

NG-CDFC KISAUNI COMMITTEE

MINUTES OF NG-CDF HELD ON 16TH SEPTEMBER 2021 AT THE NG-CDFC BOARD ROOM AT 09:45AM

MEMBERS PRESENT

- | | | |
|---------------------------|---|-----------|
| 1. Khamisi Ali Mwabashiri | - | Chairman |
| 2. Zainab Abdi | - | Secretary |
| 3. Herman Nyundo | - | Member |
| 4. Erick Odipo | - | Member |
| 5. John Daudi | - | Member |
| 6. Roselyne Omusula | - | Member |
| 7. Said Mwakutanga | - | Member |
| 8. Jamlek Mbuba Mutembe | - | DCC |
| 9. Fatma M Abubakar | - | FAM |

AGENDA

1. PRELIMINARIES
2. READING AND CONFIRMATION OF PREVIOUS MINUTES.
3. VISIT BY THE DIRECTORS OF NG-CDF BOARD
4. PROJECT PROPOSAL FOR THE FINANCIAL YEAR 2021-2022
5. REALLOCATION
6. A.O.B



MIN: NG-CDFC/KISAUNI/01/16TH SEPTEMBER 2021: PRELIMINARIES

The chairman called the meeting to order at 09.45am with word of prayers from Said Salim.

MIN. NG-CDFC/KISAUNI/02/16TH SEPTEMBER 2021: READING AND CONFIRMATION OF THE PREVIOUS MINUTES


The minutes of the previous meeting were read by M/s. Zainab Abdi which was accepted as true records of the proceedings. The minutes were confirmed by M/s. Roselyn Omusula and seconded by Mr. Said Mwakutanga.

MIN NO.: NG-CDF KISAUNI /03/16TH SEPTEMBER 2021: VISIT BY THE DIRECTORS OF NG-CDF BOARD

Members deliberated on the visit by the two directors, coast region desk officer, head of communication and regional coordinator on 26th August 2021 on our projects.

1. Karisa Maitha – To consider construction of toilets, staff houses dormitory and perimeter wall.

1 | NG-CDFC KISAUNI MINUTES ON 16TH SEPTEMBER 2021

Chairman  Date 20/09/2021

Secretary  Date 20/09/2021

NG-CDFC KISAUNI COMMITTEE

2. Chief's office at Mtopanga- The office to consider toilets for PWDS.

The Fund Manager shared to the team the previous deliberations on construction of NG-CDFC Office as per the deliberations of the NG-CDF BOARD Chairman. She further informed them that they must construct the office but members resolved the funds be reallocated to procure the land so that they can construct the NG- CDFC office in the current Financial Year in the said piece of land.

MIN NO.: NG-CDF KISAUNI /04/16TH SEPTEMBER 2021: PROJECT PROPOSALS FOR THE FY 2020/2021

The Fund Account Manager provided the details of funds allocated to the constituency vide ref: NG-CDFB/CEO/BOARD CIRCULARs Vol II (030) for call for submission of constituency project proposal for the 2021/2022 financial year of Kshs. **137,088,879** (One hundred and thirty-seven million, eighty-eight thousand, and eight hundred and seventy-nine).

The Fund Account Manager informed the members that as per the circular requirement number 12 and 13 construction of NG-CDF Office and procurement of one four wheel drive (4WD) with a capacity of at least four (4) passengers which is suitable for rough road terrain for effective monitoring of NG-CDF project must be incorporated among the 2021/2022 financial year project proposal.

Members deliberated on the circular requirement as advised by the Fund Account Manager and later resolved to allocate Kshs. 10,000,000.00 to construct NG-CDF Office at Mjambere Land and unanimously agreed to allocate funds for procuring NG-CDF Motor vehicle in the next financial year.

Members deliberated on the ward views proposal collected in each ward and resolved to undertake the following projects stated below. The Fund Account Manager was authorized to work on the documentation and submit the same as soon as possible.

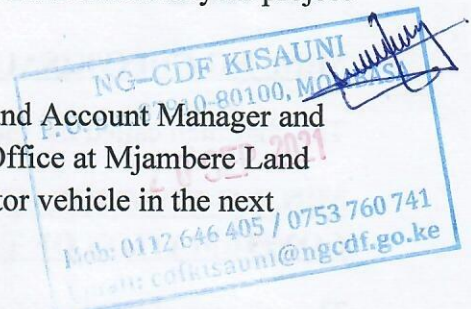
With Total allocation expected as Kshs. 137,088,879 the proposed projects are:

Project Name	Original cost	Cumulative Allocation	Project Activity	Amount Allocated	Status
Administrations / Recurrent (6%)		8,177,120.98	Office Running & Administration	8,177,120.98	
Employees' Salaries	1,721,085.98		Payment of 7 staff salaries @Kshs.1,496,085 and interns @Kshs.225,000	1,721,085.98	New

2 | NG-CDFC KISAUNI MINUTES ON 16TH SEPTEMBER 2021

Chairman  Date 20/09/2021

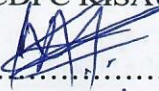
Secretary  Date 20/09/2021



NG-CDFC KISAUNI COMMITTEE

Project Name	Original cost	Cumulative Allocation	Project Activity	Amount Allocated	Status
Employees' Gratuity	978,915.00		Payment of 7 staff gratuity	978,915.00	New
Goods and Services	4,233,920.00		Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea, rent and insurance.	4,233,920.00	New
NSSF (Staff & Employer)	33,600.00		Payment of 7 staff NSSF Deductions	33,600.00	New
NHIF	81,600.00		Payment of 7 staff NHIF Deductions	81,600.00	New
Committee Expenses	1,128,000.00		Payment of Committee sitting allowances.	1,128,000.00	New
Monitoring And Evaluation (3%)		4,112,666.37		4,112,666.37	
Committee Expenses	1,100,000.00		Payment of Committee sitting allowances, transport, conferences	1,100,000.00	New
NG-CDFC /PMC Capacity Building	3,012,666.37		Undertake Training of the PMCs/NG-CDFCs/NG-CDF Staff on NG-CDF Related issues and Inter-constituency Visit for NG-CDFC and Staff	3,012,666.37	New
Emergency Reserve Fund (5%)		7,192,207.00		7,192,207.00	
Emergency Reserve Fund (5%)	7,192,207.00		To cater for any unforeseen occurrences in the constituency during the financial year	7,192,207.00	New
Environment		741,777.00		741,777.00	
Magogoni Primary School	741,777.00		Construction of drainage, Cabro paving 150 square meters	741,777.00	New
BURSARY		47,781,107.65		47,781,107.65	
Bursary Secondary Schools	28,581,107.65		Payment of bursary to needy students in secondary schools	28,581,107.65	New
Bursary Fund - University/College /Driving	17,000,000.00		Payment of bursary to needy students in universities, colleges and driving schools	17,000,000.00	New
Bursary Special Schools	1,000,000.00		Payment of bursary to needy students in special schools	1,000,000.00	New

3 | NG-CDFC KISAUNI MINUTES ON 16TH SEPTEMBER 2021

Chairman  Date 20/09/2021

Secretary  Date 20/09/2021

NG-CDFC KISAUNI COMMITTEE

Project Name	Original cost	Cumulative Allocation	Project Activity	Amount Allocated	Status
NHIF Social Security Programme	1,200,000.00		Towards provision and payment of NHIF for 200 people to vulnerable families including orphans and vulnerable children (OVCs), poor older persons with disabilities (PWDs) and destitute families that shall be identified within the constituency.	1,200,000.00	New
PRIMARY		8,500,000.00		8,500,000.00	
Kashani Primary School	3,500,000.00		Construction of two classrooms (9 by 8 meters per class) and terrazzo floor to completion @Kshs.2,500,000 and 4 door pit latrines for boys and girls and 2 door for Persons With Disability @ Kshs.1,000,000	3,500,000.00	New
Mdengerekeni Primary School	3,000,000.00		Construction of two classrooms (9 by 8 meters per class) and terrazzo floor to completion. <i>The project is located in a hilly and inaccessible area. High cost of transportation is incurred as people are used to transport the materials</i>	3,000,000.00	New
Magogoni Primary School	2,000,000.00		Construction of 137 meters perimeter wall	2,000,000.00	New
SECONDARY		49,600,000.00		49,600,000.00	
Shimo la Tewa Secondary School	8,000,000.00		Construction of a twin laboratory to completion with a capacity of 120 students	8,000,000.00	New
Mwembelegeza Secondary School	6,500,000.00		Construction of a storey building laboratory inclusive of a staircase to completion with a capacity of 60 students Kshs.6,000,000 and purchase of furniture Kshs.500,000 (100 Laboratory stools with a wooden hard wood top and metallic frame @Kshs.3,500	6,500,000.00	New

4 | NG-CDFC KISAUNI MINUTES ON 16TH SEPTEMBER 2021

Chairman  Date 20/09/2021

Secretary  Date 20/09/2021

NG-CDFC KISAUNI COMMITTEE

Project Name	Original cost	Cumulative Allocation	Project Activity	Amount Allocated	Status
			totaling to Kshs.350,000, 10 wooden shelves with metallic frame measuring four by one feet to be installed in the preparation room@ Kshs.5,000 totaling to Kshs.50,000 and 4 metallic cabinets to secure dangerous chemicals from the students' access @Kshs.25,000 totaling to Kshs.100,000)		
Mjambere Secondary School	14,000,000.00		Construction of six classrooms storey building including ramp (Kshs.13,000,000) and two door flushable toilets and two door toilet for Persons With Disability to completion (Kshs.1,000,000)	14,000,000.00	New
Karisa Maitha Secondary School	16,000,000.00		Construction of a dormitory storey building ground floor with a suspended concrete slab with terrazzo floor including stairs of 100 students capacity at Kshs.10,000,000, 2 self-contained staff houses at Kshs. 3,000,000, 10 door flushable toilets catering for Persons With Disability, septic tank and soak pit at Kshs.3,000,000.00	16,000,000.00	New
Mtopanga Secondary School	5,100,000.00		Construction of two classrooms storey building ground floor with a roof of concrete slab with terrazzo floor Kshs.4,400,000 and purchase of 100 school lockers and chairs at Kshs.700,000	5,100,000.00	New
SECURITY		984,000.00		984,000.00	
Shanzu Chief's Office	328,000.00		Purchase of two executive tables at Kshs.100,000, two executive chairs at Kshs.50,000, one conference table at Kshs.50,000, 2 metallic Cabinets at Kshs.50,000, 30 plastic chairs at Kshs. 24,000, 6 visitors chairs at Kshs.24,000, 2 standard tables at Kshs.30,000	328,000.00	New

5 | NG-CDFC KISAUNI MINUTES ON 16TH SEPTEMBER 2021

Chairman  Date 20/09/2021

Secretary  Date 20/09/2021

NG-CDFC KISAUNI COMMITTEE

Project Name	Original cost	Cumulative Allocation	Project Activity	Amount Allocated	Status
Mtopanga Chief's Office	328,000.00		Purchase of two executive tables at Kshs.100,000, two executive chairs at Kshs.50,000, one conference table at Kshs. 50,000, 2 metallic Cabinets at Kshs.50,000, 30 plastic chairs at Kshs.24,000, 6 visitors chairs at Kshs.24,000, 2 standard tables at Kshs.30,000	328,000.00	New
Bamburi chief's office	328,000.00		Purchase of two executive tables at Kshs.100,000, two executive chairs at Kshs.50,000, one conference table at Kshs. 50,000, 2 metallic Cabinets at Kshs.50,000, 30 plastic chairs at Kshs.24,000, 6 visitors chairs at Kshs.24,000, 2 standard tables at Kshs.30,000	328,000.00	New
NG-CDF Office				10,000,000.00	
NG-CDF office	30,000,000.00		Construction of storey NG-CDF office comprising of; Receptionist office, FAMs office (ensuit), Board room, staff workstation, Government Departmental heads offices and 4 door flushable toilets catering for Persons With Disability ground floor with a suspended concrete slab all in one building; foundation, walling and casting of 1 st floor slab.	10,000,000.00	New
TOTAL		137,088,879.00		137,088,879.00	

MIN NO: NG-CDFC/KISAUNI/05/16TH SEPTEMBER 2021: REALLOCATION

The Chairman informed the members that the available land for construction of Police station (Dog section) which had earlier been accepted the K-9 Unit but later revoked and requested us to construct the Police Station at Bamburi Police station which is already existing.

Members deliberated on the matters above and resolved to reallocate the following projects.

6 | NG-CDFC KISAUNI MINUTES ON 16TH SEPTEMBER 2021

Chairman  Date 20/09/2021

Secretary  Date 20/09/2021

NG-CDFC KISAUNI COMMITTEE

Name of initial approved project	Financial Year	Amount to be reallocated	Project to be Reallocated	Reason for Reallocation
Mjambere Police Station	2020/2021	20,000,000	Purchase of approximate 1 Acre of land for KNEC Agricultural assessment.	K-9 Unit revoked the construction of police station at Dog section and requested us to construct the Police Station at Bamburi Police station which is already existing.
			Purchase of Land title number at Junda Ward (Makumba area) at an estimate cost of Kshs 5,000,000.00 and Construction of five number classrooms storey building and four door flushable toilet at an estimate cost of Kshs.13,000,000.00	K-9 Unit revoked the construction of police station at Dog section and requested us to construct the Police Station at Bamburi Police station which is already existing.
Maunguja Chiefs Office	2020/2021	3,500,000	Construction of a chief's office, assistant chief's office, Board room and four door flushable toilet all in one building to completion at Bamburi Ward.	Land dispute on construction of Maunguja Chiefs office.
Barani Primary School	2020/2021	5,000,000	Construction of two classrooms storey building and purchase of 100 school lockers and chairs at an estimate cost of Kshs.5,000,000.00 at Mtopanga Secondary School	Barani primary school has not started and Mtopanga Secondary school is in dire need of classrooms to an extended of learning in a school bus and under a tree.
Total		28,500,000		

Change of Project Activity

The chairman informed the members that due to lack of security at Mwembelegeza Primary and Secondary School the chairman opted to reallocate the funds meant for Improving of the

7 | NG-CDFC KISAUNI MINUTES ON **16TH SEPTEMBER 2021**

Chairman  Date 20/09/2021

Secretary  Date 20/09/2021

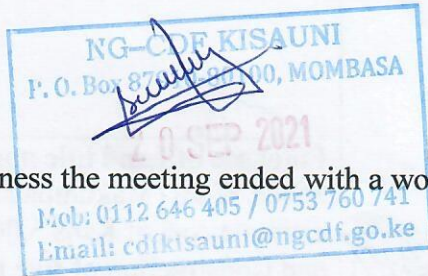
NG-CDFC KISAUNI COMMITTEE

playground surface by installing of new goal posts, ground leveling, draining and planting of grass to construction of perimeter wall.


Members deliberated on the matters above and agreed security of the schools should be given the first priority hence resolved to reallocate Kshs. 1,811,403.85 to Construction of a perimeter wall all around the Mwembelegeza Primary and Secondary School to completion.

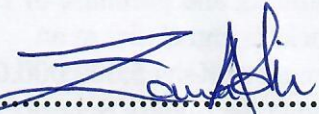
A.O. B



There being no other business the meeting ended with a word of prayer from Mr. John Daudi at 2.15pm



CONFIRMED BY:

CHAIRMAN..........DATE :.....20/09/2021.....

SECRETARY..........DATE.....20/09/2021.....

Chairman..... Date20/09/2021.....
Secretary..... Date20/09/2021.....