

MINUTES OF NGCDFC KILIFI NORTH MEETING HELD ON 30TH JUNE 2020 AT THE NGCDFC BOARDROOM.

MEMBERS PRESENT.

- | | |
|----------------------------|------------------------------|
| 1. Jenter Kahindi | - Chairperson |
| 2. Fredrick Kenga Kutakasa | - Secretary |
| 3. Gladys Ngala | - Fund Account Manager |
| 4. Silas Tinga | - Member |
| 5. Patrick Mbaga | - Member |
| 6. Florence Masha | - Member |
| 7. Lucy Katana | - Member |
| 8. Daniel Fondo | - Member |
| 9. Augustine Thoya | - Member |
| 10. Josphat Mutisya | - Deputy County Commissioner |

AGENDA

1. Preliminaries.
2. Reading and confirmation of previous minutes.
3. Matters Arising.
4. Projects re-submission
5. Tabling of a circular from the Board
6. Reallocation of funds
7. Termination of services of staff
8. Payments
9. Any Other Business

MIN NO: NG-CDFC/ KILIFI NORTH /01/30TH JUNE 2020: PRELIMINARIES

The Chairperson called the meeting to order with a word of prayer from Daniel Fondo at 10.41 am. She then thanked all members for being punctual to the meeting.

MIN NO: NG-CDFC/ KILIFI NORTH /02/30TH JUNE 2020: READING AND CONFIRMATION OF PREVIOUS MINUTES.

The secretary read out minutes of previous meeting and they were proposed by Silas, Florence, Patrick and Lucy, seconded by Augustine Santa to be a true record of what transpired.

MIN NO: NG-CDFC/ KILIFI NORTH /03/30TH JUNE 2020: MATTERS ARISING.

The following matters arose from the previous minutes:



1. Motor bike was to be delivered on Thursday 2nd July 2020.
2. Meeting for sub-committee had not been convened
3. Members were concerned about the tree planting project
4. A member was concerned about how far the office was, when it comes to the end of year procedures. It was clarified that the office was on track.

There being no any other matters, the secretary read the agenda of the day.

MIN NO: NG-CDFC/ KILIFI NORTH /04/30TH JUNE 2020: RESUBMISSION OF PROJECTS FOR FINANCIAL YEAR 2019/2020

Members were informed that the projects for schools amounting to Ksh. 41,500,000 had not been approved by the NGCDF Board as their costs needed revision.

There were savings from the revision of cost totaling to Ksh. 2,200,000 which members agreed to distribute to the following new projects:

- i) Watamu secondary school as the school lack toilets – Ksh. 1,200,000
- ii) Mabirikani chief's office toilets- Ksh. 500,000
- iii) Dabaso chief's office toilets- Ksh. 500,000

After a long discussion, the deliberation was as follows as per Public Works rates:

Project Name	Project activity	Amount allocated this financial year	Current status
Primary schools			
Sita primary school	Construction of 2 (two) classrooms to completion	2,200,000	New
Reserve primary school	Construction of 2 (two) classrooms to completion	2,200,000	New
Arabuko primary school	Construction of 2 (two) classrooms to completion	2,200,000	New
Mikingirini primary school	Construction of 2 (two) classrooms to completion	2,200,000	New
Gede primary school	Construction of 2 (two) classrooms to completion	2,200,000	New
Mtsanganyiko primary school	Construction of 2 (two) classrooms to completion	2,200,000	New
Uyombo Maweni primary school	Construction of 2 (two) classrooms to completion	2,200,000	New
		15,400,000	
Secondary schools			



Signature

Soyosoyo secondary school	Construction of 2 (two) classrooms to completion	2,200,000	New
Majajani secondary school	Construction of 2 (two) classrooms to completion	2,200,000	New
Meanyheart secondary school	Construction of 2 (two) classrooms to completion	2,200,000	New
Mkwajuni secondary school	Construction of 2 (two) classrooms to completion	2,200,000	New
Watamu secondary school	Completion of a storey building consisting of four (4) classrooms and an administration block (plastering, flooring, electrical installation, plumbing, painting and decoration)	4,100,000	Ongoing
Watamu secondary school	Construction of six (6) door toilets	1,200,000	New
Ngala Memorial Girls secondary school	Completion of a storey building consisting of four (4) classrooms and an administration block (plastering, flooring, electrical installation, plumbing, painting and decoration)	3,000,000	Ongoing
Kiwandani secondary school	Construction of 8 (eight) in a storeyed building (phase 1)	8,000,000	New
		25,100,000	
Security			
Mabirikani Chiefs office	Construction of a two (2) door toilet to completion	500,000	New
Dabaso chiefs office	Construction of a two (2) door toilet to completion	500,000	New
		1,000,000	
TOTAL		41,500,000	

Watamu secondary school and Ngala Girls secondary schools were ongoing, they had all been funded in the year 2018/2019 and had contractor's balances to pay.

The three projects; Watamu secondary, Ngala Girls secondary and Kiwandani secondary schools had the same Engineers estimates and drawings.

Members urged the Fund Account Manager to forward the bills of quantities, drawings, contract agreements and the Engineers estimates to the Board for them to approve the projects.

MIN NO: NG-CDFC/KILIFI NORTH /05/30TH JUNE 2020: TABLING OF A CIRCULARS FROM THE BOARD.

The Fund Account Manager tabled circulars from the NGCDF Board ref:NG-CDFB/BOARD Circulars/ Vol.II(021) and (022) both dated 18th June, 2020 on administration of Education Bursary ,mock examinations and continuous assessment tests which emphasized the need to work on achieving the objectives of the scheme as:

1. Contribution to the attainment of universal primary and secondary education as per Article 43 (1) (f) of the Constitution of Kenya through:
 - i) Support to the government in the attainment of 100% transition from primary to secondary level of education
 - ii) Contribution to an enhanced access to tertiary and university education with a view to match skills to market demand as intended in Kenya Vision 2030
 - iii) Enhancement of the retention rate for students in secondary schools, tertiary institutions and Universities.
 - iv) Contribution to improved performance in national examination through funding of mock examination and continuous assessment tests.

Members understood and agreed to prepare well in advance in mapping of needy cases and coming up of the Sub-committee.

2. Achieving universal healthcare for the old and vulnerable through payment of NHIF to the vulnerable group.

MIN NO: NG-CDFC/ KILIFI NORTH /06/30TH JUNE 2020: REALLOCATION OF FUNDS

It was observed that there were some difficulties implementing the tree planting project for financial year 2019/2020 at the chiefs' offices. There had been several proposals from Teachers asking for help in water harvesting as the schools have got challenges of having piped water.

The committee deliberated on the issue and authorized reallocation by change of activity of the environment project to schools for installation of water tanks for rain water harvesting instead of planting of trees at chiefs offices where survival of the trees was going to be very difficult and the plots of land on which the offices lied were very small to accommodate the number of trees.

The table below shows the details of the reallocation:

No.	Project Name	Activity	Amount	Status
1.	Madevu Primary school	Buying and Installation of 10,000 litres water tank	250,000	New
2.	Mtsanganyiko Primary school	Buying and Installation of 10,000 litres water tank	250,000	New



3.	Arabuko Primary school	Buying and Installation of 10,000 litres water tank	250,000	New
4.	Jacaranda Primary school	Buying and Installation of 10,000 litres water tank	250,000	New
	TOTAL		1,000,000	

The Fund Manager was urged to ensure that the schedules were ready in time for onward submission to the Board for their approval.

MIN NO: NG-CDFC/KILIFI NORTH /07/30TH JUNE 2020: TERMINATION OF SERVICES OF STAFF

Members referred to the previous minute number 08/19th March, 2020 on office security and emphasized that the issue of security of the office was very important that the office could not continue to be left at risk.

Members again agreed to relieve another casual staff to give them room for employment of security personnel for the office.

They concluded to relieve Everlyne Ojow on payment of two (2) months in lieu of notice.

MIN NO: NG-CDFC/KILIFI NORTH/08/30TH JUNE 2020: PAYMENTS

The Members discussed and agreed that the fund manager to effect payments as follows:

- i. Ksh. 10,000/= to NG-CDFC members as sitting allowances for a prequalification of tenders opening meeting held on 29th June 2020.
- ii. Ksh. 52,000/= to NG-CDFC members as sitting allowances for a meeting held on 30th June 2020.
- iii. Ksh. 22,000/= to Everlyne Ojow as wages for two (2) months in lieu of notice.

MIN NO: NG-CDFC/KILIFI NORTH/09/30TH JUNE 2020: ANY OTHER BUSINESS

The following were raised as other business of the meeting:

1. A member wanted to know whether bursary could pay long fees arrears for student who had already cleared. It was made clear that it was also allowed as the student was still needy.
2. A member wanted to know the status of renewal of the NGCDFC membership
3. The Chairperson had the following;



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- Members to plan well in advance to ensure staff salary issue was addressed accordingly.
 - Strictness in monitoring to be observed during the projects' implementation period.
 - Wanted to know how often they should hold staff meetings. It was cleared that as the meetings were not NGCDFC's they could be held anytime as desired.
4. To instil more measures for the covid -19, more especially buying of gun thermometers and weekly spraying of the office with disinfectants.
 5. More caution to be observed as the security of the office was wanting thus staff should not leave the office unauthorized during working hours.

There being no other any business, the meeting ended with a word of prayer from Florence Mash at 13.19 pm.

Prepared by:

Confirmed by:

CHAIRPERSON.....

Bill

SECRETARY.....

[Handwritten Signature]

DATE.....

30/6/2020



DATE.....

30/6/2020