



NG-CDF

National Government Constituencies Development Fund  
Kitui Rural Constituency  
P.O Box 1422-90200  
KITUI  
TEL:0723636367  
Email:cdffituirural@ngcdf.go.ke  
Website:www.cdf.go.ke

**MINUTES OF NG-CDFC MEETING HELD ON THE 25<sup>th</sup> MAY 2021 AT KITUI RURAL NG-CDF BOARD ROOM.**

**MEMBERS PRESENT**

1. Muema Munyoki	Chairman
2. Justus Nzila Muthoka	Secretary
3. Mbai Mwale	Member
4. Angelina Francis	Member
5. Juma Mutia	Member
6. Patricia Kioko	Member
7. Maurice Kiema	Member
8. Loise Mukena	Member
9. Gerald Mutuku	D.C.C
10. Ezekiel K Mwangangi	F.A.M

**IN ATTENDANCE**

1. David Njoka	DA
2. Daniel Mulatya	COM

**AGENDAS**

- 1) Prayers
- 2) Reading and confirmation of the previous minutes
- 3) Matters arising from the previous minutes
- 4) Progress Reports
- 5) Prioritization of Ksh 10 Million
- 6) Change of Project Activities
- 7) Re-allocations
- 8) Review of Strategic Plan
- 9) Establishment of a Technical Training Institute
- 10) Vehicle Management
- 11) NG-CDFC/ Staff/PMC Training
- 12) Project Monitoring
- 13) Any other Business



**MIN 01/25/MAY/2021/NG-CDF/KITUI RURAL: PRAYERS**

The Chairman called the meeting to order at 10:30 AM and Madam Angelina Francis said the opening prayers.

**MIN 02/25/MAY/2021/NG-CDF/KITUI RURAL: READING AND CONFIRMATION OF THE PREVIOUS MINUTES.**

The minutes of the previous minutes were read by the secretary confirmed by Mrs Angelina Francis and seconded by Mr. Maurice Kiema as true record of the proceedings.

**MIN 03/25/MAY/2021/NG-CDF/KITUI RURAL: MATTERS ARISING FROM THE PREVIOUS MINUTES.**

The following were matters arising from the previous minutes:

**a) Report on previous Funding**

Members wanted to be informed on this financial year funding, the Fund Account Manager informed them that so far the Board had released Ksh 80.9Million this financial year and this has mainly been allocated to projects and office running.

**b) Bursary**

A member Mr. Mbai Mwale wanted to know when the committee will be issuing bursaries, after further discussion the committee agreed to wait until the time when the form one will be joining school, but the forms for other classes to be prepared and released.

**c) Team Building.**

Members agreed to have a team building session for committee and staff, this was agreed to be done during the training of the committee and staff, the fund account manager to arrange for the same and communicate to members.

**MIN 04/25/MAY/2021/NG-CDF/KITUI RURAL: REPORTS**

**i. Sports Committee Report**

Members agreed to have a sports day especially during the long holiday, the dates to be communicated once the sports committee has met.

**ii. Project Reports**

It was reported that were progressing on well and out of the total allocation to projects only Ksh 4 Million had not been released to projects; tendering for the remaining projects was in progress.



**MIN 05/25/MAY/2021/NG-CDF/KITUI RURAL: PRIORITIZATION OF THE 10 MILLION.**

Members agreed to give priority to the following projects from the AIE of 10 Million received from the NG-CDF Board.

1. Goods and services (M&E) Ksh 800,000
2. Primary School Projects Ksh 2,000,000
3. Secondary School Projects Ksh 7,200,000

**MIN 06/25/MAY/2021/NG-CDF/KITUI RURAL: CHANGE OF PROJECT ACTIVITIES**

Members discussed and agreed to request for change of activities of the below projects from the NG-CDF Board.

**Financial Year 2019/2020**

- 1) Malimbani Primary School Ksh 300,000 (Project activity was completion of classroom – the project is complete and the school requests to use the funds to construct a 3 door pit latrine.
- 2) Kaondu Primary School Ksh 800,000 ( Project activity was Construction of a toilet – the school intends to use the funds to construct an administration block)

**Financial Year 2020/2021**

- 1) St Luke Yatta Boys Secondary School Ksh 700,000 (Project activity is Completion of computer lab- the project was completed using funds from the ministry and the school request to use the funds to equip the laboratory
- 2) ACK ST James Matulani Secondary School Ksh 700,000 (Project activity is Completion of boys dormitory; plastering , flooring , shuttering and painting – the project is already complete and the school requests to use the funds to construct a septic tank and washrooms in the boys dormitory

**MIN 07/25/MAY/2021/NG-CDF/KITUI RURAL: REALLOCATIONS**

Members discussed and agreed to seek reallocation of Ksh 2,300,000 from salaries vote head to Ksh 900,000 Goods and services under administration vote head and Ksh 1,400,000 to committee expenses under administration (Reason for reallocation the vote head for salaries was over budgeted and other votes under budgeted; also accumulation of previous years balances on salaries which was enough to cater for salaries and gratuity in the next one year)

**MIN 08/25/MAY/2021/NG-CDF/KITUI RURAL: REVIEW OF STRATEGIC PLAN**

As a government policy each government department after preparations of strategic plan is supposed to do a midterm review to access the achievements in the strategic plans and also see if there are any immerging issues which were no captured in the original document and how they will be addressed; the fund Manager informed the committee that they had signed in the performance contract to do a review of the strategic plan although they were awaiting for



guidelines from the board and once they receive the guideline he will communicate to the members for further action.

**MIN 09/25/MAY/2021/NG-CDF/KITUI RURAL: ESTABLISHMENT OF T.V.E.T**

The chairman informed Members that as earlier informed by the Area Member of Parliament, the Ministry of Education had allocated funds for Construction of a Technical vocational and educational Training institute within the Constituency in Partnership with NG-CDF , The Chair requested the committee to consider allocating funds for the project in the next financial year , after lengthy discussions the committee agreed to allocate Ksh 5 Million in the Year 2021/2022 and Ksh 2022/2023 Financial year for the project, the Chair also informed them they had identified Land of around 10 Acres around Utawala where the College will be located. Members were informed that the Constituency Manager was following up the issue of land Title plus other document for processing of ownership, members appreciated the Area Member of Parliament for his concerted effort to see the institution being established.

**MIN 10/25/MAY/2021/NG-CDF/KITUI RURAL: VEHICLE MANAGEMENT**

Members approved serving of the NG-CDF vehicle at the same time approved for commitment of the vehicle fuel. The driver was also cautioned to take good care of the vehicle and avoid any form of careless driving.

**MIN 11/25/MAY/2021/NG-CDF/KITUI RURAL: CD/FC/STAFF/PMC TRAINING**

Members discussed and agreed to have the training in the month of August 2021 in Mombasa, the executive committee was tasked to make the arrangements and report the progress during the next meeting.

**MIN 12/25/MAY/2021/NG-CDF/KITUI RURAL: PROJECT MONITORING**

To access the progress of ongoing projects and also for reporting purposes, members also felt there was need to a thorough check on projects to ascertain the quality of work been done by the contractors, this was agreed to be done on routine basis and reports be tabled in subsequent Meetings for discussions. Members also approved to be paid allowances during such exercises.

**MIN 13/25/MAY/2021/NG-CDF/KITUI RURAL: ANY OTHER BUSINESS**

The following were Matters discussed as A.O.B

- The issue of member's welfare where members agreed to visit one of them whose husband has been sick for some time.
- The committee was requested to have good covid 19 measures and those who had not received vaccination were urged to do so.
- Members were urged to collect their huduma cards and also do a campaign on the collection of the cards



- The Funds Manager thanked members for attending the meeting and requested them to work as a team, he also informed them his office was open and everyone was welcome in case of consultation in so doing everything was going to move *smoothly*, he went ahead and also appreciated the Member of parliament for the cooperation and guidance for the short time he has been around.
- Members approved to be paid their allowances and any other pending payment to members was approved for processing.

There being no other Business to discuss the meeting ended at 1:00 PM with a word of Prayer said by Patricia Kioko

**Minutes Written by**

**Minutes Confirmed by**



**JUSTUS N. MUTHOKA**

**SECRETARY**



**MUEMA MUNYOKI**

**CHAIRMAN**

