**MINUTES OF GANZE NG-CDF C0MMITTEE MEETING HELD ON 16TH NOVEMBER 2018 AT THE DCC’s BOARDROOM AT 11.30 A.M.**

**MEMBERS PRESENT**

1. Patrick Ngumbao Chairman
2. Philister Kahindi Secretary
3. Onesmus Foleni Member
4. Purity Ngowa Member
5. Jimmy Kitsao Member
6. Rehema Charo Member
7. Humphrey Safari Member
8. Onesmus Dzombo Member
9. Richard Karani Member
10. Eunice Anubi Fund Account Manager

**IN ATTENDANCE**

1. Hon Teddy Mwambire MP Ganze

**AGENDA**

1. Proposals for the financial year 2018/2019
2. Monitoring of projects
3. Office furniture

**MIN 001/NOV/2018: PRELIMINARIES.**

The Chairman called the meeting to order at 11.30 a.m. followed by opening prayer from Onesmus Dzombo.

**MIN 002/NOV/2018: READING AND CONFIRMATION OF PREVIOUS MINUTES**

The minutes of the previous meeting were read by the Secretary in the hearing of all the members. The minutes were proposed by Jimmy Kitsao and seconded by Rehema Charo as a true record of the meeting.

**MIN 003/NOV/2018: MATTERS ARISING**

* The AIE for the recent disbursement totalling Kshs 53,134,483.15 has still not been received. The FAM was asked to disburse funds to PMC accounts as resolved, as soon as the AIE is received.
* The committee noted that the allocation of funds when preparing the additional proposal for 2017/2018 was biased and this should be corrected.
* Members discussed sites for the constituency innovation hubs; areas youth could access and with adequate security.

It was decided that they be situated in the following areas: Godoma Vocational Centre, Ganze Sub-County Headquarters, Sokoke ACC grounds and Bamba ACC grounds.

**MIN 004/NOV/2018: PROPOSALS FOR FINANCIAL YEAR 2018/2019**

The FAM read aloud the letter informing the committee about this year’s allocation of

Kshs. 109, 040, 875.52. The FAM read out to members the figures for the statutory allocations as follows:

|  |  |
| --- | --- |
| **Vote head** | **Amount** |
| Emergency | 5,738,993.45 |
| Administration/Recurrent | 6,198,112.00 |
| Monitoring & Evaluation/Capacity Building | 3,271,226.00 |
| Sports  | 2,180,817.00 |
| Environmental Activities 2% | 2,180,817.00 |
| Bursary | 27,260,219.00 |
| Balance to be allocated to projects | 62,210,689.00 |

The committee deliberated on the project proposals from the wards and came up with a final list of projects to be funded in 2018/2019. The committee therefore resolved to fund the following proposals:-

|  |  |  |
| --- | --- | --- |
| **Name of Project** | **Activity to be funded** | **Amount Allocated** |
| Misufini Primary School  | Construction of 5 Classrooms  |  7,500,000.00  |
| Zia Ra Wimbi Primary School  | Construction of Administration Block  |  3,000,000.00 |
| Zia Ra Wimbi Primary School  | Construction of 3No. toilet Blocks (each consisting 2 doors) |  1,000,000.00 |
| Bodoi Primary School | Construction of 4 Classrooms  |  6,000,000.00 |
| Muhoni Primary School | Renovation of 4 No. Classrooms - Replacement of Roof, Windows & Doors, Floor and wall plaster and painting |  2,000,000.00 |
| Tsangalaweni Primary School | Renovation of 8 No. Classrooms - Replacement of Roof, Windows & Doors, Floor and wall plaster and painting |  3,500,000.00 |
| Mwapula Primary School | Renovation of 4 No. Classrooms - Replacement of Roof, Windows & Doors, Floor and wall plaster and painting |  2,000,000.00 |
| Marere Primary School | Renovation of 6 No. Classrooms - Replacement of Roof, Windows & Doors, Floor and wall plaster and painting |  3,000,000.00 |
| Kafitsoni Primary School | Completion of 2 No. Classrooms - Floor and wall plastering and painting |  1,000,000.00 |
| Bamba Girls' Secondary School | Construction of 4 No. classrooms  |  6,000,000.00  |
| Bamba Girls' Secondary School | Construction of modern 10-door toilet block complete with septic tank |  3,000,000.00  |
| Midoina Secondary School | Completion of 2 classrooms – walling, roofing, plastering, fixing doors and windows, flooring and painting | 1,800,000.00 |
| Midoina Secondary School | Construction of 2 No. classrooms  | 3,000,000.00 |
| Jila Secondary School | Construction of 2 No. modern ablution blocks attached to girls dormitory (consisting of 6 toilets and 6 bathrooms each) with a septic tank |  5,000,000.00  |
| Sosoni Secondary School | Construction of a laboratory | 4,000,000.00 |
| Ambassador Kithi Secondary School | Completion of 5 classrooms – re-roofing, partial plastering, fixing doors and windows, flooring and painting | 1,500,000.00 |
| Vitengeni Police Station | Construction of Administration Block | 10,000,000.00 |
| DCC’s Residence | Renovation of DCC’s Residence – replacement of roof and ceiling, tiling, plumbing and construction of 2 more rooms and a servants quarters | 3,000,000.00 |
| TOTALS | ***66,300,000.00*** |

It was resolved that the statutory votes be allocated as follows:

|  |  |  |
| --- | --- | --- |
| ***Emergency*** | Funds meant to cater for any unforeseen occurrences in the constituency during the financial year  |  5,738,993.45  |
| ***Bursary*** | Bursary for students in Secondary students |  9,000,000.00  |
| Bursary for students in tertiary institutions |  15,000,000.00  |
| Bursary for students with special needs |  1,000,000.00  |
| ***Environmental Activities*** | Rain water harvesting (purchase of 10,000 litre water tank, construction of base and guttering) at various institutions in the constituency: Maojo Primary School, Mariani Primary School, Bandari Primary School, Mrima wa Ndege Primary, Boga Machuka Primary School each at 176,550  |  882,750.00  |
| ***Constituency Sports Tournament*** | Carrying out Constituency football tournament: Purchase of balls, trophies, uniforms and tournament running expenses |  1,650,000.00  |
| ***Monitoring, Evaluation And Capacity Building*** | Goods and Services |  471,020.00  |
| Committee Expenses | 2,000,000.00  |
| CDFC/PMC Capacity Building  |  800,000.00  |
| ***Administration And Recurrent Expenditure*** | Employees’ Salaries |  2,698,000.00  |
| Goods and Services |  1,700,112.07  |
| Committee Expenses |  1,800,000.00  |
| TOTALS |  ***42,740,875.52*** |

**MIN 005/NOV/2018: MONITORING OF PROJECTS**

The members resolved that monitoring should be carried out to assess the progress of ongoing projects. The exercise had been delayed as the vehicle is currently engaged by the Ministry of Education in the ongoing national examinations exercise. The DCC informed members that the NG-CDF vehicle would be available from 26th November 2018. The DCC’s vehicle would also be available. Members approved a budget of Kshs. 280,000 for the monitoring exercise which would run for four days. Members would confirm the current status of incomplete projects that have been identified for funding this financial year before the final proposal is sent to the NG-CDF Board. FAM would make necessary arrangements for the monitoring exercise.

**MIN 006/NOV/2018: OFFICE FURNITURE**

Members were informed that the supplier for furniture was in the process of delivering the furniture. Members were pleased as this would enable the committee to occupy the recently completed offices. The committee approved payment of Kshs 752,000 to Oba Enterprises Limited for the supply of the furniture as soon as the invoice was delivered and the necessary procedures completed.

The Member of Parliament noted that the committee should relocate to the new offices as soon as possible.

There being no other business the meeting was adjourned at 5:00 p.m. with prayer from Mr. Humphrey Safari.

Prepared by:

**Philister Kahindi**

**Secretary**  Sign.............................................. Date....................................

Confirmed by:

**Patrick Ngumbao**

**Chairman** Sign.............................................. Date.....................................