



**KITUI SOUTH NG-CONSTITUENCY DEVELOPMENT FUND  
P.O BOX 155-90201 MUTOMO**

**MINUTES FOR KITUI SOUTH NG-CDFC MEETING HELD AT NG-CDF OFFICE-MUTOMO  
ON 18/03/2020**

**PRESENT**

1. Florence Martin	Chairperson
2. Dennis Matundura	FAM
3. Kenneth Kitonyo	Secretary
4. Ronald Enyakasi	DCC
5. Muthama Kieti	Member
6. Evelyn Mutua	Member
7. Christopher Ngumbi	Member
8. Jonathan Muthangya	Member
9. Mary Mulwa	Member
10. Peter Mwangangi	Member

**ITEMS OF AGENDA**

1. Preliminaries
2. Reading of the previous meeting minutes
3. Matters arising
4. Briefs on the audit-OAG
5. Briefs on contract renewal
6. Funds received from the Board
7. Resubmission of some projects FY 2019/20
8. KMTCC Mutomo Campus disbursement
9. Monitoring and Evaluation
10. Administrative matters
11. Emergency cases
12. Claims and other payments
13. A.O.B

**NG-CDFC KS/MIN 1/18/03/2020 PRELIMINARIES**

The meeting was called to order by the chairperson and Jonathan Muthangya was requested to make a prayer. She welcomed the members to the meeting and requested them to aggressively discuss the day's agenda.

*FAM*

*Dennis*

The FAM also welcomed members to the meeting and gave the items of agenda. The FAM also expressed the country's concern pertaining to the COVID-19 pandemic and urged members to follow the guidelines issued by the Government of Kenya through the ministry of health. He also said he has scheduled a meeting with all the staff in order to brief them on the emerging virus.

The FAM also thanked members for the way they conducted themselves when the NG-CDFB members were present and the contributions they made.

#### **NG-CDFC KS/MIN 02/18/03/2020 READING OF PREVIOUS MEETING MINUTES**

The secretary, read the minutes of the previous minutes and they all confirmed them as a true record. They were proposed by Jonathan Muthangya and seconded by Mary Mulwa as a true record.

#### **NG-CDFC KS/MIN 03/18/03/2020 MATTERS ARISING**

There was no matter arising.

#### **NG-CDFC KS/MIN 04/18/03/2020 BRIEFS ON THE AUDIT-OAG**

The FAM indicated to the members that Officers from the office of the Auditor General were in the constituency for 12 days including field visits as was highlighted in the last meeting. The auditors went round to validate on the projects and ascertain the existence of the same.

The auditors gave a positive report concerning the implementation of projects and procurement process except in rare cases where some issues were raised.

The committee promised to improve in future on the areas raised to facilitate prudent utilization of funds allocated.

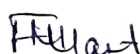
The FAM reported that he has already responded to the management letter and addressed the issues raised.

#### **NG-CDFC KS/MIN/05/18/03/2020 BRIEFS ON CONTRACT RENEWAL**

The FAM gave an explanation on the contract renewal process and said he had forwarded members details and credentials to NG-CDFB awaiting approval and gazettelement.

#### **NG-CDFC KS/MIN/06/18/03/2020 FUNDS RECEIVED**

The FAM informed members that the constituency has received ksh 14,000,000 (fourteen Million) FY 2019/20 from the NG-CDF Board. He also indicated that ksh 21,000,000 FY 2019/20 has been disbursed and shall be received within the week. Additionally ksh



1,300,000 FY 2010/11 has been disbursed which was for two specific projects i.e Itumba Primary School (1,000,000) and UAE Ass Chief Office ksh 300,000

Members have allocated the funds for FY 2019/20 as per **Annex VI**

**NG-CDFC KS/MIN/07/18/03/2020 RESUBMISSION OF SOME PROJECTS FY 2019/20**

Two projects FY 2019/20 were not approved and therefore resubmission was required. They are as follows:

**a) NG-CDF Office furniture ksh1,000,000**

This project was declined. The NG-CDF Board advised the NG-CDFC to use funds from administration vote to purchase the furniture. Members resubmitted as follows:

Project Name	Project Activity	Amount Allocated	Status
Kyamuthwa Primary School	Roof renovation of four classrooms: replacement of timber and iron sheets	1,000,000.00	New

**b) Nguswini Primary School**

The project activity differed between the proposal and the conditional activity provided. This was because the two differed on the roles the NG-CDFC and parents were to undertake in the project. The NG-CDFC resubmitted the same project with the following activity:

Project Name	Project Activity	Amount Allocated	Status
Nguswini Primary School	Construction of classroom in partnership with parents - Parents to undertake construction of foundation and walling while NG-CDFC to undertake roofing, shutters, plaster and painting	500,000.00	New

The FAM was tasked to see approval from the NG-CDF Board.

**NG-CDFC KS/MIN/08/18/03/2020 KMTC MUTOMO CAMPUS DISBURSEMENT**

The committee discussed this matter at length and perused the documents that were provided. The works officer provided a report while the PMC provided their deliberations and letters from the Contractor. This matter having also been discussed in the meeting of 4<sup>th</sup> December 2018 and approved then, the committee approved the ksh 1,000,000 to KMTC Mutomo PMC and agreed that it can be paid to the contractor.

*F. K. Kariuki*

*A. K. Kariuki*

### **NG-CDFC KS/MIN/09/18/03/2020 MONITORING AND EVALUATION**

Members have agreed to carry out monitoring and evaluation for six days. The FAM, chair and Secretary to come up with project visit schedule and routing and communicate to the members as well as the budget.

### **NG-CDFC KS/MIN/10/18/03/2020 ADMINISTRATION MATTERS**

Members have seen the need to do purchases of office furniture from administration vote. Members have proposed purchase of the following: chairs, tables, curtains, AC/Fan and any other item of importance that the FAM deems necessary. The FAM has been mandated to seek quotations.

### **NG-CDFC KS/MIN/11/18/03/2020 EMERGENCY CASES**

Today the committee has received the following emergency cases for consideration when funds will be available:

- i). Ikandani primary school –collapsed classroom
- ii). Kyangoto primary school-collapsed latrines
- iii). Nzoani secondary school-collapsed latrines
- iv). Muthue primary school- collapsed roof

### **NG-CDFC KS/MIN/12/18/03/2020 CLAIMS AND OTHER PAYMENTS**

The following expenses were also approved:

1. Selection panel payment-3 days	60,000
2. Various days field visit-3 days & transport	96,000
<b>Totals</b>	<b>156,000</b>

The FAM claimed the following subsistence allowance for various dates and destinations as follows:

- Picking of official documents from KERRA Office-Kitui 13-14 February 2020
- Delivery of official documents to NG-CDF Board, Nairobi 20-21 February 2020
- Delivery of official documents to NG-CDF Board, Nairobi 06-07 March 2020
- Delivery of Management Letter to OAG, Nairobi 12-13 March 2020
- Picking of official documents from NG-CDF Board, Nairobi 15-16 March 2020

Members approved the above subsistence allowance payments from Admin vote.

*F. M. M. M.*

*[Signature]*

**NG-CDFC KS/MIN/14/18/03/2020 A.O.B**

Members thanked the FAM and the chairperson for working hand in hand with the members and being informed always.

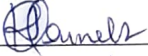
Peter Mwangangi recommended for benchmarking to other best performing constituencies in the country to improve on project implementation and other best financial practices.

**ADJOURNMENT**

There being no other business the meeting ended in a word of prayer from Peter Mwangangi at 4:10pm.

Minutes Taken By

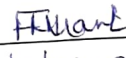
Kenneth Kitonyo

Signature 

Date 18/3/2020

Confirmed by

Florence Martin

Signature 

Date 18/3/2020