

MINUTES OF NGCDFC KILIFI NORTH MEETING HELD ON 30TH SEPTEMBER 2020 AT THE NGCDFC BOARDROOM.

MEMBERS PRESENT.

- | | |
|----------------------------|------------------------------|
| 1. Jenter Kahindi | - Chairperson |
| 2. Fredrick Kenga Kutakasa | - Secretary |
| 3. Gladys Ngala | - Fund Account Manager |
| 4. Silas Tinga | - Member |
| 5. Patrick Mbaga | - Member |
| 6. Florence Masha | - Member |
| 7. Lucy Katana | - Member |
| 8. Daniel Fondo | - Member |
| 9. Augustine Thoya | - Member |
| 10. Josphat Mutisya | - Deputy County Commissioner |

AGENDA

1. Preliminaries.
2. Reading and confirmation of previous minutes.
3. Matters Arising.
4. Approval of Projects proposal for financial year 2020/2021
5. Disbursement of funds
6. Replacement of bursary cheques
7. Approval of Bursary payment
8. Approval of youth for industrial attachment
9. Payments
10. Any Other Business

MIN NO: NG-CDFC/KILIFI NORTH/01/30TH SEPTEMBER 2020: PRELIMINARIES

The Chairperson called the meeting to order with a word of prayer from Patrick Mbaga at 11.30 am. She then welcomed and thanked the members for timely availing themselves for the meeting.

MIN NO: NG-CDFC/KILIFI NORTH/02/30TH SEPTEMBER 2020: READING AND CONFIRMATION OF PREVIOUS MINUTES.

The secretary read out minutes of the previous meeting and they were proposed by Florence Masha and Silas Tinga, seconded by Daniel Fondo and Lucy Katanato be a true record of what transpired.

MIN NO: NG-CDFC/KILIFI NORTH/03/30TH SEPTEMBER 2020: MATTERS ARISING.

There were no matters that arose from the previous minutes. There being no matters, the secretary read the agenda of the day.

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MIN NO: NG-CDFC/ KILIFI NORTH /04/30TH SEPTEMBER 2020: APPROVAL OF PROJECTS PROPOSAL FOR FINANCIAL YEAR 2020/2021

Kilifi North NG-CDFC had been allocated Ksh. 137, 215,879.31 for 2020/2021 financial year. The FAM further stated that priority was to be given to ongoing projects before considering new projects.

After a lengthy debate on projects from the wards the members prioritized, approved and resolved to forward the following projects to the NGCDF Board for approval for 2020/2021 financial year.

KILIFI NORTH NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND				
PROJECT PROPOSAL 2020/2021 FINANCIAL YEAR				
Project Name	Project Number	Activity	Amount	Status
Office Administration & Recurrent Expenditure				
Employees' salaries	4-003-011-2110000-100-2020/2021-001	Payment of staff salaries and wages @ Ksh 2,970,570 and gratuity @ Ksh 1,363,443	4,334,013.00	Ongoing
Goods and services	4-003-011-2210000-100-2020/2021-002	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea, utility bills.	2,580,339.76	Ongoing
Committee expenses	4-003-011-2210802-100-2020/2021-003	Payment of Committee sitting allowances, transport, conferences & official assignments	1,300,000.00	Ongoing
NSSF	4-003-011-2120101-100-2020/2021-004	Payment of NSSF Deductions	18,600.00	Ongoing
			8,232,952.76	
Monitoring and Evaluation				
Goods and services	4-003-011-2210000-111-2020/2021-001	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea, utility bills.	344,476.24	Ongoing
Committee expenses	4-003-011-2210802-111-2020/2021-002	Payment of Committee sitting allowances, transport, conferences & official assignments	1,272,000.00	Ongoing
Training & capacity building	4-003-011-2210700-111-2020/2021-003	Undertake Training of the PMCs/CDFCs on CDF Related issues and carrying out bench marking visits	2,500,000.00	Ongoing
			4,116,476.24	
BURSARY				
Bursary to secondary schools	4-003-011-2640101-103-2020/2021-001	Payment of bursary to needy students	25,000,000.00	Ongoing
Bursary to Tertiary Institutions	4-003-011-2640102-103-2020/2021-002	Payment of bursary to needy students	11,706,993.41	Ongoing
			36,706,993.41	
EMERGENCY RESERVE				

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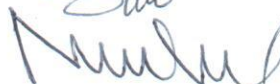
Emergency fund	4-003-011-2640200-101-2020/2021-001	To cater for any unforeseen occurrences in the constituency during the financial year	7,192,206.90	Ongoing
			7,192,206.90	
Primary school projects				
Bahati preparatory School	4-003-011-2630204-104-2020/2021-001	Replacement of roof for one (1) classroom (Additional funds- initially funded in 2018-2019 under emergency funds)	100,000.00	Ongoing
Sita primary school	4-003-011-2630204-104-2020/2021-002	Construction of 2 (two) classrooms of a capacity of 65 people to completion	2,200,000.00	New
Dera Tumaini primary school	4-003-011-2630204-104-2020/2021-003	Construction of 2 (two) classrooms of a capacity of 65 people to completion	2,200,000.00	New
Mrima wa Kuku primary school	4-003-011-2630204-104-2020/2021-004	Replacement of roof covering for eight (8) classrooms	1,200,000.00	New
Sidzeni primary school	4-003-011-2630204-104-2020/2021-005	Construction of 2 (two) classrooms of a capacity of 65 people to completion	2,200,000.00	New
Kilodi primary school	4-003-011-2630204-104-2020/2021-006	Replacement of roof covering for six (6) classrooms and an administration block of 25 people capacity	1,200,000.00	New
Mabuwani primary school	4-003-011-2630204-104-2020/2021-007	Purchase of three (3) acres of land inclusive processing of title deed	3,000,000.00	New
Msabaha primary school	4-003-011-2630204-104-2020/2021-008	Replacement of roof covering for six (6) classrooms a library and a store	1,200,000.00	New
Mbaraka Chembe primary school	4-003-011-2630204-104-2020/2021-009	Replacement of roof covering for seven (7) classrooms and an office	1,200,000.00	New
Mida primary school	4-003-011-2630204-104-2020/2021-010	Supply of 40 desks @ Ksh 5,000 each	200,000.00	New
Mkangagani primary school	4-003-011-2630204-104-2020/2021-011	Supply of 40 desks @ Ksh 5,000 each	200,000.00	New
Dabaso primary school	4-003-011-2630204-104-2020/2021-012	Supply of 40 desks @ Ksh 5,000 each	200,000.00	New
Reserve primary school	4-003-011-2630204-104-2020/2021-013	Supply of 40 desks @ Ksh 5,000 each	200,000.00	New
Mijomboni primary school	4-003-011-2630204-104-2020/2021-014	Supply of 40 desks @ Ksh 5,000 each	200,000.00	New
Msabaha primary school	4-003-011-2630204-104-2020/2021-015	Supply of 40 desks @ Ksh 5,000 each	200,000.00	New
Arabuko primary school	4-003-011-2630204-104-2020/2021-016	Supply of 40 desks @ Ksh 5,000 each	200,000.00	New
Watamu primary school	4-003-011-2630204-104-2020/2021-017	Supply of 40 desks @ Ksh 5,000 each	200,000.00	New
Mbaraka Chembe primary school	4-003-011-2630204-104-2020/2021-018	Supply of 40 desks @ Ksh 5,000 each	200,000.00	New
Kanani primary school	4-003-011-2630204-104-2020/2021-019	Supply of 40 desks @ Ksh 5,000 each	200,000.00	New

Gede primary school	4-003-011-2630204-104-2020/2021-020	Supply of 40 desks @ Ksh 5,000 each	200,000.00	New
Jacaranda primary school	4-003-011-2630204-104-2020/2021-021	Supply of 40 desks @ Ksh 5,000 each	200,000.00	New
Soyosoyo primary school	4-003-011-2630204-104-2020/2021-022	Supply of 40 desks @ Ksh 5,000 each	200,000.00	New
Jimba primary school	4-003-011-2630204-104-2020/2021-023	Supply of 40 desks @ Ksh 5,000 each	200,000.00	New
Mzizima primary school	4-003-011-2630204-104-2020/2021-024	Supply of 40 desks @ Ksh 5,000 each	200,000.00	New
			17,500,000.00	
Secondary school projects				
Uyombo Girls secondary school	4-003-011-2630205-104-2020/2021-001	Completion of an administration block consisting of 4 offices with a capacity of 25 people : flooring, painting, fixing of windows ,electrical and plumbing works	1,246,631.00	Ongoing
Mnarani secondary school	4-003-011-2630205-104-2020/2021-002	Completion of an administration block consisting of 4 offices with a capacity of 25 people : flooring, painting, fixing of windows ,electrical and plumbing works	989,715.00	Ongoing
Korosho secondary school	4-003-011-2630205-104-2020/2021-003	Construction of 2 (two) classrooms to completion	2,200,000.00	New
Kiwandani secondary school	4-003-011-2630205-104-2020/2021-007	Completion of a storey block of eight (8) classrooms with a capacity of 520 people :flooring, painting, fixing of windows ,electrical and plumbing works	8,000,000.00	New
RG Ngala School & Leadership Academy	4-003-011-2630205-104-2020/2021-009	Construction of a new secondary school consisting of a storey building consisting of four (4) classrooms ,two laboratories and a 65 capacity (17 offices) administration block as ground floor. Ksh 10,000,000 to fund the substructure i.e. from foundation to ground floor slab	10,000,000.00	New
Mkwajuni secondary school	4-003-011-2630205-104-2020/2021-010	Construction of two (2) classrooms @ Ksh.2,200,000 ,Administration section of 65 people capacity @ Ksh 2,900,000 and six door flush toiletsblock @Ksh 1,600,000	6,700,000.00	New
Gede secondary school	4-003-011-2630205-104-2020/2021-011	Construction a new secondary school consisting of a storey building consisting of eight (8) classrooms and administration section of 65 people capacity .Ksh 7,000,000 to fund the substructure, walling and ring beam with suspended slab, doors and windows	7,000,000.00	New

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Gede secondary school	4-003-011-2630205-104-2020/2021-012	Construction of six (6) door flush toilets block @Ksh 1,600,000.	1,600,000.00	New
			37,236,346.00	
SECURITY				
Kilifi North Sub- County Deputy County Commissioner's office	4-003-011-2640507-113-2020/2021-001	Completion of an administration block consisting of 10 offices with a capacity of 30 people- roofing ,plastering , fixing of windows and doors , electrical works and plumbing works	14,603,904.00	Ongoing
Kilifi Township Chiefs office	4-003-011-2640507-113-2020/2021-002	Construction of six (6) door flush toilets block to completion	1,400,000.00	New
Matsangoni Divisional Headquarters	4-003-011-2640507-113-2020/2021-003	Construction of office block consisting of nine (9) offices, an amoury and a flush toilet with a capacity of 10 people. Ksh. 4,000,000 to fund the substructure work, walling and ring beam, roofing, doors and windows and finishes.	4,000,000.00	New
Kiriba Chiefs office	4-003-011-2640507-113-2020/2021-004	Purchase of one (1) desktop computer @ 72,000 and a printer @ Ksh 55,000	127,000.00	New
Ngerenya Chief's office	4-003-011-2640507-113-2020/2021-005	Purchase of two (2) executive desks @ Ksh 240,000 ,One (1) executive Chair @ Ksh 40,000, eight(8) visitors' chairs @ Ksh 240,000 , two(2) tables @ Ksh 30,000 and 60 chairs @ Ksh 120,000 , a filling cabinet @ Ksh 55,000 ,ten (10) seater benches @ 48,000, a computer @ Ksh 72,000 and a printer @ 55,000	900,000.00	New
			21,030,904.00	
SPORTS				
Sokoni ward sports clubs	4-003-011-2640509-112-2020/2021-001	1)Purchase of three (3) sets of jerseys and two (foot balls) for Mecwan FC and Kilifi United Ladies FC @ 71,000 each 2)Two (2) first Aid boxes and a foot pump for @ 5,000/=	147,000.00	New
Watamu ward sports clubs	4-003-011-2640509-112-2020/2021-002	1)Purchase of three (3) sets of jerseys and two (foot balls) for Watamu sports academy, Watamu stars, The Flakes and Soyosoyo starlets @ 71,000 each	284,000.00	New
Mnarani ward sports clubs	4-003-011-2640509-112-2020/2021-003	1)Purchase of three (3) sets of jerseys and two (foot balls) for Mitangoni Eleven sisters,Nzombere Bahari FC, Mkwajuni United and RB Leipzig FC @ 71,000 each	284,000.00	New

Matsangoni ward sports clubs	4-003-011-2640509-112-2020/2021-004	1)Purchase of three (3) sets of jerseys and two (foot balls) for Matsangoni United, Action Boys, Roma United and Matsangoni starlets @ 71,000 each	284,000.00	New
Dabaso ward sports clubs	4-003-011-2640509-112-2020/2021-005	1)Purchase of three (3) sets of jerseys and two (foot balls) for Inter Dabaso FC, Kipepeo FC, Almaida FC and Lion heart FC and Black Power FC @ 71,,000 each 2)Three (3) first Aid boxes and a foot pump for @ 7,000/=	362,000.00	New
Kibarani ward sports clubs	4-003-011-2640509-112-2020/2021-006	1)Purchase of three (3) sets of jerseys and two (foot balls) for Stone FC,Mgandini FC,Three Brothers FC and Eleven strikers @ 71,000 each	284,000.00	New
Tezo ward sports clubs	4-003-011-2640509-112-2020/2021-007	1)Purchase of three (3) sets of jerseys and two (foot balls) for Tezo Stars , Lion Heart, Shooting stars, Wesa United Sports and Majaoni Sports Club @ 71,000 each	355,000.00	New
			2,000,000.00	
ENVIRONMENT				
Mtsanganyiko primary school	4-003-011-2640510-110-2020/2021-001	Installation of one (1) 100 watts solar powered lights	400,000.00	New
Mitangoni primary school	4-003-011-2640510-110-2020/2021-002	Installation of one (1) 100 watts solar powered lights	400,000.00	New
Soyosoyo secondary school	4-003-011-2640510-110-2020/2021-003	Installation of one (1) 100 watts solar powered lights	400,000.00	New
Jimba Gede primary school	4-003-011-2640510-110-2020/2021-004	Installation of one (1) 100 watts solar powered lights	400,000.00	New
Mzizima primary school	4-003-011-2640510-110-2020/2021-005	Installation of one (1) 100 watts solar powered lights	400,000.00	New
			2,000,000.00	
CONSTITUENCY OFFICE				
NGCDF Office	4-003-011-3110202-108-2020/2021-002	Renovation of office block consisting of eight offices and toilets with a capacity of 25 people (replacement of part of roof and ceiling, electrical fittings, plumbing fittings, four(4) door locks, 2 door shutters, supply and fitting of one (1) grill door and three (3) grill windows, painting of the office.	1,200,000.00	New
			1,200,000.00	
GRAND TOTAL			137,215,879.31	

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MIN NO: NG-CDFC/ KILIFI NORTH /05/30TH SEPTEMBER 2020: DISBURSEMENT OF FUNDS
RECEIVED

The Fund Account Manager informed members that they have received funds amounting to Ksh. 35,000,000 vide AIE No B 823541 dated 23rd September 2020 for financial year 2019/2020 from the Board deposited in the Equity Bank Account.

Members discussed and agreed to disburse these funds giving priority to the recently awarded projects as detailed below:

PROJECT NAME	AMOUNT ALLOCATED	TOTAL PREVIOUS DISBURSEMENTS	8th AIE	TOTAL DISBURSED	BALANCE
			Ksh 35M		
Employees' salaries	2,496,040	2,496,040	-	2,496,040	-
Goods & services(Adm)	2,745,663.44	2,745,663.44	-	2,745,664	- 0.27
Committee expenses(Adm)	3,000,000	3,000,000	-	3,000,000	-
NSSF	12,000	12,000	-	12,000	-
Goods & services (M & E)	1,500,000	1,500,000	-	1,500,000	-
Committee expenses (M & E)	1,500,000	1,500,000	-	1,500,000	-
NGCDF/PMC capacity building	1,126,851.72	1,126,851.72	-	1,126,852	-
Emergency fund	7,198,241.38	4,600,000	-	4,600,000	2,598,241
Bursary- Sec Schools	20,000,000	11,200,000	-	11,200,000	8,800,000
Bursary- Tertiary Institutions	14,390,431.03	5,726,948	7,100,000	12,626,948	1,563,483
Mida secondary school	800,000	800,000	-	800,000	-
Mnarani sec school	1,500,000	-	1,500,000	1,500,000	-
Ngerenya Secondary school	4,100,000	4,100,000	-	4,100,000	-
St. Thomas Girls secondary school	8,150,000	8,150,000	-	8,150,000	-
Uyombo Girls secondary school	1,500,000	-	1,500,000	1,500,000	-
Uyombo Girls secondary school	3,498,100	-3,498,100	-	3,498,100	-
Watamu Secondary school Desks	800,000	800,000	-	800,000	-
Majajani secondary school	2,200,000	2,400,000	-	2,400,000	-200,000
Meanyheart secondary school	2,200,000	1,000,000	1,200,000	2,200,000	-
Mkwajuni secondary school	2,200,000	1,000,000	1,200,000	2,200,000	-
Soyosoyo secondary school	2,200,000	1,000,000	1,200,000	2,200,000	-
Ngala Memorial Girls secondary school	2,914,540	3,000,000	-	3,000,000	-85,460
Kiwandani Secondary school	8,000,000	8,000,000	-	8,000,000	-
Watamu Secondary school-classes	4,027,398	4,100,000	-	4,100,000	-72,602
Watamu secondary school-toilets	1,200,000	-	1,200,000	1,200,000	-
Kilifi North Techn. Trg & Vnal College	10,000,000	-	8,000,000	8,000,000	2,000,000
Primary school desks	3,600,000	1,800,000	1,800,000	3,600,000	-
Dabaso pry school	1,500,000	1,000,000	500,000	1,500,000	-
Arabuko pry school	2,200,000	1,400,000	800,000	2,200,000	-

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Gede pry school	2,200,000	1,000,000	1,200,000	2,200,000	-
Mikingirini pry school	2,200,000	1,000,000	1,200,000	2,200,000	-
Mtsanganyiko pry school	2,200,000	2,400,000	-	2,400,000	-200,000
Reserve pry school	2,200,000	1,000,000	1,200,000	2,200,000	-
Sita pry school	2,200,000	1,000,000	1,200,000	2,200,000	-
Uyombo Maweni pry school	2,200,000	1,000,000	1,200,000	2,200,000	-
Environment	1,000,000	-	1,000,000	1,000,000	-
Sports	1,000,000	-	1,000,000	1,000,000	-
Dabaso chief's office	1,000,000	1,000,000	-	1,000,000	-
Kilifi North Sub-County DCC's Office	2,094,396.57	2,094,396.57	-	2,094,397	0.43
Mabirikani chief's office	1,000,000	1,000,000	-	1,000,000	-
Mabirikani chief's office-Toilets	500,000	-	500,000	500,000	-
Dabaso chief's office-Toilets	500,000	-	500,000	500,000	-
Kilifi North NGCDF Motorcycle	550,000	550,000	-	550,000	-
Unapproved	158,062	-	-	-	158,062
TOTAL	137,561,724	88,000,000	35,000,000	123,000,000	14,561,724

Members urged the Fund Account Manager to transfer and pay the funds immediately to the projects accounts to avoid delays in contractors' payments as the projects had already started.

MIN NO: NG-CDFC/KILIFI NORTH/06/30TH SEPTEMBER 2020: REPLACEMENT OF BURSARY CHEQUES

Several students brought their applications for bursary having been instructed by their institutions that they could not be given their results unless they clear all fees due. The bursary kit at the time had been reallocated to address the issue of covid-19 in schools. It was agreed that some of the cheques which were still unrepresented to the bank and uncollected be replaced to enable those students clear fees arrears and claim their certificates.

The changes were detailed below:

DATE	PAYEE	CHEQUE NO.	AMOUNT
21/01/2020	KENYATTA HIGH SCHOOL	6632	5,000
21/01/2020	KOMOTHAI BOYS HIGH SCHOOL	6641	5,000
21/01/2020	MASENO SCHOOL	6655	35,000
21/01/2020	MAUMAU MEMORIAL GIRLS SECONDARY SCHOOL	6657	5,000
21/01/2020	MUKUUNI BOYS HIGH SCHOOL	6672	5,000
21/01/2020	MWANGAZA SECONDARY SCHOOL	6676	5,000
21/01/2020	THOMAS AQUINAS HIGH SCHOOL	6723	5,000
21/01/2020	WATAMU SECONDARY SCHOOL	6734	10,000
03/02/2020	KAKONENI GIRLS SECONDARY SCHOOL	6767	25,000
03/02/2020	KISUMU BOYSSECONDARY SCHOOL	6775	5,000
03/02/2020	MAZERAS GIRLS MEMORIAL SECONDARY SCHOOL	6790	5,000
03/02/2020	SHIMBA HILLS SECONDARY SCHOOL	6823	5,000
04/06/2020	CHANAGANDE SECONDARY SCHOOL	6947	5,000
16/06/2020	GANGARA SECONDARY SCHOOL	7002	5,000
16/06/2020	KISRA GIRLS SCHOOL -LIMURU	7040	5,000
16/06/2020	MKONGANI HIGH SCHOOL	7105	15,000
16/06/2020	PWANI TECHNICAL SECONDARY SCHOOL	7171	5,000
16/06/2020	TAWHEED HIGH SCHOOL	7222	5,000

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16/06/2020	THE HOPE TUMAINI HIGH SCHOOL	7225	5,000
16/06/2020	KINANGO TECHNICAL AND VOCATIONAL TRAINING	7281	20,000
16/06/2020	KENYA INSTITUTE OF SURVEY AND MAPPING	7306	10,000
23/06/2020	MWANGEA GIRLS	7422	10,000
	TOTAL		200,000

STUDENTS	ADM NO.	INSTITUTION	AMOUNT	TOTAL
AISH ISACK	195	KISRA GIRLS SCHOOL	5,000	5,000
YUSUF MUSA	1006	KILIFI TOWNSHIP SEC SCHOOL	5,000	5,000
MWENI CHRISTINE NYEVU	2442	BAHARI GIRLS SECONDARY SCHOOL	32,285	54,893
ELVINA ZAWADI NGILIANI	2507	BAHARI GIRLS SECONDARY SCHOOL	22,608	54,893
ENOCK BAYA MAITHA	9576	KWALE HIGH SCHOOL	32,000	32,000
EUNICE MBEYU SHOKA	820	ST.THOMAS GIRLS SECONDARY SCHOOL	30,000	73,107
BEATRICE NURU	838	ST.THOMAS GIRLS SECONDARY SCHOOL	43,107	73,107
DANIEL MWALIMU KATANA	095	COAST INSTITUTE OF TECHNOLOGY	10,000	20,000
MARGARET KADZO NGALA	133	COAST INSTITUTE OF TECHNOLOGY	10,000	20,000
BENARD KEA	71102	KENYA INSTITUTE OF SURVEYING AND MAPPING	10,000	10,000
TOTAL			200,000	200,000

MIN NO: NG-CDFC/KILIFI NORTH/07/30TH SEPTEMBER 2020: APPROVAL OF BURSARY PAYMENT

The committee considered payment for bursary for applicants of Tertiary institutions students who had already filled application forms. Amount for beneficiaries totaling to Ksh. 7,100,000 was approved for disbursement.

MIN NO: NG-CDFC/KILIFI NORTH/08/30TH SEPTEMBER 2020: APPROVAL OF YOUTH FOR INDUSTRIAL ATTACHMENT

In the process of achieving targets set in performance contracting, the NGCDF members approved to be engaging at least three (3) youths every year for a duration of not less than three months.

So far only one (1) application had been received for attachment. As there were no other applications members approved Lilian Sidi Katishofor a duration of three (3) months with effect from 15th September 2020.

MIN NO: NG-CDFC/KILIFI NORTH/09/30TH SEPTEMBER 2020: PAYMENTS

The Members discussed and agreed that the Fund Account Manager to effect a payment as follows:

- Ksh. 52,000/= to NG-CDFC members as sitting allowances for a meeting held on 30th September, 2020.

MIN NO: NG-CDFC/KILIFI NORTH/010/30TH SEPTEMBER 2020: ANY OTHER BUSINESS

There being no any other business, the meeting ended with a word of prayer from Daniel Fondoat 15.52pm.

Prepared by:

Confirmed by:

SECRETARY.....CHAIRPERSON.....

DATE.....2/10/2020.....

DATE.....2/10/2020.....