**MWINGI WEST NG-CDF COMMITTEE MEETING HELD ON 21.11.2018 AT CDF BOARDROOM.**

**Members present:-**

1. Francis M Munuve - NG-CDFC Chairman
2. Japheth K. Musee - Fund Account Manager
3. Lilian Masaa Kitui - NG-CDFC Secretary
4. Hezron Rutto Koech - DCC
5. Agnes Mwinza Munyithya - Member
6. John Duncan Kavuwa - Member
7. Joseph Munyithya Musyoka - Member
8. Juliana Musyoka - Member
9. Philip Maithya Mwangangi - Member

**Agenda**

1. Remarks from the NG-CDF chairman.
2. Reading/confirmation of previous minutes.
3. Matters arising.
4. Project proposals FY 2018/2019.
5. PMCs Change of activity requests.
6. Reports/other Matters.
7. A.O.B.

The meeting started at 11.30 am with a word of prayer.

**MW/NGCDFC/MIN 64: 21/11/2018: Remarks from the CDF Chairman**

The chairperson called the meeting to order that started at 11.30 a.m. with a word of prayer.

He welcomed members to the meeting and enlightened them on the need of time management in the meeting attendance and earlier preparation to be made before the set time for the meeting.

**MW/NG- CDFC/ MIN 65: 21/11/2018: Confirmation of previous meeting minutes**

The secretary read the previous minutes for the meeting held on 01/08/2018 and were confirmed to be a true copy by Joseph Munyithya and seconded by Phillip Mwangangi.

**MW/NG- CDFC/ MIN 66: 21/11/2018: Matter arising**

There were no matters arising and hence the members proceeded with the day agenda.

**MW/NGCDFC/MIN 67: 21/11/2018: Projects proposal Financial Year 2018/2018**

The Fund Manager highlighted on the proposal requirements, timeline, constituency allocation ( FY 2018/2019 Kshs **109,040,875.52**), constituency budget ceilings and mandatory provisions and other requirements, as provided in the NG-CDF Board guidelines circular **NG-CDFB/CIRCULAS/Vol. 11 (008)**, dated **30th October, 2018** and subsequent additional guidelines letter dated **8th November 2018**. The statutory provisions amounted to Kshs **50,716,978.60** and the balance of Kshs **58,323,896.92** was budgeted for the priority projects for FY 2018/2019.The members agreed to allocate a standard funding of Kshs 950,000 for 1 classroom construction to completion, renovations varies from Kshs 400,000 to Kshs 650,000 depending on the status of the project and extent of the damage. Construction of dining halls and administration blocks are funded Kshs 1,000,000.00 Phase one up to walling level in secondary schools. While administration blocks in primary schools are funded with the same amount up to completion. Dormitories are funded Kshs 1,000,000.00 up to completion.

The NGCDFC members analyzed, scrutinized and ranked the previous project proposals from the wards as per the community priorities/needs, ongoing projects taking first priority. Members resolved to fund the ongoing projects to up to the remaining works before starting new ones. As at the time of proposals, the members reviewed and updated the list of ongoing projects as at 21st November 2018. The total amount for the ongoing projects as at **21st November 2018** was **Kshs 27,463,897.62**, since some projects received funding during FY 2017/2018, thus reducing the outstanding balances. Updated ongoing projects list as at 21st November 2018 attached for your review (**Annex 1**)

However, members approved the following projects for onward submission to the NG-CDF Board for further approval.

**List of project proposals financial year 2018/2019**

1. **Statutory Provisions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **Category** | **Activity** | **Amount Allocated** | **Status** |
| 1 | 6% - Administration/Recurrent | To cater for office running costs | 6,542,452.50 | On going |
| 2 | 3% - Monitoring and Evaluation/ Capacity building | To cater for M&E | 3,271,226.25 | On going |
| 3 | 5% - Emergency Reserve | To cater for emergencies | 5,738,993.45 | On going |
| 4 | 2% - Sports Activities | To cater for sports equipments/youth tournaments. | 1,500,000.00 | On going |
| 5 | 2% - Environmental Projects | To cater for environment activities | 1,500,000.00 | On going |
| 6 | 25% - Bursaries | To cater for fees of needy students. | 32,164,306.40 | On going |
|  | **Total** |  | **50,716,978.60** |  |

1. **Project Priorities classified as per Wards**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/no** | **Location** | **Project Name** | **Activity** | **Amount Allocated** | **Status** |
| 1. **Kyome/Thaana Nzau** | | | | | |
| 1. | Kanyaa | Kanyaa Primary School | Completion of dormitory- Roofing, plastering, flooring and painting. | 1,050,000.00 | On going |
| 2. | Thokoa | Syomung’ele Primary School | Completion of the school compound fencing with Chain link and concrete posts | 600,000.00 | On going |
| 3 | Winzyeei | Kamutekeo Primary School | Completion of 1 classroom- Roofing, plastering, flooring and painting. | 450,000.00 | On going |
| 4. | Winzyeei | Ithenze Primary School | Completion of an Administration Block - Roofing, plastering, flooring and painting. | 800,000.00 | On going |
| 5. | Thokoa | Kyangungi Primary School | Completion of 1 classroom- Roofing, plastering, flooring and painting. | 500,000.00 | On going |
| 6. | Thaana Nzau | Mululini  Primary School | Completion of 1 classroom- Roofing, plastering, flooring and painting. | 200,000.00 | On going |
| 9. | Thokoa | Musuani Primary School | Renovation of 2 Classrooms- Roofing, plastering, flooring and painting. | 1,000,000.00 | New |
| 10. | Thokoa | Kanyekini Primary School | Renovation of 1 Classroom 500,000- Roofing, plastering,  Flooring and painting.  Acquisition of 2 acre land 500,000 for school expansion | 1,000,000.00 | New |
| 11. | Thitani | Mumboni Primary School | Renovation of 1 Classroom- Roofing, plastering, flooring and painting. | 500,000.00 | New |
| 12. | Kanyaa | Ndelekeni Primary School | Construction of 1 Classroom to completion. | 950,000.00 | New |
|  | Thokoa | Thokoa Secondary School | Completion of classrooms ground floor- plastering, painting and 1st floor, walling, roofing and plastering. | 2,779,204.00 | On going |
|  | Kyome | Ndaluni Secondary School | Completion of science lab, plastering, flooring, install water and gas systems. | 773,355.00 | On going |
| 13. | Winzyeei | Yenzuva secondary School | Completion of a Dining Hall - Roofing, plastering, flooring and painting. | 1,000,000.00 | On going |
| 14. | Thitani | Kavaini Secondary School | Completion of an Administration Block – Painting and ceiling installation. | 1,998,570.00 | On going |
| 15. | Kanyaa | Kitulani Secondary School | Completion of an Administration Block - plastering, flooring and painting. | 500,000.00 | On going |
| 16. | Winzyeei | Winzyeei Secondary School | Completion of an Administration Block - plastering, flooring and painting. | 1,000,000.00 | On going |
| 17. | Thokoa | Thokoa Ap Line | Completion of an AP Line– Roofing, plastering and floor. | 1,005,710.00 | On going |
| **Total** | |  |  | **16,106,839.00** |  |
| 1. **Nguutani Ward** | | | | | |
| 18. | Ngongoni | Kathita Nzau Primary School | Completion of 1 classroom- Roofing, plastering, flooring and painting. | 400,000.00 | On going |
| 19. | Nzauni | Kivulu Primary School | Completion of 1 classroom- Roofing, plastering, flooring and painting. | 400,000.00 | On going |
| 20. | Nzauni | Kyumbu Primary School | Completion of 1 classroom– Painting, flooring and windows/Doors. | 200,000.00 | On going |
| 21. | Ngongoni | Masooni Primary School | Completion 2 Door pit latrine– Flooring and painting. | 60,000.00 | On going |
| 22. | Nzauni | Kikiini Primary School | Renovation of 1 classroom- Roofing, plastering, flooring and painting. | 600,000.00 | On going |
| 23. | Nzawa | Nzawa Primary School | Completion of 1 classroom– Plastering, flooring and painting. | 200,000.00 | On going |
| 25. | Nguutani | Kalongola Primary School | Construction of 1 Classroom to completion. | 950,000.00 | New |
| 27. | Ngongoni | Mavuni Primary School | Renovation of 1 Classroom- Roofing, plastering, flooring and painting. | 500,000.00 | New |
| 32. | Nzauni | Kasavani Highland Secondary School | Completion of a Science laboratory - plastering, flooring and painting. | 866,920.00 | On going |
|  | Nguutani | Katuyu Secondary School | Completion of an Administration Block – Walling, roofing and painting. | 1,321,450.00 | On going |
| 33. | Nzawa | Nzawa Secondary School | Completion of Science laboratory – walling and roofing. | 600,000.00 | On going |
| 34. | Nguutani | Kakululo Secondary school | Construction of a Dormitory phase I up to walling level | 700,000.00 | New |
| 36. | Nguutani | Nguutani Assistant County Commissioner’s Office | Completion of an Assistant County Commissioner’s Office – glasses, painting, plumbing and construction of septic tank. | 2,007,222.00 | On going |
| 37. | Nguutani | Kalongola Chiefs Office | Completion of a Chiefs office – Plastering, doors/windows | 200,000.00 | On going |
| 38. | Nzawa | Nzawa Chiefs Office | Completion of an AP Line - Roofing, plastering, flooring and painting. | 500,000.00 | On going |
| 39. | Nzauni | Nzauni Chiefs Office | Completion of a Chief’s office - Roofing, plastering, flooring and painting. | 700,000.00 | On going |
| **Total** | |  |  | **10,205,592.00** |  |
| 1. **Kiomo/Kyethani ward** | | | | | |
| 40. | Kakongo | Makuti Primary School | Completion of 1 classroom- Roofing, plastering, flooring and painting. | 400,000.00 | On going |
| 41. | Kiomo | Malatani Primary School | Completion of 1 classroom- Roofing, plastering, flooring and painting. | 450,000.00 | On going |
| 42. | Kiomo | Kwa Munyanzu Primary School | Completion of an Administration Block – Walling, Roofing, plastering, flooring and painting. | 1,000,000.00 | On going |
| 43. | Kyethani | Kyethani Primary School | Renovation of 1 Classroom- Roofing, plastering, flooring and painting. | 1,000,000.00 | New |
| 44. | Kiomo | Kyongweni Primary School | Construction of 1 Classroom– up to walling level. | 500,000.00 | New |
| 45. | Kyethani | Koliani Primary School | Construction of 1 Classroom– up to walling level. | 500,000.00 | New |
| 46. | Kiomo | Mbondoni Primary School | Renovation of 2 Classrooms- Roofing, plastering, flooring and painting. | 950,000.00 | New |
| 52. | Kairungu | Kiio Secondary School | Purchase of a School Bus – Isuzu large Bus – 51 Seater. | 6,400,000.00 | New |
| 53. | Kiomo | Kiomo Secondary School | Completion of a dormitory – roofing, walling, plastering, flooring and painting. | 4,826,644.00 | On going |
| 54. | Kyethani | Wikithuki Secondary School | Completion of a Science laboratory - plastering, floor, painting install gas and water systems. | 2,112,122.30 | On going |
| 55. | Kavuvwani | Precious Blood Secondary School-Tyaa | Completion of a Dining Hall - plastering, floor, windows/doors and painting. | 1,200,000.00 | On going |
| 56. | Kavuvwani | Misai Secondary School | Completion of 2 Classrooms - plastering, floor and painting. | 833,553.00 | On going |
| 57. | Kairungu | Kairungu Secondary School | Completion of a dormitory – roofing, walling, plastering, flooring and painting. | 2,000,000.00 | On going |
| 58. | Kakongo | Kakongo Secondary School | Construction of a Dining Hall – up to walling level. | 1,000,000.00 | New |
| **Total** | |  |  | **23,172,319.30** |  |
| 1. **Migwani ward** | | | | | |
| 59. | Katalwa | Katalwa Primary School | Completion of 1 classroom– Roofing, plastering, floor/painting. | 500,000.00 | On going |
| 60. | Mumbuni | Nzalae Primary School | Completion of 1 classroom– Roofing, plastering, floor/painting. | 550,000.000 | On going |
| 63. | Nzeluni | Nzeluni Primary School | Construction of an Administration Block to completion | 600,000.00 | New |
| 70. | Nzatani | Itoloni Primary School | Renovation of 1 Classroom- Roofing, plastering, flooring and painting. | 500,000.00 | New |
|  | Nzeluni | Kilungu Secondary School | Completion of science laboratory – plastering, flooring, install water and gas systems | 887,923.00 | On going |
| 72. | Ilalambyu | Ilalambyu Secondary School | Completion of a Dining Hall – Plastering, flooring and painting | 625,550.00 | On going |
| 73. | Kisovo | Mathuma Secondary School | Completion of a Science laboratory – Installation of water and gas systems. | 1,294,101.62 | On going |
| 74. | Itoloni | Kang’uutheni Secondary School | Completion of a Science laboratory – Plastering, flooring and painting Installation of water and gas systems. | 1,901,200.00 | On going |
| 78. | Migwani | Migwani Assistant County Commissioner’s House | Completion of an Assistant County Commissioner’s House – Roofing, plastering, windows/doors, flooring, painting. | 1,980,372.00 | On going |
| **Total** | |  |  | **8,839,146.62** |  |
| **Grand Total** | |  |  | **58,323,896.92** |  |

**MW/NGCDFC/MIN 68: 21/11/2018: PMC’s Change of activities requests**

The PMC’s had written to the NG-CDFC to seek authority to change the previous activities to match their needs. They have highlighted reasons for the changes.

Therefore, after analyzing their requests, the committee approved the changes for the following projects.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **Project Name** | **Old approved activity** | **New activity under request** | **Reasons for the change** | **Amount**  **Kshs** |
| 1. | Kwa Munyanzu Primary School | Renovation of a classroom | Construction of an administration Block | Classrooms not in bad condition. | 500,000.00 |
| 2. | Thimu Primary School | Renovation of a classroom | Renovation of an administration Block | Classrooms renovated by the County Government of Kitui | 500,000.00 |
| 3. | Kivulu Primary School | Renovation of a classroom | Construction of a classroom | * Classrooms new * No enough classrooms | 500,000.00 |
| 4. | Nzalae Primary School | Renovation of a classroom | Construction of a classroom | * Classrooms new * No enough classrooms | 350,000.00 |
| 5. | Kathita Nzau Primary School | Renovation of a classroom | Construction of a classroom | * Classrooms new * No enough classrooms | 500,000.00 |
| 6. | Kiumoni Primary School | Renovation of a classroom | Construction of a classroom | * Substandard classrooms * No enough classrooms | 500,000.00 |
| 7. | Katalwa Primary School | Renovation of a classroom | Construction of a classroom | No enough classrooms | 400,000.00 |

**MW/NGCDFC/MIN 69: 21/11/2018: Reports and Other Matters**

1. The FAM had reported to the committee that, the sports equipment and office furniture/equipment had been supplied and delivered by the suppliers who won the tenders.

The sports equipment were delivered on 12/11/2018 and inspected and accepted by the inspection/acceptance committee. The items were delivered as per the order and in good condition.

* Office furniture/equipments were delivered on 13/11/2018, and were delivered as per the LPO requirements. The committee inspected the items and approved the payment.

1. **Strategic Plan**: - The Consultant had finalized the final Strategic Plan document which was presented to the NG-CDF Committee for acceptance and ownership for implementation.

The committee recommended that the Consultant be paid the final payment as per the contract agreement.

1. **CIH**: – The Committee proposed new cites for the Constituency Innovation Hubs within the Constituency. The new sites are as follows:-
2. Migwani Polytechnic
3. Nguutani ACC’s Office
4. Kiio Polytechnic

The committee mandated representatives from every ward to consult with the relevant persons and report back to the committee soonest possible.

**MW/NGCDFC/MIN 70: 21/11/2018**

There being no other business to transact, the meeting ended at 5.30 pm with a word of prayer.

Minutes prepared by: Lilian M. Kitui Signature …………………… Date……………

Minutes confirmed by: Francis N. Mutinda Munuve Signature…………Date ……