**MINUTES OF KANGUNDO NG-CDF COMMITTEE MEETING HELD ON 23RD SEPTEMBER 2021 AT THE NGCDFC BOARDROOM**

 **Members Present:**

1. John Nzuki Kituku- Chairperson
2. Catherine Mary Ngila- Secretary
3. Willis Mwenda- Fund account manager
4. Cosmas Kinguyu Kalavi- Member
5. Belita M. Mutie - Member
6. Cecilia Ndunge- Member
7. Stephen Mutunga- Member
8. James Kilonzo Kivondo- Member
9. Stephen Mutua- Member
10. Daniel M Kituku - ACC

**Agenda**

1. Confirmation of previous minutes
2. Proposal 2021-2022
3. Leave allowance
4. Field Allowance
5. Site Handover Allowances
6. Ward Report Allowances
7. Bursary
8. Approval of requested reallocations
9. Resubmission of Kikambuani Police Station
10. AOB

**KANG- CDFC MIN 01:23/9/2021 CONFIRMATION OF PREVIOUS MINUTES**

The Chairperson called the meeting to order at 11.45 am and the chair invited James Kivondo to lead in a word of prayer. The FAM then read the minutes of the previous meeting which were confirmed as a true copy. Cecilia Ndunge proposed and she was seconded by James Kivondo.

**KANG-CDFC MIN 02: 23/9/2021 PROPOSAL 2021-2022**

The FAM informed the committee that the constituency had been allocated an amount of Kshs 137,088,879.00 for the financial year 2021-2022. Having conducted a public participation, the committee deliberated and prioritized the following projects:

| **PROJECT NAME** | **G.F.S CODE** | **ORIGINAL COST** | **CUMULATIVE ALLOCATION** | **Current Project activity** | **Amount Allocated** | **STATUS** |
| --- | --- | --- | --- | --- | --- | --- |
| **Administration** |  |  |  |  |  |   |
| Employees’ Salaries | 4-016-077-2110000-100-2021/22-001 | 2,716,100.00 |  | Payment of staff salaries for 7 staff | 2,716,100.00 | New |
| Employees’ Gratuity | 4-016-077-2110000-100-2021/22-002 | 1,107,279.00 |  | Payment of staff gratuity for 7 staff  | 1,107,279.00 | New |
| Goods and Services | 4-016-077-2110000-100-2021/22-002 | 2,029,693.74 |  | Purchase of Fuel, Office/Vehicle repairs and maintenance, printing, stationery, telephone, electricity, travel and subsistence, office tea | 2,029,693.74 | New |
| NSSF | 4-016-077-2120101-100-2021/22-003 | 153,360.00 |  | Payment of NSSF Deductions for 7 staff | 153,360.00 | New |
| NHIF | 4-016-077-2120101-100-2021/22-003 | 18,900.00 |  | Payment of NHIF Deduction for 7 staff | 18,900.00 | New |
| Committee Expenses | 4-016-077-2210802-100-2021/22-005 | 2,200,000.00 |  | Payment of NG-CDF Committee members Expenses: Allowances, transport, conferences | 2,200,000.00 | New |
|   |   |   |   | **TOTAL** | **8,225,332.74** |   |
| **Emergency Reserve** |  |  |  |   |   |  |
| Emergency | 4-016-077-2640200-101-2021/22-001 | 7,192,207.00 |  | To cater for any unforeseen occurrences in the constituency during the financial year | **7,192,207.00** | **New** |
| **Monitoring and Evaluation** |  |  |  |  |  |   |
| Goods and Services | 4-016-077-2210000-111-2021/22-001 | 100,000.00 |  | Purchase of Fuel, Office/Vehicle repairs and maintenance, printing, stationery, telephone, travel and subsistence | 100,000.00 | New |
| Committee expenses | 4-016-077-2210802-111-2021/22-002 | 2,712,666.37 |  | Payment of NG-CDF Committee members Expenses: Allowances, transport, conferences | 2,712,666.37 | New |
| NG-CDFC/PMC Capacity Building | 4-016-077-2210700-111-2021/22-003 | 1,300,000.00 |  | Undertaking Training of the PMCs/ NG CDCFs on NG-CDF Related issues, benchmarking and other trainings | 1,300,000.00 | New |
| **Sports**  |  |  |  | **TOTAL** | **4,112,666.37** |  |
| Sports  | 4-016-077-2640509-112-2020/21-001 | 2,741,777.58 |  | Organizing constituency sports tournaments, where the participating and Winning teams will be awarded with trophies, uniforms and balls. | **2,741,777.58** | Ongoing |
| **Environment** |  |  |  |   |   |   |
| Kangundo DEB Secondary School | 4-016-077-2640510-108-2021/22-001 | 342,722.20 |  | Purchase and installation of 10,000 litres water tank (Kshs.90,000), masonry base construction (Kshs.150,000) and water gutters and pipes (Kshs.102,722.2) for four classrooms | 342,722.20 | New |
| Kathithymaa Secondary School | 4-016-077-2640510-108-2021/22-002 | 342,722.20 |  | Purchase and installation of 10,000 litres water tank (Kshs.90,000), masonry base construction (Kshs.150,000) and water gutters and pipes (Kshs.102,722.2) for four classrooms | 342,722.20 | New |
| Kikambuani Secondary School | 4-016-077-2640510-108-2021/22-003 | 342,722.20 |  | Purchase and installation of 10,000 litres water tank (Kshs.90,000), masonry base construction (Kshs.150,000) and water gutters and pipes (Kshs.102,722.2) for four classrooms | 342,722.20 | New |
| Kamanzi SA Primary School | 4-016-077-2640510-108-2021/22-004 | 342,722.20 |  | Purchase and installation of 10,000 litres water tank (Kshs.90,000), masonry base construction (Kshs.150,000) and water gutters and pipes (Kshs.102,722.2) for four classrooms | 342,722.20 | New |
| Kangundo Police Station Chapel | 4-016-077-2640510-108-2021/22-005 | 342,722.20 |  | Purchase and installation of 10,000 litres water tank (Kshs.90,000), masonry base construction (Kshs.150,000) and water gutters and pipes (Kshs.102,722.2) for the chapel | 342,722.20 | New |
| Kawauni Secondary School | 4-016-077-2640510-108-2021/22-006 | 342,722.20 |  | Purchase and installation of 10,000 litres water tank (Kshs.90,000), masonry base construction (Kshs.150,000) and water gutters and pipes (Kshs.102,722.2) for four classrooms | 342,722.20 | New |
| Manyatta Secondary School | 4-016-077-2640510-108-2021/22-007 | 342,722.20 |  | Purchase and installation of 10,000 litres water tank (Kshs.90,000), masonry base construction (Kshs.150,000) and water gutters and pipes (Kshs.102,722.2) for four classrooms | 342,722.20 | New |
| Manyatta Primary School | 4-016-077-2640510-108-2021/22-008 | 342,722.20 |  | Purchase and installation of 10,000 litres water tank (Kshs.90,000), masonry base construction (Kshs.150,000) and water gutters and pipes (Kshs.102,722.2) for four classrooms | 342,722.20 | New |
|   |   |   |   | **TOTAL** | **2,741,777.58** |  |
| **BURSARY** |  |  |  |   |  |   |
| Bursary for Secondary Schools | 4-016-077-2640101-103-2020/21-001 | 29,868,441.28 |  | Payment of Bursary to needy students in secondary schools | 29,868,441.28 | New |
| Bursary Tertiary Institutions | 4-016-077-2640102-103-2020/21-002 | 14,000,000.00 |  | Payment of Bursary to needy students in tertiary institutions  | 14,000,000.00 | New |
|  |  |  |  | **TOTAL** | **43,868,441.28** |   |
| **PRIMARY SCHOOLS** |  |  |  |   |   |   |
| Kiomo Primary School | 4-016-077-2630204-104-2021/22-001 | 3,600,000.00 |  | Construction of 3 classrooms to completion | 3,600,000.00 | New |
| Kathome Primary School | 4-016-077-2630204-104-2021/22-002 | 3,600,000.00 |  | Construction of 3 classrooms to completion | 3,600,000.00 | New |
| Kwamwenze Primary School | 4-016-077-2630204-104-2021/22-003 | 3,600,000.00 |  | Construction of 3 classrooms to completion | 3,600,000.00 | New |
| Mususye Primary School | 4-016-077-2630204-104-2021/22-004 | 2,400,000.00 |  | Construction of 2 classrooms to completion | 2,400,000.00 | New |
| Kyaaka Primary School  | 4-016-077-2630204-104-2021/22-005 | 1,650,000.00 |  | Renovation of 3 classrooms to completion; new roof truss, new roof covering, flooring (ceramic tiles), fixing of windows, doors, new verandah, internal and external plaster, internal and external painting and electrical wiring. | 1,650,000.00 | New |
| Kawethei HGM Primary School | 4-016-077-2630204-104-2021/22-006 | 1,650,000.00 |  | Renovation of 3 classrooms to completion; new roof truss, new roof covering, flooring (ceramic tiles), fixing of windows, doors, new verandah, internal and external plaster, internal and external painting and electrical wiring. | 1,650,000.00 | New |
| Kikalu Primary School | 4-016-077-2630204-104-2021/22-007 | 2,400,000.00 |  | Construction of 2 classrooms to completion | 2,400,000.00 | New |
| Kithuiani Primary School | 4-016-077-2630204-104-2021/22-008 | 2,400,000.00 |  | Construction of 2 classrooms to completion | 2,400,000.00 | New |
| Kikondeni Primary School | 4-016-077-2630204-104-2021/22-009 | 1,625,000.00 |  | Renovation of 3 classrooms to completion; new roof truss, new roof covering, flooring (ceramic tiles), fixing of windows, doors, new verandah, internal and external plaster, internal and external painting and electrical wiring. | 1,625,000.00 | New |
| Kawauni Primary School | 4-016-077-2630204-104-2021/22-010 | 1,625,000.00 |  | Renovation of 3 classrooms to completion; new roof truss, new roof covering, flooring (ceramic tiles), fixing of windows, doors, new verandah, internal and external plaster, internal and external painting and electrical wiring. | 1,625,000.00 | New |
| Mbondoni Primary School | 4-016-077-2630204-104-2021/22-011 | 2,100,000.00 |  | Renovation of 4 classrooms to completion; new roof truss, new roof covering, flooring (ceramic tiles), fixing of windows, doors, new verandah, internal and external plaster, internal and external painting and electrical wiring. | 2,100,000.00 | New |
| Kavilinguni Primary School | 4-016-077-2630204-104-2021/22-012 | 2,100,000.00 |  | Renovation of 4 classrooms to completion; new roof truss, new roof covering, flooring (ceramic tiles), fixing of windows, doors, new verandah, internal and external plaster, internal and external painting and electrical wiring. | 2,100,000.00 | New |
| Kilindiloni Primary School | 4-016-077-2630204-104-2021/22-013 | 1,650,000.00 |   | Renovation of 4 classrooms to completion; new roof truss, new roof covering, flooring (ceramic tiles), fixing of windows, doors, new verandah, internal and external plaster, internal and external painting and electrical wiring.***(Classes bigger in square metres as compared to the rest)*** | 1,650,000.00 | New |
| Matungulu AIC Primary School | 4-016-077-2630204-104-2021/22-014 | 1,100,000.00 |  | Renovation of 2 classrooms to completion; new roof truss, new roof covering, flooring (ceramic tiles), fixing of windows, doors, new verandah, internal and external plaster, internal and external painting and electrical wiring. | 1,100,000.00 | New |
| Iia Itune Primary School | 4-016-077-2630204-104-2021/22-015 | 3,600,000.00 |  | Construction of 3 classrooms to completion | 3,600,000.00 | New |
| Unyuani Primary School | 4-016-077-2630204-104-2021/22-016 | 2,200,000.00 |  | Renovation of 4 classrooms to completion; new roof truss, new roof covering, flooring (ceramic tiles), fixing of windows, doors, new verandah, internal and external plaster, internal and external painting and electrical wiring.***(Classes bigger in square metres as compared to the rest)*** | 2,150,000.00 | New |
| Miu Primary School | 4-016-077-2630204-104-2021/22-017 | 1,650,000.00 |  | Renovation of 3 classrooms to completion; new roof truss, new roof covering, flooring (ceramic tiles), fixing of windows, doors, new verandah, internal and external plaster, internal and external painting and electrical wiring. | 1,650,000.00 | New |
| Kwandiu Primary School | 4-016-077-2630204-104-2021/22-018 | 2,400,000.00 |  | Construction of 2 classrooms to completion | 2,400,000.00 | New |
| Masewani Primary School | 4-016-077-2630204-104-2021/22-019 | 1,000,000.00 |  | Renovation of 2 classrooms to completion; new roof truss, new roof covering, flooring (ceramic tiles), fixing of windows, doors, new verandah, internal and external plaster, internal and external painting and electrical wiring. | 1,050,000.00 | New |
| Kathaana Primary School | 4-016-077-2630204-104-2021/22-020 | 1,000,000.00 |  | Construction of a 8-door pit latrine toilet to completion with a door for PWDs | 1,000,000.00 | New |
| Mukuyuni Primary School | 4-016-077-2630204-104-2021/22-021 | 2,000,000.00 |  | Drilling and equipping of a Borehole to completion | 2,000,000.00 | New |
| Malatani Primary School | 4-016-077-2630204-104-2021/22-022 | 2,500,000.00 |  | Purchase of a one and a half acre piece of land for school expansion | 1,000,000.00 | New |
| Kinyungu Primary School | 4-016-077-2630204-104-2021/22-023 | 1,050,000.00 |  | Renovation of 2 classrooms to completion; new roof truss, new roof covering, flooring (ceramic tiles), fixing of windows, doors, new verandah, internal and external plaster, internal and external painting and electrical wiring. | 1,050,000.00 | New |
| Proposed Kyaandu Primary School | 4-016-077-2630204-104-2021/22-024 | 1,500,000.00 |  | Purchase of 2 acres of land for proposed Kyaandu Primary SchoolSubmit a letter from MOE approving establishment of the school(Will seek approval from MOE and submit once received) | 1,500,000.00 | New |
| Syanthi SA Primary School | 4-016-077-2630204-104-2021/22-025 | 2,156,676.45 |  | Renovation of 2 classrooms to completion; new roof truss, new roof covering, flooring (ceramic tiles), fixing of windows, doors, new verandah, internal and external plaster, internal and external painting and electrical wiring. | 2,156,676.45 | New |
|   |   |   |   | **TOTAL** | **51,056,676.45** |   |
| **SECONDARY SCHOOLS** |   |   |   |   |   |   |
| Unyuani Secondary School | 4-016-077-2630205-104-2021/22-001 | 2,400,000.00 |  | Construction of 2 classrooms to completion | 2,400,000.00 | New |
| Kawethei Girls Secondary School | 4-016-077-2630205-104-2021/22-002 | 11,780,000.00 | 9,830,000.00(Allocated funds in 2014/15- 4M, 2015/16- 3.8M and 2016/17- Kshs.2,030,000, more funds will be allocated in 2022/23) | Construction of Administration Block with Ground, First and Second Floor-Phase 1- (Completion of Library on the First Floor-Internal Plastering, Flooring(Ceramic Tiles), Windows, Grills on Stairs, Electricity Installation)  | 1,950,000.00 | Ongoing |
| Matetani Secondary School | 4-016-077-2630205-104-2021/22-003 | 2,400,000.00 |  | Construction of 2 classrooms to completion | 2,400,000.00 | New |
| Kathaana Secondary School | 4-016-077-2630205-104-2021/22-004 | 2,400,000.00 |  | Construction of 2 classrooms to completion | 2,400,000.00 | New |
| Proposed Mikoikoni Secondary School | 4-016-077-2630205-104-2021/22-005 | 1,100,000.00 |  | Purchase of 1 acre of land for proposed Mikoikoni Primary SchoolSubmit a letter from MOE approving establishment of the school(Will seek approval from MOE and submit once received) | 1,100,000.00 | New |
| Kangundo DEB Secondary School | 4-016-077-2630205-104-2021/22-006 | 2,400,000.00 |  | Construction of 2 classrooms to completion | 2,400,000.00 | New |
|   |   |   |   | **TOTAL** | **12,650,000.00** |   |
| **SECURITY** |   |   |   |   |   |   |
| Kangundo Assistant County Commissioner ,Chief’s & Assistant Chief’s Office | 4-016-077-2630507-101-2021/22-001 | 3,000,000.00 |  | Construction of a five-roomed office with a boardroom to completion | 3,000,000.00 | New |
| Ngumuti Assistant Chief’s Office | 4-016-077-2630507-101-2021/22-002 | 900,000.00 |  | Completion of Assistant Chief's Office started by the community (Ring beam, roofing, internal and external plaster, flooring(red oxide), electrical installation, painting) | 900,000.00 | New |
| Kawauni Assistant Chief’s Office | 4-016-077-2630507-101-2021/22-003 | 300,000.00 |  | Construction of a 2-door pit latrine toilet to completion with ramps and rails for PWDs | 300,000.00 | New |
| Kivi Assistant Chief’s Office | 4-016-077-2630507-101-2021/22-004 | 300,000.00 |  | Construction of a 2-door pit latrine toilet to completion with ramps and rails for PWDs | 300,000.00 | New |
|   |   |   |   | **TOTAL** | **4,500,000.00** |  |
| **GRAND TOTAL** |   |   |   |   | **137,088,879.00** |  |

**KANG- CDFC MIN 03:23/9/2021 LEAVE ALLOWANCE**

The committee approved payment of leave allowance to Ann Mumbua ,Matthew Mutinda and John Mutinda staff who wanted to go on leave but unfortunately they don’t have any replacements hence they are to be paid a leave allowance. Ann Mumbua, Matthew Mutinda and John Mutinda are to be paid Ksh 16,390, Kshs 16390 and Kshs 18,020 respectively as leave allowance.

**KANG- CDFC MIN 04:23/9/2021 FIELD ALLOWANCE**

The FAM highlighted to the committee that the clerk of works and driver had requested for some facilitation when they go for field exercises. The committee deliberated and approved a field allowance of Kshs 500 per day for the clerk of work and Kshs 400 per day for the driver to be paid when they go to the field, but capped to a maximum of three days per week. The allowance is to be tabulated monthly and added to their salaries hence taxable.

**KANG- CDFC MIN 5:23/9/2021 SITE HANDOVER ALLOWANCES**

The committee approved payment of allowances for site handover activities that took place on 6th September, 14th September and 15th September at Kamwanyani Primary, Kwakathule Secondary, Katheini Secondary, Muisuni Secondary, Miu ABC Secondary, Matetani Secondary, Mukuyuni Secondary, Masewani Primary and Kanzokea Primary. The budget for the activities is as follows:

|  |  |
| --- | --- |
| Site Handover(3 days) | Kshs |
| Allowance for 1 chair @ Kshs 7000 | 21,000 |
| Allowance for 9 members @Kshs 5000 each | 135,000 |
| Allowance for 2 staff for 3 days | 10,500 |
| Lunch for 12 persons | 24,000 |
| Total | 190,500 |

**KANG- CDFC MIN 6:23/9/2021 WARD REPORT ALLOWANCES**

The committee approved payment of allowances for the activity of public participation that took place on 8th to 9th September at Kikambuani Chief’s Office, Kathome Redeemed Church, Maiuni Assistant Chief’s Office & Kathaana Assistant Chief’s Office. The budget for the activity is as follows:

|  |  |
| --- | --- |
| Ward report(2 days) | Kshs |
| Allowance for 1 chair @ Kshs 7000 | 14,000 |
| Allowance for 9 members @Kshs 5000 each | 90,000 |
| Allowance for 2 staff for two days | 7,000 |
| Lunch for 12 persons | 24,000 |
| Total | 135,000 |

**KANG- CDFC MIN 7:23/9/2021 BURSARY SECONDARY**

The committee approved payment of bursary to students in secondary school. The committee approved payment of bursary to 266 students at Kshs 3000 each. The committee also approved payment of bursary to 20 needy students at Kshs 20,000 each. The total budget approved is Kshs 1,200,000

**KANG- CDFC MIN 8:23/9/2021 APPROVAL OF REALLOCATIONS**

The FAM informed the committee that the reallocations that the committee had sought approval from the board had been approved and the approval letter received. Consequently, the committee approved transfer of funds to the approved projects:

1. Kilalani Primary School- Construction of a kitchen to completion- Kshs 1,000,000
2. Kitongi Primary School- Construction of a kitchen to completion- Kshs 1,000,000
3. Matithini Primary School- Construction of an 4-door pit latrine to completion with one door catering for PWDS- Kshs 480,000
4. Mukunike Secondary School- Purchase and installation of 10,000 litres water tank(Ksh 90,000), masonry base construction(Kshs 150,000) and water gutters and pipes(Kshs 103,000) for the office- Kshs 343,000
5. Malatani Primary School- Construction of a 4-door pit latrine to completion with one door catering for PWDs- Kshs 480,000
6. Kwambalu Primary School- Construction of 2 classrooms to completion- Kshs 2,400,000
7. Kangundo NGCDF Office-Completion of Kangundo NGCDF 15 roomed office block project(Heavy PVC ceiling panels, ceramic floor tiles, metal grills for staircase, balconies and ramp, window grills, architrave) - Kshs 535,895(Kshs 44,000 from emergency 2020-2021 and Kshs 491,895 from emergency 2019-2020)
8. Miu Assistant Chief’s Office- Purchase of Office Furniture( Office table, 3 Office Chairs, Office Cabinet)- Kshs 70,000
9. Matetani Assistant Chief’s Office- Purchase of Office Furniture( Office table, 3 Office Chairs, Office Cabinet)- Kshs 70,000
10. Kathaana Assistant Chief’s Office- Purchase of Office Furniture(Office table, 3 Office Chairs)- Kshs 45,206.9

**KANG- CDFC MIN 9:23/9/2021 RESUBMISSION OF KIKAMBUANI POLICE STATION**

The committee deliberated and proposed the resubmission of the project of Purchase of land for the proposed construction of Kikambuani Police Station. This is because the value of the land available as valued by the government valuer (Kshs 800,000 per acre)has a large variance as compared to the amount the seller is asking for(Kshs 3,500,000 per acre). The committee resolved to take the money Kshs 3,000,000 to:

* 1. Kawauni Assistant Chief’s Office- Construction of a two-roomed office with a boardroom- Kshs 1,600,000
	2. Kivi Assistant Chief’s Office- Construction of a two-roomed office with a boardroom- Kshs 1,400,000

The FAM is to write to the board to seek the resubmission.

**KANG- CDFC MIN 10:23/9/2021 AOB**

The committee approved payment of the following funds:

1. Kshs 62,000 for the allowances of the day’s meeting and lunch:
* 9 members @ Kshs 5,000 each- Kshs 45,000
* 1 chair @ Kshs 7000- Kshs 7,000
* Lunch and refreshments for 10 members- Kshs 10,000
1. Airtime for the Chair, FAM and Secretary for the month of September @Kshs 5000 each-Kshs 15,000. Fare for the Chairperson and Secretary when they come to sign minutes @ Kshs 3000 each- Kshs 6,000
2. Allowances and daily subsistence allowance for the Chairperson, Fund Account Manager and Sub-county Accountant for the IPSAS review of 5 days that was held at Machakos NGCDFC Offices from 13th to 17th September. The budget being as follows:

|  |  |
| --- | --- |
| **Machakos IPSAS Review(Five Days)** |   |
| Chair Allowance for 5 days @Kshs 7,000 | 35,000 |
| Sub-County Accountant Per Diem for 5 days @Kshs 8,400 | 42,000 |
| FAM Per Diem for 5 days@Kshs 8,400 | 42,000 |
| Fare for three persons for two days @Kshs 2,000 each | 12,000 |
| **Total** |  131,000  |

There being no other business, the meeting closed with a word of prayer from James Kivondo at 2pm.

Minutes complied by:

……………………….

Catherine Mary Ngila

Secretary

Minutes approved by

……………………….

John Nzuki Kituku

Chairperson

Minutes confirmed by

………………………..

Willis Mwenda Mbabu

Fund Account Manager