



**NG~CDF LAMU WEST**

National Government Constituencies Development Fund Board

Lamu west Constituency

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**MINUTES OF LAMU WEST NG-CDFC MEETING HELD ON 15/09/2020 AT LAMU WEST CONSTITUENCY – MOKOWE NG-CDFC BOADROOM**

**MEMBERS PRESENT**

- |                            |                      |
|----------------------------|----------------------|
| 1. Geoffrey Charo -        | Chairperson          |
| 2. Julia Njuguna -         | Secretary            |
| 3. Philip Oloo-            | DCC                  |
| 4. Javan Lewela-           | Fund Account Manager |
| 5. Ezekiel Aden Jared-     | Member               |
| 6. Christine Ngina Muli-   | Member               |
| 7. Mary Nyaguthi Mburu-    | Member               |
| 8. Twalib Hussein Shakuwe- | Member               |
| 9. James Kimemia-          | Member               |
| 10. Mary Mwihaki-          | Member               |

**AGENDA**

1. Reading of the Previous Meeting Minutes
2. Project Proposal FY 2019/2020

**Preliminaries**

The meeting was called to order at 10.06am with a word of prayer from Ezekiel Aden.

**1. MIN/LW/NG/CDF/15/09/2020/013- Reading of the Previous Meeting Minutes**

The Secretary read through the minutes of the previous meeting and was seconded by Ezekiel Aden.

**2. MIN/LW/NG/CDF/08/10/2019/014- Project Proposal FY 2020/2021**

With regard to NGCDF Board Circular REF: NG-CDFB/CEO/BOARD CIRCULARS Vol. II (024), Dated 10<sup>th</sup> August, 2020: "CALL FOR SUBMISSION OF CONSTITUENCY PROJECT PROPOSALS FOR THE 2020/2021 FINACIAL YEAR", Lamu West National Government Constituencies Development Fund Committee has proposed the following projects for approval and subsequent implementation as guided by the all related circulars, NG- CDF Act 2015, Strategic Plan 2017-2022, Big Four Agenda, Performance Contracting for FY 2020/2021 and the Ward Consultative Report Adopted in minute MIN/LW/NG/CDF/20/09/2019/17.

Additionally, the projects proposal aims to achieve the post COVID- 19 pandemic which has affected largely the education sector, the economic development and social life. After prolonged closure of learning institutions by the government in line with directives from international and national health organs, where all students were required to stay at home to control the spread of the disease.

Lamu West Constituency allocation for Financial Year 2020/2021:

ALLOCATION	AMOUNT (KSHS)
Annual Allocation	137,088,879.31
Appropriation In Aid	44,000.00
<b>Total Allocation</b>	<b>137,132,879.31</b>

In this regard, the NG- CDFC has developed the following projects for Lamu West Constituency for approval and implementation in the FY 2020/2021:

NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND BOARD						
PROJECT GFS CODELIST FOR LAMU WEST NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND						
FINANCIAL YEAR 2020/2021						
S/ NO	Project Name	Project activity	WARD	Original Cost	Allocation/ Approved Amount (Kshs.)	Status
ADMINISTRATION AND RECCURENT EXPENDITURE						
1	Employees' Salaries	Payment of Staff Salaries @ Kshs 1,999,053, Salary Arrears(Compensation) @ Kshs 150,000 and Gratuity @ Kshs 324,824	Constituency	2,473,877	2,473,877.00	On-Going
2	PAYE	Payment of PAYE Deductions	Constituency	159,981	159,981.00	On-Going
3	NSSF	Payment of NSSF Deductions	Constituency	102,924	102,924.00	On-Going
4	NHIF	Payment of NHIF Deductions	Constituency	79,200	79,200.00	On-Going
5	Goods and Services	Payment of Security, Office Utilities, Vehicle and Boat expenses, General repairs and maintenance, Staff Uniforms, Office Stationery, detergents, Communication costs, travel and subsistence, postage, and compensations and litigations.	Constituency	4,021,350	4,021,350.00	On-Going

6	Committee Expenses	Payment of Committee sitting allowances, transport, conferences	Constituency	1,388,000	1,388,000.00	On-Going
<b>MONITORY &amp; EVALUATION</b>						
7	Goods and Services	Payment of Vehicle and Boat expenses, Office Stationery, detergents, communication costs, travel and subsistence, Printing of Brochures, Success Cards and Other Publications & postage	Constituency	350,000	350,000.00	On-Going
8	Committee Expenses	Payment of Committee sitting allowances, transport, conferences	Constituency	850,000	850,000.00	On-Going
9	NG-CDFC/PMC Capacity Building	Undertake Training of the PMCs, NGCDFC Training, Public Participation Forums, Public Awareness Forums and Barazas, Participation in Local Radio Stations, Monitoring and Evaluation, and Youth and PWD Training on Crosscutting issues.	Constituency	2,912,666	2,912,666.00	On-Going
<b>EMERGENCY</b>						
10	Emergency	To cater for any unforeseen occurrences in the constituency during the financial year	Constituency	7,192,207	7,192,206.90	New
<b>SPORTS</b>						
11	Uziwa Secondary School	Rehabilitation of Sports Pitches: Site Clearance and leveling of Football Pitch, Volleyball Pitch and Basket Ball Pitch. Laying Marrum on Basketball pitch and Volleyball pitch. Purchase of Football Posts and nets, Volleyball posts and nets, Basketball Rims and Nets.	Constituency	2,741,777	2,741,777.00	New
<b>ENVIRONMENT</b>						
12	Poromoko Primary School	Water Harvesting: Construction of Elevated concrete (12 feet, 4 pillar stand with concrete roof slab) Kshs. 510,000 Fitting of 10,000 litres Water Tanks- Kshs.	Witu	741,776	741,776.00	New



		85,000.00 Piping and electrical connection- Kshs. 100,000.00 Purchase and connection of Solar Power Supported Water pump. Kshs. 46,776.00				
13	Bomani Secondary School	Water Harvesting: Drilling of 60 feet water Borehole – Kshs. Kshs. 1,258,224 Construction of Elevated concrete (12 feet, 4 pillar stand with concrete roof slab) Kshs. 510,000 Fitting of 10,000 litres Water Tanks- Kshs. 85,000.00 Piping and electrical connection- Kshs. 100,000.00 Purchase and connection of Solar Power Supported Water pump. Kshs. 46,776.00	Bahari	2,000,000	2,000,000.00	New
	<b>BURSARY</b>					
14	Bursary Secondary Schools	Payment of bursary to needy student	Constituency	18,729,764	14,961,545.00	New
15	Bursary Tertiary Schools	Payment of bursary to needy student	Constituency	19,960,603	11,683,219.00	New
<p><b>Note:</b></p> <p>NG- CDFC resolved to lower the allocation for Bursary for both Secondary Schools and Tertiary/Colleges for the current Financial Year to 19% totaling to Kshs. 26,644,764.00. This was arrived after members agreed not to re-allocate bursary balance of previous financial year to Kauthara Primary School- Kshs. 4,600,000.00 and Safirisi Primary School- Kshs. 3,538,455.00, as earlier agreed in minute MIN/LW/NG/CDF/06/08/2020/006 - Re- allocation of Bursary funds.</p> <p>In the financial period just ended, FY 2019/2020, the committee disbursed a total of Kshs. 48,919,392 being bursary allocation for FY 2019/2020 and 2018/2019 o. Given the state of current pandemic and closure of school by the government, the amount so awarded and disbursed to various academic institutions was sufficient to cover for the fee balance for all needy students. Therefore, Members anonymously agreed, instead of re- allocating the balance, the current allocation be reduced to accommodate the two projects.</p> <p>Bursary balance is as indicated below as extracted in the Budget Execution of the Financial Statements 2019/2020:</p>						

Programme/Sub-programme	Original Budget	Adjustments	Final Budget	Actual on comparable basis	Budget utilization difference
	2019/2020		2019/2020	30/06/2020	
	Kshs	Kshs	Kshs	Kshs	Kshs
<b>4.0 Bursary and Social Security</b>					
4.2 Secondary Schools	18,500,000	15,979,719	34,479,719	30,711,500	3,768,219
4.3 Tertiary Institutions	15,841,931	10,643,345	26,485,276	18,207,892	8,277,384
<b>Sub- Total</b>	<b>34,341,931</b>	<b>26,623,064</b>	<b>60,964,995</b>	<b>48,919,392</b>	<b>12,045,603</b>

In terms of figures, the allocated amount of Kshs. 26,644,764.00 in the current project proposal together with the balance indicated in the table above extracted from Financial Statements for year 2019/2020 regarding Budget utilization difference of Kshs. 12,045,603, the two figures add up to Kshs. 38,690,366.75 (28%), being Kshs. 18,729,764.00 for secondary schools and Kshs. 19,960,602.75 for Colleges/Tertiary Institutions.

The object is to comply with the government directive with regard to post Covid-19 pandemic measures by ensuring that we have created sufficient space (to enable social distancing at schools) for learners aimed at reducing the spread of the disease as the government is planning for re-opening of school after their closure earlier in March 2020.

PRIMARY SCHOOLS						
16	Kauthara Primary School	Renovation of a 8 Classroom Blocks to completion (Flooring, Plastering, Painting, Roofing, Fixing Doors, Block Corridor, Windows, and Electrical Works).  Note: The cumulative amount is Kshs. 4,600,000 and will complete the renovation of 8 classrooms.	Hindi	4,600,000	4,600,000.00	New
17	Swabaha Primary School	Renovation of a 4 Classroom Blocks to completion (Flooring, Plastering, Painting, Roofing, Fixing Doors, Block Corridor, Windows, and Electrical Works).  Note: The cumulative amount is Kshs. 4,600,000 and will complete the renovation of 8 classrooms.	Bahari	2,400,000	2,400,000.00	New

18	Mkunumbi Primary School	Renovation of a 8 Classroom Blocks to completion (Flooring, Plastering, Painting, Roofing, Fixing Doors, Block Corridor, Windows, and Electrical Works).  Note: The cumulative amount is Kshs. 4,600,000 and will complete the renovation of 8 classrooms.	Mkunumbi	4,600,000	4,600,000.00	New
19	Sikomani Primary School	Renovation of a 10 Classroom Blocks to completion (Flooring, Plastering, Painting, Roofing, Fixing Doors, Block Corridor, Windows, and Electrical Works).  Note: The cumulative amount is Kshs. 5,750,000 and will complete the renovation of 10 classrooms.	Bahari	5,750,000	5,750,000.00	New
20	Katsakairu Primary School	Renovation of a 8 Classroom Blocks to completion (Flooring, Plastering, Painting, Roofing, Fixing Doors, Block Corridor, Windows, and Electrical Works).  Note: The cumulative amount is Kshs. 4,600,000 and will complete the renovation of 8 classrooms.	Witu	4,600,000	4,600,000.00	New
21	Safirisi Primary School	Construction to completion of 2 new Classrooms @ Kshs. 1,200,000.00. Purchase of 80 Desks @ Kshs. 4,500, 18 Executive Teachers' Chairs @ Kshs. 7,500 and 3 Teachers' Table @ Kshs. 35,000.00 (Total Amount Kshs. 600,00). Construction to Completion of 1No. 2	Hindi	3,538,455	3,538,455.00	New



		Door Flash Toilet @ Kshs. 538,455				
22	Poromoko Primary School	Construction to Completion of 3No. New Classrooms @ Kshs. 1,200,000 per classrooms	Witu	3,600,000	3,600,000.00	New
23	Jipendeni Primary School	Construction to Completion of 3No. New Classrooms @ Kshs. 1,200,000 per classrooms	Witu	3,600,000	3,600,000.00	New
24	Bodhei Junction Primary School	Construction to Completion of 4No. New Classrooms @ Kshs. 1,200,000 per classrooms	Hindi	4,800,000	4,800,000.00	New
25	Kipungani Primary School	Purchase of 1.2 Hac (2.96 Acres) of land: Purchase price, transfer fee, Land Survey Expenses, Sub-division expenses, legal fees and other operational expenses:  Note: Submit land valuation report from Government Land Valuaer attached.	Mkomani	4,380,000	4,380,000.00	New
<p>NG- CDFC, Lamu West has done their due diligence in finding the true ownership of the land and has acquired purchase of land consent from the family and neighbors. This process was arbitrated by the office of the Deputy County Commissioner, Lamu West Sub- County. All boundary conflicts have been resolved ensuring there shall not be any delays in transacting the land.</p> <p>We conducted a Public Baraza led by the Fund Account Manager and was attended by NG- CDFC Chairman and Members, The Deputy County Commissioner , Kipungani Primary School Management (BOM &amp; PTA), The Area Chief and Assistant Chiefs, and The neighboring Community. Valuation Was done by the Land Office, Lamu County in agreement with the Family taking in to account all developments in the land.</p>						
26	Mahmoud Bin Fadhil Boys Primary School	Construction to Completion of School Administration Block (Principal Office, Deputy Principal's Office, Staffroom, Accounts Office, Clerk's Office, Book Store and Waiting Veranda)	Mkomani	3,000,000	3,000,000.00	New
SECONDARY SCHOOLS						

27	Manda Secondary School	Construction to Completion of School Administration Block (Principal Office, Deputy Principal's Office, Staffroom, Accounts Office, Clerk's Office, Book Store and Waiting Veranda)	Shella/Manda	6,500,000	6,500,000.00	New
28	Coast Arid Secondary School	Construction to Completion of School Administration Block (Principal Office, Deputy Principal's Office, Staffroom, Accounts Office, Clerk's Office, Book Store and Waiting Veranda)	Witu	6,500,000	6,500,000.00	New
29	Kiongwe Secondary School	Purchase of School Bus of 46 Seater with PWD Seats	Bahari	7,452,250	7,452,250.00	New
<b>TERTIARY INSTITUTIONS</b>						
30	KMTC-Lamu Campus	Completion of renovation of Library Block: 4 Standard Study Rooms, 4 Offices, 3 Interior Toilets and a Kitchen (Roofing, Painting, Flooring, Electrical Works, Plumbing, Ceiling, Fixing of Windows and Doors, and Interior Flower Garden).  Note: The estimated value increased from Kshs. 3.6 M to Kshs. 4.463 after the college substituted the earlier smaller block for renovation to a bigger block to target future expansion. Currently the college capacity is 83 students whereas the required capacity is 1,000 students.	Hindi	4,463,000	2,000,000.00	On-Going
The Library was funded @ Kshs. 2,463,000 in FY 2019/2020. The cumulative amount is Kshs. 4,463,000.						
<b>SECURITY</b>						
31	Tewe Chief's Office	Purchase of Furniture for the Completed Chief's	Bahari	350,000	350,000.00	New



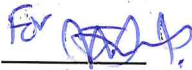
		Office (NB: Office Complete and in Use): 2 Executive Tables @55,000= 110,000/- 2 Working Tables @25,000= 50,000/- 2 Executive Chairs @12,000= 24,000/- 3 Office Chairs @8,000= 24,000/- 2 Waiting Benches @ 25,000= 50,000/- 11 Plastic Chairs @ 1,000 = 11,000/- 3 Office Cabinets @ 27,000 = 81,000/-				
32	Pangani Police Station	Construction to Completion of Kenya Police Service- Police Station (OCS Office, OCS's Secretary Office, Boardroom, 4 Cells, Booking Office, Crime Office, Children Office, Registry, Armory and 3 Internal Toilets)@ Kshs. 5,329,902 Fencing of the Police Station (5 Acres Chain Link Fence and a Gate)@ Kshs. 1,000,000	Witu	6,329,902	6,329,902.41	New
33	Mokowe CIPU County HQ Office	Construction to Completion of Administration Police Office Block(CIPU Commander Office, Deputy CIPU Commander Office, CIPU Registry, Clerical Office and Waiting Veranda)	Hindi	2,500,000	2,500,000.00	New
34	Mpeketoni OCPD Office	Construction to Completion of Kenya Police Services Office Block (OCPD Commander Office, Deputy OCPD Commander Office, OCPD Registry, Clerical Office and Waiting Veranda)	Bahari	2,500,000	2,500,000.00	New
35	Maleli Police Station	Completion of Office extension of Police	Witu	2,000,000	2,000,000.00	On-Going

		Post(Crime Office, 2 Cells and Registry)				
The Police Post was funded @ Kshs. 2,400,000 in FY 2017/2018. The cumulative amount is Kshs. 4,400,000.						
<b>OTHER PROJECTS</b>						
36	NG- CDF Office- Purchase of Assets	Purchase of 2 Laptops: 1 for Fund Account Manager @ Kshs. 96,000, 1 for Clerk of Works @ Kshs. 78,000, Refrigerator @ Kshs. 60,000 and 4 Burner Cooker, Cooking Gas Unit @ Kshs. 27,750, Office Networking @ Kshs. 60,000 and office Printer @ Kshs. 152,000	Hindi	473,750	473,750	New
<p>Members were informed by the Chairman of the printer Kyocera TaskAlfa 300i bought last year. The machine was affected by power fluctuation caused by poor electrical connection at the rental office in Lamu. The power fluctuation destroyed the motherboard, power supply and other important parts of the machine. Since then, repairing the machine had cost the office over Kshs. 150,000. This is equivalent to purchasing a new office. To save the committee from future high maintenance cost of this machine, members agreed to purchase a simpler machine of high efficiency.</p> <p>The current machine shall be donated to the treasury office or any other academic institution within the constituency.</p>						
37	NG- CDF Office	Renovation and Refurbishment to completion of NG- CDFC Office: <ul style="list-style-type: none"> <li>• Roofing (Replacement of Iron Sheets), Painting, Fixing Window pens &amp; frames- Kshs. 980,000,</li> <li>• Concrete Lower Level Water Reserve Tank and elevation of 10,000 litres water tank, with two hand washing water points- Kshs. 850,000,</li> <li>• Construction of 12 Metres Office Public Notice Board- Kshs. 250,000,</li> <li>• 3 NG CDF Office Sign Post- Kshs. 120,000,</li> <li>• 2 Office Toilet Repairs and septic system-</li> </ul>	Hindi	4,000,000	4,000,000.00	New

	Kshs. 350,000, • Cabro Landscaping of Office Compound with Concrete pathways- Kshs. 1,200,000). • 16 Units of Wall fixed computer desks, each with 3 lockable drawers, to be installed in the Boardroom to support the ICT Hub- Kshs. 250,000.00			
	<b>TOTAL</b>			<b>137,132,879.31</b>

There being no other business, the meeting ended at 4.55pm with a word of prayer from Mary Mwihaki

**MINUTES CONFIRMATION:**

**Julie Njuguna**      **Designation** CDFC Secretary      **Sign:**       **Date:** 15/9/2020

**Geoffrey Charo**      **Designation** CDFC Chairperson      **Sign:**       **Date:** 15/09/20/20



