primary school | * Construction of perimeter wall |
| DAY TWO | | | |
|  |  | Inspirations primary school | * Renovation of classrooms |
|  |  | Shika adabu chief’s office | * Construction of chief’s office and hall |
|  |  | Shika adabu primary school | * Proposed Replacement of asbestos roof |
|  |  | Vyemani primary school | * Renovation of toilet block |
|  |  | Consolata primary school | * Construction of perimeter wall * Proposed Replacement of asbestos roof |
| DAY THREE | | | |
|  |  | Likoni secondary school | * Propose construction of perimeter wall |
|  |  | Likoni primary school | * Construction of three classrooms * Construction of stadium |
|  |  | Mrima primary school | * Proposed replacement of asbestos roof |
|  |  | Maji Safi primary school | * Construction of toilet block |
|  |  | Mwahima secondary school | * Construction of classrooms * Construction of administration block * Construction of toilet block and borehole |
| DAY 4 | | | |
|  |  | Jamvi la Wageni primary school | * Renovation of classrooms * Construction of perimeter wall |
|  |  | Peleleza primary school | * Construction of toilet block |
|  |  | Puma secondary school | * Construction of bus shed |
|  |  | Puma primary school | * Proposed construction of toilet block |
|  |  | Likoni police station | * Construction of office block |

The meeting further discussed and approved a budget for the activity amounting to Kshs. 330,600 as detailed below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Item | Days | PP | Rate | Amount |
| 1 | NG - CDFC Allowances Chairman | 4 | 1 | 7,000.00 | 28,000.00 |
| 2 | NG - CDFC Allowances Members | 4 | 8 | 5,000.00 | 160,000.00 |
| 3 | Technical Team | 4 | 4 | 5,000.00 | 80,000.00 |
| 4 | Refreshments | 4 | 16 | 500.00 | 32,000.00 |
| 5 | Transport | 4 | 2 | 3,500.00 | 28,000.00 |
| 6 | Stationary | 1 | 13 | 200.00 | 2,600.00 |
|  | TOTAL | | | | 330,600.00 |

**MIN 6/15/1/2018 INDUCTION TRAINING**

Members discussed and recognized the need for induction training. This will empower them with necessary and sufficient knowledge and build their capacity to perform their expected roles effectively. The training program will run for four days and the budget approved for the same is as detailed below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Item | Days | PP | Rate | Amount |
| 1 | NG - CDF night out allowances | 4 | 7 | 10,000.00 | 280,000.00 |
| 2 | FAM night out allowances | 4 | 1 | 11,200.00 | 44,800.00 |
| 3 | DCC night out allowance | 4 | 1 | 11,200.00 | 44,800.00 |
| 4 | Transport allowance | 1 | 16 | 4,000.00 | 64,000.00 |
| 5 | Facilitators allowance | 4 | 7 | 5,000.00 | 140,000.00 |
| 6 | Conference expenses | 3 | 16 | 3,000.00 | 144,000.00 |
| 7 | Miscellaneous (projector etc) | 3 | 1 | 8,000.00 | 24,000.00 |
|  | TOTAL | | | | 741,600.00 |

**MIN 7/15/1/2018 PAYMENTS**

The committee authorized the following payments

1. NG – CDFC Meeting allowances @47000 X 2 = 94,000
2. Familiarization tour 330,600
3. Induction training 741,600

**MIN 8/15/1/2018 AOB**

There being no other business the chairman adjourned the meeting at 4.50 pm.

SECRETARY ……………………….. DATE………………………….

CHAIRMAN………………………… DATE………………………….