



Minutes of Masinga NG CDFC meeting held on 18/1/2023 at the Masinga NG CDF Office Boardroom

Members present

S/No	Name	Designation
1	Josephat Mutunga Mutisya	Chairman
2	Geoffrey Mutuku Munyao	Secretary
3	Esther Mbaika Muange	Member
4	Carolyna Mwikali Nzyimi	Member
5	Raphael Muovya Maingi	Member
6	Richard Muteti	Member
7	Jacinta Nthenya Kimongo	Member
8	Janet Muli	Member
9	Daniel Mwaluko	Sfoo/Fam
10	Joshua Muthoka	ACC1

Preliminaries

The chairman called the meeting to order at 11:01am with a word of prayer from Carolyna Mwikali Nzyimi. The chairman welcomed members to meeting wishing them a fruitful discussion of the agenda at the hand

Agenda

- 1) Reading and confirmation of previous meeting minutes & matters arising
- 2) Approval project allocation AIE NO B185169 of Kshs 7,000,000
- 3) Approval project proposals for 2022/2023 financial year
- 4) Approval subcommittee meetings
- 5) Approval of NG CDFC/NG CDFC staff training
- 6) Approval students attachment/internship
- 7) Approval of NG CDFC staff payroll from February 2023
- 8) Approval project allocation from emergency vote
- 9) A.O.B

Min: NG CDF/MSG/103/18/1/2023 Reading and confirmation of previous meeting minutes & matters arising

The secretary read through the minutes of NG CDFC meeting held on 9/1/2023 and were confirmed as a true record of that day's deliberation proposed by Carolyna Mwikali Nzyimi and seconded by Jacinta Nthenya Kimongo. There were no matters arising.

(Handwritten signatures)

Min: NG CDF/MSG/104/18/1/2023 Approval project allocation AIE NO B185169 of Kshs 7,000,000

The Fund account manager informed members that an **AIE NO B185169** of Kshs **7,000,000** (Seven million only) has been received. Members approved allocation of the funds to the following projects as indicated below:-

No	Name of Project	Amount allocated in Kshs
1	Bursary	5,000,000
2	Office Administration- Employees' salaries	1,000,000
3	Office Administration- Goods & services	200,000
4	Office administration- Committee expenses	800,000
	Total Amount	7,000,000

Min: NG CDF/MSG/105/18/1/2023 Approval project proposals for 2022/2023 financial year

The Fund Account Manager presented the report for Public Participation meeting for project proposals 2022-2023/2023-2024 financial years which was undertaken in all locations as from 3/1/2023 to 5/1/2023 and the report on ongoing projects that require further funding. In addition the Fund account Manager read through the contents of NG CDF Board circular number NG CDFB/CEO/NG CDF circulars/Vol 11(033) dated 15th December, 2022 on the preparation and submission of Constituencies project proposals for 2022/2023 financial year highlighting the following key areas:

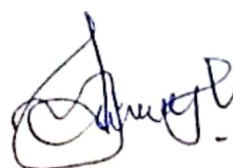
- Basis for identification of project proposals
- Eligible projects under the NG CDF act
- Basis for allocation of funds to projects
- Projects to be co- financed with other agencies
- Adherence to statutory ceilings
- Allocation of funds for preparation of Constituency Strategic plan
- Implementation of high impact and best practice Projects
- Funding of necessary school infrastructure to facilitate
- Transition to junior secondary schools
- Projects funded through Appropriation in Aid
- Project coding through NG CDF MIS
- (xii) Authentication of NG CDF committee minutes & Schedules
- (xiii) 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 2022/2023 financial year approved the following projects indicated below for consideration by the NG CDF Board.

NG CDF MASINGA PROJECT PROPOSALS 2022/2023 FINANCIAL YEAR



				AMOUNT (KSH)	
ADMINISTRATION AND RECURRENT EXPENDITURE					
1	4-0016-075-2211103-100-2022-2023-1	sanitary and cleaning materials supplies and services	Purchase of sanitary and cleaning materials supplies and services	100,000.00	New
2	4-0016-075-2210701-100-2022-2023-2	Travel allowance on training	payment and travel allowance	698,966.00	New
3	4-0016-075-2210811-100-2022-2023-3	NG-CDFC allowance	Payment of NG-CDFC allowance charges	400,000.00	New
4	4-0016-075-2210101-100-2022-2023-4	Electricity	payment of electricity charges	120,000.00	New
5	4-0016-075-2120101-100-2022-2023-5	NSSF	payment of NSSF for 11 staff	133,290.00	New
6	4-0016-075-2211201-100-2022-2023-6	Refined fuel and lubricants for transport	Purchase of refined fuel and lubricates.	200,000.00	New
7	4-0016-075-2710102-100-2022-2023-7	Gratuity-contractual employees	Payment of gratuity to 11 NG-CDFC staff	1,000,000.00	New
8	4-0016-075-2210202-100-2022-2023-8	Internet Connections	Payment of internet connection	85,000.00	New
8	4-0016-075-2110320-100-2022-2023-9	Leave allowances	For payment of leave allowances to NG-CDFC staff	35,000.00	New
10	4-0016-075-2210801-100-2022-2023-10	Catering services :reception, accommodation, gifts, food and drinks	Payment of Catering services :reception, accommodation, gifts, food and drinks	200,000.00	New
11	4-0016-075-2110201-100-2022-2023-11	Contractual-employees	Payment of 11 staff basic salaries	4,327,000.00	New




12	4-0016-075-2210904-100-2022-2023-13	Motor vehicle insurance	payment of Motor vehicle insurance: LAND CRUISER GKB176W TOYOTA	246,000.00	New
13	4-0016-075-2210102-100-2022-2023-14	Water and sewerage charges	payment of Water and sewerage charges	60,000.00	New
14	4-0016-075-2210203-100-2022-2023-15	Courier and Postal services	Payment of courier and postal services	800,000.00	New
15	4-0016-075-2211101-100-2022-2023-16	General office supplies: paper, pencils, forms and small office equipment	Purchase General office supplies: paper, pencils, forms and small office equipment	300,000.00	New
TOTAL				8,705,256.00	
EMERGENCY					
16	4-0016-075-2640200-101-2022-2023-1	Emergency	To cater for unforeseen occurrences in the Constituency that may occur in within the financial year.	7,636,190.00	New
TOTAL				7,636,190.00	
BURSARY					
17	4-0016-075-2640101-1	Bursary secondary education	Payment of bursary to needy students in secondary schools	27,000,000.00	New
18	4-0016-075-2640102-103-2022-2023-2	Bursary tertiary education	Payment of bursary to needy students in tertiary institutions	14,599,963.00	
TOTAL				41,599,963.00	
MONITORING AND EVALUATION					
19	4-0016-075-2210201-111-2022-2023-1	Telephone, mobile services	Payment of telephone expenses	60,000.00	New
20	4-0016-075-2210801-111-2022-2023-2	Catering services	Payment for catering services during trainings	250,000.00	New
21	4-0016-075-2210303-111-2022-2023-3	Daily subsistence allowance	Payment of daily subsistence allowance	200,000.00	New





22	4-0016-075-2210604-111-2022-2023-4	Hire of Transport	Payment for hire of transport	120,000.00	New
23	4-0016-075-2220101-111-2022-2023-5	Maintenances expenses	Maintenance expenses for NG-CDFC Vehicle. GKB176W Toyota land cruiser	100,000.00	New
24	4-0016-075-2210703-111-2022-2023-6	Production and printing of training materials	Payment of production and printing of training materials	100,000.00	New
25	4-0016-075-2211101-111-2022-2023-7	General office supplies	purchase of general office: supplies paper, pencils, forms and small office equipment	100,000.00	New
26	4-0016-075-2210502-111-2022-2023-8	Publishing and printing services	Payment for publishing and printing services	70,000.00	New
27	4-0016-075-2210802-111-2022-2023-9	Other Committee Allowances	Payment of other Committee Allowances	224,628.00	New
28	4-0016-075-2210811-111-2022-2023-10	NG-CDFC allowances	. payment of NG-CDF allowances	1,128,000.00	New
29	4-0016-075-2210702-111-2022-2023-11	Remuneration of instructors, contractors during trainings	Payment of instructors, contractors during trainings	350,000.00	New
30	4-0016-075-2210301-111-2022-2023-13	Travel cost Bus, railway	Payment of transport expenses	150,000.00	New
31	4-0016-075-2211201-111-2022-2023-14	Refined fuels and lubricants	Purchase of refined fuels and lubricants	200,000.00	New
32	4-0016-075-2210704-111-2022-2023-15	Hire of training facilities	Payment for hire of training facilities	150,000.00	New
33	4-0016-075-2210302-111-2022-2023-16	Accommodation-domestic travels	payment of accommodation on domestic travel	200,000.00	New




34	4-0016-075-2210701-111-2022-2023-17	Travel allowances on trainings	Payment of travel allowances for NG-CDFC Members and other government officers during trainings	150,000.00	New
35	4-0016-075-2210710-111-2022-2023-18	Accommodation allowance	Payment for accommodation allowances for NG-CDFC domestic travel	800,000.00	New
TOTAL				4,352,628.00	
GRAND TOTAL				62,294,037.00	

36	Oversight Committee	Payment of Oversight committee expenses while undertaking monitoring activities	Ongoing		1,032,268	Constituents
37	Sports	(a)To carry out a constituency sports tournament where the winning teams will be awarded with balls, uniforms, and trophies where facilitation of the tournament @ Kshs. 950,876.00 and purchase of balls, uniforms, trophies, and equipment @ Kshs. 950,876.00 (b)Facilitation of Regional tournaments @ Kshs 1,000,000	New		2,901,752	Constituents
38	Strategic Plan	Preparation of five year Masinga NG CDF Strategic plan	New		4,000,000	
39	NHIF	Payment of National hospital insurance fund security program for 560 households @6,000 total of Kshs 3,360,000.00	Ongoing		3,360,000	
40	Environment		New			Constituents

[Handwritten signatures]

S/No	NAME OF PROJECT	ACTIVITY	IMPLEMENTATION STATUS	ESTIMATED COST	CUMULATIVE ALLOCATION	AMOUNT ALLOCATED
(a)	Kitangani primary school	Roof water harvesting (gutters@50,000 10,000 litre plastic tank @ 150,000) pipe laying at 100,000	New			400,000
(b)	Miangeni primary school	Roof water harvesting (gutters@50,000 10,000 litre plastic tank @ 150,000) purchase of 200 seedlings @ Kshs 50	New			400,000
(c)	Kangonde primary school	Roof water harvesting (gutters@50,000 10,000 litre plastic tank @ 150,000)	New			300,000
(d)	Kasuvilo secondary school	Roof water harvesting (gutters@50,000 10,000 litre plastic tank @ 150,000)	New			300,000
(e)	Kikule secondary school	Roof water harvesting (gutters@50,000 10,000 litre plastic tank @ 150,000)	New			300,000
(f)	Masaku secondary school	Roof water harvesting (gutters@50,000 10,000 litre plastic tank @ 150,000) water basement tank @ Kshs 1,752	New			301,752
(g)	ABC Kathini secondary school	Roof water harvesting (gutters@50,000 10,000 litre plastic tank @ 150,000)	New			300,000
	TOTAL					2,301,752

PRIMARY SCHOOL PROJECTS

41	Makila primary school	Renovation of four classrooms (including lintel, gabling, timbers & iron sheets, walling, plastering, flooring, fixing windows & doors, wiring & painting)	New	1,800,000		1,800,000	Kivaa
42	Makongeni primary school	Renovation of three classrooms (including lintel, gabling, timbers & iron sheets, walling, plastering, flooring, fixing windows & doors, wiring & painting)	New	1,600,000		1,600,000	Masinga Central
43	Mavia Maiu primary school	Renovation of four classrooms (including lintel, gabling, timbers & iron sheets, walling, plastering, flooring, fixing windows & doors, wiring & painting)	New	1,800,000		1,800,000	Ekalakala
44	Wamboo primary school	Renovation of four classrooms (including lintel, gabling, timbers & iron sheets, walling, plastering, flooring, fixing windows & doors, wiring & painting)	New	1,800,000		1,800,000	Ekalakala
45	Kwamboo primary school	Renovation of four classrooms (including lintel, gabling, timbers & iron sheets, walling, plastering, flooring, fixing windows & doors, wiring & painting)	New	1,800,000		1,800,000	Ekalakala
46	DM primary school	Additional of funds for construction of one classroom in a black cotton soil	Ongoing	1,300,000	1,000,000	300,000	Masinga Central
47	Kamangulu primary school	Completion Of Borehole (Phase Two(Purchase of Pump, solar panel pump House, Control Panel, Elevated 10,000cm plastic water tank and piping)	Ongoing	3,000,000	1,400,000	1,600,000	Kivaa

48	Kwasuvu primary school	Purchase of furniture for administration block(Ten lockable tables & ten chairs for staffroom, three executive tables, three executive chairs, six visitors chairs for head teacher, deputy head teacher & senior teacher, three chairs for waiting bay)	New	500,000		500,000	Masinga Central
49	Uvaini primary school	Construction of administration block(walling, plastering, flooring, fixing windows & doors, wiring & painting)	New	2,000,000		2,000,000	Kivaa
50	Uvaini primary school	Construction of one new classroom for 45 pupils	New	1,200,000		1,200,000	Kivaa
51	Ndatani primary school	Construction of one new classroom for 45 pupils	New	1,200,000		1,200,000	Kivaa
52	Tulimyumbu primary school	Re-roofing of three classrooms to completion(including lintel, walling, gabling, timbers & iron sheets)	New	1,200,000		1,200,000	Masinga Central
53	Tulimyumbu primary school	Purchase of 200 desks@3,000 Kshs each amounting to 593,000 accommodate two pupils with 45 lockers Kshs 7,000	New	600,000		600,000	Masinga Central
54	Mathenge primary school	Re-roofing of four classrooms (including lintel, walling, gabling, timbers & iron sheets)	New	1,500,000		1,500,000	Muthesya
55	Masinga primary school	Re-roofing of 5 classrooms to completion (including lintel, walling, gabling, timbers & iron sheets)	New	2,000,000		2,000,000	Masinga Central
56	Utithini primary school	Re-roofing of 5 classrooms to completion (including lintel, walling, gabling, timbers & iron sheets)	New	2,000,000		2,000,000	Kivaa
57	Matithini primary school	Re-roofing of 4 classrooms to completion (including lintel, walling, gabling, timbers & iron sheets)	New	2,000,000		1,600,000	Masinga Central

58	Ekalakala primary school	Re-roofing of 5 classrooms to completion (including lintel, walling, gabling, timbers & iron sheets)	New	2,000,000		2,000,000	Ekalakala
59	Katisaa primary school	Construction of 3 door toilet with one catering for people with disability	New	500,000		500,000	Kivaa
60	Miangeni primary school	Construction of laboratory for junior secondary school to accommodate 45 students(including foundation, Slabing, gabling, walling, lintel and roofing)	New	5,000,000		2,500,000	Kivaa
61	Kwakatuta primary school	Construction of laboratory for junior secondary school to accommodate 45 students (including foundation Slabing, gabling, walling, lintel and roofing)	New	5,000,000		2,500,000	Masinga Central
62	Mukayauni primary school	Construction of laboratory for junior secondary school to accommodate 45 students(including foundation Slabing, gabling, walling, lintel and roofing)	New	5,000,000		2,500,000	Ekalakala
63	Greenhill primary school	Construction of laboratory for junior secondary school to accommodate 45 students(including foundation Slabing, gabling, walling, lintel and roofing)	New	5,000,000		2,500,000	Muthesya
64	Lulamba primary school	Construction of laboratory for junior secondary school to accommodate 45 students(including foundation Slabing, gabling, walling, lintel and roofing)	New	5,000,000		2,500,000	Ndithini
SECONDARY SCHOOL PROJECTS							
65	Musingini secondary school	Completion of girls dormitory(walling, fixing, doors & windows, roofing,	Ongoing	7,798,897	2,500,000	5,298,897	Masinga Central



		wiring, plastering, flooring, painting, pavement slab, septic tank, soak pit for internal toilets & bathroom & associated plumbing, works, external ablution block)					
6	Ielanthe secondary school	Completion of girls dormitory(walling, fixing, doors & windows, roofing, wiring, plastering, flooring, painting, pavement slab, septic tank, soak pit for internal toilets & bathroom & associated plumbing, works, external ablution block)	Ongoing	7,798,897	2,500,000	5,298,897	Kivaa
67	Mikuyuni secondary school	Construction of new laboratory (45 students)	New			3,000,000	Masinga Central
68	Ngukemwe secondary school	Construction of girls dormitory 5 door toilet with one catering for PLWDs	New			900,000	Masinga Central
69	Masinga Girls secondary school	Construction of new administration block phase 1 comprising of 8 offices; principal's office, deputy principal, secretary's office, senior teachers office, accounts clerk's office, bursar, staffroom, boardroom, ablution block for teachers 3 door, septic tank with a capacity of 15,000l, waiting bay and entry lounge, phase 1; foundation, floor slab, walling, lintel and gables	New			4,000,000	Masinga Central
SECURITY PROJECTS							
70	Kikumini police post	Completion of police station (tiling, plumbing,	Ongoing			4,500,000	Masinga Central





		septic & soak pit, sentry house, gate, purchase of furniture.					
71	Mikuyuni assistant chiefs office	Additional of funds for purchase of one @ Kshs. 700,000, completion of chiefs office to house the chief, assistant chief, front office & cell & 2, door, pit latrine, @ 500,000 and office @ 2,500,000	Ongoing	4,500,000	800,000	3,700,000	Masinga Central
72	Kivaa chiefs office with ICT hub	Construction of chiefs office & a hall to accommodate 200 people for the ICT office	New	4,500,000		3,000,000	Kivaa
	TOTAL					145,087,603	
	OTHERS						
	NG CDF Office (AIA)	Construction of NG CDF Office Notice Board	New	245,000		245,000	constituency
	GRAND TOTAL					145,332,603	

Min: NG CDF/MS/106/18/1/2023 Approval of Sub- Committee Meetings

Members approved two sub-committee meetings as follows:-

- (i) Bursary, mocks, and continuous assessment/ Complaints subcommittee to be held on 26/1/2023
- (ii) NG CDFC Recruitment ad hoc sub- committee meeting on 27/1/2023

Min: NG CDF/MSG/107/18/1/2023 Approval NG CDFC/NG CDFC Staff training

Members noted the need for immediate training in order to enhance service delivery, have a clear understanding of NG CDF operations and cultivate team spirit. Members approved training to be done in the month of February, 2023 or March, 2023 subject to availability of funds and mandated the Fund Account Manager to prepare a budget, program and facilitators for the exercise.

In addition members requested for a consultative meeting with Constituency office staff soonest possible. The NG CDFC chairman to facilitate the meeting.

Min: NG CDFC/MSG/108/18/1/2023 Approval students' internship and attachment

Members approved a one year internship for Angelina Mumbi Mwengi national identity number 35698264- starting 1/2/2023 with a monthly upkeep allowance of Kshs 15,000 (fifteen thousand only). In addition members approved three months attachment for Winfred

Mutanu Mbithi National identity number 39507569 starting 1/2/2023 with a monthly upkeep of Kshs 10,000 (Ten thousand only)

Min: NG CDFC /MSG/109/18/1/2023 Approval NG CDFC staff payroll beginning 1st February, 2023

Members approved a commuter allowance of Kshs 4,000 (four thousand only) for the seven NG CDFC staff beginning 1st February, 2023. Therefore the new payroll will be as indicated below:-

Name of employe	Designation	Basic salary	House allowance	Commuter allowance	Medical allowance	Gross Pay	NSSF	PAYE	NHIF	Total deduction	Net Pay
Virginia Mduko Moko	Records officer	22,000	5,000	4,000	3,000	34,000	1,080	1,230	900	3,210	30,790
Muth Lunini Zomo	Office secretary	23,000	5,000	4,000	3,000	35,000	1,080	1,480	900	3,460	31,540
Nathan Guiyuva	Driver	20,000	5,000	4,000	3,000	32,000	1,080	730	850	2,660	29,340
Michael Mombomeu	Watch man	18,000	4,000	4,000	2,000	28,000	1,080		750	1,830	26,170
Mmmimh Mduko Msiwa	Office clerk	18,700	5,000	4,000	3,000	30,700	1,080	405	850	1,930	28,365
Zekiel Mwiki Muter	Messenger	16,400	4,000	4,000	2,000	26,400	1,080		750	1,830	24,570
Meth Mulu	Gardener	15,400	4,000	4,000	2,000	25,400	1,080		750	1,830	23,570
TOTAL		132,500	29,000	28,000	17,000	210,000	7,560	3,845	5,750	16,750	194,345

Min: NG CDFC/MSG/110/18/1/2023 Approval project allocation from Emergency Kitty


Members approved allocation of Kshs 900,000(nine hundred thousand only) to Kavilila primary school for a five door toilet which is disability friendly from emergency kitty. Members noted that the Boys' toilet had sunk during the December rains and the school cannot re-open without a toilet.

In addition members allocated Kshs 500,000 (five hundred thousand only) to Ekalakala secondary school for a staff toilet (3 doors) disability friendly. The teachers have no staff toilet as reported during Public Participation meeting on 4/1/2023.

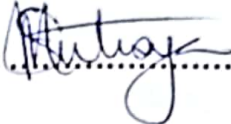
Min: NG CDFC/MSG/111/18/1/2023 A.O.B

There being no other business the meeting was adjourned at 1216HRS with a word of prayer from Jacinta Nthenya Kimongo.

Minutes prepared by;

Name: Geoffrey Munyao Mutuku **Designation:** Secretary **Signature:**  **Date** 18/1/2023

Minutes signed by;

Name: Josephat Mutunga Mutisya **Designation:** Chairman **Signature:**  **Date** 18/1/2023

Minutes Confirmed by;

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

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

