

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 THURSDAY  
29/10/2019

PRESENT

1. Florence Martin	Chairperson.
2. Dennis Matundura	FAM
3. Ronald Enyakasi	DCC
4. Kenneth Kitonyo	Secretary
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 previous minutes
3. Matters arising
4. Proposed projects for funds in NBK account
5. Approval for unspent balances with PMCs
6. Conditionally approved project reallocations
7. Project proposal for FY 2019-2020
8. AOB

**NG-CDFC KS/MIN 01/29/10/2019 PRELLMINARIES**

The chairperson brought the meeting to order at 1140 hours and requested Peter Mwangangi to pray.

The FAM also welcomed members to the meeting and gave the items of agenda for the day

**NG-CDFC KS/MIN 02/29/10/2019 READING OF PREVIOUS MEETING MINUTES**

The secretary read the minutes of the previous meeting and they all confirmed them as a true record of what transpired. They were proposed by Evelyn Mutua and seconded by Peter Mwangangi as a true record



**NG-CDFC KS/MIN 03/29/10/2019 MATTERS ARISING**

**1. NG-CDFC KS/MIN/06/25/09/2019 OPEN FORUM PUBLIC MEETINGS AT WARD LEVELS**

Members noted some challenges during the exercise. They held one meeting per ward and members from all corners of the ward incurred high transport costs. Members agreed to budget for transport for participants in the other coming public participations or hold locational meetings as opposed to Ward meetings.

**2. NG-CDFC KS/MIN/08/25/09/2019 REALLOCATION/RESUBMISSION OF PROJECTS**

The FAM informed members that he had delivered the reallocations/resubmissions to the NG-CDF Board, therefore awaiting approval.

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

The FAM informed members that he had earlier written to the NG-CDF Board requesting authorization to utilize funds in NBK Account Mutomo Branch amounting to ksh 6,603,986.85. The funds were blocked by a court case, which ended, and the NG-CDF Board through a letter ref CDF/L/21/2012 dated 24<sup>th</sup> July 2019 approved spending of the money. The funds were for FY 2011/12 and no records to show what the funds were meant for. None of the current members were present during that financial year. Members had proposed the funds to be used for new projects at Ikanga TTC and Musenge Police post but follow up with NG-CDF board shows that the documents were misplaced. Members proposed to replace Ikanga TTC with Kyamothwa Sec School and Kiviu Primary School since approval process for the Ikanga TTC funding needs a letter from the Ministry which has not been received yet. The proposed projects are as follows:

Project Name	Project Activity	Amount Allocated
Kyamothwa Secondary School	Construction of one laboratory hall to completion	1,603,000.00
Kiviu Primary School	Construction of one 64 bed capacity dormitory to completion	2,000,000.00
Musenge Police Post	Construction of an office with a cell and armoury(1,500,000), construction of 5 police residential rooms (1,500,000)	3,000,000.00

The FAM was tasked to submit a proposal for the same to the NG-CDFB for approval.



FAM

**NG-CDFC KS/MIN 05/29/10/2019 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 balance
Wingethi Primary School	Classroom construction	1,100,000	1,049,000	51,000	School Kitchen: Partial walling and roofing
Kanziko Sec School	Completion of dining hall	1,500,000	1,438,680	61,320	Purchase & fixing of gutters around the Dining hall
Ngunga Primary School	Classroom construction	1,100,000	1,055,000	45,000	Reroofing of 2 door pit latrine and painting

The FAM was tasked to write to the NG-CDF Board for approval for the same.

**NG-CDFC KS/MIN 06/29/10/2019 CONDITIONALLY APPROVED PROJECT REALLOCATIONS**

The FAM reported that the reallocations for FY 2011/12, ksh 1,400,000, was partially approved. Only ksh 1,000,000 from polytechnics was approved. The remaining ksh 400,000 being made up of ksh 200,000 from Kamuluve Primary School and ksh 200,000 from Kwa Mukuku Primary School were not approved by the NG-CDF Board. Members discussed and agreed to implement those two projects as they were originally proposed as follows:

Project name	Project code	Project activity	Amount
Kamuluve Primary School	4-430-065-3110202-104-009-065	Flooring and painting 2 classrooms	200,000
Kwa Mukuku Primary School	4-430-065-3110202-104-009-043	Renovation of two classrooms: plastering and painting	200,000

*Dennett*

*Fuat*

The FAM was tasked to write to NG-CDF Board to inform them and therefore bring the reallocation issue to rest.

**NG-CDFC KS/MIN 07/29/10/2019PROJECTS PROPOSAL FOR FY 2019-2020**

The FAM read a circular on project proposal preparation from the NG-CDF Board which outlined guidelines. Members had just concluded the public baraza exercise as required by the NG-CDF act 2015(amended) 2016 and the NG-CDF Board circular. The public proposed their priorities and now the NG-CDFC has to also priorities for the constituency since funds are a constraint. The FAM reported that the constituency allocation was ksh 137,367,724.14 and that emergency was a constant figure allocated ksh 7,198,241.38.

Members agreed on statutory figures as follows:

Administration	6%	8,242,063.45
Emergency	5%	7,198,241.38
Sports(to spend)	2%	1,000,000.00
Environment(to spend)	2%	1,000,000.00
M&E	3%	4,121,031.31
Bursary(to spend)	35%	20,455,623.00
<b>Total Statutory</b>		<b>42,016,959.14</b>

Balance for other projects is ksh 95,350,765

In addition there is ksh 107,000 being the AIA that was raised in the previous year. They proposed the AIA funds to be used to purchase Office camera (27,000) and Desktop Computer (80,000)

Members went through the ward report from all the wards and prioritised, observing regional balance.

The following are the projects for FY 2019/20:

NO	Project Name	Project activity	Amount	Ward
	<b>ADMINISTRATION</b>			
1	Employees Salaries	Payment of staff salaries, PAYE and gratuity	4,000,000.00	Constituency
2	Goods and Services	Purchase of fuel, insurance, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea	1,300,000.45	Constituency
3	NSSF	Payment of NSSF Deductions	164,000.00	Constituency





NO	Project Name	Project activity	Amount	Ward
4	NHIF	Payment of NHIF Deductions	70,000.00	Constituency
5	Committee Expenses	Payment of Committee sitting allowances, transport, conferences	2,708,063.00	Constituency
			<b>8,242,063.45</b>	
	<b>MONITORING &amp; EVALUATION</b>			
1	Goods and Services	Purchase of fuel, printing, stationery, photocopying, airtime, travel and subsistence.	621,031.31	Constituency
2	Committee Expenses	Payment of Committee monitoring facilitations, transport, conferences	1,500,000.00	Constituency
3	NG-CDFC/PMC Capacity Building	Undertake Training of the PMCs/NG-CDFCs/staff on NG-CDF Related issues	2,000,000.00	Constituency
			<b>4,121,031.31</b>	
	<b>EMERGENCY</b>			
1	Emergency Reserve	To cater for any unforeseen occurrences in the constituency during the financial year	7,198,241.38	Constituency
	<b>SPORTS</b>			
1	Constituency Sports Activities	Purchase and distribution of Sports equipment - footballs and uniforms to existing football clubs that include Ngiluni, Mwala, Ndunguni, Chechemani, Kakunio, Kyoani, Kangima, Emale, Young Stars, Kayang'ombe, Syomithumo, Kasundu, Muamba, Athi, Ngumano, Ilaani, Makongoni, Tiva United, Kamutei Heroes, Ten Stars, Ikutha United, Kyandula, Ndauni, Katilini United, Ndakani, Ikomano Heroes, Isaa, Kiimani, Simisi, Kanziku United, Ekani, Ndilili, Vote United, Kengo, Kisayani, Kyangu, Ithumula	1,000,000.00	Constituency
	<b>ENVIRONMENT</b>			
1	Kithina Sand dam	Construction of sand dam along kithina river to conserve the river through retaining of sand which can also be used by the community	1,000,000.00	Ikanga
	<b>BURSARY</b>			



mart

NO	Project Name	Project activity	Amount	Ward
1	Bursary Secondary Schools	Payment of bursary to needy students in secondary school	12,455,623.00	Constituency
2	Bursary Tertiary Institutions	Payment of bursary to needy students to tertiary institutions	8,000,000.00	Constituency
			<b>22,455,623.00</b>	
	<b>NG-CDF OFFICE</b>			
1	NG-CDF office vehicle	Purchase of Toyota land cruiser converted to 9 seater station wagon	7,570,000.00	Constituency
2	NG-CDF office furniture/Equipment	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	1,000,000.00	Constituency
			<b>8,570,000.00</b>	
	<b>PRIMARY SCHOOLS</b>			
1	Athi Primary School	Completion of 3 classrooms (roofing, plastering, flooring, shutters and painting)	1,200,000.00	Athi
2	Enzou Primary School	Renovation of four classrooms: reroofing, plastering, shutters, flooring and painting	1,500,000.00	Ikanga
3	Ikanga Zonal Education Office	Construction of one office block to completion	1,500,000.00	Ikanga
4	Kakindu Primary School	Renovation of four classrooms: reroofing, plastering, shutters, flooring and painting	1,500,000.00	Kanziku
5	Kaliakatune Assistant Chiefs Office	Renovation of office: reroofing, plaster, floor, shutters and painting	300,000.00	Mutha
6	Kasaala Primary School	Renovation of four classrooms: reroofing, plastering, shutters, flooring and painting	1,500,000.00	Ikutha
7	Kavete Primary School(Ikutha)	Renovation of two classrooms: Roofing, wall cracks repairs and painting	500,000.00	Ikutha
8	Kavete Primary School(Mutha)	Construction of one classroom to completion	1,200,000.00	Mutha
9	Kiangwa Primary School	Renovation of four classrooms: reroofing, plastering, shutters, flooring and painting	1,500,000.00	Ikanga

*Dennis*

*Francis*

NO	Project Name	Project activity	Amount	Ward
10	Kibwea Primary School	Renovation of two classrooms: Roofing, wall cracks repairs and painting	500,000.00	Mutomo
11	Kiimani Primary School	Renovation of four classrooms: reroofing, plastering, shutters, flooring and painting	1,500,000.00	Mutha
12	Kisiio Primary School	Renovation of two classrooms: Roofing, wall cracks repairs and painting	500,000.00	Athi
13	Kisou Primary School	Renovation of four classrooms: reroofing, plastering, shutters, flooring and painting	1,500,000.00	Ikutha
14	Kitenzele Primary School	Construction of one 64 bed capacity dormitory to completion	2,000,000.00	Kanziku
15	Kitoo Primary School	Construction of one administration block to completion	1,000,000.00	Mutomo
16	Kituti Primary School	Renovation of two classrooms: Roofing, wall cracks repairs and painting	500,000.00	Athi
17	Kivandeni Primary School	Construction of one classroom to completion	1,200,000.00	Mutha
18	Kivuti Primary School	Completion of 32 bed capacity dormitory: plaster, floor, shutters and painting	500,000.00	Ikutha
19	Kivyuni Primary School	Renovation of two classrooms: Roofing, wall cracks repairs and painting	500,000.00	Mutha
20	Kyanyaa Primary School	Renovation of two classrooms: Roofing, wall cracks repairs and painting	500,000.00	Kanziku
21	Kyatulu Primary School	Construction of one classroom to completion	1,200,000.00	Kanziku
22	Kyatune Primary School	Roof renovation of 7 classrooms: Replacement of timber, iron sheets & fascia board	1,500,000.00	Ikanga
23	Kyatune Special School For Physically And Mentally Handicapped	Purchase of a 51 seater school bus	6,500,000.00	Ikanga
24	Kyuluni Primary School	Construction of one classroom to completion	1,200,000.00	Ikanga
25	Kyusyani Primary School	Renovation of four classrooms: reroofing, plastering, shutters, flooring and painting	1,500,000.00	Ikutha

*Penning*

*FRAT*

NO	Project Name	Project activity	Amount	Ward
26	Makekee Primary School	Construction of one classroom to completion	1,200,000.00	Mutha
27	Makele Primary School	Renovation of two classrooms: Roofing, wall cracks repairs and painting	500,000.00	Ikanga
28	Makosi Primary School	Renovation of two classrooms: Roofing, wall cracks repairs and painting	500,000.00	Mutha
29	Makue Primary School	Construction of one classroom to completion	1,200,000.00	Athi
30	Makueni Primary School	Renovation of two classrooms: Roofing, wall cracks repairs and painting	500,000.00	Athi
31	Makuuni Primary School	Construction of one classroom to completion	1,200,000.00	Ikanga
32	Malatani Primary School	Construction of one classroom to completion	1,200,000.00	Ikutha
33	Mang'etheni Primary School	Renovation of two classrooms: Roofing, wall cracks repairs and painting	500,000.00	Kanziku
34	Maweni Primary School	Construction of one classroom in partnership with parents - NG-CDF to undertake construction of foundation and walling	500,000.00	Ikanga
35	Mbooni Primary School	Construction of one classroom to completion	1,200,000.00	Athi
36	Membau Primary School	Completion of administration block: plastering, floor, shutters, painting	500,000.00	Athi
37	Muambani Primary School	Renovation of 3 classrooms: flooring, plastering, shutters and painting	500,000.00	Athi
38	Mukundaa Primary School	Renovation of two classrooms: Roofing, wall cracks repairs and painting	500,000.00	Athi
39	Muti Primary School	Construction of administration block to completion	1,000,000.00	Mutomo
40	Mutomo Primary School	Renovation of four classrooms: reroofing, plastering, shutters, flooring and painting	1,500,000.00	Mutomo
41	Mutomo School For The Deaf	Construction of one dining hall to completion	2,000,000.00	Mutomo

*Annels*

*Francis*

NO	Project Name	Project activity	Amount	Ward
42	Mwambaisyuko Primary School	Fencing 10 acres with concrete posts and chain link (1,700,000) and steel gate (300,000)	2,000,000.00	Athi
43	Mwanianga Primary School	Renovation of four classrooms: reroofing, plastering, shutters, flooring and painting	1,500,000.00	Kanziku
44	Ndandini Primary School	Renovation of two classrooms: Roofing, wall cracks repairs and painting	500,000.00	Athi
45	Ndilili Primary School	Renovation of four classrooms: reroofing, plastering, shutters, flooring and painting	1,500,000.00	Kanziku
46	Nduundune Primary School	Renovation of four classrooms: reroofing, plastering, shutters, flooring and painting	1,500,000.00	Ikanga
47	Ngangati Primary School	Renovation of two classrooms: Roofing, wall cracks repairs and painting	500,000.00	Athi
48	Ngawuni Primary School	Renovation of two classrooms: Roofing, wall cracks repairs and painting	500,000.00	Ikutha
49	Ngelani Primary School	Completion of classroom started by parents: Floor, plaster, shutters and painting	500,000.00	Mutha
50	Ngunini Primary School	Renovation of two classrooms: Roofing, wall cracks repairs and painting	500,000.00	Ikanga
51	Nguswini Primary School	Construction of classroom in partnership with parents. NG-CDF to undertake construction of foundation and walling	500,000.00	Mutha
52	Nthwaiani Primary School	Renovation of two classrooms: Roofing, wall cracks repairs and painting	500,000.00	Athi
53	Nzouni Primary School	Completion of an administration block: walling, plastering, flooring, painting, shutters and doors and partial roofing	500,000.00	Mutomo
54	Syamatani Primary School	Renovation of two classrooms: Roofing, wall cracks repairs and painting	500,000.00	Mutha
55	Syomithumo Primary School	Purchase of 60 double Decker beds @ 5,000 per bed.	300,000.00	Mutomo

*Handwritten signature*

*Handwritten signature*

NO	Project Name	Project activity	Amount	Ward
56	Tiva Primary School	Construction of one classroom to completion	1,200,000.00	Athi
57	Vengeleni Primary School	Construction of one administration block to completion	1,000,000.00	Ikanga
58	Vutu Primary School	Renovation of four classrooms: reroofing, plastering, shutters, flooring and painting	1,500,000.00	Kanziku
59	Wingololi Primary School	Renovation of four classrooms: reroofing, plastering, shutters, flooring and painting	1,500,000.00	Ikanga
60	Yaana Primary School	Renovation of two classrooms: Roofing, wall cracks repairs and painting	500,000.00	Ikutha
61	Yumbililye Primary School	Construction of one administration block to completion	1,000,000.00	Ikanga
			<b>65,300,000.00</b>	
	<b>SECONDARY SCHOOLS</b>			
1	Ikutha Boys Secondary School	Construction of one 64 bed capacity dormitory to completion	2,000,000.00	Ikutha
2	Kenze Secondary School	Construction of an administration block to completion	2,500,000.00	Mutomo
3	Kisayani Secondary School	Final payment for 51 seater school bus	3,680,765.00	Mutomo
4	Muamba Secondary School	Construction of a laboratory hall to completion	1,500,000.00	Mutomo
			<b>9,680,765.00</b>	
	<b>Security</b>			
1	Kanda Assistant Chiefs Office	Construction of an office to completion	400,000.00	Mutomo
2	Ikutha Deputy County Commissioner Office	Renovation of DCC residential house; replacement of iron sheets and painting	500,000.00	Ikutha
3	Ikutha Deputy County Commissioner Office	Completion works to the office: Septic tank and plumbing works to completion	500,000.00	Ikutha
4	Kalambani Administration Police Line	Construction of an office with armoury (1,000,000) and a block of 3 residential single rooms(1,000,000)	2,000,000.00	Mutha

*Demer*

*Frank*

NO	Project Name	Project activity	Amount	Ward
5	Kanziko Assistant County Commissioner Office	Completion of offices: shutters, ceiling, wiring, painting	500,000.00	Kanziku
6	Kilawa Assistant Chiefs Office	Construction of dais to completion	300,000.00	Athi
7	Kisayani Administration Police Line	Construction of 3 residential rooms to completion	500,000.00	Mutomo
8	Mutomo Deputy County Commissioner Office	Electrical installation to the office block	200,000.00	Mutomo
9	Ndilili Assistant Chiefs Office	Completion of an office: shutters, floor, plaster, painting	200,000.00	Kanziku
10	Uimi Assistant Chief Office	Completion of office: plastering, shutters, floor and painting	300,000.00	Ikutha
11	Yongela Assistant Chiefs Office	Completion of an office: plaster, floor and painting(200,000) and construction of 2 door pit latrine(200,000)	400,000.00	Ikanga
			<b>5,800,000.00</b>	
	<b>TERTIARY</b>			
81	KMTC Mutomo Campus	Construction of 4 lecture halls to completion	6,000,000.00	Mutomo
		<b>TOTAL AMOUNT</b>	<b>137,367,724.14</b>	

**NG-CDPC KS/MIN 08/29/10/2019A.O.B**

One member requested to know the plans about training. The FAM reported that currently there are no funds but the moment funds are available, the program will be carried out.

**ADJOURNMENT**

There being no other business the meeting ended in a word of prayer from Mary Mulwa at 1345 hours

Minutes Taken By

Kenneth Kitonyo

Signature: Kenneth

Date: 30/10/2019

Confirmed by

Florence Martin

Signature: Florence

Date: 30/10/2019