



**KITUI SOUTH NG-CONSTITUENCY DEVELOPMENT FUND
P.O BOX 155-90201 MUTOMO**

**MINUTES FOR KITUI SOUTH NG-CDFC MEETING HELD AT NG-CDF OFFICE-MUTOMO
ON 22/01/2020**

PRESENT

1. Florence Martin	Chairperson
2. Dennis Matundura	FAM
3. Kenneth Kitonyo	Secretary
4. Ronald Enyakasi	DCC
5. Muthama Kieti	Member
6. Evelyn Mutua	Member
7. Christopher Ngumbi	Member
8. Jonathan Muthangya	Member
9. Mary Mulwa	Member
10. Peter Mwangangi	Member

ITEMS OF AGENDA

1. Preliminaries
2. Reading of the previous meeting minutes
3. Matters arising.
4. Funds received from the NG-CDF Board
5. Conditionally approved projects
6. Change of project activity
7. Approval for unspent balances with PMCs
8. Emergency cases received
9. Monitoring & Evaluation exercise
10. Handing over of projects
11. Other payments
12. AOB

NG-CDFC KS/MIN 01/22/01/2020 PRELIMINARIES

The meeting was opened with a word of prayer from Mary Mulwa. The chairperson welcomed members and requested the FAM to read the agenda.

NG-CDFC KS/MIN 01/22/01/2020 READING OF PREVIOUS MEETING MINUTES

D. Matundura

F. Martin

The Secretary took members through the minutes of the previous minutes and they all confirmed them as a true record. They were proposed by Christopher Ngumbi and seconded by Evelyn Mutua as a true record.

NG-CDFC KS/MIN 02/22/01/2020 MATTERS ARISING

NG-CDFC KS/MIN 04/29/10/2019 PROPOSED PROJECTS FOR FUNDS IN NBK ACCOUNT

The reconciliation had not been finalised and hence reallocation not submitted.

NG-CDFC KS/MIN 03/22/01/2020 FUNDS RECEIVED FROM THE NG-CDF BOARD

The FAM reported that ksh 5,000,000 has been received for FY 2019/20.

Members agreed to use the funds on bursary vote as there is another batch that needs to be paid.

NG-CDFC KS/MIN 04/22/01/2020 CONDITIONALLY APPROVED PROJECTS

The FAM reported that there are a number of conditionally approved projects that needed clarification for them to be full approved. They are as follows:

a) Conditionally approved reallocation

Project Name	Project Description	Project activity	Amount allocated	NG-CDF remarks	NG-CDFC response
Ngwate Secondary School	Reallocated from partial sports FY 2016/17	Construction of dining hall in partnership with parents, NG-CDFC to undertake foundation and partial walling	500,000	NG-CDFC to specify capacity	Dining hall capacity is 200 students

b) Idle cash at NBK

Project Name	Project Description	Project activity	Amount allocated	NG-CDF remarks	NG-CDFC response
Kyamoth wa Secondary School	Reallocated from idle cash at NBK FY 2011/12 with no records	Construction of one laboratory hall to completion	1,603,986.65	NG-CDFC to engage the then FAM so as to get background information and carry out reconciliation of both projects and finance, NG-CDFC to indicate the lab capacity	FAM to seek information and seek reallocation approval. Capacity is 100 students
Kiviu Primary School	Reallocated from idle cash at NBK FY 2011/12 with	Construction of one 64 bed capacity dormitory to	2,000,000	NG-CDFC to engage the then FAM so as to get background information and carry	FAM to seek information and seek

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	no records	completion		out reconciliation of both projects and finance	reallocation approval.
Musenge Police Post	Reallocated from idle cash at NBK FY 2011/12 with no records	Construction of an office with a cell and armory (1,500,000) and construction of 5 Police residential rooms (1,500,000)	3,000,000	NG-CDFC to engage the then FAM so as to get background information and carry out reconciliation of both projects and finance	FAM to seek information and seek reallocation approval.

c) Proposal FY 2019/20 conditionally approved projects

Project Name	Project number	Project activity	Amount allocated	NG-CDFB remarks	NG-CDFC response
Ikanga Zonal Education Office	4-0015-074-2630204-1 04-2019-2020-3	Construction of one office block to completion	1,500,000	NG-CDFC to indicate capacity	2 rooms and one Boardroom
Kitoo Primary School	4-0015-074-2630204-1 04-2019-2020-14	Construction of one administration block to completion	1,000,000	NG-CDFC to indicate capacity	2 rooms and one staffroom
Kivuti Primary School	4-0015-074-2630204-1 04-2019-2020-17	Completion of 32 bed capacity dormitory: plaster, floor, shutters and painting	500,000	NG-CDFC to indicate capacity	The dormitory is roofed and is 32 bed capacity
Membau Primary School	4-0015-074-2630204-1 04-2019-2020-35	Completion of administration block: plastering, floor, shutters, painting	500,000	NG-CDFC to indicate capacity	Two rooms and staffroom
Muti Primary School	4-0015-074-2630204-1 04-2019-2020-38	Construction of administration block to completion	1,000,000	NG-CDFC to indicate capacity	Two rooms and staffroom
Mutomo School For The Deaf	4-0015-074-2630204-1 04-2019-2020-40	Construction of one dining hall to completion	2,000,000	NG-CDFC to indicate capacity	Capacity is 200 students
Nguswini Primary School	4-0015-074-2630204-1 04-2019-2020-50	Construction of classroom in partnership with parents - NG-CDFC to undertake roofing, shutters, plaster and painting	500,000	NG-CDFC to indicate what PTA is doing	parents to undertake construction of foundation and walling while NG-CDFC to undertake roofing, shutters,

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					plaster and painting
Nzouni Primary School	4-0015-074-2630204-1 04-2019-2020-52	Completion of an administration block: walling, plastering, flooring, painting, shutters and doors and partial roofing	500,000	NG-CDFC to indicate capacity and status of the project	The admin block is roofed. Capacity is 2 rooms and staffroom
Vengeleni Primary School	4-0015-074-2630204-1 04-2019-2020-56	Construction of one administration block to completion	1,000,000	NG-CDFC to indicate capacity	Capacity is 2 rooms and staffroom
Yumbililye Primary School	4-0015-074-2630204-1 04-2019-2020-60	Construction of one administration block to completion	1,000,000	NG-CDFC to indicate capacity	Capacity is 2 rooms and staffroom
Kenze Secondary School	4-0015-074-2630205-1 04-2019-2020-2	Construction of an administration block to completion	2,500,000	NG-CDFC to indicate capacity	Capacity is four rooms and staffroom
Muamba Secondary School	4-0015-074-2630205-1 04-2019-2020-4	Construction of a laboratory hall to completion	1,500,000	NG-CDFC to indicate capacity	Preparation room and hall. The capacity is 50 students
Ikutha Deputy County Commissioner's Office	4-0015-074-2640507-1 13-2019-2020-3	Completion works to the office: Septic tank and plumbing works to completion	500,000	NG-CDFC to indicate capacity	Capacity is 3 rooms and boardroom
NG-CDF office furniture/ Equipment	4-0015-074-3110202-1 08-2019-2020-1	Purchase of office furniture and equipment: 3 Executive chairs, 2 executive tables, 5 reception chairs, 5 cabinets, curtains and runners, 1 Boardroom table with 10 chairs, 3 Hall tables and 100 plastic chairs	1,000,000	NG-CDFC to itemise the budget	Purchase of office furniture and equipment: 3 Executive chairs (135,000), 2 executive tables(160,000), 5 reception chairs(125,000), 5 cabinets(150,000), curtains and runners (120,000), 1 Boardroom table with 10 chairs(200,000), 3 Hall tables(90,000) and 100 plastic chairs(20,000)

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For Kisayani Secondary school, which had been allocated ksh 3,680,765.00 as the final payment towards school bus, the NG-CDFB requested the NG-CDFC to provide evidence that the allocated amount is the final payment for the purchase of bus. NG-CDFC also to confirm that the bus is bought one off and no 1st insurance nor asset financing involved and that the price should be within the government negotiated range. The FAM was tasked to provide bank statement and a letter from the school indicating that they shall incur insurance cost.

For the purchase of the NG-CDF office vehicle, the FAM was tasked to convene the said Board of survey and commence disposal process thereafter provide the required reports to the NG-CDF Board.

The FAM was mandated to provide the above information to the NG-CDF Board for approval of the above projects.

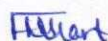
NG-CDFC KS/MIN 05/22/01/2020 CHANGE OF PROJECT ACTIVITY

Members received a request from Mutomo Girls Secondary school to change the activity from construction of dormitory to roofing it. The School had started a giant dormitory measuring 30.8m by 11m. The school therefore requested NG-CDFC to fund the roofing since the parents have done the walling. The QS did a BQ and confirmed that the ksh 2,000,000 will be sufficient for the roofing. The following is the summary:

Project name	Project code	Current activity	New activity requested	Reason for change	Amount
Mutomo Girls Secondary School	4-015-074-2630205-104-2018/2019-004	Construction of one dormitory to completion	Roofing of a dormitory measuring 30.8m by 11m with capacity of 140 students	The School had started a bigger dormitory before they received the funds whose walling is complete and now needs roofing	2,000,000

The FAM was tasked to seek approval from the NG-CDF Board.





NG-CDFC KS/MIN 06/22/01/2020 APPROVAL FOR UNSPENT BALANCES WITH PMCS

Some of the projects funded are complete and there were some balances left in the PMC accounts. The concerned PMCs have requested for approval to spend the money on some other activities within the institutions. They are as follows:

PMC name	Project activity	Allocation	Contracted/Spent amount	Unspent balance	Proposed activity for the balance
Musenge Primary School	Construction of one classroom to completion	1,100,000	1,045,000	55,000	Replacement of iron sheets for one classroom
Kakithya Primary School	Construction of one classroom to completion	1,100,000	960,000	140,000	Flooring of 3 classrooms
Yongo Primary School	Construction of one classroom to completion	1,100,000	1,055,000	45,000	Flooring of one classroom

NG-CDFC KS/MIN 07/22/01/2020 EMERGENCY CASES RECEIVED

Members received emergency cases which were analysed and awarded as follows:

Name of project	Nature of emergency	Amount approved
Ikutha Technical training Institute	A principal has been posted in Ikutha Technical and Vocational College. NG-CDF had funded ksh 10,000. May 2020 intake has been approved but there is no water to allow the use of flush toilets within the building. The Principal has requested two 4 door pit latrines which shall be used for both Lecturers and students before water is sourced/connected	1,000,000
TSC-mutomo sub county office	Roof leaking due to heavy rains and has caused damage to documents	230,000
Sub county Education Office	The existing pit latrine collapsed during heavy rains	200,000
KMTC mutomo campus	An inspection was done by the KMTC Board who authorised in take on condition that NG-CDF implements flush toilets for	1,100,000

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	lecturers. Waiting until NG-CDF plans for the toilets will hinder intake of students given NG-CDF has implemented projects worth over 30 million.	
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NG-CDFC KS/MIN 08/22/01/2020 MONITORING & EVALUATION EXERCISE

Members have agreed to carry out M&E on on-going projects for 6 days. The FAM and Chair were tasked to come up with the routing and budget.

NG-CDFC KS/MIN 09/22/01/2020 OTHER PAYMENTS

The following payments were also approved:

- | | |
|---------------------------------------|--------|
| • Allowance for 3 persons field visit | 15,000 |
| • Transport for field visit | 7,000 |
| • Airtime for December 2019 | 6,000 |
| • Airtime for January | 9,000 |
| • Toners-2 | 16,000 |
| • Tender evaluation- 2 days | 50,000 |

The above were approved for payment

NG-CDFC KS/MIN 10/22/01/2020 AOB

Members sought to know how long it will take for the NG-CDFC to have the new proposed vehicle. The FAM responded and said once the Board full approves the purchase, they shall have the vehicle. He highlighted what needs to be done as per the conditional approve.

There being no other business the meeting ended in a word of prayer from Evelyn Mutua.

Minutes Taken By

Kenneth Kitonyo

Signature *Kenneth*

Date 22/01/2020

Confirmed by

Florence Martin

Signature *Florence*

Date 22/01/2020