



**NG-CDF
CHANGAMWE**

Changamwe National Government Constituency Development Fund
NGCDF Changamwe Office Block
Changamwe Sub County Headquarters
P.O Box 82742-80100
Mombasa, Kenya

Email: cdfchangamwe@cdf.go.ke |
Website: www.ngcdfchangamwe.go.ke

MINUTES OF THE 4TH MEETING OF CHANGAMWE NGCDFC HELD ON 25TH OCTOBER 2024 AT THE NGCDFC BOARDROOM AT 11.30 AM.

MEMBERS PRESENT

1. Khalid Kabanda - Chairman
2. Khalida Hussein - Secretary
3. Michael Yator - DCC
4. Abdulhakim Ali - FAM
5. Mary Okanga - Member
6. Sarah Odhiambo - Member
7. Patrick Okeyo - Member
8. Fadhili Abdalla - Member
9. Damaris Wandoe - Member

AGENDA

1. Preliminary
2. Adoption of agenda
3. Declaration of interests
4. Reading and confirmation of previous meeting's minutes
5. Matters arising from the previous meeting's minutes
6. PIS
7. Funds Received
8. Transfer to PMC
9. Benchmarking visit
10. Resubmission
11. Reallocation of unspent emergency 2023-24
12. Reallocation of Bomu police post funds
13. Claims
14. Any Other Business

MIN/NGCDF/CHANGAMWE 1/10/2024: PRELIMINARY

The chair called the meeting to order at 10:30 am and requested Damaris to offer a word of prayer. He further thanked members for attending in whole and for observing the timings.



**NG-CDF
CHANGAMWE**

Changamwe National Government Constituency Development Fund
NGCDF Changamwe Office Block
Changamwe Sub County Headquarters
P.O Box 82742-80100
Mombasa, Kenya

Email: cdfchangamwe@cdf.go.ke |
Website: www.ngcdfchangamwe.go.ke

MIN/NGCDF/CHANGAMWE 2/10/2024: ADOPTION OF THE AGENDAS

The chair requested the Secretary to take members through the agenda. After adequate consideration, the agenda were adopted as was proposed by Mary Okanga and seconded by Fadhili Abdallah.

MIN/NGCDF/CHANGAMWE/ 3/10/2024: DECLARATION OF INTERESTS

The chair requested members who have any interest on the agenda as approved to declare. None declared.

MIN/NGCDF/CHANGAMWE 4/10/2024: READING AND CONFIRMATION OF PREVIOUS MEETING'S MINUTES

The secretary took members through the previous minutes. Members requested to react to the minutes as being read along. However, the chair guided that members to let the secretary to read the minutes and whoever has an input to note and comment later. The minutes were proposed by Patrick Okeyo and seconded by Michael Yator as the true reflection of the previous meeting deliberations.

MIN/NGCDF/CHANGAMWE 5/10/2024: MATTERS ARISING FROM THE PREVIOUS MEETING'S MINUTES

- Laptop not yet purchased

MIN/NGCDF/CHANGAMWE 6/10/2024: PIS

FAM presented the following projects status report,

Project Name	Activity	Status	Remarks
Changamwe Girls Secondary School	Construction of Drainage system	100%	Project complete
Gome Primary School	Construction of toilet block	75%	Contractor on site
Changamwe Secondary School	Construction of perimeter wall at swimming pool	30%	Contractor on site
Changamwe Girls Secondary School	Construction of 3 classrooms and ramp	0	Awaiting end of exams for work to start
Mwingo Primary School	Construction of 3 classrooms and ramp	10%	Contactor on site
NGCDF Office	Purchase of office furniture	100%	Complete



**NG-CDF
CHANGAMWE**

Changamwe National Government Constituency Development Fund

NGCDF Changamwe Office Block
Changamwe Sub County Headquarters
P.O Box 82742-80100
Mombasa, Kenya

Email: cdfchangamwe@cdf.go.ke |
Website: www.ngcdfchangamwe.go.ke

NGCDF Office	Installation of grills, fans and ACs	100%	Complete
Portreizt Chiefs Office	Construction of perimeter wall	0	Awaiting beacons identification
Portreizt Integrated Secondary School	Purchase of 100 lockers and chairs	0	Awarded
Changamwe Secondary School	Installation of solar power grid	0	Site handed over
Changamwe police station	Purchase of office Furniture	0	Awarded
Changamwe Youth Resource centre	Purchase of guitar and speakers	0	Awarded
Kwahola Chiefs Office	Construction of perimeter wall	0	Awaiting beacons identification
Changamwe Girls Secondary School	Supply of 150 lockers and desks	10%	Ongoing
ACC and ACC1 office	Purchase of office furniture, computer and printer	100%	Complete

MIN/NGCDF/CHANGAMWE 7/10/2024: FUNDS RECEIVED

FAM informed members that the constituency had received Kshs. 20,000,000 from the Board with AIE number B228940. Members agreed to allocate the funds as follows,

Project Name	Project activity	B228940	OWING from Board
Climate Change Mitigation	Grassroots Sensitization forum for climate change mitigation for 1000 students (Hire of tents and chairs @ Kshs. 300,000, Lunch & refreshments @ Kshs. 150,000, Facilitators @ Kshs. 50,000		500,000
Mwingo Primary School	Purchase of 100 no. 3 seater wooden desks @ 7,500		750,000
Mwingo Primary School	Installation of pipes and 10,000 liters water tank for water harvesting		450,000



**NG-CDF
CHANGAMWE**

Changamwe National Government Constituency Development Fund

NGCDF Changamwe Office Block
Changamwe Sub County Headquarters
P.O Box 82742-80100
Mombasa, Kenya

Email: cdfchangamwe@cdf.go.ke |
Website: www.ngcdfchangamwe.go.ke

Mikadini Primary School	Construction of 3 classrooms on top of existing (Columns, beams, ground floor roof slab, walling, windows, doors, terrazzo floor, painting, electrical works and staircase) @ Kshs. 8,869,210 and Ramp @ Kshs. 1,483,200	10,552,410.00	
Changamwe Secondary School	Construction of office block (2 rooms & guard house) @ Kshs. 3,000,000, external washrooms (4 rooms & 2 rooms for PWDs) @ Kshs. 1,500,000, baby pool 3 x 4 meters @ Kshs. 3,000,000, Kitchen & dining area @ Kshs. 3,000,000 and external works (benches, concrete seats and walkway) @ Kshs. 500,000 at Swimming pool area.	4,104,721.50	6,895,278.50
Changamwe Girls Secondary School	Construction of 3 classrooms (Columns, beams, roof slab, walling, windows, doors, terrazzo floor, painting) @ Kshs. 7,005,200 and Ramp @ Kshs. 1,068,460	361,159.50	
Changamwe Girls Secondary School	Installation of pipes and 10,000 liters water tank for water harvesting		450,000
Portreiz Integrated Secondary School	Renovation of science laboratory for 60 students capacity (demolition, reinforced ground floor slab, walling and benches, doors, painting, mechanical works and electrical works)	3,752,140.00	
Changamwe DCI Office	Purchase of Office Furniture. (2 no. Executive Office Tables @ Kshs. 80,000, total Kshs. 160,000. 2 no. executive medium back leather chairs @ Kshs. 35,000, total Kshs. 70,000. 2 no 1.6 M office tables @ Kshs. 25,000, total Kshs. 50,000. 4 no visitors leather chairs @ Kshs. 20,000, total Kshs. 80,000. 18 no. fabric visitor's chairs @ Kshs. 8,000, total Kshs. 144,000. 8 no four drawer steel cabinets @ Kshs. 35,000, total Kshs. 280,000		784,000



**NG-CDF
CHANGAMWE**

Changamwe National Government Constituency Development Fund

NGCDF Changamwe Office Block
Changamwe Sub County Headquarters
P.O Box 82742-80100
Mombasa, Kenya

Email: cdfchangamwe@cdf.go.ke |
Website: www.ngcdfchangamwe.go.ke

Airport Chiefs Office	Purchase of Office Furniture. (Executive office table @ Kshs. 60,000. Executive medium back leather chair @ Kshs. 35,000. 10 no. fabric visitor's chairs @ Kshs. 8,000, total Kshs. 80,000. 2 no. visitors leather chairs @ Kshs. 20,000, total Kshs. 40,000.		215,000
Emergency	To cater for any unforeseen occurrences in the constituency during the financial year	1,229,569.00	
TOTAL		20,000,000.00	

MIN/NGCDF/CHANGAMWE 8/10/2024: TRANSFER TO PMC

Members authorized FAM to transfer the following funds to PMC accounts,

Project Name	Project activity	B228940
Mikadini Primary School	Construction of 3 classrooms on top of existing (Columns, beams, ground floor roof slab, walling, windows, doors, terrazzo floor, painting, electrical works and staircase) @ Kshs. 8,869,210 and Ramp @ Kshs. 1,483,200	10,552,410.00
Changamwe Secondary School	Construction of office block (2 rooms & guard house) @ Kshs. 3,000,000, external washrooms (4 rooms & 2 rooms for PWDs) @ Kshs. 1,500,000, baby pool 3 x 4 meters @ Kshs. 3,000,000, Kitchen & dining area @ Kshs. 3,000,000 and external works (benches, concrete seats and walkway) @ Kshs. 500,000 at Swimming pool area.	4,104,721.50
Changamwe Girls Secondary School	Construction of 3 classrooms (Columns, beams, roof slab, walling, windows, doors, terrazzo floor, painting) @ Kshs. 7,005,200 and Ramp @ Kshs. 1,068,460	361,159.50
Portreiz Integrated Secondary School	Renovation of science laboratory for 60 students capacity (demolition, reinforced ground floor slab, walling and benches, doors, painting, mechanical works and electrical works)	3,752,140.00



**NG-CDF
CHANGAMWE**

Changamwe National Government Constituency Development Fund
 NGCDF Changamwe Office Block
 Changamwe Sub County Headquarters
 P.O Box 82742-80100
 Mombasa, Kenya

Email: cdfchangamwe@cdf.go.ke |
 Website: www.ngcdfchangamwe.go.ke

MIN/NGCDF/CHANGAMWE 9/10/2024: BENCHMARKING VISIT TO KILIFI AND TANA RIVER COUNTIES

Members discussed on the planned benchmarking visit which was to start from 27th October to 1st November 2024. FAM presented the following budget,

- 6 members for 6 days @ 10,000 total Kshs. 360,000
- Chairman @ 14000 for 6 days total Kshs. 84,000
- SCA, FAM, DCC @ 14,000 for 6 days total Kshs. 252,000
- IA, SCMO, 1 Staff @ 11,200 for 6 days total Kshs. 201,600
- 4 staff @ 6,300 for 6 days total 151,200
- 7 staffs @ 4,200 for 6 days total Kshs. 176,400
- Fuel & Miscellaneous Kshs. 105,400

Grand Total Kshs. **1,330,600**

Members unanimously approved the facilitation of the trip.

MIN/NGCDF/CHANGAMWE 10/10/2024: RESUBMISSION OF FUNDS FOR INFRASTRUCTURE DEVELOPMENT IN JUNIOR SECONDARY SCHOOL

As per the directive by principal secretary, State department for Basic education on infrastructure development for junior secondary schools vide reference number MOE.HQS/3/7/27(110).

The national treasury had allocated the ministry of education funds for construction of classrooms and integrated learning resource centres for junior secondary school. This amount was proposed to be jointly managed by the ministry of education and the national government constituency development fund. Changamwe constituency had been allocated Kshs. 6,984,133. After the Board's visit for project verification the committee recommended that we implement storey building structures. After receiving the projects estimates from public works for science and home science laboratories at Umoja Primary School, members deliberated and approved the new project as follows,

Project Name	Activity	Amount
Umoja Primary School	Construction of science and home science laboratory (Reinforcing of ground floor classrooms to accommodate multi storey building, replacing hipped roof with roof slab, convert them to twin science laboratory)	6,984,133.00
	Total	6,984,133.00



**NG-CDF
CHANGAMWE**

Changamwe National Government Constituency Development Fund

NGCDF Changamwe Office Block
Changamwe Sub County Headquarters
P.O Box 82742-80100
Mombasa, Kenya

Email: cdfchangamwe@cdf.go.ke |
Website: www.ngcdfchangamwe.go.ke

MIN/NGCDF/CHANGAMWE 11/10/2024: REALLOCATION OF UNSPENT EMERGENCY 2023-24

The Chairman informed members of the unspent emergency for financial year 2023-2024 of Kshs. 1,229,569 which has been received from the Board. FAM informed members of the issues of Ahmed Shahame Mwidani TTI project of construction of twin workshops. The project was allocated Kshs. 11,000,000. The work was awarded at Kshs. 10,800,900. There were some extra works which were done as instructed by Works officer totalling to Kshs. 1,000,000. The project is at 90% status but the contractor has stopped works until the issue is resolved. Members deliberated and agreed to reallocate the unspent emergency funds as follows,

Project name/approved activities	FY	Status	Amount Allocated	Amount Spent	Balance to be reallocated
Emergency	2023-2024	Completed and handed over	9,229,569	8,000,000	1,229,569

Initial approved Projects and activities	Financial year	Amount requested for Re-allocation (Kshs.)	Reasons for reallocation	New project to be funded
Emergency	2023/24	1,000,970	Unspent Emergency funds	Ahmed Shahame Mwidani TTI – Additional funds for construction of 200 capacity Twin Workshop (4 no. windows Kshs. 109,000, 2 no. steel doors Kshs. 112,000, Electrical works of 100 M long insulated underground armoured cable and 12 ceilings fans Kshs. 523,600, terrazzo floor finishes for ground floor corridor slab Kshs. 256,370)
Emergency	2023-24	228,599	Unspent Emergency funds	Bomu Primary School - Supply of 30 no. 3 seater wooden desks @ 7500

MIN/NGCDF/CHANGAMWE 12/10/2024: REALLOCATION OF BOMU POLICE POST FUNDS

FAM informed members about the relocation of Bomu police post funds. The funds totalling Kshs. 6,000,000 were allocated in the financial years 2020-2021 for construction of a police post. The projects had failed to start since the land earmarked for the project was reported to be unfit to construct the police post since it was surrounded by residential houses and was also very small due to encroachment. The local administration has failed to find an alternative venue. Members had in the previous minutes' number MIN/NGCDF/CHANGAMWE 6/07/2024 agreed to reallocate it to St. Charles Lwanga secondary for laboratory but the amount was not enough for the estimated works. Members deliberated and agreed to reallocate to Chaani Primary School for construction of laboratory as summarized below.

Initial approved Projects and activities	Financial year	Amount requested for Re-allocation (Kshs.)	Reasons for reallocation	New project to be funded
Bomu police post – Construction of police post (reporting office, crime office, gender office, holding cells, toilets, exhibit room) to completion	2020/21	6,000,000	Lack of land and the local administration has failed to find an alternative despite several efforts.	Construction of science and home science laboratory (Reinforcing of ground floor classrooms to accommodate multi storey building, replacing hipped roof with roof slab, convert them to twin science laboratory)

MIN/NGCDF/CHANGAMWE 13/10/2024: CLAIMS

Members approved the following claims,

1. Today's sitting, 7 members, Chairman, DCC and Lunch total Kshs. 47,000.
2. Monthly Field visit for October. Chair, FAM, SCA and 3 staffs total Kshs. 23,000.

MIN/NGCDF/CHANGAMWE 14/10/2024: AOB

There being no other business, the meeting ended with prayers from Patrick Okeyo.



**NG-CDF
CHANGAMWE**

Changamwe National Government Constituency Development Fund
NGCDF Changamwe Office Block
Changamwe Sub County Headquarters
P.O Box 82742-80100
Mombasa, Kenya

Email: cdfchangamwe@cdf.go.ke |
Website: www.ngcdfchangamwe.go.ke

Compiled by: Khalida Hussein

SIGN.....DATE.....

SECRETARY CHANGAMWE NG-CDFC.

Confirmed by: Khalid Kabanda

SIGN.....DATE.....

CHAIRPERSON NG-CDFC.

CONFIRMATION

SIGN.....DATE.....