

**KILIFI NORTH NG – CONSTITUENCY DEVELOPMENT FUND COMMITTEE MEETING HELD ON
27/03/2019 AT THE NG – CDF OFFICE – KILIFI**

Members Present

- | | |
|----------------------------|-----------|
| 1. Fredrick Kenga Kutakasa | Secretary |
| 2. Jenter Kahindi | Member |
| 3. Silas Tinga | Member |
| 4. Patrick Mbaga | Member |
| 5. Florence Masha | Member |
| 6. Lucy Katana | Member |
| 7. Daniel Fondo | Member |
| 8. Josphat Mutisya | Member |
| 9. Yaye Shosi | Member |

Agenda

1. Resubmission of projects 2018/2019 financial year
2. Re-allocation of projects
3. Bench marking programme 2018/2019 financial year
4. Moving the Constituency from Cooperative Bank to Equity bank kilifi
5. A.O.B

Preliminaries

The meeting started with a word of prayer from Patrick Mbaga at 3:30am. The previous minutes were read and confirmed by members to be the true records of the previous meeting.

Min2/18/01/04/2019 Resubmission of projects 2018/2019 financial year

Members discussed the issue of project proposal 2018/2019 year forwarded to the NGCDF Board and confirmed that the following 2 project were declined:

Project Name	G.F.S Code	Amount	Activity	Reason
Karisa Maitha Sports grounds	4-003-011-2640509-112-2018/19-001	1,085,503.37	Construction of a basketball court	Project falls under the functions of the County Government
Kilifi North Technical Training Institute	4-003-011-2630206-104-2018/19-017	10,000,000.00	Construction of a technical training institute	The Constituency is not among those identified by the Ministry of Education Science and Technology in the third phase of the co-funding for construction of TTIs
		11,085,503.37		

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The Fund Manager advised members that there is need to do a project re-submission. Members discussed and after deliberations unanimously agree to re-submit another proposal to benefit other projects as follows:

Project Name	G.F.S Code	Amount	Activity	Status
Karisa Maitha Sports grounds	4-003-011-2640509-112-2018/19-001	1,085,503.37	Organising constituency sports tounaments during which participating teams within the Constituency will be awarded with trophies, Balls, Jerseys and sport kits	New
Watamu Secondary School	4-003-011-2630205-104-2017/18-002	4,000,000.00	Complete Construction of storeyed 4 classrooms, administration block, staff room, toilet and store	New
Ngala memorial girls	4-003-011-2630205-104-2018/19-003	4,000,000.00	Complete Construction of storeyed 4 classrooms, administration block, staff room, toilet and store	New
St Thomas Girls Secondary school	4-003-011-2630205-104-2018/19-010	2,000,000.00	Construction of storied 4 classrooms, administration block, staff room, toilet and store	New
Total		11,085,503.37		

Members requested the Fund Manager to prepare the third and fourth schedule and submit to the NGCDF Board for consideration.

Min2/18/01/04/2019 Reallocation of projects

The Fund Manager tabled re-allocation request letter and minutes from St Thomas Girls secondary school dated 15th March 2019. Members went through the documents wherein St Thomas secondary school PMC request for a change of activity from construction of two classrooms to construction of storied 4 classrooms, administration block, staff room, toilet and store.

Members deliberated on this and authorised the re-allocation / change of activity from construction of two classrooms to construction of storied 4 classrooms, administration block, staff room, toilet and store at St Thomas Girls secondary school.

Members requested the Fund Manager to prepare the schedules and forward to the NGCDF Board for consideration.

Will

Murphy

Min3/18/01/04/2019

Bench marking programme 2018/2019 financial year

A bench marking report for 2018/2019 was tabled for constituencies who have visited Kilifi North NGCDF so far during the 2018/2019 financial year as follows:

No	Date	Constituency
1	19/07/18	Bahati
2	09/08/18	Mbooni
3	14/08/18	Matuga
4	11/10/18	Seme
5	06/03/19	Mwatate
6	06/03/19	Tetu

Members discussed the need to also go for bench marking in other constituencies to share experiences and learn best practices in order to improve on project implementation. A number of suggestions were tabled by members but it was finally agreed that members go for a 7-day benchmarking programme to Constituencies in Kwale County including Kinango, Lunga Lunga, Matuga and Msambweni from 1/04/19 to 7/04/19. The following budget was discussed in length and agreed upon:

OFFICIALS	QUANTITY	ACCOMMODATION, DAILY SUBSISTENCE, MEALS AND COMMUNICATION	NO OF DAYS	TOTAL	TOTAL
NG-CDFC Members	9	10,000.00	7	630,000.00	
Oversight committee member	1	11,200.00	7	78,400.00	
Departmental heads	4	10,000.00	7	280,000.00	
NG-CDF Staff	9	4,000.00	7	252,000.00	1,240,400.00
Mineral Water	5	400.00	7	14,000.00	
Fuel	120	94.00	7	78,960.00	
Contingencies		30,000.00	1	26,640.00	119,600.00
Hire of one extra vehicle	1	20,000.00	7	140,000.00	140,000.00
TOTAL				1,500,000.00	1,500,000.00

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To facilitate the exercise, members authorised the following payments:

- Kshs 1,240,400.00 to be paid as allowances to individual beneficiary accounts
- Kshs 140,000.00 (One hundred and forty thousand) to be paid to Jawamu Tours , Diamond Trust Bank, Kilifi branch, account number 0243301005
- Kshs 119,600.00 (One hundred and nineteen thousand, six hundred) be paid to the Fund Account Manager as temporary imprest to cater for fuel, water and other administrative costs.

Members further authorised payment of Kshs 47,000.00 (Fourty seven thousand) to pay for committee members' sitting allowance for the day's meeting (27/03/19)

Min4/18/01/04/2019 Moving the Constituency from Cooperative Bank to Equity bank kilifi

Members raised issues on the challenges of Cooperative Bank that delay operations of the committee and subsequently cause delays in project implementation. Some of the challenges raised by members include:

- Unnecessary and un-explained bank charges
- Unnecessary delays in payments that unfortunately lead to delay in implementation of programs and projects.
- Delays in issuance of bank statements and cheque books

A case in point was when the bank informed members to cancel a PMC training programme which was held on 21/03/19 because of payment delays.

After deliberations, members unanimously agreed to shift the account from Cooperative bank kilifi to Equity bank Kilifi.

Min5/18/01/04/2019 AOB

There being no other business, the meeting ended at 5:30pm with a word of prayer from Daniel Fondo.

Prepared by:

Signature:.....
NG CDFC Secretary

Name:.....

Fredrick Katakasa

Confirmed by:

Signature:.....
NG-CDFC Ag. Chairperson

Name:.....

JENTER KAHINDI