

MINUTES OF THE NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND
COMMITTEE - KAITI CONSTITUENCY HELD ON 13TH NOVEMBER, 2018 AT NG~C.D.F
OFFICE - MUKUYUNI

MEMBERS PRESENT

1. WINNIE KATUNGA
2. JOHN N. KUNDI
3. VICTORIA WAMBUA
4. HELLEN W. KASULI
5. ANTHONY KASIMU
6. SAMUEL MULWA
7. FLORENCE OBUNGA – DCC MAKUENI
8. RUTH NZULA
9. GEDION MULILI
10. DANIEL MALUKI – FAM

OPENING PRAYER

Meeting was called to order at 11:10 am and an opening prayer led by Gedion Mulili

PRELIMINARY

The chairman called the meeting into order and welcomed all the members to the meeting.

OPENING REMARKS

The fund account manager welcomed the members to the meeting and thanked them for attendance.

NG~CDF is in a process of computerizing all its operations

Disasters and emergencies are many and a team for attending to them has to be trained.

MIN 1/13/11/18 READING AND CONFIRMATION OF PREVIOUS MINUTES

Previous minutes were read and confirmed as true record of what was discussed, proposed by Hellen Kasuli and seconded by Anthony Kasimu.

MIN 2/13/11/18 WARD PROJECT REPORTS

KEE WARD

Watema Primary School; (construction of two classrooms) the project is complete and ready for opening.

Masaani Primary School; (construction of two classrooms) the project is on-going, it is roof level.

Nihonzweni Primary School; (renovations) the project is complete though the roof was not worked on well and it was agreed that it should be re-done.

Kivani Secondary School; (construction of storey building) the project foundation is complete though the contractor sought to be paid more on his first interim payments which was declined to by the authorizing officers.

Mwea Secondary School; (construction of science laboratory) the project is at procurement stage. Advertising is on progress.

UKIA WARD

Ithanzeni Primary School; (construction of two classrooms) the project is at its final stages to completion that is finishes.

Kilala AIC Primary School; (construction of toilet) the project is complete and ready for use.

Mutula primary school; (construction of two classrooms) the project progress is good.
Status: on-going, at walling level.

Kyamuthei Boys Secondary School; (dining hall) the project is on-going.

Nzouni Primary School; (construction of two classrooms) the project status is on-going, at roofing level.

ILIMA WARD

Kyakhuku Primary School; (construction of two classrooms) the project status is on-going, at roofing level.

St. Monica Wautu Giri's Secondary School; (construction of science laboratory) the project is at procurement stage.

Matw'iku Primary School; (construction of two classrooms) the project status is on-going, at roofing level. PMC's were reluctant to pay the contractor but the problem is solved.

Kathangathini Primary School; (renovations) the project is complete and in use.

Kyambeke Primary School; (construction of girl's toilet) the project is complete and commissioned for use.

Nzukuni Primary School; (completion of administration block) the project is complete and ready for use.

KILUNGU WARD

Kisyulya Secondary School; (construction of two classrooms) the project status is on-going, at roofing level.

Thomeandu Primary School; (construction of two classrooms) the project is at its final stages to completion that is finishes.

Mutanda Primary School; (construction of two classrooms) the project is at its final stages to completion that is finishes.

Kaeani Primary school; (construction of toilet) the project is complete and in use.

Nduu Assistant Chief's Office; (construction of office) the project status is on-going, roofing level.

Tusunini Primary School; (construction of two classrooms) the project is complete and will be ready for commissioning to use anytime now.

MIN 3/13/11/18 MONITORING AND EVALUATION OF ON-GOING PROJECTS

It was agreed that all on-going projects must be monitored through physical visiting. The schedule for the activities will be prepared in the office and communicated. This will be after the KCSE exams.

MIN 4/13/11/18 LABELLING AND BRANDING OF NGCDFC PROJECTS

This will be done with the money which was allocated to the project. The proposed colour to be used would be green. Branding could be done on walls for security purposes. If not possible a signboard could be used.

MIN 5/13/11/18 PROJECT PROPOSALS

A circular was issued to regional coordinators and fund account managers. Proposals should have been done in February.

Basis of project proposals

1. Visiting wards and identifying projects.
2. Identification one of the big four agendas must be captured.
3. We have to capture what is in the strategic plan.
4. Project allowed by the act.
5. Eligible projects falling under the national government under the constituency. It must be community based.
Ineligible project supporting political bodies, churches/ religious activities, personal awards but we can give bursary N.H.N.F allowed and on the way, projects targeting special groups.
6. Projects falling under devolved government

Project co-funding (with agreement)

Completion of on-going projects

It was directed that all on-going projects should be completed but few about six (6) could be completed.

ADHERENCE TO STATUTORY CEILINGS

CDF is not allowed to spend above the given ceiling.

Administration / recurrent	-6%
Emergency	-5%
Sports	-2%

Environment -2%

Bursary -35%

M&E -3%

NB: a constituency shall not allocate less than 25% of the 35% of the bursary.

Preparation of constituency strategic plan

The strategic plan should be aligned with vision 2030

Declaration of aid

Clearance of standing issues

Standing issues should be cleared immediately funds are available.

NB: the secretary should ensure that detailed minutes are taken capturing all details.

Timeliness for project submission

Project proposals should be submitted by latest 30th November.

Budget ceiling for constituencies = 109,040,875.52

STATUTORY ALLOCATIONS

Normal projects =50,962,261.82

Security =10,904,087.55

Bursary =27,260,216.88

Sports =2,180,817.51

Environment =2,180,817.51

Emergency =5,738,993.45

Administration/ Recurrent =6,542,452.53

M & E =3,271,228.27

Total = 109,040,875.52

MIN 6/13/11/18 – PROJECT PROPOSAL

After length deliberations the NG~CDFC agreed on the following projects to be funded in the financial year 2018 – 2019 in all four wards in the constituency:

PROJECT NAME	PROJECT ACTIVITY	AMOUNT ALLOCATED
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Employees' Salaries	Payment of staff salaries and gratuity	2,945,833.20
Goods and services	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea etc.	1,990,759
NSSF	Payment of NSSF deductions	48,000
NHIF	Payment of NHIF deductions	96,000
Committee expenses	Payment of committee sittings, allowances, transport and conferences.	1,461,860.71
Goods and services	Purchase of fuel, repairs and maintenance, printing, stationery, airtime, travel and substance	1,608,000.00
Committee expenses	Payment of committee sitting allowance, transport, conferences	498,155.17
NG-CDFC/ PMC Capacity building	Undertake training of the NG-CDFCs/ PMCs on NG-CDF related issues	1,165,071.10
Bursary to Secondary schools	Payment of bursary to needy students	17,000,000
Bursary to Tertiary schools	Payment of bursary to needy students	10,260,218.88
Kyamuoso Primary school	Construction to completion of 1 classroom	1,000,000
Kyambeke Primary School	Roofing, plastering, painting of 2 classrooms	400,000
Kyenzeni Primary School	Renovation (roofing Plastering, Flooring and painting of 3 classrooms)	600,000
Kyangela Primary School	Renovation (roofing Plastering, Flooring and painting of 3 classrooms)	500,000
Kyamulinge Primary School	Construction to completion of 1 classroom	1,000,000
Musalala Primary School	Renovation (roofing Plastering, Flooring and painting of 5 classrooms)	1,000,000
Katitu Primary School	Construction to completion of latrine	400,000
Kyakatoni Primary School	Renovation (roofing Plastering, Flooring and painting of 3 classrooms)	600,000
Isovya Primary School	Construction to completion of 1 latrine	400,000
Matwiku Primary School	Completion of two classrooms at plastering level (plastering and painting)	300,000

Kyakithuku Primary School	Completion of two classrooms at plastering level (plastering and painting)	300,000
Musalala Primary School	Levelling, manual reshaping, construction of gabions and back filling of gullies, length of 8km	1,800,000
Makuli Primary School	Renovation (roofing Plastering, Flooring and painting of 3 classrooms and a kitchen)	700,000
Kilolo Primary School	Renovation (roofing Plastering, Flooring and painting of 4 classrooms)	800,000
Kisyungii Primary School	Renovation (roofing Plastering, Flooring and painting of 3 classrooms)	500,000
Iuani HGM Primary School	Renovation (roofing Plastering, Flooring and painting of 3 classrooms)	600,000
Kavutini Primary School	Roofing & flooring of 1 classroom	300,000
Mukuyuni Primary School	Completion of a Dining Hall which is at roofing level (roofing painting, plastering, flooring)fitting windows and doors	1,000,000
Miting'ani Primary School	Renovation (roofing Plastering, Flooring and painting of 4 classrooms)	1,000,000
Mung'eli Primary School	Construction to completion of 1 latrine	400,000
Matindini Primary School	Construction to completion of 1 latrine	400,000
Mumbuni Primary School	Renovation (roofing Plastering, Flooring and painting of 3 classrooms)	500,000
Mutula Primary School	Levelling, manual reshaping, construction of gabions and back filling of gullies, length of 3.5km	866,349.37
Inyokoni Primary School	Construction to completion of a girls dormitory	3,000,000
Kauti Primary School	Renovation (roofing Plastering, Flooring and painting of 3 classrooms)	500,000
Kwaluli Primary School	Construction to completion of 1 latrine	400,000
Kalongo Primary School	Renovation (roofing Plastering, Flooring and painting of 3 classrooms)	600,000
Kyakituku Primary School	Renovation (roofing Plastering, Flooring and painting of 3 classrooms)	600,000

Mutungu Primary School	Renovation (roofing Plastering, Flooring and painting of 3 classrooms)	600,000
Kikoko Girls Primary School	Completion of 3 classrooms which is at roofing (roofing, plastering and painting)	1,000,000
Kyakathungu Primary School	Renovation (roofing Plastering, Flooring and painting of 3 classrooms)	500,000
Kithembe Primary School	Renovation (roofing Plastering, Flooring and painting of 3 classrooms)	600,000
Kituuuni Primary School	Renovation (roofing Plastering, Flooring and painting of 3 classrooms)	600,000
Mutungu Primary School	Levelling, manual reshaping, construction of gabions and back filling of gullies, length of 9km	1,600,000
Kyambai Primary School	Renovation (roofing Plastering, Flooring and painting of 5 classrooms)	1,000,000
Ngiluni Primary School	Renovation (roofing Plastering, Flooring and painting of 3 classrooms)	500,000
Thoma Primary School	Construction to completion of an administration block	1,500,000
Ikalyoni Primary School	Renovation (roofing Plastering, Flooring and painting of 3 classrooms)	500,000
Matangi Primary School	Renovation (roofing Plastering, Flooring and painting of 3 classrooms)	500,000
Muusini Primary School	Renovation (roofing Plastering, Flooring and painting of 5 classrooms)	1,000,000
Kasanguni Primary School	Renovation (roofing Plastering, Flooring and painting of 3 classrooms)	600,000
Kitandi Primary School	Renovation (roofing Plastering, Flooring and painting of 3 classrooms)	600,000
Kee Primary School	Construction to completion of girls dormitory	1,000,000
Mavia Meu Primary School	Construction to completion of 1 latrine	400,000
Kivai Primary School	Construction to completion of 1 latrine	400,000
Kyamwalye Primary School	Construction to completion of 1 latrine	400,000
Watema Primary School	Completion of two classrooms which is at plastering level (plastering and painting)	300,000

Masaani Primary School	Completion of two classrooms which is at plastering level (plastering and painting)	300,000
Mavia Meu Primary School	Levelling, manual reshaping, construction of gabions and back filling of gullies, bush clearing, length of 10km	1,850,000
Kivani Primary School	Levelling, manual reshaping, construction of gabions and back filling of gullies, bush clearing, length of 5km	1,000,000
Mutulani Primary School	Renovation (roofing Plastering, Flooring and painting of 3 classrooms)	600,000
Kavatanzou Secondary School	Renovation (roofing Plastering, Flooring and painting of 3 classrooms)	500,000
AIC Mwaani - Ilima Secondary School	Construction of a dormitory (from foundation level to walling level)	1,000,000
Muiii Secondary School	Roofing and flooring of 1 classroom	500,000
Katikomu Secondary School	roofing, plastering, painting and flooring of 2 classrooms	400,000
Kisekini Secondary School	Completion of a dining hall which is at flooring level (painting, plastering, flooring)	1,000,000
St. Monica Wautu Girls Secondary School	Completion of a Science Lab which is flooring level (painting, plastering, flooring)	1,500,000
Iuani ABC Secondary School	Renovation (roofing Plastering, Flooring and painting of 5 classrooms)	1,000,000
Kyuasini Secondary School	Construction to completion of girls dormitory	2,000,000
Kyau Secondary School	construction to completion of 1 classroom	1,000,000
Musalala Secondary School	plastering, fitting doors and windows of science lab	1,000,000
Kinyuani Secondary School	Construction to completion of 1 latrine	300,000
Kiuukuni Secondary School	Renovation (roofing Plastering, Flooring and painting of 3 classrooms)	600,000
Mumbuni Secondary School	Completion of two classrooms which is at plastering level (plastering and painting);Kshs. 1,000,000 and Kshs. 200,000 construction to completion of 1 latrine	1,200,000

Kyamuthei Secondary School	Levelling, manual reshaping, construction of gabions and back filling of gullies, bush clearing, length of 15km	3,500,000
Thomeandu Boys Secondary School	Completion of a Science Lab which is at flooring level (painting, plastering, flooring)	1,000,000
Kitandi Secondary School	Fitting windows for the administration block	400,000
St. Lucia Girls Secondary School - Kauti	Completion of a dining hall which is at flooring level (painting, plastering, flooring)	1,000,000
Engavu Secondary School	flooring and plastering of 3 classrooms	300,000
Nguluni Secondary School	Renovation (roofing Plastering, Flooring and painting of 3 classrooms)	600,000
Kyakatoni Secondary School	Construction to completion of 1 classroom	1,000,000
Kithangathini AP Line	Construction of 1 latrine	250,000
Kilala Chief's Office	Roofing and plastering of the chiefs office	500,000
Iuani AP Line	Purchase of Land(a quarter of an acre)	100,000
Ilima Chiefs Office	Plastering, Flooring, of Chief's Office	500,000
Kilungu DCC Residential	Construction to completion of a residential house to accommodate the DCC	2,000,000
Ass. Chiefs Office - Nduu	Completion (flooring, plastering and painting of the office)	300,000
County Director of Education	Construction to completion of 1 executive toilet with a septic tank	600,000
Sports	Carry out constituency sports tournaments and for purchase of sports equipment in the 4 wards	2,180,817.51
Environment AIC Mukuyuni Primary School	Construction of a drift to enable majority of the students who learn from that school covering 40 meters to access the school	2,180,817.51
Emergency	To cater for unforeseen occurrences in the constituency	5,738,993.45
		109,040,875.52

MIN 6/13/11/18 - ADJOURNMENT

There being no other business the meeting ended at 4:45 pm with a word of prayer from Gideon Mulili. Adjournment

CHAIRMAN SAMUEL M. MULWA.....

SIGNATURE ~~Samuel M. Mulwa~~..... DATE 13/11/2018.....

SECRETARY JOHN N KUNDA.....

SIGNATURE John N Kunda..... DATE 13/11/2018.....