**MINUTES OF KITUI WEST NATONAL GOVERNMENT CDFC MEETING HELD ON 15TH NOVEMBER, 2018 AT NG-CDF OFFICE BOARDROOM-NDOLOS**

**MEMBERS PRESENT**

1. **Mr. Wilfred N. Keli Chairman**
2. **Mr. Nicholas N. Kimanzi FAM**
3. **Mr. Shariff D. Mukulu Secretary**
4. **Mr. Patrick M. Kimolo DCC**
5. **Mr. Boniface Kaleve Member**
6. **Ms. Rosa Muema Member**
7. **Ms. Kathini Mariam Member**
8. **Mr. Francis Ndoi Member**
9. **Ms. Rhodester M. Muthui Member**
10. **Mr. Ferdinard Musili Member**

**AGENDA**

1. Preliminaries.
2. Reading and Confirmation of the previous minutes
3. Conflict of Interest
4. Projects Proposal for Financial Year 2018/2019.
5. Commitment of AIE for the last Tranche and Supplementary Budget for F-Y 2017/2018.
6. A.O.B.

**MIN. KW/76/11/2018: PRELIMINARIES.**

The Chairman called the meeting to order at 11.43 a.m. The meeting was opened with a word of prayer by Ms. Rhodester Muthui. The Chairman welcomed all the members to the meeting. The Secretary took the members through the items of agenda which were adopted without amendments.

**MIN.KW/77/11/2018: READING AND CONFIRMATION OF THE PREVIOUS MINUTES**

The minutes of the previous meeting held on 17th October, 2018 were read by the secretary. They were proposed as true record of the day’s deliberation by Mr. Boniface Kaleve who was seconded by Mr. Francis Ndoi.

**MIN.KW/78/11/2018: CONFLICT OF INTEREST**

None of the NG-CDFC members present had conflict of interest in any of the items of the agenda.

**MIN.KW/79/11/2018: PROJECTS PROPOSAL FOR FINANCIAL YEAR 2018/2019.**

The Fund Account Manager reported that a total of Kshs.109,040,875.52 was allocated to Kitui West Constituency for the F-Y 2018/2019 projects**.** The FAM took the members through the guidelines issued by the NG-CDF Board regarding the preparation and submission of the proposals. The committee was also informed that the deadline for the submission of the proposals was 30th November, 2018.

All the projects collected during the Ward forums held in 2017/2018 financial year were tabled for deliberation and prioritization.

After a lengthy deliberation on the previous Ward reports, project requests received at the CDF office during the year and taking into account the ongoing projects, the committee resolved to prioritize and allocate the projects for the 2018/2019 financial year as shown in the table below:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name** | **Project Activity** | **Amount Allocated** | **Current Status** |
| Employee salaries | Payment of NG-CDFC staff salaries and Gratuity |  3,984,995.00  | Ongoing |
| NSSF | Payment of NSSF Deductions |  -  | Ongoing |
| NHIF | Payment of NHIF Deductions |  82,200.00  | Ongoing |
| Goods and Services | Payment of Committee Sitting allowances, Transport, fuel, conferences, Stationery, Printing. |  1,475,257.00  | Ongoing |
| Committee Expenses | Payment of committee Sitting allowances, Facilitation, Transport, fuel, conferences & Seminars |  1,000,000.00  | Ongoing |
| Goods and Services | Purchase of fuel, Printing, stationery, airtime, travel & Subsistence. |  771,226.07  | Ongoing |
| Committee Expenses | Payment of committee Allowances, Facilitation, Transport, Conferences and Seminars |  1,000,000.00  | Ongoing |
| NG-CDFC/PMCs Capacity Building | Training of NG-CDFC, PMCs & NG-CDFC Staff on NG-CDFC Projects Management skills and other emerging issues on NG-CDF |  1,500,000.00  | Ongoing |
| **OTHERS** |   |   |   |
| Kitui West NG-CDF Website | Development of Kitui West NG-CDF Website |  400,000.00  | New |
| **EMERGENCY** | To cater for emergency needs in the constituency |  5,738,993.45  | Ongoing |
| **BURSARY** |   |   |   |
| Bursary to Secondary Schools | Payment of bursary to needy students in Secondary Schools |  16,260,219.00  | Ongoing |
| Bursary to Tertiary Institutions | Payment of bursary to needy students in Tertiary Institutions |  11,000,000.00  | Ongoing |
| **PRIMARY SCHOOLS** |  |  |  |
| AIC Kiuwani Pri. School | Construction of 1 classroom to completion |  1,000,000.00  | New |
| Kakumi Pri. School | Construction of a Boys Dormitory to completion |  1,000,000.00  | New |
| Kalia Pri. School | Construction of 1 classroom to completion |  1,000,000.00  | New |
| Kalindilo Pri. School | Fencing of School Compound (Concrete Posts, Barbed wire & Chain link) |  800,000.00  | New |
| Kaluni Pri. School | Renovation of 5 Classrooms:- Ring beam, Raising of Walls, Roofing, Shutting, Flooring, Plastering & Painting |  1,300,000.00  | Ongoing |
| Kataa Pri. School | Raising of walls,Roofing & Plasteringof 6 Classrooms |  700,000.00  | Ongoing |
| Kathivo Pri. School | Construction of a Boys Dormitory to completion |  1,000,000.00  | New |
| Kavonge Pri. School | Roofing and Shutting of 6 Classrooms |  900,000.00  | Ongoing |
| Kavumbu Pri. School | Construction of Girls' Dormitory to completion |  1,000,000.00  | New |
| Kiamani Pri. School | Renovation of classrooms:- Flooring, Shutting, Plastering & Painting of 10 Classrooms |  1,000,000.00  | Ongoing |
| Kikanga Pri. School | Raising of walls, Roofing & Flooring of 8 classrooms |  1,000,000.00  | Ongoing |
| Kithuiani Pri. School | Fencing of School Compound (Concrete Posts, Barbed wire & Chain link) |  800,000.00  | New |
| Kiumoni Pri. School | Construction of an Administration Block:- Head Teacher's office, Deputy Head Teacher's office & Staffroom |  1,000,000.00  | New |
| Komu Pri. School | Completion of 1 Classroom:- Flooring, Shutting, Plastering & Painting. |  600,000.00  | Ongoing |
| Kunikila Pri. School | Fencing of School Compound (Concrete Posts, Barbed wire & Chain link) |  900,000.00  | New |
| Kutha Pri. School | Roofing, Plastering & Flooring of 5 Classrooms |  800,000.00  | Ongoing |
| Kwa Musyimi Pri. School | Fencing of School Compound (Concrete Posts, Barbed wire & Chain link) |  500,000.00  | New |
| Kwa Ndondo Pri. School | Construction of 1 classroom to completion |  1,000,000.00  | New |
| Kyambevo Pri. School | Flooring, Shutting & Plastering of 7 Classrooms |  900,000.00  | Ongoing |
| Kyambiwa Pri. School | Fencing of School Compound (Concrete Posts, Barbed wire & Chain link) |  700,000.00  | New |
| Kyondoni Pri. School | Fencing of School Compound (Concrete Posts, Barbed wire & Chain link) |  800,000.00  | New |
| Malatani Pri. School | Construction of 1 classroom to completion |  1,000,000.00  | New |
| Mavalo Pri. School | Construction of 1 classroom to completion |  1,000,000.00  | New |
| Mbuini Pri. School | Raising of walls, Roofing, Plastering & Painting of 5 Classrooms |  800,000.00  | Ongoing |
| Miwongoni Pri. School | Fencing of School Compound (Concrete Posts, Barbed wire & Chain link) |  600,000.00  | New |
| Mutanda Pri. School | Fencing of School Compound (Concrete Posts, Barbed wire & Chain link) |  500,000.00  | New |
| Muthale Pri. School | Roofing of 5 Classrooms & Shutting of 16 Classrooms |  1,000,000.00  | Ongoing |
| Ngong'u Pri. School | Raising of walls,Roofing of 3 classrooms & Shutting of 9 Classrooms |  700,000.00  | Ongoing |
| Ngunguuni Pri. School | Construction of 1 classroom and a 6 door pit latrine |  1,300,000.00  | New |
| Nguuni Pri. School | Raising of walls, Roofing, Shutting, Flooring, Plastering & Painting of 5 Classrooms |  1,000,000.00  | Ongoing |
| St. Marys- Kavole Pri. School | Completion of a Classroom:- Window glasses, Flooring, Platering, Gutters & Painting |  300,000.00  | Ongoing |
| Syokithumbi Pri. School | Renovation of 5 Classrooms:- Flooring, Plastering & Shutting |  600,000.00  | Ongoing |
| Syomuitu Pri. School | Roofing, Flooring, Shutting & Plastering of 2 Classrooms |  500,000.00  | Ongoing |
| **SECONDARY SCHOOLS** |  |  |  |
| Kakeani Sec. School | Construction of Science Laboratory:- Foundation and Walling |  1,000,000.00  | New |
| Kangii Day Sec. School | Construction of Science Laboratory:- Foundation and Walling |  1,000,000.00  | New |
| Kangungi Day Sec. School | Roofing of a Science Laboratory |  600,000.00  | New |
| Kasue Sec. School | Construction of a Dormitory to completion |  2,000,000.00  | New |
| Kivani Sec. School | Completion of a Science Laboratory:- Flooring, Shutting, Sinks, Tables, Gas Piping, Plastering & Painting |  1,000,000.00  | Ongoing |
| Kyondoni Mixed Sec. School | Construction of 3 classrooms to completion |  3,000,000.00  | Ongoing |
| Musengo Sec. School | Purchase of School Bus |  6,700,000.00  | New |
| Muthale Girls Sec. School | Leveling & landscaping of School Compound |  1,000,000.00  | New |
| Muthamo Sec. School | Completion of a dormitory:- Shutting, Plastering, Painting, Guttering & Septic Tank |  600,000.00  | Ongoing |
| Ngengekani Sec. School | Construction of 1 classroom to completion |  1,000,000.00  | New |
| St. Francis of Assisi Sec. School | Construction of 1 classroom to completion |  1,000,000.00  | New |
| St. Johns- Kwa Mulungu Sec. | Construction of a self contained 2 bed room staff house to completion |  1,000,000.00  | New |
| St. Philips- Mutini Sec. School | Purchase of School Bus (NG-CDF top up to Kshs. 1,500,000 raised through a school funds drive) |  5,200,000.00  | New |
| **SECURITY PROJECTS** |  |  |   |
| Kangungi Ass. Chief's office | Completion of Ass. Chief's office:- Shutting, Plastering & Painting |  200,000.00  | Ongoing |
| Kasaini Chief's office | Construction of Chief's office @ Kshs. 800,000 and Furnishing @ Ksh. 300,000 |  1,100,000.00  | New |
| Kwa Mutonga Police Station | Construction of a Police Station Administration Block (OCS Office, Report Office, Crime office, Armory, 2 cells & toilets) |  3,000,000.00  | Ongoing |
| Ndolos Police Station | Construction of a Police Station Administration Block (OCS Office, Report Office, Crime office, Armory, 2 cells & toilets) |  3,066,349.00  | New |
| Syokithumbi Chief's office | Construction of Chief's office @ Kshs. 800,000 and Furnishing @ Ksh. 200,000 |  1,000,000.00  | New |
| **SPORTS**  | Constituency Sports Tournament:- Supply of balls, nets, uniforms, boots & First Aid Kits to the winning teams |  2,180,818.00  | Ongoing |
| **ENVIRONMENT** |   |   |   |
| Kiteeti River Sand Dam | Construction of a Sand Dam to prevent flooding downstream |  726,939.00  | New |
| Makuue River Sand Dam | Construction of a Sand Dam to prevent flooding downstream |  726,939.00  | New |
| Mavalo River Sand Dam | Construction of a Sand Dam to prevent flooding downstream |  726,940.00  | New |
|   | **TOTAL** |  **109,040,875.52**  |  |

**MIN.KW/80/11/2018: COMMITMENT OF AIE FOR THE LAST TRANCHE AND SUPPLEMENTARY BUDGET FOR FINANCIAL YEAR 2017/2018.**

It was reported that the NG-CDF Board had released an A.I.E for the last tranche and supplementary budget for Kshs.54, 784,483.15. Through the guidance of the FAM, the committee approved the commitment of the A.I.E in the books of account as given below:-

|  |  |  |
| --- | --- | --- |
| **Project Name** | **Project Activity** |  **Amount**  |
| Constituency Innovation Hubs Project | Contribution towards the support of implementation of CIH in Mutonguni, Matinyani, Kauwi & Kithumula/Kwa Mutonga Wards @ Kshs. 1,169,256.80 |  4,677,027.20  |
| Constituency Strategic Plan 2017-2022 | Consultative and Validation forums, Consultancy fee, Fact sheet data collection, Printing and Launching of the Strategic Plan. |  3,200,000.00  |
| Kwa Mutonga Social Hall | Completion of Social Hall:- Riddles, Roofing, Shuttering ,Flooring and Painting  |  800,000.00  |
| **BURSARY** |  |   |
| Bursary to Secondary Schools | Payment of bursary to needy students in secondary Schools |  5,402,585.61  |
| Bursary to Tertiary Institutions | Payment of bursary to needy students in Tertiary Institutions |  3,973,146.00  |
| **SECONDARY SCHOOLS** |   |   |
| Ilako Mututa Sec. School | Completion of a School Library:- Roofing, Shuttering, flooring, Painting & Electrical wiring. |  700,000.00  |
| Katheuni Sec. School | Equipping of Science Laboratory:-Tables, Sinks, Gas and Water piping. |  1,000,000.00  |
| Kithumula Sec. School | Completion of Multipurpose Hall:- Walling and Roofing |  1,500,000.00  |
| Kivani Mixed Day Sec. School | Completion of Science Laboratory: - Walling, roofing, plastering, flooring & painting. |  1,000,000.00  |
| Kwa Mwambi Secondary School | Completion of Science Laboratory:- Roofing, Plastering, Flooring, shuttering & Painting  |  1,000,000.00  |
| Kyeni Mixed Day Sec. School | Completion of 1 classroom:- Plastering, Flooring & Painting  |  200,000.00  |
| Matinyani Boys' Sec. School | Completion of Dormitory: - Roofing, Flooring, Plastering, Plumbing, electrical wiring and painting. |  1,400,000.00  |
| Mikuyu Mikya Mixed Day Sec. School | Completion of a Dormitory:-Roofing, Flooring, Plastering, Shuttering and Painting |  1,500,000.00  |
| Mutonguni Girls' Sec. School | Completion of Fencing of school Compound (chain-link) and Ceiling of Science Laboratory |  700,000.00  |
| Mutulu Sec. School | Completion of 2 Staff houses:- Flooring, shuttering, Plumbing, electrification, Security Grills & Painting |  1,000,000.00  |
| St. Benedict Kwa Mutonga Sec. School | Completion of a Multi-Purpose Hall: - Shuttering, plastering, Flooring and painting. |  1,000,000.00  |
| St. Michael Kavumbu Sec. School | Completion of 1 classroom:- Plastering, Flooring, shuttering & Painting  |  200,000.00  |
| St. Pauls Kalinditi Secondary School | Completion of 2 classrooms:- Plastering, Flooring, shuttering & Painting  |  400,000.00  |
| St. Peters Ngengekani Sec. School | Construction of 1 classroom to completion |  1,000,000.00  |
| Utoo Mixed Day Secondary School | Completion of 2 classrooms:- Plastering, Flooring, shuttering & Painting  |  500,000.00  |
| **SECURITY PROJECTS** |  |  |
| Kalimbevo Assistant Chiefs Office | Construction of office to completion @ Kshs. 800,000 and furnishing @ Kshs. 300,000 ( Chairs, tables, Waiting benches and curtains) |  1,100,000.00  |
| Kasakini Assistant Chief Office | Completion of Office:- Plastering, Flooring and Painting. |  100,000.00  |
| Katheuni Assistant Chiefs Office | Construction of office to completion @ Kshs. 800,000 and furnishing @ Kshs. 300,000 ( Chairs, tables, Waiting benches and curtains) |  1,100,000.00  |
| Kiseveni Assistant Chiefs office | Construction of office to completion @ Kshs. 800,000 and furnishing @ Kshs. 300,000 ( Chairs, tables, Waiting benches and curtains) |  1,100,000.00  |
| Kithuiani Assistant Chief Office | Construction of office to completion @ Kshs. 800,000 and furnishing @ Kshs. 300,000 ( Chairs, tables, Waiting benches and curtains) |  1,100,000.00  |
| Matinyani Police Head Quarters | Completion of the Admin. Office:- Plastering, flooring, Shuttering, Partition & Painting  |  1,180,000.00  |
| Mutonguni Chiefs Office | Completion of Office:-Shutters, Plastering, Flooring, electrification and Painting |  300,000.00  |
| Mutulu AP- Line | Completion of 7 AP Houses: - Walling, Roofing, Plastering, flooring, Shuttering & Painting. |  1,500,000.00  |
| Nzakame Assistant Chiefs Office | Construction of office to completion @ Kshs. 800,000 and furnishing @ Kshs. 300,000 ( Chairs, tables, Waiting benches and curtains) |  1,100,000.00  |
| Nzinia Assistant Chief office | Completion of the Office:-Partition, Plastering, Flooring and Painting. |  200,000.00  |
| **SPORTS** | Constituency Sports Tournament: supply of balls, nets, Uniforms, boots, trophies & first aid kits to winning teams |  1,736,207.00  |
| **ENVIRONMENT** |  |   |
| Mutulu Secondary School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  |
| Kauma Secondary School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  |
| Kyaani Girls Secondary School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  |
| Matinyani Boys' Sec. School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  |
| Kalimani Secondary School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  |
| St. Johns Kwa Mulungu Sec. School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  |
| St. Benedict Kwa Mutonga Sec. School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  |
| St. Philips Mutini Sec. School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  |
| Katutu Girls Sec. School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  |
| Katheka Boys Sec. School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  |
| Kasue Secondary School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  |
| Ilako Mututa Sec. School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  |
| Kakeani Secondary School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  |
| Musengo Secondary School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  |
| Mutonguni Girls' Sec. School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  |
| Mutonguni Boys Sec. School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  |
| Muthamo Secondary School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  |
| Muthale Girls Sec. School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  |
| Kauwi Secondary School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  |
| Kyondoni Girls Sec. School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  |
| Kwa Mutonga Primary School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  |
| Kathivo Primary School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  |
| Kyondoni Primary School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  |
| Matinyani AIC Primary School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  |
| Mutonguni Primary School | Supply and installation of 2 Litter bins and 2 Hand washing dispensers in the school compound. |  56,207.00  |
| **TOTAL** |   |  **1,736,207.00**  |
|  | **Sub-Total** |  **43,405,172.81**  |
| **SUPPLEMENTARY BUDGET** |  |  |
| Administration (Committee Expenses) | Payment of committee Sitting allowances, Facilitation, Transport, fuel, conferences & Seminars |  682,758.62  |
| Monitoring & Evaluation (Goods & Services) | Purchase of fuel, Printing, stationery, airtime, travel & Subsistence. |  191,379.32  |
| monitoring & Evalauation(Committee Expenses) | Payment of committee Allowances, Facilitation, Transport, Conferences and Seminars |  150,000.00  |
| **Emergency** | To cater for emergency needs in the constituency |  568,965.51  |
| Mumbuni Primary Primary |  Construction of 1 classroom to completion |  1,000,000.00  |
| Muthi Primary School |  Construction of 1 classroom to completion |  1,000,000.00  |
| Ivulya Muu Primary School |  Construction of 1 classroom to completion |  1,000,000.00  |
| Kwa Kitui Primary School |  Construction of 1 classroom to completion |  1,000,000.00  |
| Malukwete Primary School |  Construction of 1 classroom to completion |  1,000,000.00  |
| Nzemeli Primary School |  Construction of 1 classroom to completion |  1,000,000.00  |
| St. Patricks Kalindilo Sec. School |  Construction of 1 classroom to completion |  1,000,000.00  |
| Muthamo Sec. School | Construction of a 2 bed room self-contained Principals house  |  1,386,206.89  |
| Yalatani Sec. School | Construction of School Administration block:- Foundation Slab & Walling  |  1,000,000.00  |
| Nzinia Assistant Chief Office | Construction of 6 door pit latrine to completion |  400,000.00  |
|  | **Sub-Total** |  **11,379,310.34**  |
|  |  |  |
|  | **GRAND TOTAL** |  **54,784,483.15**  |

**MIN.KW/81/11/2018: A.O.B**

There being no other business to transact, the meeting adjourned at 2.15 pm with a word of prayer by Mr. Ferdinand Musili.

**SIGNED BY:**

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**NG-CDFC SECRETARY**

**………………………………. DATE………………………**

**NG-CDFC CHAIRMAN**