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**MINUTES OF MASINGA NG CDFC MEETING HELD ON 31/01/2024 AT THE MASINGA NG CDF OFFICE BOARDROOM.**

**Members present.**

|  |  |  |
| --- | --- | --- |
| S/No | **Name** | **Designation** |
|  | Josephat Mutunga Mutisya | Chairman |
|  | Geoffrey Mutuku Munyao | Secretary |
|  | Esther Mbaika Muange | Member |
|  | Carolyna Mwikali Nzyimi | Member |
|  | Raphael Muovya Maingi | Member |
|  | Richard Muteti | Member |
|  | Jacinta Nthenya Kimongo | Member |
|  | Janet Muli | Member |
|  | Daniel Mwaluko | SFOO/FAM |
|  | Jonathan Njoroge Maina | ACC1 |
|  | Joseph N. Kimani | NSCA |

Preliminaries

The chairman called the meeting to order at 10:20 a.m. with a word of prayer from Carolyna Mwikali and welcomed members to the meeting wishing them a fruitful discussion of the agenda at hand.

**AGENDA**

1. Reading and confirmation of previous meeting minutes &matters arising.
2. Approval project proposals for 2023/2024 financial year.
3. Approval opening of a deposit account.
4. Approval of project allocation first A.I.E No. B 225136 Kshs. 40,000,000 for 2023/2024 financial year.
5. Approval/Ratification of payments.
6. Approval of Monitoring and Evaluation report for the month of January, 2024.
7. Approval extension of intern contract.
8. Approval project allocation Emergency Vote.
9. Approval bursary allocation.
10. Establishment of quality management system and appointment of the I.S.O Champions.
11. A.O.B.

**Min: NG CDFC/MSG/214/31/01/2024 Reading and confirmation of previous meeting minutes & matters arising.**

The secretary read through the minutes of NG CDFC meeting held on 29/11/2023 and were confirmed as a true record of that day’s deliberation proposed by Richard Muteti and seconded by Jacinta Kimongo. There were no matters arising.

**Min: NG CDFC/MSG/215/31/01/2023 Approval project proposals for 2023/2024 financial year.**

The Fund Account Manager read through the contents of NG CDF Board circulars: No. NG-CDFB/CEO/NG-CDF CIRCULARS/VOL II (034) dated 29th August, 2023 on the preparation and submission of constituencies’ project proposals for 2023/2024 Financial Year, No. NG- CDFB-CEO/MOE/VOL I (046) on infrastructure development for junior secondary schools, Ref: NG-CDFB /CEO/NG-CDF CIRCULARS/VOL. II (035) dated 4th January 2024 on realignment of constituencies project proposals with the NG CDF (amendment) act 2023 deleting subsection (8), hence repealing the provision for sports activities as eligible projects and the import of the repeal of section (53) and section (53A) that the constituency oversight committee ceases to exist, hence all peritment allocations should be channeled towards climate change mitigation activities and other projects.

**Ineligible Projects.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S/NO** | **PROJECT NAME** | **ACTIVITIES** | **WARD** | **STATUS** | **ESTIMATED COST** | **CUMULATIVE ALLOCATION** | **ALLOCATED AMOUNT** |
| 1. | Constituency Oversight Committee | Payment of oversight committee expenses while undertaking monitoring activities. | Constituency | New |  |  | 1,758,518 |
| 2. | Sports | To purchase sports’ team uniforms in primary and secondary schools. | Constituency | New |  |  | 1,595,000 |

**New proposed projects.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S/NO** | **PROJECT NAME** | **ACTIVITIES** | **WARD** | **STATUS** | **ESTIMATED COST** | **CUMULATIVE ALLOCATION** | **ALLOCATED AMOUNT** |
| 1. | Musingini Secondary School | Roof water harvesting; installation of gutters, Kshs. 50,000, purchase of 10,000l water tank, Kshs. 150,000 and construction of a concrete water tank base, Kshs. 150,000. Purchase and planting of 200 tree seedlings @ Kshs.400 totalling Kshs. 80,000. | Masinga Central | New | 430,000 |  | 430,000 |
| 2. | Kithyoko Assistant Chief's Office | Purchase and planting of 200 tree seedlings @ Kshs.400 totalling Kshs. 80,000 | Kivaa | New | 80,000 |  | 80,000 |
| 3. | Masinga Technical and Vocational Training College | Purchase and planting of tree 113 seedlings @ Kshs.402.81 totalling Kshs. 45,518. | Masinga | New | 45,518 |  | 45,518 |
| 4. | Kangundu Primary School | Construction of 2 classrooms to completion each to accommodate 45 pupils. | Kivaa | New | 2,400,000 |  | 2,400,000 |
| 5. | Tulimyumbu Primary School | Additional funds for purchase of 200 two seater pupil desks (APS) @ Kshs. 2,965 totaling Kshs. 593,000 and 45 lockers with chairs @ Kshs. 7,000 totalling Kshs. 315,000. (Initial allocation before realignment of projects- Kshs. 100,000) Total allocation after realignment of projects Kshs. 308,000 | Masinga Central | Ongoing | 908,000 | 600,000 | 208,000 |
| 6. | Thatha Assistant Chief's Office | Purchase of 1/2 acre of land at Kshs. 150,000 | Kivaa | New | 150,000 |  | 150,000 |
| 7. | NG CDF Office | Additional funds for Purchase and planting of 200 tree seedlings @ Kshs. 400 totaling Kshs.80,000. (Initial allocation before realignment of projects- Kshs. 40,000) Total allocation after realignment of projects Kshs. 80,000 | Constituency | New | 40,000 |  | 40,000 |

Members unanimously agreed to prioritize the following Junior Secondary Schools for infrastructure development as presented by the Sub County Director of Education.

**J.S.S CLASS CONFIRMATION- MASINGA CONSTITUENCY PRIMARY SCHOOLS.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S/NO | NAME OF SCHOOL | H/TEACHER NO. | J.S.S CLASS | WARD |
|  | Twamakaa Primary School | 0720 550882 | Required | Kivaa |
|  | Mukengesya Primary School | 0725 369466 | Required | Kivaa |
|  | Kituneni Primary School | 0712 822119 | Required | Masinga |
|  | St. Michael Primary School | 0727 623956 | Required | Ndithini |
|  | Kamuthumba Primary School | 0700 192289 | Required | Kivaa |
|  | Kikule Primary School | 0721 405622 | Required | Muthesya |
|  | Tanaranch Primary School | 0715 702602 | Required | Ndithini |
|  | Ulutya Primary School | 0714 251992 | Required | Masinga |
|  | Greenhill Primary School | 0724 877077 | Required | Ndithini |
|  | Mukayauni Primary School | 0724 749566 | Required | Ekalakala |
|  | Kathui Primary School | 0728 976346 | Required | Masinga |
|  | Mukameni Primary School | 0721 274398 | Required | Masinga |
|  | Musumaa Primary School | 0721 680779 | Required | Masinga |
|  | Katulye Primary School | 0700 218477 | Required | Masinga |
|  | Eendei Primary School | 0718 530631 | Required | Kivaa |
|  | Kikomba Primary School | 0793 714042 | Required | Muthesya |
|  | Kawethei Primary School | 0725 617242 | Required | Ndithini |
|  | Kyangosi Primary School | 0728 288073 | Required | Masinga |
|  | Mathauta Primary School | 0726 707515 | Required | Ekalakala |
|  | Mikuyu Primary School | 0716 736209 | Required | Ekalakala |
|  | Kasuvilo Primary School | 0736 847068 | Required | Ndithini |
|  | Matema Primary School | 0723 270220 | Required | Ndithini |
|  | Muambani Primary School | 0712 685570 | Required | Kivaa |
|  | Katisaa Primary School | 0729 796560 | Required | Kivaa |
|  | Lulamba Primary School |  | Required | Muthesya |

The following key areas have been considered in approving projects:

* Basis for identification of project proposals.
* Eligible projects under the NG CDF act.
* Basis for allocation of funds to projects.
* Projects to be co- financed with other agencies.
* Adherence to statutory ceilings.
* Implementation of high impact and best practice projects.
* Projects funded through Appropriation in Aid.
* Project coding through NG CDF MIS.
* Authentication of NG CDF committee minutes and schedules.
* Format and timeline for submission of project proposals.

Members after deliberation giving priority to ongoing projects, high impact projects and equitable distribution of projects across the wards for funding in the 2023/2024 financial year approved the following projects indicated below for consideration by the NG CDF Board.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NG CDF MASINGA PROJECT PROPOSALS 2023/2024 FINANCIAL YEAR** | | | | | | | | |
| **S/NO** | **PROJECT NAME** | **ACTIVITIES** | **WARD** | **STATUS** | **ESTIMATED COST** | **CUMULATIVE ALLOCATI ON** | **ALLOCATED AMOUNT** |  |
| **ADMINISTRATION AND RECURRENT EXPENITURE** | |  |  |  |  |  |  |  |
| 1. | Sanitary and cleaning materials supplies and services | Purchase of sanitary and cleaning materials supplies and services. | Constituency | New |  |  | 100,000 |  |
| 2. | Travel allowance on training | Payment of travel allowance. | Constituency | New |  |  | 698,966 |  |
| 3. | NG CDFC Allowance | Payment of NG CDFC Allowances. | Constituency | New |  |  | 1,000,000 |  |
| 4. | Electricity Charges | Payment of electricity charges. | Constituency | New |  |  | 120,000 |  |
| 5. | NSSF | Payment of NSSF For NG CDFC staff. | Constituency | New |  |  | 168,480 |  |
| 6. | Refined fuel and lubricants for transport | Purchase of Refined fuel and lubricants for transport | Constituency | New |  |  | 200,000 |  |
| 7. | Gratuity- Contractual Employees | Payment of gratuity to NG CDFC staff | Constituency | New |  |  | 1,175,892 |  |
| 8. | Internet Connections | Payment of internet connections | Constituency | New |  |  | 85,000 |  |
| 9. | Leave Allowances | Payment of leave Allowances to NG CDFC staff | Constituency | New |  |  | 65,000 |  |
| 10. | Contractual Employees Basic Salaries | Payment of 13 staff basic salaries | Constituency | New |  |  | 3,973,200 |  |
| 11. | House Allowances | Payment of 13 staff house allowances | Constituency | New |  |  | 672,000 |  |
| 12. | Medical Allowances | Payment of 13 staff medical allowances | Constituency | New |  |  | 396,000 |  |
| 13. | Transport Allowances | Payment of 13 staff transport allowances | Constituency | New |  |  | 576,000 |  |
| 14. | NITA | Payment of NITA contributions for NG CDFC staff | Constituency | New |  |  | 7,800 |  |
| 15. | Affordable Housing Levy | Payment of Affordable Housing Levy for NG CDFC staff | Constituency | New |  |  | 84,258 |  |
| 16. | Motor Vehicle Insurance | Payment of Motor Vehicle insurance: TOYOTA LAND CRUISER GKB 176W | Constituency | New |  |  | 246,000 |  |
| 17. | Water and sewerage charges | Payment of Water and sewerage charges | Constituency | New |  |  | 60,000 |  |
| 18. | Courier and postal services | Payment of courier and postal services | Constituency | New |  |  | 571,412 |  |
| 19. | General office supplies | Purchase of general office supplies: paper, pencils, forms, plastic chairs and small office equipment. | Constituency | New |  |  | 351,100 |  |
| **MONITORING AND EVALUATION** | | | | | | | |  |
| 20. | Telephone, telex, mobile phone services | Payment of telephone expenses | Constituency | New |  |  | 60,000 |  |
| 21. | Catering Services | Payment of catering services during trainings | Constituency | New |  |  | 250,000 |  |
| 22. | Daily Subsistence allowance | Payment of daily subsistence allowance | Constituency | New |  |  | 702,372 |  |
| 23. | Hire of transport | Payment of hire of transport | Constituency | New |  |  | 120,000 |  |
| 24. | Maintenance expenses | Maintenance expenses for NG CDF vehicle GKB 176W Toyota Land cruiser | Constituency | New |  |  | 200,000 |  |
| 25. | Production and printing of training materials | Payment of Production and printing of training materials | Constituency | New |  |  | 100,000 |  |
| 26. | General office Supplies | Purchase of general office supplies: Metallic cabinet, scanner, wall metallic cabinets and small office equipment | Constituency | New |  |  | 673,000 |  |
| 27. | Publishing and printing services | Payment for publishing and printing services | Constituency | New |  |  | 70,000 |  |
| 28. | Other committee allowances | Payment of other committee allowances | Constituency | New |  |  | 224,628 |  |
| 29. | NG CDFC Allowances | Payment of NG CDFC allowances | Constituency | New |  |  | 1,000,000 |  |
| 30. | Remuneration of instructors | Payment of instructors, contractors during trainings | Constituency | New |  |  | 250,000 |  |
| 31. | Travel cost: Bus, Railway | Payment of transport expenses | Constituency | New |  |  | 150,000 |  |
| 32. | Refined fuel and lubricants | Purchase of Refined fuel and lubricants | Constituency | New |  |  | 200,000 |  |
| 33. | Hire of training facilities | Payment of Hire of training facilities | Constituency | New |  |  | 100,000 |  |
| 34. | Accommodation- Domestic travels | Payment of accommodation on domestic travels | Constituency | New |  |  | 150,000 |  |
| 35. | Travel allowances on trainings | Payment of travel allowances for NG CDFC members and other government officers during trainings | Constituency | New |  |  | 150,000 |  |
| 36. | Accommodation allowance | Payment of Accommodation allowances for NG CDFC and NG CDFC staff domestic travel | Constituency | New |  |  | 600,000 |  |
|  | | | | | | | |  |
| 37. | Emergency | To cater for unforeseen occurrences in the constituency that may occur within the year. | Constituency | New |  |  | 9,229,569 |  |
| **SOCIAL SECURITY** | | | | | | | |  |
| 38. | Bursary Secondary Education | Payment of bursary to needy students in secondary schools. | Constituency | New |  |  | 51,000,000 |  |
| 39. | Bursary Tertiary Education | Payment of bursary to needy students in tertiary institutions. | Constituency | New |  |  | 17,074,632 |  |
| 40. | NHIF | Provision of Insurance medical cover to 560 beneficiaries; Orphans and children, poor elderly people and people with disabilities within the constituency each at Kshs. 6,000 per anum. | Constituency | New |  |  | 3,360,000 |  |
| **PRIMARY SCHOOLS' PROJECTS** | | | | | | | |  |
| 41. | Mathenge Primary School | Renovation of four classrooms; fixing window glasses, access ramps, flooring and painting. | Muthesya | New | 400,000 |  | 400,000 |  |
| 42. | Kwasuvu Primary School | Additional funds for purchase of furniture; 10 wooden office tables with one sided two draws (APS) @ Kshs. 43,800 totaling Kshs. 438,000, 10 office chairs (APS) @  (Additional allocation is due to change in market prices of the items) | Masinga Central | Ongoing | 1,080,400 | 500,000 | 580,400 |  |
|  |  | Kshs. 16,060 totaling Kshs. 160,600, 3 executive office tables (APS) @ Kshs. 29,200 totaling Kshs. 87,600, 3 Executive high back chairs (APS) @ Kshs.73,000 totaling Kshs. 219,000, 6 visitors chairs (APS) @ Kshs. 5,840 totaling Kshs. 35,040, 3 seater waiting bench padded with chrome base (APS) @ Kshs. 46,720 totaling Kshs. 140,160. |  |  |  |  |  |  |
| 43. | Makongeni Primary School | Additional funds for completion of renovation of four classrooms, Head Teacher’s office, Deputy Head Teacher’s Office and a store; ring beam, additional courses after ring beam, gable walling, timbers and iron sheets, fixing doors and windows, electrical wiring, plastering and painting. | Masinga Central | Ongoing | 3,100,000 | 1,600,000 | 1,500,000 |  |
| 44. | Kangundu Primary School | Construction of 2 classrooms to completion each to accommodate 45 pupils. | Kivaa | New | 2,400,000 |  | 2,400,000 |  |
| 45. | Tulimyumbu Primary School | Additional funds for purchase of 200 two seater pupil desks (APS) @ Kshs. 2,965 totaling Kshs. 593,000 and 45 lockers with chairs @ Kshs. 7,000 totalling Kshs. 315,000. (Additional allocation is due to change in market prices of the items) | Masinga Central | Ongoing | 908,000 | 600,000 | 308,000 |  |
| 46. | Iiani-Kivaa Primary School H.I Unit | Construction of one classroom to completion to accommodate 45 pupils. | Kivaa | New | 1,200,000 |  | 1,200,000 |  |
| 47. | Tumutumu Primary School | Construction of three Classrooms each to accommodate 45 pupils. | Ndithini | New | 3,600,000 |  | 2,000,000 |  |
| 48. | Ekalakala Primary School | Renovation of two roomed Head teacher’s office; ring beam, roofing, plastering, wiring, flooring, veranda, painting. | Ekalakala | New | 700,000 |  | 700,000 |  |
| 49. | Twamakaa Primary School | Construction of one classroom to completion to accommodate 45 pupils. | Kivaa | New | 1,200,000 |  | 1,200,000 |  |
| 50. | Mukengesya Primary School | Construction of one classroom to completion to accommodate 45 pupils. | Kivaa | New | 1,200,000 |  | 1,200,000 |  |
| 51. | Kituneni Primary School | Construction of one classroom to completion to accommodate 45 pupils. | Masinga | New | 1,200,000 |  | 1,200,000 |  |
| 52. | St. Michael Primary School | Construction of one classroom to completion to accommodate 45 pupils. | Ndithini | New | 1,300,000 |  | 1,300,000 |  |
| 53. | Kamuthumba Primary School | Construction of one classroom to completion to accommodate 45 pupils. | Kivaa | New | 1,200,000 |  | 1,200,000 |  |
| 54. | Kikule Primary School | Construction of one classroom to completion to accommodate 45 pupils. | Muthesya | New | 1,200,000 |  | 1,200,000 |  |
| 55. | Tana Ranch Primary School | Construction of one classroom to completion to accommodate 45 pupils. | Ndithini | New | 1,300,000 |  | 1,300,000 |  |
| 56. | Ulutya Primary School | Construction of one classroom to completion to accommodate 45 pupils. | Masinga | New | 1,200,000 |  | 1,200,000 |  |
| 57. | Greenhill Primary School | Construction of one classroom to completion to accommodate 45 pupils. | Ndithini | New | 1,200,000 |  | 1,200,000 |  |
| 58. | Mukayauni Primary School | Construction of one classroom to completion to accommodate 45 pupils. | Ekalakala | New | 1,200,000 |  | 1,200,000 |  |
| 59. | Kathui Primary School | Construction of one classroom to completion to accommodate 45 pupils. | Masinga | New | 1,200,000 |  | 1,200,000 |  |
| 60. | Mukameni Primary School | Construction of one classroom to completion to accommodate 45 pupils. | Masinga | New | 1,200,000 |  | 1,200,000 |  |
| 61. | Musumaa Primary School | Construction of one classroom to completion to accommodate 45 pupils. | Masinga | New | 1,200,000 |  | 1,200,000 |  |
| 62. | Katulye Primary School | Construction of one classroom to completion to accommodate 45 pupils. | Masinga | New | 1,200,000 |  | 1,200,000 |  |
| 63. | Eendei Primary School | Construction of one classroom to completion to accommodate 45 pupils. | Kivaa | New | 1,200,000 |  | 1,200,000 |  |
| 64. | Kikomba Primary School | Construction of one classroom to completion to accommodate 45 students. | Muthesya | New | 1,200,000 |  | 1,200,000 |  |
| 65. | Kawethei Primary School | Construction of one classroom to completion to accommodate 45 students. | Ndithini | New | 1,300,000 |  | 1,300,000 |  |
| 66. | Kyangosi Primary School | Construction of one classroom to completion to accommodate 45 students. | Masinga | New | 1,200,000 |  | 1,200,000 |  |
| 67. | Mathauta Primary School | Construction of one classroom to completion to accommodate 45 students. | Ekalakala | New | 1,200,000 |  | 1,200,000 |  |
| 68. | Mikuyu Primary School | Construction of one classroom to completion to accommodate 45 students. | Ekalakala | New | 1,200,000 |  | 1,200,000 |  |
| 69. | Kasuvilo Primary School | Construction of one classroom to completion to accommodate 45 students. | Ndithini | New | 1,300,000 |  | 1,300,000 |  |
| 70. | Matema Primary School | Construction of one classroom to completion to accommodate 45 students. | Ndithini | New | 1,215,166 |  | 1,215,166 |  |
| 71. | Muambani Primary School | Construction of one classroom to completion to accommodate 45 students. | Kivaa | New | 1,200,000 |  | 1,200,000 |  |
| 72. | Katisaa Primary School | Construction of one classroom to completion to accommodate 45 students. | Kivaa | New | 1,200,000 |  | 1,200,000 |  |
| 73. | Lulamba Primary School | Construction of one classroom to completion to accommodate 45 students. | Muthesya | New | 1,200,000 |  | 1,200,000 |  |
| 74. | Kanguu Primary School | Construction of 3 door toilet for boys with one door catering for people with disability | Kivaa | New | 500,00 |  | 500,000 |  |
| 75. | Kanguu Primary School | Construction of 3 door toilet for girls with one door catering for people with disability | Kivaa | New | 500,00 |  | 500,000 |  |
| 76. | Misuuni Primary School | Construction of 5 door toilet for girls with one door catering for people with disability | Muthesya | New | 900,00 |  | 900,000 |  |
| **SECONDARY SCHOOLS’ PROJECTS** | | | | | | | |  |
| 77. | Mananja Secondary School | Construction of 3 door toilet for girls with one door catering for people with disability | Ndithini | New | 500,00 |  | 500,000 |  |
| 78. | Ekalakala Secondary School | Construction of 5 door toilet for boys with one door catering for people with disability | Ekalakala | New | 900,00 |  | 900,000 |  |
| 79. | Kiatineni Secondary School | Construction of one classroom to completion to accommodate 45 students. | Ndithini | New | 1,200,000 |  | 1,200,000 |  |
| 80. | Musumaa Secondary School | Construction of one classroom to completion to accommodate 45 students. | Masinga Central | New | 1,200,000 |  | 1,200,000 |  |
| 81. | Masaku Secondary School | Construction of a Girls’ dormitory to accommodate 100 students. | Kivaa | New | 5,000,000 |  | 2,000,000 |  |
| 82. | Ngukemwe Secondary School | Construction of Girls’ dormitory to accommodate 150 students. | Masinga Central | New | 8,370,000 |  | 2,000,000 |  |
| 83. | Ielanthi Secondary School | Construction of Boy’s Dormitory to accommodate 150 students, beds not included | Kivaa | New | 7,500,000 |  | 2,000,000 |  |
| 84. | Kwawanzilu Secondary School | Construction of multi-purpose dining hall to accommodate 1000 students. | Ekalakala | New | 16,000,000 |  | 4,000,000 |  |
| 85. | Kikumini Secondary School | Completion of Science laboratory to accommodate 45 students; Ring beam, gable walls, roofing, windows and doors, plaster, paint, floor tiles, worktops, water and gas systems. | Masinga Central | Ongoing | 5,663,000 | 700,000 | 4,963,000 |  |
| 86. | Kathui Secondary School | Construction of 8 roomed administration block; Ring beam, gable walling, additional courses after ring beam,roofing, windows and doors, plaster, paint, floor tiles. | Masinga Central | Ongoing | 7,259,308 | 1,000,000 | 3,000,000 |  |
| 87. | Mikuyuni Secondary School | Completion of a Science Laboratory, 45 students capacity; fixing doors, windows, plastering, flooring, tilling and painting. | Masinga Central | Ongoing | 6,178,413 | 3,000,000 | 2,478,413 |  |
| 88. | Masinga Girls Secondary | Construction of two storey administration block with 19 offices. | Masinga Central | Ongoing | 36,160,000 | 4,000,000 | 8,000,000 |  |
| 89. | Ekalakala Secondary School | Completion of 4 roomed administration block; Ceiling, plaster completion, paint works, floor tiles, fixing 6 timber doors and cutting boxes, glazing to windows, electrical works and plumping works, paving slabs and rain water. | Ekalakala | Ongoing | 3,700,000 | 700,000 | 3,000,000 |  |
| 90. | Eendei Secondary School | Completion of dining hall and kitchen; ring beam, gable slabs, roofing, windows, fixing doors, plastering, painting, flooring and tiling. | Kivaa | Ongoing | 4,400,000 | 1,4000,000 | 1,448,587 |  |
| 91. | Laboratory Materials for Kitangani Secondary School. | Purchase of Physics, Chemistry and Biology laboratory materials in Kitangani secondary school. | Masinga Central | New |  |  | 4,800,000 |  |
| **NG CDF OFFICE PROJECTS** | | | | | | | |  |
| 92. | Motor Cycle YAMAHA YBR 125 G | Purchase of Motor cycle for NG CDF Office. | Constituency | New |  |  | 500,000 |  |
| 93. | NG CDF Office Borehole | Drilling and equipping of Borehole at NG CDF Office to completion: purchase of pump, solar panel, pump house, control panel, elevated 10,000l plastic water tank and piping. | Constituency | New | 3,600,000 |  | 3,600,000 |  |
| 94. | NG CDF Office Notice Board | Construction of NG CDF Notice Board. | Constituency | New | 265,000 |  | 265,000 |  |
| **SECURITY PROJECTS** | | | | | | | |  |
| 95. | Thatha Assistant Chief’s Office | Purchase of ½ acre of land at Kshs. 150,000 | Kivaa | New | 150,000 |  | 150,000 |  |
| 96. | Kivaa Chief’s Office with ICT Hub and two Offices | construction of chiefs office and a hall to accommodate 200 people for the ICT office | Kivaa | Ongoing | 7,519,932 | 3,000,000 | 2,000,000 |  |
| 97. | Kiatineni Police Post | Construction of 3 door pit latrine with one door catering for people with disability. | Ndithini | New | 500,000 |  | 500,000 |  |
| 98. | Kyondoni Assistant Chief’s Office | Construction of 3 roomed Assistant Chief’s Office. | Kivaa | New | 3,000,000 |  | 1,000,000 |  |
| 99 | Nzukini Ass. Chief’s Office | Construction of 3 roomed Assistant Chief’s Office. | Ekalakala | New | 3,000,000 |  | 1,000,000 |  |
| 100 | Milaani Police Post | Construction of 3 door pit latrine with one door catering for people with disability. | Muthesya | New | 500,000 |  | 500,000 |  |
| **ENVIRONMENT** | | | | | | | |  |
| 101 | Masinga Technical and Vocational Training college. | Conveying water by pipeline from NG CDF office to the college for a distance of 1.2 km excavation and backfilling Kshs. 360,000, supply and installation of 12 rolls of 50mm PN12.5 HDPE pipe and supply of materials Ksh. 440,000. Purchase of 10,000l water tank and construction of an elevated tower with the necessary fittings Kshs. 400,000. Purchase and planting of tree 113 seedlings @ Kshs.402.81 totalling Kshs. 45,518. | Masinga Central | New | 1,245,518 |  | 1,245,518 |  |
| 102 | NG CDF Office | Purchase and planting of 200 tree seedlings @ Kshs. 400 totaling Kshs. 40,000. | Constituency | New | 80,000 |  | 80,000 |  |
| 103 | Ulutya Primary School | Roof water harvesting; installation of gutters, Kshs. 50,000, purchase of 10,000l water tank @ | Masinga Central | New | 300,000 |  | 300,000 |  |
|  |  | Kshs. 150,000 and construction of a concrete water tank base, Kshs. 100,000. |  |  |  |  |  |  |
| 104 | Utithini Primary School | Roof water harvesting; installation of gutters, Kshs. 50,000, purchase of 10,000l water tank, Kshs. 150,000 and construction of a concrete water tank base, Kshs. 100,000. | Kivaa | New | 300,000 |  | 300,000 |  |
| 105 | Musingini Secondary School | Roof water harvesting; installation of gutters, Kshs. 50,000, purchase of 10,000l water tank, Kshs. 150,000 and construction of a concrete water tank base, Kshs. 150,000. Purchase and planting of 200 tree seedlings @ Kshs.400 totalling Kshs. 80,000. | Masinga Central | New | 430,000 |  | 430,000 |  |
| 106 | Kithyoko Assistant Chief’s Office | Purchase and planting of 200 tree seedlings @ Kshs.400 totalling Kshs. 80,000 | Kivaa | New | 80,000 |  | 80,000 |  |
|  | **TOTAL** |  |  |  |  |  | **191,059,393** |  |

**Min: NG CDFC/MSG/216/31/01/2024 Approval opening of a deposit account.**

According to section 12(1A) of the National Government Constituencies Development Fund (NG-CDF) Act 2015 as amended in 2022 requires that each constituency opens and maintains one deposit bank account at any commercial bank, for holding third party monies which shall be so designated and such an account shall be known by the name of the constituency for which it is opened.

Members had agreed to open a bank account at Equity Bank Kenya Limited, Matuu branch.

The Fund manager reported to members that pursuant to sec. 28(1) of the public finance management (PFM) Act, 2012, The National Treasury has granted authority to enable National Government Constituency Development Fund to open the said bank account.

**Min: NG CDFC/MSG/217/31/01/2024 Approval project allocation first A.IE No. B 225136 Kshs. 40,000,000 for 2023/2024 Financial Year.**

The Fund Account Manager reported to the members an A.I.E NO B 225136 of forty million Kenya ssillings (Kshs. 40,000,000.00) had been received from NG CDFB. Members approved allocation of funds to the following projects as indicated below:-

|  |  |  |  |
| --- | --- | --- | --- |
| **S/No** | **Project Name** | **Project Code** | **Amount Kshs** |
| 1. | Emergency | 4-0016-075-2640200-101-2023-2024-1 | 6,955,000 |
| 2. | NG-CDFC social security programmes | 4-0016-075-2640103-103-2023-2024-3 | 3,360,000 |
| 3. | Bursary Secondary School | 4-0016-075-2640101-103-2023-2024-1 | 25,000,000 |
| 4. | Bursary Tertiary Institutions | 4-0016-075-2640102-103-2023-2024-2 | 1,000,000 |
| 5. | Contractual Employees | 4-0016-075-2110201-100-2023-2024-1 | 1,313,225 |
| 6. | Motor Vehicle Insurance | 4-0016-075-2210904-100-2023-2024-12 | 246,000 |
| 7. | Refined fuel and lubricants for transport | 4-0016-075-2211201-100-2023-2024-7 | 150,000 |
| 8. | General Office Supplies | 4-0016-075-2211101-100-2023-2024-16 | 351,100 |
| 10. | NSSF | 4-0016-075-2120101-100-2023-2024-6 | 40,000 |
| 11. | Electricity | 4-0016-075-2210101-100-2023-2024-5 | 35,000 |
| 13. | NG CDFC Allowance | 4-0016-075-2210811-100-2023-2024-4 | 1,000,000 |
| 14. | N.I.T.A | 4-0016-075-2110201-100-2023-2024-15 | 2,000 |
| 15. | House Levy | 4-0016-075-2110201-100-2023-2024-11 | 20,000 |
| 16. | Transport Allowance | 4-0016-075-2210701-100-2023-2024-3 | 527,675 |

**Min: NG CDFC/MSG/218/31/01/2024 Approval/Ratification of payments.**

Members approved the following payments as indicated below: -

|  |  |  |  |
| --- | --- | --- | --- |
| **S/No** | **Item description** | **Payee** | **Amount Kshs** |
| 1 | Sitting/Facilitation allowances – Monthly meeting 31/01/2024 | NG CDFC | 57,000.00 |
| 2 | Electricity Bill | KPLC | 16,195.00 |
| 3 | Water Bill | KITWASCO |  |
| 4 | Bursary application Subsistence allowances | Bursary sub-committee,Staff | 485,100.00 |
| 5 | NG CDFC Staff Salaries | NG CDFC Staff | 311,100.00 |
| 6 | Lunch Allowances | Interns | 45,000.00 |
| 7 | NSSF | NSSF | 11,880.00 |
| 8 | AHL | Comm. For domestic taxes | 4,667.00 |
| 9. | Bursary Sub-committee Allowances | Bursary Sub-committee | 30,000.00 |
| 10. | N.I.T.A | Commissioner for Domestic taxes | 500.00 |
| 11. | Developing and hosting online Bursary application system | Kenkim Technologies | 525,000.00 |
| 12. | General office supplies | Multiplier and accelerator investments ltd | 558,375.00 |

**Min: NG CDFC/MSG/219/31/01/2024 Approval Monitoring & Evaluation report for January, 2024.**

The Fund Account Manager presented monitoring and evaluation report for the month January, 2024. Members adopted the report without amendments.

**Min: NG CDFC/MSG/220/31/01/2024 Approval extension of Intern contract.**

The Fund Account Manager reported to the members that Angeline Mwengi of ID No 35698264 had completed her internship period. He therefore requested the members for extension of her internship period in order to assist in speeding up processing of bursary applications.

Members approved the extension beginning 1st February 2024 for a period of one year.

**Min: NG CDFC/MSG/221/31/01/2024 Approval project allocation Emergency vote.**

Members approved funding of the following emergency projects.

|  |  |  |  |
| --- | --- | --- | --- |
| **S/No** | **Project Name** | **Activity** | **Amount** |
| 1. | Kiseuni Primary School | Construction of 6 door pit latrine for boys with one door catering for people with disability. | 900,000 |
| 2. | Iiani secondary school | Construction of 8 door pit latrine for boys with one door catering for people with disability. | 1,100,000 |
| 3. | Ngukemwe secondary school | Construction of 3 door pit latrine for staff with one door catering for people with disability. | 500,000 |
| 4. | Wamboo primary school | 5 door pit latrine for girls with one door catering for people with disability. | 755,000 |
| 5. | Kivaa secondary school | Renovation of a twin Boys’ dormitory destroyed fire | 3,700,000 |
|  | **Total** |  | **6,955,000** |

**Min: NG CDFC/MSG/222/31/01/2024 Approval Bursary Allocation.**

Members approved withdraw of Kshs. 25,000,000 (Twenty five million Kenya shillings only) from bursary- secondary vote and Kshs. 1,000,000 (One million Kenya shillings) from bursary- Tertiary vote to cater for education to needy students including; orphans and students with high fees balances in secondary schools and Tertiary institutions respectively.

**Min: NG CDFC/MSG/223/31/01/2024 Establishment of quality management system and appointment of the ISO champions.**

The Fund Account Manager conducted training of the on the quality management system and the members appointed the Chairman, secretary, Fund Account Manager, Stancilus Mutuku- Accounts Assistant and Ruth Nzomo- secretary as the ISO Champions.

**Min: NG CDFC/MSG/224/31/01/2024 Cancellation of stale Bursary Cheques and reallocation to needy students.**

The fund manager reported to the members that he had received several requests for funding of education to needy students. Members discussed the list and approved cancellation of stale bursary cheques and reallocation to needy students secondary schools, colleges and universities as per the attached list.

**Min: NG CDFC/MSG/225/31/01/2024 A.O.B**

There being no other business the meeting ended at 2:50 p.m. with a word of prayer from Jacinta Kimongo.

**Minutes prepared by;**

**Name**: Geoffrey Munyao Mutuku **Designation**: Secretary **Signature**: ………………..**…** Date

**Minutes signed by;**

**Name:** Josephat Mutunga Mutisya **Designation:** Chairperson **Signature: ……………..** Date

**Minutes Confirmed by;**

1. **Name: ……………………………………………………Signature: ……………….. Date:**

**2. Name: …………………………………………………… Signature: ………………...Date:**