



NG-CDF KANGUNDO

Kangundo National Government Constituency Development Fund

Behind Kangundo Sub County Offices

P.O Box 1035-90115

Kangundo, Kenya

Cell: 0724-781-421

Email: cdfkangundo@ngcdf.go.ke

MINUTES OF KANGUNDO NG-CDF COMMITTEE MEETING HELD ON 1ST JULY 2021 AT THE NGCDFC BOARDROOM

Members Present:

1. John Nzuki Kituku- Chairperson
2. Catherine Mary Ngila- Secretary
3. Willis Mwenda- Fund account manager
4. Cosmas Kinguyu Kalavi- Member
5. Belita M. Mutie - Member
6. Cecilia Ndunge- Member
7. Stephen Mutunga- Member
8. James Kilonzo Kivondo- Member
9. Stephen Mutua- Member
10. Agnes N. Keempua - ACC

Agenda

1. Confirmation of previous minutes
2. 12M AIE
3. Office Intern
4. Transfer of approved reallocations
5. Emergency funds 2020/2021 reallocation
6. Site Handover
7. AOB

KANG- CDFC MIN 01:1/7/2021 CONFIRMATION OF PREVIOUS MINUTES

The Chairperson called the meeting to order at 11.30 am and the chair invited James Kivondo to lead in a word of prayer. The FAM then read the minutes of the previous meeting which were confirmed as a true copy. Stephen Mutua proposed and she was seconded by James Kivondo.

KANG-CDFC MIN 02: 1/7/2021 12M AIE

The FAM informed the committee that the office had received more allocations for 2020/2021 Kshs 12M through AIE 140568. The committee deliberated and resolved to allocate the funds to the following votes:

1. Sports- Organizing constituency sports tournaments, where the participating and Winning teams will be awarded with trophies, Uniforms and balls.- Kshs 2,742,437.59



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2. Masewani Primary School- Construction of 2 classrooms to completion- Kshs 2,400,000
3. Mukuyuni Secondary School- Construction of 3 classrooms to completion- Kshs 3,600,000
4. Kyelendu Primary School- Construction of 2 classrooms to completion- Kshs 2,400,000
5. Goods & Services(Admin)- Kshs 100,000
6. Staff Salaries- Kshs 450,000
7. Committee Allowances(Admin)- Kshs 100,000
8. Committee Allowances(M&E)- Kshs 207,562.41

The committee also approved transfer of funds to the PMC accounts for the above projects.

KANG- CDFC MIN 03:1/7/2021 OFFICE INTERN

The FAM informed the committee that one of the staff would be going for maternity leave in September. Consequently, the committee approved the onboarding of an intern as from July for a period of six months at a salary of Kshs 24,000. The FAM is to conduct interviews to get a competent person.

KANG- CDFC MIN 04:1/7/2021 Transfer of Approved Reallocations

The FAM informed the committee that the board had approved the following requested reallocations:

1. Mikoikoni Primary School- Renovation of two classrooms and construction of a 50 meter fence with concrete post and a chain link, Kshs 826,425
2. Mulingana Secondary School- Construction of 1 classroom, Kshs 1,000,000
3. Kawauni Assistant Chief's Office- Additional funds for purchase of 0.5 acre piece of land, Kshs 200,000

The committee approved transfer of funds to the PMC account

KANG- CDFC MIN 05:1/7/2021 Emergency funds 2020/2021 Reallocation

The committee reallocated funds from emergency for the year ended 2020/2021. The balance of Kshs 5,932,206.90 was reallocated to the following projects:

1. Kilalani Primary School- Construction of a kitchen to completion- Kshs 1,000,000
2. Kitongi Primary School- Construction of a kitchen to completion- Kshs 1,000,000
3. Matithini Primary School- Construction of an 4-door pit latrine to completion- Kshs 480,000



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4. Mukunike Secondary School- Purchase and installation of 10,000 litres water tank(Ksh 90,000), masonry base construction(Kshs 150,000) and water gutters and pipes(Kshs 103,000) for the office- Kshs 343,000
5. Malatani Primary School- Construction of a 4-door pit latrine to completion- Kshs 480,000
6. Kwambalu Primary School- Construction of 2 classrooms to completion- Kshs 2,400,000
7. Kangundo NGCDF Office Construction- Payment for additional works done- Kshs 44,000
8. Miu Assistant Chief's Office- Purchase of Office Furniture(Office table, 3 Office Chairs, Office Cabinet)- Kshs 70,000
9. Matetani Assistant Chief's Office- Purchase of Office Furniture(Office table, 3 Office Chairs, Office Cabinet)- Kshs 70,000
10. Kathaana Assistant Chief's Office- Purchase of Office Furniture(Office table, 3 Office Chairs)- Kshs 45,206.9

KANG- CDFC MIN 6:1/7/2021 SITE HANDOVER

The committee approved payment of allowances for the activity of site handover that took place on 11th June at Kwamwilile Primary School and Kangundo DCC Office. The committee also approved payment of allowances for site handover to take place on 5/7/2021 at Kamutonga Primary, Kangundo AIC Primary, Kyai Primary, Kitongi Primary, Ngomani Primary, Kambai Primary and Miu Assistant Chief's Office. The budget for the activities is as follows:

Site Handover(2 days)	Kshs
Allowance for 1 chair @ Kshs 7000	14,000
Allowance for 9 members @Kshs 5000 each	90,000
Allowance for 3 staff for two days	11,000
Lunch for 13 persons	26,000
Total	141,000

KANG- CDFC MIN 7:1/7/2021 AOB

The committee approved payment of the following funds:

1. Kshs 62,000 for the allowances of the day's meeting and lunch:
 - 9 members @ Kshs 5,000 each- Kshs 45,000



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- 1 chair @ Kshs 7000- Kshs 7,000
- Lunch and refreshments for 10 members- Kshs 10,000
- 2. Airtime for the Chair, FAM and Secretary for the month of June and July @Kshs 5000 each-Kshs 30,000. Fare for the Chairperson and Secretary when they come to sign minutes @ Kshs 3000 each- Kshs 6,000
- 3. Allowances for the Chair and Female Youth Representative for the four days (27th-30th June)they were in Mombasa for training- Kshs 48,000
- 4. Allowances for the Chair for the four days (23th -26th June)he was in training in Eldoret- Kshs 28,000
- 5. Allowances for two members of the Constituency Oversight Committee for four days of training (23th- 26th June)they attended in Eldoret at the invitation of the NGCDF Board- Kshs 40,000
- 6. Allowances of the Kangundo NGCDF Office Project PMC, 4 members- Kshs 19,895

The committee also approved publishing of a constituency newsletter/magazine detailing the projects that the committee has undertaken over the years. The activity is to be undertaken from the goods & services vote.

There being no other business, the meeting closed with a word of prayer from James Kilonzo at 1pm.



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Minutes complied by:

[Handwritten signature]

Catherine Mary Ngila

Secretary

Minutes approved by

[Handwritten signature]

John Nzuki Kituku

Chairperson

Minutes confirmed by

[Handwritten signature]

Willis Mwenda Mbabu

Fund Account Manager