



National Government Constituencies Development Fund  
Kilome Constituency  
Kilome NG-CDF Building Block  
Mukaa Sub-County Headquarter.  
P.O Box 163-90134  
Yoani-Salama, Kenya  
Email: [cdfkilome@ngcdf.go.ke](mailto:cdfkilome@ngcdf.go.ke) | Website: [www.cdf.go.ke](http://www.cdf.go.ke)

**MINUTES OF THE KILOME NG-CDF COMMITTEE HELD ON 12/06/2021 AT THE  
KILOME CDF OFFICE BOARDROOM.**

**MEMBERS PRESENT**

- |                     |   |                      |
|---------------------|---|----------------------|
| 1. Simon Tama       | - | NG-CDF Secretary     |
| 2. Kaburu Kaimba    | - | DCC Mukaa Sub-County |
| 3. Salma Jaruf      | - | Member               |
| 4. Margaret Maweu   | - | Member               |
| 5. Jeniffer Nzinga  | - | Member               |
| 6. Josefrida Kameti | - | FAM                  |
| 7. Johnstone Ndivo  | - | Member               |

**INTENDANCE**

1. Hon Thaddeus Nzambia

**ABSENT**

1. Augustine Mwikya
2. George Muange
3. Raphael Kongu

**AGENDAS**

1. Preamble
2. Introduction of FAM and the DCC
3. Introduction of Simon Tama to the bank
4. Vote Borrowing
5. Voting the AIEs received
6. Project Implementation
7. Monitoring of the Stalled projects
8. CDFC staff Contract Renewal
9. Monitoring of the Stalled Projects.
10. Change of Project Activity FY 2020-2021
11. A.O.B



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**MINUTE NO: 01/12/06/2021 Preamble**

The meeting started at 10.00am with a word of prayer from Simon Tama. Hon Nzambia welcomed members and thanked them for taking their time to attend the meeting despite the short notice and more so during the Covid-19 Pandemic.

**MINUTE NO: 02/12/06/2021 INTRODUCTION OF FAM AND DCC**

Everybody introduced him or herself for the FAM and DCC to get their names and their positions in the CDFC.

**MINUTE NO: 03/12/06/2021: INTRODUCTION OF SIMON TAMA TO THE BANK**

There was a proposal to introduce an alternate signatory to the bank for ease operation of the account in case the chairman is not available. After some deliberations they all agreed that the CDFC secretary to be introduced by the District Accountant to the Bank.

**MINUTE NO: 04/12/06/2021 VOTE BORROWING**

The members agreed to borrow 1m from Bursary to administration so that it can cater for office operations and for committee allowances.

**MINUTE NO: 05/12/06/2021 AIE RECEIVED FROM NG-CDF BOARD**

The FAM reported that the following AIEs have been received:-

S/N	DATE	AIE NO	AMOUNT
1	B124993	03/10/2021	8,500,000.00
2	B124558	13/01/2021	9,000,000.00
3	B119847	22/03/2021	12,000,000.00
4	B128136	24/03/2021	6,900,000.00
5	B128448	26/03/2021	7,000,000.00
6	B132192	04/06/2021	6,000,000.00
7	B138860	27/04/2021	12,000,000.00
8	B126154	13/05/2021	7,000,000.00
9	B126448	21/05/2021	11,600,000.00
	<b>Total</b>		<b>80,000,000.00</b>



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Out of the total amount received 35m was used for bursary, 12m for office administration and Ksh 3,582,000 was transferred to PMC to undertake projects as per 2020-2021 Code list and Handing over report.

So, the members agreed to vote the balance to other projects according to the approved Code list.

**MINUTE NO: 05/12/06/2021 PROJECT IMPLEMENTATION 202C/2021 AND 2019/2020 FY**

The committee agreed to have the following projects implemented and priority to be given to the projects which were not funded during FY 2019/2020.

S/N	PROJECT NAME	PROJECT ACTIVITY	AMOUNT
1	ACK ST. Stephens Kima Secondary school	Construction of Dormitory	4,000,000.00
2	Mukaa Boys Sec School	Construction of 2 classrooms	2,000,000.00
3	Mukaa Girls Secondary School	Construction of 2 Classrooms	2,000,000.00
4	ABC Kayata Girls	Construction of Dormitory	1,000,000.00
5	AIC Sultan Hamud Secondary school	Construction of Dormitory	1,000,000.00
6	Kitaingo Boys Sec School	Completion of construction of a dormitory	500,000.00
7	Kilome SA Secondary School	2 classroom renovation	500,000.00
8	Kamaku Primary School	Construction of one classroom	1,000,000.00
9	Ngiluni Primary School	Renovation of 2 classrooms	500,000.00
10	Ianduini Primary School	Renovation of 2 classrooms	500,000.00
11	Muangini Secondary School	Construction of 1 classroom	1,000,000.00
12	Kitheini Secondary school	Completion of Admin block	1,000,000.00
13	Kithina primary school	Renovation of two classrooms	500,000.00
14	Itumbule Primary school	Renovation of two classrooms	500,000.00
15	Kawese Primary School	Renovation of two classrooms	500,000.00
16	Kwakathendu Primary school	Renovation of two classrooms	500,000.00
17	Kwakavita primary school	Renovation of two classrooms	500,000.00
18	Kilome Constituency T-Vet Centre	Purchase of Land	3,000,000.00
19	Mumela Secondary school	Construction of 1 classroom	1,000,000.00
20	Kiu Primary School	Renovation of 2No classroom	500,000.00
21	Ngalana Primary School	Renovation of 2No classroom	500,000.00
22	Ngaamba Secondary School	Construction of a Dormitcry	4,000,000.00
23	Kandolo Secondary School	Construction of a Dormitcry	4,000,000.00
24	Musaani Secondary school	Construction of a Dormitcry	4,000,000.00
25	Revision Books	Various schools	4,000,000.00
26	Mumela Primary School	Field Levelling	2,500,000.00



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27	Matiani Primary School	Field Levelling and Renovation of 4No classrooms	3,500,000.00
28	Kavuko Primary School	Sinking of a Bore Hole for the School and Equipping to completion.	3,000,000.00
29	Malili Township primary	Construction of one classroom	1,000,000.00
30	Sports	To Sponsor constituency Tournament	1,941,777.59
31	Environment	To undertake Environmental activities in the constituency	2,541,777.59
32	Muua Police post	Completion of Police post	700,000.00
33	Malili Police post	Completion of Police post	2,000,000.00
34	Ngaamba Chief's office	Completion of the chiefs office	1,000,000.00

**MINUTE NO: 06/12/06/2021 EMERGENCY PROJECT**

During financial year 2019/2020 NG-CDFC budgeted Ksh 500,000.00 for renovation of 2No classrooms at Nguuni Primary school. The cost of renovating the two classrooms went higher than what was budgeted according to the BQ and contract signed between the school and Lafey Construction Company limited. The contract sum was Ksh 604,600.00. After along deliberation the committee agreed to transfer Ksh 104,600.00 to the school PMC from the emergency vote so that the contractor can be paid the amount he is owing the school.

Also during the financial year 2014/2016 St. Regina Kiou Sec School was funded two classrooms by NG-CDF Kilome for ksh 1,500,000.00. The classroom was awarded to Ms Reufo Solutions Ltd for a contract sum of Ksh 1,450,000.00. Due to the bad terrain of the place, the Public works officer instructed for additional works of Ksh 267,360.00. The Contractor has been requesting for the payment of the additional works since then and no payment has being done. The issue has never being tabled in the NG-CDFC and so due to that they agreed that the contractor to be paid from the emergency vote the total sum of Ksh 267,360.00.

Due to the bad road status from Kiongwani junction Mombasa road to Kiongwani primary and Secondary school, the NG-CDFC have proposed the road to be cleared and murram to be used to level the road up to the school. A budget of Ksh 2,150,000.00 has been approved.

**MINUTE NO: 07/12/06/2021 CDFC STAFF EMPLOYMENT CONTRACTS**

The employment contracts of CDFC staff have expired and all the staff have requested for a renewal. The committee have requested for a performance appraisal for each staff and also their salaries to be reviewed upwards according to one's performance and in line with the government salary scales.



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Members deliberated on the matter and unanimously resolved to renew all staff contracts for one year commencing from *1<sup>st</sup> July 2021* and will come to an end on *31<sup>st</sup> July 2022* unless renewed.

**MINUTE NO: 08/12/06/2021 MONITORING OF THE STALLED SECURITY PROJECTS.**

There are two projects under security whereby the contractors are not in the site. Malili Police post and Muua Police station. The CDfC will be visiting the two sites to confirm the status. Also the DCC, FAM and DA are supposed to summon the contractors for them to give reasons why the projects are not completed.

**MINUTE NO: 09/12/06/2021 CHANGE OF PROJECT ACTIVITY-MUKAA SUBCOUNTY DCC RESIDENTIAL HOUSE – FY 2020-2021**

The NG-CDFC Kilome had allocated Ksh. 1,000,000.00 for renovation of the DCCs House, Mukaa Subcounty. However, the PMC had recently requested for change of the approved project activity to Construction of a new house. This follows an earlier valuation and recommendation of the project done by the Public Works Officer.

Kilome CDfC Members have no objection to this request, and thus the FAM shall liaise with the NG-CDF Board and present this application.

**ADJOURNMENT**

There being no other agenda for discussion, the meeting ended at 2.00pm with a word of prayer from Margaret Maweu.

Minutes prepared by

  
SIMON TAMA

NG-CDFC SECRETARY

Minutes Confirmed by

  
SALMA SARUF

NG-CDFC CHAIRLADY