



REPUBLIC OF KENYA


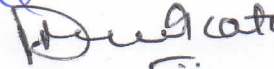
NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND

MWINGI NORTH NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND

P.O BOX 179-90401 KYUSO

MINUTES OF THE MWINGI NORTH NGCDFC MEETING HELD ON 7TH OCTOBER, 2019 AT MWINGI NORTH NGCDF BOARDROOM

MEMBERS PRESENT:

- | | | |
|----------------------------|---|--|
| 1. Stephen M.Kimwele | - Chairman |  |
| 2. Peninah Munanie Musyoka | - Secretary |  |
| 3. Peter Katoni | - Fund Account Manager | |
| 4. Mwachaunga Chaunga | - Member-National Government Representative | |
| 5. Beth M.Mwamuti | - Member | |
| 6. Musyoka Makasa | - Member | |
| 7. Christine S.Musyoka | - Member | |
| 8. John Mwendwa Mutunga | - Co-opted member | |
| 9. Kyalo Kavisi | - Member | |
| 10. Josephat Mwinzi | - SCMO Kyuso | |

AGENDA:

1. Preliminary
2. Submission to the NGCDF Board FY 2019/2020 Projects Proposal
3. Project audit FY 2018/2019
4. Prequalification of suppliers & contractors 2019-2021
5. Request for change of project activity
6. Commitment of fuel
7. Imprest approval
8. Postal Corporation of Kenya
9. A.O.B
10. Adjournment

MIN.01/07/10/2019: PRELIMINARY

The meeting started at 12.00 noon with a word of prayer led by Christine Musyoka.

The Chairman welcomed the members to the meeting and asked them to engage constructively in prioritizing on projects proposal for FY 2019/2020 amongst other items of the day's agenda.

Members mandated the Fund Account Manager to process an imprest to cater for the expenses related to the M+E exercise as well as funds to cater for various administrative expenses.

MIN.02/07/10/2019: SUBMISSION OF FY 2019/2020 PROJECTS PROPOSAL TO THE NG-CDF

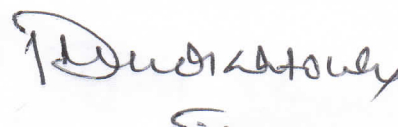
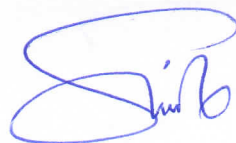
BOARD:

The FAM informed members that the timeline for submission of project proposals FY 2019/2020 is 31st October, 2019.

He added that approved budget ceiling for each constituency in the FY 2019/2020 is Kshs.137,367,724.14 .

After revisiting the proposals from the community, the NG-CDFC members unanimously approved the following projects for timely presentation to the NG-CDF Board for approval and subsequent funding:

S/ NO	PROJECT NAME	CODE	ACTIVITY	AMOUNT	STATUS
1.	Employee salaries	4-015-067-2110000-100-2019/2020-001-	Payment of NG-CDFC staff salaries and staff gratuity	3,105,122.40	Ongoing
	Goods & Services	4-015-067-2110000-100-2019/2020-002	Purchase of fuel, repairs and maintenance, printing, stationery telephone, travel and subsistence, tea and other office expenses	1,742,941.06	Ongoing
	NSSF	4-015-067-2120101-100-2019/2020-003	Payment of NSSF deductions	64,800.00	Ongoing
	NHIF	4-015-067-2120201-100- 2019/2020-004	Payment of NHIF deductions	61,200.00	Ongoing
	Office Equipment	4-015-067-3111000-100-2019/2020-005	Purchase of 1 No. laptop for office use	128,000.00	Ongoing
	Committee Expenses	4-015-067-2210802-100-2019/2020-006	Payment of committee sitting allowances, transport &	1,440,000.00	Ongoing



17.	Twathi Primary School	4-015-067-2630204-104-2019/2020-009	Construction of 1 No. classroom to completion	1,000,000.00	New
18.	Katuka Primary School	4-015-067-2630204-104-2019/2020-010	Construction of 1 No. classroom to completion	1,000,000.00	New
19.	Kakauni Primary School	4-015-067-2630204-104-2019/2020-011	Construction of 1 No classroom to completion	1,100,000.00	New
20.	Gakombe Primary School	4-015-067-2630204-104-2019/2020-012	Construction of 1 No. classroom to completion	1,100,000.00	New
21.	Mutairu Primary School	4-015-067-2630204-104-2019/2020-013	Construction of 1 No. classroom to completion	1,000,000.00	New
22.	Malili Primary School	4-015-067-2630204-104-2019/2020-014	Construction of 1 No. classroom to completion	1,000,000.00	New
23.	Ikaayuni Primary School	4-015-067-2630204-104-2019/2020-015	Construction of 1 No. classroom to completion	1,000,000.00	New
24.	Kamulyo Primary School	4-015-067-2630204-104-2019/2020-016	Construction of 1 No. classroom to completion	1,000,000.00	New
25.	Manguu Primary School	4-015-067-2630204-104-2019/2020-017	Construction of 1 No. classroom to completion	1,000,000.00	New
26.	Kalwa Primary School	4-015-067-2630204-104-2019/2020-018	Construction of administration block-foundation, walling and roofing.	1,000,000.00	New
27.	Kathungu Primary School	4-015-067-2630204-104-2019/2020-019	Completion of 1 No. classroom (roofing, flooring, paintworks, plastering works, wiring & fixing door & windows)	500,000.00	On-going
28.	Muringani Primary School	4-015-067-2630204-104-2019/2020-020	Construction of 1 No. classroom to completion	1,000,000.00	New
29.	Kyumbe Primary School	4-015-067-2630204-104-2019/2020-021	Construction of 1 No. classroom to completion	1,000,000.00	New
30.	Kingingo Primary School	4-015-067-2630204-104-2019/2020-022	Construction of 1 No. classroom to completion	1,000,000.00	New
31.	Kaivirya Primary School	4-015-067-2630204-104-2019/2020-023	Construction of 1 No. classroom to completion	1,100,000.00	New
32.	Inyanzae Primary School	4-015-067-2630204-104-2019/2020-024	Construction of 1 No. classroom to completion	1,000,000.00	New
33.	Mbarani Primary School	4-015-067-2630204-104-2019/2020-025	Reroofing of 4 No. classrooms	1,000,000.00	New
34.	Nkaraku Primary School	4-015-067-2630204-104-2019/2020-026	Reroofing of 4 No. classrooms	1,200,000.00	New
35.	Ndathani Primary School	4-015-067-2630204-104-2019/2020-027	Reroofing of 4 No. classrooms	1,000,000.00	New
36.	Marisi Primary School	4-015-067-2630204-104-2019/2020-028	Reroofing of 4 No classrooms	1,000,000.00	New
37.	Ithoka Primary School	4-015-067-2630204-104-2019/2020-029	Reroofing of 4 No. classrooms	1,100,000.00	New
38.	Kaimea Primary School	4-015-067-2630204-104-2018/2019-030	Completion of 1 No. classroom (plastering works, flooring, fixing door and windows & paintworks)	500,000.00	On-going
39.	Kalonzo Secondary School	4-015-067-2630205-104-2018/2019-001	Completion of a dormitory (plastering works, flooring, keying, wiring, paintworks)	400,000.00	On-going
40.	Kasyalani	4-015-067-2630205-	Completion of 1 No. laboratory	1,000,000.00	On-going

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	Secondary School	104-2019/2020-002	(fixing benches, plastering works, flooring, keying, wiring & paintworks)		
41.	Kamusiliu Secondary School	4-015-067-2630205-104-2019/2020-003	Partitioning of a workshop to create 2 No. classrooms & plastering works	600,000.00	New
42.	Kamusiliu Secondary School	4-015-067-2630205-104-2019/2020-004	Construction of 2 single door boys' and girls' pit latrines to completion	400,000.00	New
43.	Karangeni Secondary School	4-015-067-2630205-104-2019/2020-005	Construction of 1 No. classroom to completion	1,100,000.00	New
44.	Kimangao Boys Secondary School	4-015-067-2630205-104-2019/2020-006	Construction of 1 No. laboratory - foundation, walling and roofing	1,000,000.00	New
45.	Kamayagi Secondary School	4-015-067-2630205-104-2019/2020-007	Completion of dormitory (fixing doors and windows, plastering works, flooring, keying, wiring & paintworks)	1,000,000.00	On-going
46.	Kwa Katile Secondary School	4-015-067-2630205-104-2019/2020-008	Construction of 1 No. laboratory - foundation, walling and roofing	1,500,000.00	New
47.	Katumbi Secondary School	4-015-067-2630205-104-2019/2020-009	Construction of 1 No. laboratory - foundation, walling and roofing	1,000,000.00	New
48.	Musavani Secondary School	4-015-067-2630205-104-2019/2020-010	Completion of 1 No. laboratory (roofing, fixing doors and windows, fixing benches, plastering works, flooring, keying, wiring & paintworks)	1,200,000.00	On-going
49.	Mandara Secondary School	4-015-067-2630205-104-2019/2020-011	Construction of 1 No. classroom to completion	1,000,000.00	New
50.	Kamuwongo Secondary School	4-015-067-2630205-104-2019/2020-012	Purchase of 51 seater school bus	7,000,000.00	New
51.	Ngalange Secondary School	4-015-067-2630205-104-2019/2020-013	Completion of 1 No. classroom (plastering works, flooring, keying, wiring & paintworks)	200,000.00	On-going
52.	Ikime Secondary School	4-015-067-2630205-104-2019/2020-014	Construction of dormitory - foundation, walling and roofing	1,000,000.00	New
53.	Kandwia Secondary School	4-015-067-2630205-104-2019/2020-015	Construction of dormitory to - foundation, walling and roofing.	1,500,000.00	New
54.	Masukanioni Secondary School	4-015-067-2630205-104-2019/2020-016	Construction of 1 No. classroom to completion	1,000,000.00	New
55.	Musosya Secondary School	4-015-067-2630205-104-2019/2020-017	Completion of laboratory (fixing doors and windows, roofing, fixing benches, plastering works, flooring, keying, wiring & paintworks)	1,500,000.00	On-going
56.	Precious Blood Nthangani	4-015-067-2630205-104-2019/2020-018	Completion of dormitory (fixing doors and windows,	1,500,000.00	On-going

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	Secondary School		roofing, plastering works, flooring, keying, wiring & paintworks)		
57.	Kenya Medical Training College Tseikuru	4-015-067-2630206-104-2019/2020-019	Construction of 5 No. classrooms to completion	7,000,000.00	New
58.	Ndoo Assistant Chief's Office	4-015-067-2640507-113-2019/2020-001	Completion of an assistant chief's office (plastering works, flooring, fixing doors and windows & paintworks)	432,975.17	On-going
59.	Kathumulani Assistant Chief's Office	4-015-067-2640507-113-2019/2020-002	Construction of an assistant chief's office to completion	1,000,000.00	New
60.	Kyenini Assistant Chief's Office	4-015-067-2640507-113-2019/2020-003	Construction of an assistant chief's office to completion	1,200,000.00	New
61.	Ngungani Police Station	4-015-067-2640507-113-2019/2020-004	Construction of police station-foundation, walling and roofing	1,000,000.00	New
62.	Kamuwongo Assistant County Commissioner's Residence	4-015-067-2640507-113-2019/2020-005	Completion of an assistant county commissioner's residence (plastering works, flooring, keying, wiring & paintworks)	500,000.00	On-going
63.	Tulanduli Assistant Chief's Office	4-015-067-2640507-113-2019/2020-006	Construction of an assistant chief's office to completion	1,200,000.00	New
64.	Mwingi North NGCDF generator	4-015-067-108-3111000-2019/2020-001	Purchase of 5KVA power generator for use in the NGCDF office during power outage	400,000.00	New
65.	Mwingi North NGCDF motorbike	4-015-067-108-31110103-2019/2020-001	Purchase of motorbike for project sites visits by the Clerk of Works (Yamaha YBR 125 cc)	200,000.00	New
GRAND TOTAL				137,367,724.14	

MIN.03/07/10/2019: PROJECT AUDIT FY 2018/2019:

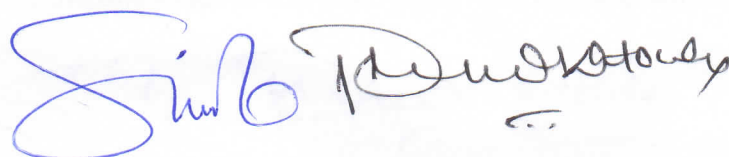
The FAM informed members that the Office of the Auditor General - Embu Hub would soon be conducting an audit of the FY 2018/2019 financial report which the FAM and the SCA managed to present to the NG-CDF Board on 30th September, 2019.

The FAM was asked to prepare well for the exercise.

MIN.04/07/10/2019: PREQUALIFICATION OF SUPPLIERS & CONTRACTORS 2019-2021:

The FAM advised the NG-CDFC on the need for undertaking prequalification of suppliers & contractors for the period 2019-2021.

The FAM and SCMO Kyuso were mandated with the above task.



MIN.05/07/10/2019: REQUEST FOR CHANGE OF PROJECT ACTIVITY:

The NG-CDFC approved change of project activity as presented:

No.	Project Name	Code	Activity	Amount	Reason	New activity
1.	Kalatine Secondary School	4-015-067- 2630205-104- 2017-18-005	Fencing of school compound	700,000.00	Fencing had been done by the time of the funding	Construction of a dining hall to roofing level
Total amount for change of activity				700,000.00		

MIN.06/07/10/2019: COMMITMENT OF FUEL:

For the purposes of ease of mobility, it was agreed that a commitment be made to Shell Mwingi for supply of diesel for GKB 455S and GKA 885U. The official agency name being: Linked Thoughts Investments Limited of P.O. Box 466 Kitui.

The same amount of fuel commitment would be replenished once it was spent. The FAM would ensure prudent use of the fuel.

MIN.07/07/10/2019: IMPREST APPROVAL:

The NG-CDFC mandated the FAM to process imprest to cater for various administration and M+E expenses.

MIN.08/07/10/2019: POSTAL CORPORATION OF KENYA:

The FAM noted that the NGCDFC owed Postal Corporation of Kenya Kshs. 9,450.00 for corporate postal address 179-90401 which was due on 30th September, 2019.

The NG-CDFC mandated the FAM to clear the above amount.

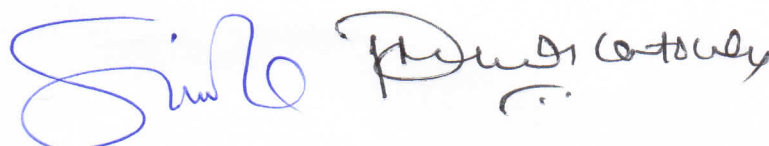
MIN.09/07/10/2019: A.O.B.:

The FAM noted that there was need to share the Performance Contract for FY 2019/2020 with the NG-CDFC members for ease of implementation of the same.

The members agreed to look at the document during the next NG-CDFC meeting.

MIN.10/07/10/2019: ADJOURNMENT

There being no other business the meeting ended at 4.45 p.m. with a word of prayer led Christine Musyoka.



NGCDFC SECRETARY

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DATE

7/10/2019

PENINAH MUNANIE MUSYOKA

NGCDFC CHAIRMAN

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DATE

7/10/2019

STEPHEN MWENDWA KIMWELE

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