**MINUTES OF THE WAJIR WEST NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND COMMITTEE MEETING HELD AT THE CONSTITUENCY OFFICE ON 13TH FEBRUARY 2021 AT 9.00 A.M.**

**Agenda**

1. Prayers and Chairman's remarks.
2. Confirmation of minutes of previous meeting.
3. Matters Arising.
4. Reallocation/ Change of project activities.
5. Payment of completed projects.
6. Review of staff Salary.
7. Any Other Business.

**PRESENT**

1. Mohamed Abdi Mohamud Chairman
2. Kaha Mohamed Bulle Secretary
3. Ismal Hujale Omar Member
4. Saadia Osman Member
5. Abdia Bishar Noor Member
6. Mohamed Bishar Ali Member
7. Mohamed Adan Daud Member
8. Mahfudha A. Hajji Member
9. Martin M. Riungu Member/DCC
10. Mohamed Maalim FAM/ ex-official

The meeting started at 9.30 a.m. with a word of prayer led by Mohamed Adan Daud.

**Agreed**: to adopt the agenda as it is.

**NG-CDFC/Wajir West/1/02/2021 PRAYERS AND CHAIRMAN'S REMARKS**

The chairman thanked the members for their prompt attendance and active participation in all the NG-CDF activities despite the short notice. He also emphasized the need to work very hard so as render services to the people.

**NG-CDFC/Wajir West/2/02/2021 CONFIMATION OF MINUTES OF PREVIOUS MEETING**

The secretary read through the minutes of the previous meeting held by the NG-CDFC on 16th January 2021. It was confirmed as true record of what transpired in the meeting by Mohamed Bishar and seconded by Saadia Osman.

**NG-CDFC/Wajir West/3/02/2021 MATTERS ARISING**

There were no matters arising from the previous meeting.

**NG-CDFC/Wajir West/4/10/2020 RE-ALLOCATION / CHANGE OF ACTIVITIES OF PROJECTS**

1. **Hadado Police Station**

**Noted:**

1. there is a request from the Deputy County Commissioner, Wajir West for the purchase of office furniture and equipment for the new Hadado Sub-county headquarters. The construction of the sub-county headquarters was fully funded by the Ministry of Interior and Coordination of National government.
2. that NG-CDF Wajir West is required to purchase office furniture and equipment for the new sub-county headquarters.
3. That the Ministry of Interior has proposed to construct staff houses for the police at Hadado.

**Agreed:** that the Construction of 3-bedroom house at Hadado Police station be reallocated to purchase office furniture and equipment for Hadado sub-county headquarters.

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| --- | --- | --- | --- | --- | --- | --- |
| **Name of Initial approved project (where funds are reallocated from)** | **Financial year** | **Amount allocated and approved**  | **Amount to be reallocated** | **Reasons for reallocation**  | **Name and activity of the project being funded with the reallocated Funds** | **Amount** |
| Hadado Police Station- Construction to completion of 3-bedroom staff house with kitchen | 2020/2021 | 2,900,000 | 2,900,000 | Project funded by the Ministry of Interior  | Purchase of office furniture and equipment for Hadado sub-county headquarters {as per the attached list} | 2,900,000 |

**Agreed:** that the amount be used for the purchase of the following office furniture and equipment for Hadado sub-county headquarters:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **ITEMS** | **QTY** | **UNIT** | **TOTAL** |
| 1 | Executive Office Tables | 5 | 80,000 | 400,000 |
| 2 | Executive Office Chairs | 5 | 35,000 | 400,000 |
| 3 | Ordinary Office Chairs | 20 | 25,000 | 500,000 |
| 4 | Standard Office Tables | 5 | 25,000 | 125,000 |
| 5 | Computer Tables | 4 | 15,000 | 60,000 |
| 6 | File Trays | 4 | 3,000 | 12,000 |
| 7 | Notice Board | 1 | 5,000 | 5,000 |
| 8 | Round Table | 1 | 150,000 | 150,000 |
| 9 | Boardroom Chairs | 9 | 20,000 | 180,000 |
| 10 | Desktop Computers | 4 | 75,000 | 300,000 |
| 11 | Laptop Computers | 3 | 120,000 | 360,000 |
| 12 | Printers | 3 | 50,000 | 150,000 |
| 13 | Office Cabinets | 5 | 40,000 | 200,000 |
| 14 | Photocopy Machine | 1 | 58,000 | 58,000 |
| **Total** | **2,900,000** |

1. **Griftu Primary School- Change of Project activity**

**Noted:** that there is change of project activity for the above project. The reason is that two of the earlier proposed classrooms were renovated with funding from the school community. In addition, there is more work to be done including doors and windows for the classrooms.

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| **Name of Initial approved project (where funds are reallocated from)** | **Financial year** | **Amount allocated and approved**  | **Amount to be reallocated** | **Reasons for reallocation**  | **Name and activity of the project being funded with the reallocated Funds** | **Amount** |
| Griftu Primary School - Renovation of 6 classrooms to completion- Verandah, floors, external walls, painting. | 2020/2021 | 1,000,000 | 1,000,000 | two of the classrooms funded by the school community.  | Renovation of 4 classrooms to completion- Verandah, floors, external walls, doors, windows and painting. | 1,000,000 |

**NG-CDFC/Wajir West/4/02/2021 PAYMENT FOR COMPLETED PROJECTS AND OTHER OFFICE EXPENDITURE**

**Agreed:** the following completed projects be paid less 5% retention and Kshs. 10,000 per project for project branding.

1. Purchase of 50 chairs and 50 lockers at Waso Girls Secondary School 300,000
2. Purchase, delivery and installation of office furniture for Registrar of births & deaths 232,000
3. Payment for delivery of Secondary Schools bursary cheques by Postal Corporation 112,800
4. Payment for delivery of Tertiary Institutions bursary cheques by Postal Corporation 101,800
5. Payment for postal box allocation fees and key deposit by Postal Corporation 10,010

**NG-CDFC/Wajir West/5/02/2021 REVIEW OF STAFF SALARY**

**Agreed:** The terms of service for the following National Government Constituency Development Fund Committee (NG-CDFC) staffs be reviewed upwards because of his exemplary service with effect from 1st March 2021.

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| --- | --- | --- | --- | --- | --- | --- |
| **No** | **NAME** | **ID NO.** | **PF NO.** | **DESIGNATION** | **GoK Job GROUP** | **GROSS SALARY (KSHS.)** |
| 1. | Yussuf Bulle Abdi | 29120863 | CDFCWJRW2016010 | Accounts Assistant | J | 40,000 |
| 2. | Sahara Abdikadir Bule | 30964742 | NG-CDFCWJRW2018011 | Records Management Officer | H | 22,250 |

**NG-CDFC/Wajir West/6/02/2021 A.O.B**

There being no other business the meeting ended at 12.30 p.m. with a closing prayer led by Mr. Mohamed Daud.

Next meeting will be held on a later date to be communicated.

Minutes approved for circulation.

Secretary…………………………………………………Date: **13th February 2021.**

**Kaha Mohamed Bulle**

Minutes confirmed by

Secretary………………………………………………. Date………………………

**Kaha Mohamed Bulle**

Chairman………………………………………………. Date……………………….

**Mohamed A. Mohamud**