

KILIFI NORTH NG – CONSTITUENCY DEVELOPMENT FUND COMMITTEE MEETING HELD ON
07/11/2018 AT THE NG – CDF OFFICE –

Members Present

| | |
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| 1. Jacob Saleri | Chairman |
| 2. Fredrick Kenga Kutakasa | Secretary |
| 3. Jenter Kahindi | Member |
| 4. Silas Tinga | Member |
| 5. Patrick Mbagu | Member |
| 6. Florence Masha | Member |
| 7. Lucy Katana | Member |
| 8. Daniel Fondo | Member |
| 9. Yaye Shosi | Member |
| 10. Josphat Mutisya | Member |

Agenda

1. Risk Management Report
2. Project proposal for 2018/2019 financial year
3. Appropriation in Aid (AIA)
4. A.O.B

Preliminaries

The meeting started with a word of prayer from Florence Masha at 2:00pm. The previous minutes were read and confirmed by members to be the true records of the previous meeting.

Min1/001/07/011/2018: Risk Management Report

The Fund Manager informed members that a successful workshop for Fund Account Managers on risk Management was held at Sai Rock hotel Mombasa from 28th October 2018 to 2nd November 2018. The workshop gave Fund managers an insight on how to understand the key objectives of NGCDFs at the constituency level and identify critical success factors that contribute to the achievement of these objectives.

Members were advised that it is important to identify and understand risks that may interfere with operations at the constituency level and hence identify any existing controls that assist in reducing the risks. If the existing controls are not sufficient to deal with risks at the constituency level, then it would be necessary for members to consider putting in place other improvement actions to reduce effects of the risks

The risk register for Kilifi North NGCDF was compiled by the Fund Manager during the training was tabled for discussion and members gave in more suggestions relating to the register.

 15/11/2018
 15/11/2018

Min2/001/07/11/2018:

Project proposal for 2018/2019 financial year

The Fund Manager informed members that the allocation table for 2018 was released on 30/10/2018 through circular Ref number NG-CDFB/CIRCULARS Vol II (008). The circular was tabled for all members to read and understand the content.

Members confirmed that ward development forums held in January 2018 resulted into a very comprehensive ward report as well as to the development of Kilifi North Constituency strategic plan which will be launched soon.

Fredrick Kutakasa requested the ward development report to be tabled for members to go through and consider projects that were not funded in the 2017/2018 proposal. He urged members to prioritise the most urgent projects and also consider balancing projects from different wards to ensure equity. The Fund Manager advised members to strictly consider projects that fall within the National Government docket; Education and Security. Members agreed to focus on completing ongoing projects first before committing funds to new projects.

After long deliberations, members agreed to prioritise and forward the following project proposal for 2018/2019 financial year to the NG-CDF Board for approval:

| Project Name | Current Project Activity | Amount Allocated this financial year | Current Status |
|--|--|--------------------------------------|----------------|
| Administration / Recurrent | | | |
| Employee salary | Payment of staff salaries and gratuity | 3,000,000.00 | Ongoing |
| | Purchase of fuel, repair and maintenance, printing, stationery, office refreshments, telephone, travel and subsistence | 1,530,452.50 | Ongoing |
| Goods and services Committee expenses | Payment of committee sitting allowances, transport and conference costs | 2,000,000.00 | Ongoing |
| NSSF | Payment of NSSF Deductions | 12,000.00 | Ongoing |
| Monitoring & Evaluation and capacity building | Monitoring and evaluation of NG-CDF projects and capacity building of NG-CDFCs and PMCs in the constituency | | |
| Goods and services | Purchase of fuel, repair and maintenance, printing, stationery, office refreshments, telephone, travel and subsistence | 1,142,482.70 | Ongoing |

15/11/2018

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| Committee expenses | Payment of committee sitting allowances, transport and conference costs | 1,128,743.50 | Ongoing |
| CDFC / PMC Capacity building | Training CDFCs / PMCs on CDF related issues | 1,000,000.00 | Ongoing |
| Emergency | Prepare for any unforeseen occurrence in the constituency during the financial year | 5,738,993.45 | |
| Environmental Projects | Planting of 20,000 trees at the Roka Chief's office (90,909.00), Matsangoni chief's office(90,909.00), Takaungu Chief's office (90,909.00), Gede Chief's office(90,909.00), Watamu Chief's office (90,909.00), Tezo Chief's office (90,909.00), Kilifi township chief's office (90,909.00), Hospital chief's office(90,909.00), sokoni chief's office(90,909.00), mtondia chief's office(90,909.00), and Ngerenya chief's office(90,909.00) | 1,000,000.00 | Ongoing |
| Sports | | | |
| Karisa Maitha sports ground | Construction of a basketball court | 1,085,503.37 | Ongoing |
| Bursary | | | |
| Bursary for secondary schools | Payment of bursary to needy students in secondary schools | 14,000,000.00 | Ongoing |
| Bursary for Tertiary Institutions | Payment of bursary to needy students in Tertiary Institutions | 13,260,218.00 | Ongoing |
| Primary School Projects | | | |
| Mkongani primary school | Supply of 54 desks | 270,000.00 | New |
| Madeteni primary school | Supply of 54 desks | 270,000.00 | New |
| Ufuoni primary school | Supply of 54 desks | 270,000.00 | New |
| Chipande primary school | Supply of 40 desks | 200,000.00 | New |
| Roka maweni primary | Supply of 54 desks | 270,000.00 | New |
| Matsangoni primary school | Supply of 54 desks | 270,000.00 | New |

 15/11/2018

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| Uyombo primary school | Supply of 55 desks | 275,000.00 | New |
| Uyombo maweni primary school | Supply of 45 desks | 225,000.00 | New |
| Kararacha primary school | Supply of 55 desks | 275,000.00 | New |
| Kiringi memorial primary school | Supply of 45 desks | 225,000.00 | New |
| Kilodi primary school | Supply of 55 desks | 275,000.00 | New |
| Bahati primary school | Supply of 40 desks | 200,000.00 | New |
| Sita primary school | Supply of 55 desks | 275,000.00 | New |
| Mkwajuni primary school | Construction of 2 classrooms | 2,400,000.00 | New |
| Nzombere primary school | Construction of 2 classrooms | 2,400,000.00 | New |
| Tezo primary school | Construction of 2 classrooms | 2,400,000.00 | New |
| Sidzeni primary school | Purchase of 2 ha of land | 1,200,000.00 | New |
| Chando primary school | Construction of 2 classrooms | 2,400,000.00 | New |
| Madevu primary school | Complete construction of 2 classrooms (doors, windows, painting & decoration) | 200,000.00 | Ongoing |
| Mawe ya kati primary school | Complete construction of 2 classrooms (doors, windows, painting & decoration) | 200,000.00 | Ongoing |
| Secondary School Projects | | | |
| Mdzongoloni secondary school | Renovation of 5 classrooms (Plaster, floor, windows, doors, painting,) | 2,400,000.00 | New |
| Watamu secondary school | Construction of storeyed 4 classrooms, administration block, staff room, toilet and store | 5,500,000.00 | New |
| Ngala memorial girls | Construction of storeyed 4 classrooms, administration block, staff room, toilet and store | 5,500,000.00 | New |
| St. Thomas girls secondary school | Complete construction of a dormitory (super structure, walling, roofing, doors, windows, finishes, stair case balustrades, plumbing works, electrical works, painting & decoration) | 8,900,000.00 | New |
| Jimba gede secondary school | Construction of 2 classrooms | 2,400,000.00 | New |
| Roka maweni girls | Construction of a 4 door toilet block | 800,000.00 | New |
| Uyombo girls' secondary school | Construction of a dormitory | 2,000,000.00 | New |
| Majaoni secondary school | Construction of 2 classrooms | 2,400,000.00 | New |
| Majaoni secondary school | Supply of 80 lockers and 80 chairs | 400,000.00 | New |

 15/11/18

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| St Thomas girls secondary school | construction of 2 classrooms | 2,400,000.00 | New |
| Ngerenya secondary school | Complete construction of a hall (walling, plaster, floor, roofing, doors, windows, painting & decoration) | 2,400,000.00 | New |
| Koroshho secondary school | Construction of 2 classrooms | 2,400,000.00 | New |
| Kiwandani secondary school | Purchase of 160 lockers and 160 chairs, 14 ordinary tables for teachers, secretary & accounts clerk, 14 ordinary chairs for teachers, secretary & accounts clerk, 1 cup board, 2 executive tables for principal & deputy, 2 executive chairs for principal & deputy, 4 filing cabinets, 1 conference table, 12 conference chairs, 1 small safe, 1 coffee table | 1,000,000.00 | New |
| Canon mweri secondary | Renovation of a kitchen (Re-roofing, plaster work and painting) | 542,482.00 | New |
| Fumbini secondary school | Complete construction of 3 classrooms (plaster, doors, windows, painting & decoration) | 600,000.00 | Ongoing |
| Tertiary Institutions | | | |
| Kilifi North Technical Training Institute | Construction of a technical training institute | 10,000,000.00 | New |
| TOTAL | | 109,040,875.52 | |

Other than the projects that cut across the constituency (All statutory allocations, the constituency desk project, and the Technical Training Institute) the following summary of projects per ward was derived from the proposal:

| No | Ward | Number of projects |
|----|--------------|--------------------|
| 1 | Mnarani | 3 |
| 2 | Sokoni | 3 |
| 3 | Kibarani | 4 |
| 4 | Tezo | 3 |
| 5 | Matsangoni | 3 |
| 6 | Dabaso | 2 |
| 7 | Watamu | 3 |
| | Total | 21 |

 15/11/2018

Min3/001/07/011/2018: Appropriation in Aid (AIA)

Members discussed the Board's circular Ref NGCDF Board/ Accounts General/2017/vol 1/02 dated 31st May, 2017 that talked about how CDFCs should handle any accruals received in the financial year. As discussed in the NGCDFC minutes dated 17/10/18, Kshs 194,000.00 (One hundred and ninety four thousand) was received from sale of tender and the amount was deposited into the NGCDF account as follows:

| No | Date | Amount |
|----|--------------|-------------------|
| 1 | 04/10/18 | 190,000.00 |
| 2 | 17/10/18 | 4,000.00 |
| | Total | 194,000.00 |

It was agreed that this accrual be declared as part of the 2018/2019 constituency allocation as indicated in section 12(9) and 36(6) of the NG-CDF Act. Hence the total constituency allocation for 2018/2019 will be as follows:

| No | Date | Amount |
|----|----------------------------|-----------------------|
| 1 | Annual Budget | 109,040,875.52 |
| 2 | Appropriation in Aid (AIA) | 194,000.00 |
| | Total | 109,234,875.52 |

Members agreed to notify the NGCDF Board through a letter on the AIA received and submit the two proposals (The normal annual budget and the AIA budget) to the NGCDF Board separately.

Min4/001/07/011/2018: AOB

Fredrick Kutakasa talked about the need to consider funding major projects that have a huge positive impact to the community in future.

There being no other business, the meeting ended at 3:00pm with a word of prayer from Lucy Katana.

Prepared by:

Signature:.....

NG CDFC Secretary

Name: Fredrick Kutakasa

Date: 15/11/2018

Confirmed by:

Signature:.....

NG-CDFC Chairperson

Name: JACOB SATER

Date: 15/11/2018

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