

MINUTES OF NG-CDF HELD ON 27TH FEBRUARY 2024 AT THE NG-CDFC BOARD ROOM AT 9:30 AM

MEMBERS PRESENT

- | | | |
|---------------------|---|-------------|
| 1. Ali Bafundi | - | Chairperson |
| 2. Serah Maingi | - | Secretary |
| 3. Raweeh Shamsan | - | Member |
| 4. Ruth Akinyi | - | Member |
| 5. Fatma M Abubakar | - | FAM |
| 6. Khadija Kassim | - | Member |
| 7. Ann Nyambura | - | Member |
| 8. Ronald Mwiwawi | - | DCC |
| 9. Hassan Hersi | - | Member |

AGENDA

1. Preliminaries
2. Reading and confirmation of previous minutes
3. Declaration of interest
4. Bursary
5. NHIF
6. Staff service Gratuity.
7. MOE unconditional grant for JSS infrastructure development
8. Payment of Electricity Bill
9. Proposal FY 2023/2024.
10. AOB

MIN: NG-CDFC/MVITA/01/27TH FEBRUARY 2024: PRELIMINARIES

The chairman called the meeting to order at 9.30 am with word of prayers from Mr. Hassan Hersi.

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Chairman Date 4/03/2024

Secretary Date 4/03/2024

MIN. NG-CDFC/MVITA/02/27TH FEBRUARY 2024: READING AND CONFIRMATION OF THE PREVIOUS MINUTES

The minutes of the previous meeting were read by M/S. Serah Maingi which was accepted as true records of the proceedings. The minutes were confirmed by Mr. Raweeh Shamsan and seconded by M/S Ann Nyambura.

MIN NO: NG-CDFC/MVITA/03 /27TH FEBRUARY 2024: DECLARATION OF INTEREST

The Chairman informed the members to declare their interest and no one had conflict of interest in any of the projects.

MIN NO: NG-CDFC/MVITA/04/ 27TH FEBRUARY: BURSARY

The members deliberated that the secondary bursary is ongoing but for the special scholarship Programme (best performing class eight students) be awarded as soon as possible. Members deliberated and resolved to pay Kshs.15,000/= to each student as per the attached beneficiaries list.

MIN NO: NG-CDFC/MVITA/05 /27TH FEBRUARY 2024: NHIF

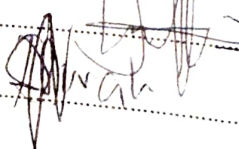
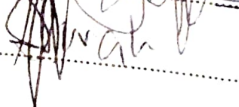
The Chairman informed the members that we had new 500 beneficiaries for this financial year. Members deliberated and resolved to pay NHIF Kshs.500,000, for two months for the 500 beneficiaries as per the attached list.

MIN NO: NG-CDFC/MVITA/06 /27TH FEBRUARY 2024: STAFF SERVICE GRATUITY

The Fund manager informed the members that staff gratuity is due for those who had completed their one-year contract in January 2024. Members deliberated and resolved to pay them as follows:

STAFF NAME	BASIC SALARY	31% OF BASIC SALARY	CONTRACT PERIOD	TOTAL GRATUITY FOR 12 MONTHS (KSHS)
SUMEIYA HAMDAN	30,170	9,353	1 YEAR	112,232
AISHA AZIZ	24,580	7,620	1 YEAR	91,438
RUKIA SWALEH	24,580	7,620	1 YEAR	91,438
FAKII AHMED	24,580	7,620	1 YEAR	91,438
SAADIA HUSSEIN	24,580	7,620	1 YEAR	91,438
TERESIA AKINYI	21,500	6,665	1 YEAR	79,980

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AMINA MAULID	16,890	5,264	1 YEAR	63,166
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MIN NO: NG-CDFC/MVITA/07/27TH FEBRUARY 2024: M.O.E INFRASTRUCTURE DEVELOPMENT FOR JUNIOR SECONDARY SCHOOLS (NG-CDF MATCHING FUND)

The Fund manager informed the members that she had a meeting with the Sub-County Director of Education, the NG-CDF Chairman, The DCC, Clerk of works and Works officer had a meeting on Infrastructure Development for Junior Secondary schools as per the circular from the Board dated 16th October, 2023 and a circular from the Ministry of Education dated 3rd October, 2023. After lengthy deliberation they resolved on construction of a single laboratory with the funds to be allocated by the ministry Kshs.7,159,333 . Members deliberated and resolved on the resolution by the above sub – committee while NGCDF allocated Kshs12, 605,659.00 to do the two classrooms and ablution block for the Junior Secondary school that lacks infrastructure.

Name of Project	Activities	PROJECTS' ESTIMATE	NG CDF ALLOCATION (KSHS)	MOE ALLOCATION
Sparki Primary and Junior Secondary school	Construction to completion of 2No. classrooms at Kshs.7,227,392 and Ablution block for both boys and girls (8 No. door toilets with 2 cubicles for Persons with Disabilities) at Ksh.5,378,267	19,764,992.00	12,605,659.00	
Sparki Primary and Junior Secondary school	Construction to completion of a 45-capacity laboratory			7,159,333.00
TOTAL ALLOCATION TOWARDS JSS PROJECTS				19,764,992.00

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Chairman Date 4/03/2024

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MIN NO: NG-CDFC/MVITA/08/27TH FEBRUARY 2024: PAYMENT OF ELECTRICITY BILL

The Fund manager informed the members that we have electricity bill amounting to Kshs.35,647. Members were concerned with the huge bills but this was a result of the water borehole machine but after lengthy deliberations it was resolved a payment to be made to KPLC

CDFC/MVITA/09/27TH FEBRUARY 2024: PROPOSAL FY 2023/2024

The FAM informed the members there was some amendments of the proposal due to the estimates prepared. Members deliberated and resolved to allocate the funds as below:

PROJECT NAME	ACTIVITY	ESTIMATED COST	CUMMULATIVE ALLOCATION	AMOUNT ALLOCATED (KSHS)	STATUS
ADMINISTRATION AND RECURRENT EXPENDITURE (6%) - Kshs.10,521,708					
Contractual employees	Payment of staff Basic salaries	3,085,320		3,085,320.00	N
Gratuity-contractual employees	Payment of gratuity to NGCDFC staff	929,107.00		929,107.00	N
NSSF	Employer contribution to NSSF	142,560.00		142,560.00	N
Commuter Allowance	Payment of commuter allowance to NGCDF staff	432,000.00		432,000.00	N
House allowance	Payment of House allowances to NGCDFC staff	783,480.00		783,480.00	N
Affordable Housing Levy	Payment of Affordable Housing Levy	63,189.00		63,189.00	N
Casual labour and Internship	Payment of staff Basic Wages	600,000.00		600,000.00	N
Sanitary and cleaning materials and services	Purchase of sanitary cleaning materials and services	30,000.00		30,000.00	N
Catering Services (receptions), Accommodation, Gifts, Food and Drinks	Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks	180,000.00		180,000.00	N
Internet	payment of internet services	48,000.00		48,000.00	N

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Chairman

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Secretary

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PROJECT NAME	ACTIVITY	ESTIMATED COST	CUMMULATIVE ALLOCATION	AMOUNT ALLOCATED (KSHS)	STATUS
Courier and Postal Services	Payment of Courier and Postal Services	5,000.00		5,000.00	New
Electricity	Payment of Electricity charges	200,000.00		200,000.00	New
General Office Supplies (papers, pencils, forms, small office equipment etc)	Purchase of General Office Supplies (papers, pencils, forms, small office equipment)	1,353,052.00		1,353,052.00	New
Maintenance of Office Furniture and Equipment	Payment of Maintenance of Office Furniture and Equipment	30,000.00		30,000.00	New
Other Fuels (wood, charcoal, cooking gas etc...)	Payment of of other fuels (wood, charcoal, cooking gas expenses	30,000.00		30,000.00	New
Publishing and Printing Services	Payment of Publishing and Printing Services	200,000.00		200,000.00	New
Supplies and Accessories for Computers and Printers	Purchase of Supplies and Accessories for Computers and Printers	200,000.00		200,000.00	New
Telephone, Telex, Facsimile and Mobile Phone Service	Payment of Telephone expenses	180,000.00		180,000.00	New
Bank service commission and charges	Payment of Bank service commission and charges	2,000.00		2,000.00	New
NGCDFC allowance	Payment of NGCDFC allowance charges	1,128,000.00		1,128,000.00	New
Refined fuels and lubricants	Payment of refined fuels and lubricants	30,000.00		30,000.00	New
Daily subsistence allowance	payment of Daily subsistence allowance	70,000.00		70,000.00	NEW
Travel Costs (airlines, bus, railway, mileage allowances, etc.)	Payment of Transport Expenses	200,000.00		200,000.00	New

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PROJECT NAME	ACTIVITY	ESTIMATED COST	CUMMULATIVE ALLOCATION	AMOUNT ALLOCATED (KSHS)	STATUS
				130,000	
Refined Fuels and Lubricants for Transport	Purchase of Refined Fuels and Lubricants for Transport of GK vehicles	130,000			
National Celebration	payments of national celebration events	450,000.00		450,000.00	
Medical Insurance	Payment of medical insurance cover for 10 contractual NGCDFC staff	50,000		50,000	
Fuel and Lubricant	Purchase of Refined Fuels and Lubricants for Transport of GK vehicles	200,000.00		200,000.00	
MONITORING, EVALUATION AND CAPACITY BUILDING (3%) - Ksh.5,260,855					
Other committee expenses	Payment of committee allowances	550,000.00		550,000.00	
Accommodation Allowance	Payment of Accommodation Allowance of NGCDFC, National Government officers and PMC training and capacity building (specify the type of training)	300,000.00		300,000.00	
Catering Services (receptions), Accommodation, Gifts, Food and Drinks	Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks	250,000.00		250,000.00	
Hire of Training Facilities and Equipment	Hire of Training Facilities and Equipment for NGCDFC and Staff Training (specify the type of training)	400,000.00		400,000.00	
Hire of Transport	Payment of Hire of Transport	100,000.00		100,000.00	

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PROJECT NAME	ACTIVITY	ESTIMATED COST	CUMMULATIVE ALLOCATION	AMOUNT ALLOCATED (KSHS)	STATUS
NGCDFC allowance	Payment of NGCDFC allowance	1,374,226.00		1,374,226.00	New
Purchase of Uniforms and Clothing - Staff	Purchase of Uniforms and Clothing for NGCDFC Office	30,000.00		30,000.00	New
Refined Fuels and Lubricants for Transport	Purchase of Refined Fuels and Lubricants for Transport of GK vehicles	150,000.00		150,000.00	New
Remuneration of Instructors and Contract Based Training Services	Payment of Instructors and Contract Based Training Services for NG-CDFC, staff and PMC training	150,000.00		150,000.00	New
Sundry Items (e.g. airport tax, taxis)	Payment of sundry items (e.g. airport tax, taxis, expenses)	100,000.00		100,000.00	New
Benchmarking	Inter-constituency visits	1,429,128.00		1,429,129.00	New
Travel Allowance on training	Payment of Travel Allowance of NGCDFC, National Government officers and PMC (PMC training)	427,500.00		427,500.00	New
EDUCATION BURSARY AND SOCIAL SECURITY PROGRAMS					
RECOMMENDED 40%) - Kshs.70,144,724					
Bursary Secondary Schools	Payment of bursary to needy students in secondary schools	39,000,000		39,000,000.00	New
Bursary Tertiary Institutions	Payment of bursary to needy students in tertiary institutions and driving schools	21,144,724		21,144,724.00	New
Bursary Special Institutions	Payment of bursary to needy students in special Institutions	1,000,000.00		1,000,000.00	New

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NG-CDFC MVITA MINUTES ON 27TH FEBRUARY 2024

Chairman

Date

4/03/2024

Secretary

Date

4/03/2024

PROJECT NAME	ACTIVITY	ESTIMATED COST	CUMMULATIVE ALLOCATION	AMOUNT ALLOCATED (KSHS)	STATUS
		9,000,000.00		9,000,000.00	
NG-CDFC Social Security Programmes	Provision of annual medical insurance cover for 500 beneficiaries in Mvita Constituency vulnerable families including Orphans and Vulnerable Children (OVCs), poor older persons, Persons with Disabilities (PWDs) and destitute families in partnership with NHIF as shall be identified within the Constituency.				
EMERGENCY RESERVE - Kshs.9,229,569					
Emergency Reserve	To cater for any unforeseen occurrences in the constituency during the financial year	9,229,569.00		9,229,569.00	
INFRASTRUCTURE DEVELOPMENT FOR JUNIOR SECONDARY SCHOOLS (NG-CDF MATCHING FUND)					
Sparki Primary and Junior Secondary school	Construction to completion of 2No. classrooms at Kshs.7,227,392 and Ablution block for both boys and girls (8 No. door toilets with 2 cubicles for Persons with Disabilities) at Ksh.5,378,267	19,764,992.00		12,605,659.00	
PRIMARY SCHOOL PROJECTS					
Bahari Primary School	Purchase and supply of 100 three-seater desks at Kshs.8,000 each	800,000.00		800,000.00	

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Secretary

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PROJECT NAME	ACTIVITY	ESTIMATED COST	CUMMULATIVE ALLOCATION	AMOUNT ALLOCATED (KSHS)	STATUS
Ronald Ngala Primary and Junior Secondary school	Purchase and supply of 50 lockers and chairs, each set at Ksh.10,000	500,000.00		500,000.00	New
Mvita Primary School	Construction to completion of 3No. Classrooms on an existing building, installation of access ramp and an ablution block	15,065,434.00		15,065,434.00	New
Central Girls Primary school and Junior Secondary school	Construction to completion of 2No. classrooms on the first (1 st) floor, 2No. classrooms on second (2 nd) floor and a staircase	10,012,185.00		10,012,185.00	New
Tom Mboya Primary school and Junior Secondary school	Construction to completion of 2No. classrooms on second (2 nd) floor and an access ramp	8,979,513.00		8,979,513.00	New
SPECIAL SCHOOLS					
Serani Special School	Purchase and supply of 35 special tables, each at Kshs.15,000 and purchase of special chairs, each at Kshs.13,572 for students with special needs	1,000,000.00		1,000,000.00	New
Ziwani School For The Deaf	Purchase and supply of 50 lockers and chairs, each at Kshs.10,000	500,000.00		500,000.00	New

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Chairman

Date

4/03/2024

Secretary

Date

4/03/2024

PROJECT NAME	ACTIVITY	ESTIMATED COST	CUMMULATIVE ALLOCATION	AMOUNT ALLOCATED (KSHS)	STATUS
Ziwani School For The Deaf	Construction to completion of 2No. classrooms and 8No. door toilets, four for each gender with 2 cubicles to cater to Persons with Disabilities	7,336,730.00		7,336,730.00	
SECONDARY SCHOOL PROJECTS					
Sheikh Abdalla Farsy Secondary school	Purchase of a 51-seater school bus	10,500,000.00		10,500,000.00	
SECURITY PROJECT PROJECTS					
Mvita Sub-County DCC Office	Renovation of office block at the DCC office at Kshs.1,500,000, supply of office furniture: 1 (one) executive table at Kshs.60,000, 1 (one) executive chair at Kshs.50,000, 3 (three) office chairs, each at Kshs.20,000, 1 (one) office cabinet at Kshs.35,000, 3 - seater waiting chair at Kshs.45,000, purchase of a water dispenser at Kshs.25,000, purchase and supply of 3 Desktops (8GB RAM 512 SSD) each at Kshs.110,000 and purchase of a printer at Kshs.75,000	2,200,000.00		2,200,000.00	
OTHER PROJECT					


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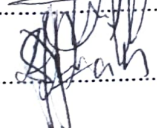
Chairman Date 4/03/2024
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PROJECT NAME	ACTIVITY	ESTIMATED COST	CUMMULATIVE ALLOCATION	AMOUNT ALLOCATED (KSHS)	STATUS
Mvita NG-CDF Office ICT Hub	Installation of ICT Hub on 2nd floor of RG Ngala Social Hall (NG-CDF Office): Partitioning at Kshs.1,500,000 and purchase of furniture (workstation) for 50 students including fixing of cables and fittings	3,000,000.00		3,000,000.00	New
NG-CDF Office Motorcycle	Purchase of Motorcycle trail, 101-130CC Yamaha (YBR 125G)	414,000.00		414,000.00	New
NG-CDF Office Motor Vehicle	Purchase of NGCDF vehicle 14-seater. KDH 223R-LEMDYJ 1KD 2982 2982 diesel hiace 3.0L CKD.	6,000,000.00		6,000,000.00	New
NG-CDF Office	Installation of 32 channels IP CCTV Cameras of 2Megapixels	600,000		600,000.00	New
NG-CDF Office	purchase of 2 Air condition 24BTU & 18BTU @ 380,000 , 2 staff tables@30,000 and 2 executive chair @20,000, storage facilities(shelves)@ 210,433	691,433.00		691,433.00	New
TOTAL CONSTITUENCY ALLOCATION				175,361,810.00	
INFRASTRUCTURE DEVELOPMENT FOR JUNIOR SECONDARY SCHOOLS (M.O.E FUNDING)					
parki Primary and Junior secondary school	Construction to completion of a 45-capacity laboratory			7,159,333.00	
TOTAL ALLOCATION				182,521,143.00	

A.O.B

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Chairman  Date 4/03/2024

Secretary  Date 4/03/2024

There being no other business the meeting was closed by prayer from Raweeh Shamsan at 2:20 pm

CONFIRMED BY:

CHAIRMAN.....

DATE: 4/03/2024

SECRETARY.....

DATE: 4/03/2024

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NG-CDFC MVITA MINUTES ON 27TH FEBRUARY 2024

Chairman.....

Date

4/03/2024

Secretary.....

Date

4/03/2024