**MINUTES OF THE NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND COMMITTEE- KAITI CONSTITUENCY HELD ON 28TH SEPTEMBER, 2020 AT NG –CDF OFFICE-MUKUYUNI**

**MEMBERS PRESENT**

1. Samuel M.Mulwa - Chairman
2. Daniel M. Maluki - Fund Account Manager
3. Bernard K .Nicholas - Dcc
4. John Kundi - Secretary
5. Antony K.Kasimu - Member
6. Ruth Nzula - Member
7. Hellen Kasuli - Member
8. Winnie Katunga - Member
9. Victoria Wambua - Member

**OPENING PRAYER**

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

**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. He congratulated the members for good supervision of the on-going project. He also appealed to members to make monthly reports for supervision of projects.

**AGENDA**

* 1. READING CONFIRMATION OF PREVIOUS MINUTES
  2. EMERGENCY PROJECTS
  3. PROJECT PROPOSALS FY 2020-2021
  4. ADJOURNMENT

**MIN 1/28/09/20 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 2/28/09/20 EMERGENCY PROJECTS**

The NGCDFC approved emergency payment of kyamuthei primary school for girls’ toilet which sunk due to heavy rainfall.

**MIN 3/28/09/20 PROJECT PROPOSALS**

The Fund Account Manager informed the meeting that the allocation table for the financial year 2020/2021 was out and that the constituency had an allocation of Ksh.137,088,879.31.

After thorough deliberations, members approved the following projects to be considered for funding:

| **#** | **Name of Project** | **(%)** | **Amount Allocated** |
| --- | --- | --- | --- |
|  | Administration/Recurrent | 6 | 8,225,332.76 |
|  | Monitoring and Evaluation/Capacity Building | 3 | 4,112,666.38 |
|  | Emergency reserve | 5 | 7,192,206.90 |
|  | Sports Activities | 2 | 2,741,777.59 |
|  | Environmental Projects | 2 | 2,741,777.59 |
|  | Education Bursary | 25 | 34,272,219.82 |
|  | Social Security program |  | 13,146,000.00 |
|  | Other Projects |  | 64,656,898.27 |
|  | **Total** |  | **137,088,879.31** |

Allocation for similar renovation activities may vary according to the extent of damage of the classroom or office, allocation for construction of classrooms or offices may also vary based on the topography of the site.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Name** | **Estimated cost** | **Cumulative cost** | **Activity** | **Amount Allocated** | **Status** |
| **ADMINISTRATIVE AND RECURRENT COST** | | | |  |  |
| Employees’ Salaries | 4,391,146.11 | Nil | Payment of staff salaries @kshs 3,461,147.11 and gratuity @ kshs 930,000 | 4,391,146.11 | New |
| Goods and services | 2,837,721.84 | Nil | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea | 2,932,985.76 | New |
| NSSF | 52,800 | Nil | Payment of NSSF deductions | 52,800 | New |
| NHIF | 104,400 | Nil | Payment of NHIF deductions | 104,400 | New |
| Committee expenses | 744,000 | Nil | Payment of committee sittings, allowances, transport and conferences. | 744,000 | New |
| **SUB TOTAL** |  |  |  | **8,225,331.87** |  |
| **MONITORING, EVALUATION AND CAPACITY BIULDING** | | | |  |  |
| Goods and services | 1,377,031.72 | Nil | Purchase of fuel, repairs and maintenance, printing, stationery, airtime, travel and substance | 1,368,665.72 | New |
| Committee expenses | 744,000 | Nil | Payment of committee sitting allowance, transport, conferences | 744,000 | New |
| NG-CDFC/ staff/ PMC Capacity building | 2,000,000 | Nil | Undertake training of the NGCDFC/ staff/ PMCs on NG NGCDF related issues | 2,000,000 | New |
| **SUB TOTAL** |  |  |  | **4,112,665.72** |  |
| **EMERGENCY** |  |  |  |  |  |
| Emergency | 7,192,206.90 | Nil | To cater for any unforeseen occurrences in the constituency during the final the financial year | 7,192,206.90 | New |
| **SUB TOTAL** |  |  |  | **7,192,206.90** |  |
| **SPORTS** |  |  |  |  |  |
| Sports | 2,741,777.59 | Nil | Carrying out sport tournament for kshs 2,041,777.59 and awarding of winners of four clubs (ukia,kee,ilima and kilungu )with balls, uniform kits and trophies @ ksh 175,000 each club | 2,741,777.59 | New |
| **SUB TOTAL** |  |  |  | **2,741,777.59** |  |
| **ENVIRONMENT** |  |  |  |  |  |
| Kwakasuui Sand Dam | 600,000.00 | Nil | Construction of sand dam to control floods | 600,000.00 | New |
| Kala Sand Dam | 541,777.59 | Nil | Construction of sand dam to control floods | 541,777.59 | New |
| Kyaka Sand Dam | 500,000.00 | Nil | Construction of sand dam to control floods | 500,000.00 | New |
| Kiiu Sand Dam | 500,000.00 | Nil | Construction of sand dam to control floods | 500,000.00 | New |
| Kyanguma Sand Dam | 600,000.00 | Nil | Construction of sand dam to control floods | 600,000.00 | New |
| **SUB TOTAL** |  |  |  | **2,741,777.59** |  |
| **BURSARY** |  |  |  |  |  |
| Bursary Secondary schools | 24,000,000.00 | Nil | Payment of bursary to needy students | 24,000,000.00 | New |
| Bursary Tertiary schools | 10,272,219.82 | Nil | Payment of bursary to needy students | 10,272,219.82 | New |
| NHIF Social Security Programme | 13,146,000 | Nil | Payment of NHIF to 2,191 needy constituents @ kshs.6,000 per person | 13,146,000 | New |
| **SUB TOTAL** |  |  |  | **47,418,219.82** |  |
| **EDUCATION (PRIMARY SCHOOLS PROJECTS)** | | | |  |  |
| Kyakituku Primary School | 600,000 | Nil | Renovation of 4 classrooms roofing and painting to completion | 600,000 | New |
| Kauti Primary School | 600,000 | Nil | Renovation of 4 classrooms roofing and painting to completion | 600,000 | New |
| Kisekini Primary School | 700,000 | Nil | Renovation of 4 classrooms: roofing, plastering and painting to completion | 700,000 | New |
| Kisyulya Primary School | 600,000 | Nil | Renovation of 2 classrooms purchase of purlins/rafters and roofing to completion. | 600,000 | New |
| Mutungu Primary School | 600,000 | Nil | Renovation of 4 classrooms roofing and painting to completion | 600,000 | New |
| Kikoko Girls Primary School | 700,000 | Nil | Renovation of 4 classrooms: roofing, plastering and painting to completion | 700,000 | New |
| Kambuku Primary School | 2,400,000 | Nil | Construction of 2 classrooms to completion | 2,400,000 | New |
| Kyesuni Primary School | 600,000 | Nil | Renovation of 4 classrooms roofing and painting to completion | 600,000 | New |
| Engavu Primary School | 600,000 | Nil | Renovation of 4 classrooms roofing and painting to completion | 600,000 | New |
| Wautu Primary School | 600,000 | Nil | Renovation of 4 classrooms roofing and painting to completion | 600,000 | New |
| Isovya Primary School | 600,000 | Nil | Renovation of 4 classrooms roofing and painting to completion | 600,000 | New |
| Kitundumo Primary School | 600,000 | Nil | Renovation of 4 classrooms roofing and painting to completion | 600,000 | New |
| Musalala Primary School | 600,000 | Nil | Construction of 6 doors pit latrines to completion | 600,000 | New |
| Kithangathini Primary School | 600,000 | Nil | Renovation of 4 classrooms roofing and painting to completion | 600,000 | New |
| Katitu Primary School | 900,000 | Nil | Construction of one classroom to completion | 900,000 | New |
| Kyenzeni Primary School | 600,000 | Nil | Renovation of 3 rooms of administration block :roofing, plastering and painting to completion | 600,000 | New |
| Mumbuni Primary School | 2,000,000 | Nil | Construction of 2 classrooms: foundation  , walling and roofing to completion. | 2,000,000 | New |
| Nthimbani Primary School | 800,000 | Nil | Renovation of 3 classrooms, roofing, plastering and flooring to completion | 800,000 | New |
| ACK Kaiti Primary School | 600,000 | Nil | Renovation of 3 classrooms, roofing and flooring to completion | 600,000 | New |
| Yathonza Primary School | 400,000 | Nil | Renovation of 2 rooms administration block :roofing and flooring to completion | 400,000 | New |
| Kisyungii Primary School | 800,000 | Nil | Renovation of 3 classrooms roofing ,plastering and painting to completion | 800,000 | New |
| Kiuukuni Primary School | 600,000 | Nil | Renovation of 3 classrooms, roofing and flooring to completion | 600,000 | New |
| Nthongoni Primary School | 600,000 | Nil | Renovation of 3 classrooms, roofing and flooring to completion | 600,000 | New |
| Muthini Primary School | 600,000 | Nil | Renovation of 3 classrooms, roofing and flooring to completion | 600,000 | New |
| Kavutini Primary School | 500,000 | Nil | Renovation of 2 classrooms, roofing and painting to completion | 500,000 | New |
| Kyambai Primary School | 1,000,000 | Nil | Renovation of 5 classrooms -flooring and painting to completion | 1,000,000 | New |
| Ngiluni Primary School | 600,000 | Nil | Construction of 6 door cubicles boys' pit latrine to completion | 600,000 | New |
| Muusini Primary School | 700,000 | Nil | Renovation of 4 classrooms: roofing, plastering and painting to completion | 700,000 | New |
| Mwea Primary School | 700,000 | Nil | Renovation of 4 classrooms: roofing, plastering and painting to completion | 700,000 | New |
| Munyuni Primary School | 600,000 | Nil | Construction of a pit latrine-6 cubicles to completion | 600,000 | New |
| Kivaku Primary School | 600,000 | Nil | Construction of a pit latrine-6 cubicles to completion | 600,000 | New |
| Kivani Primary School | 600,000 | Nil | Construction of a pit latrine-6 cubicles to completion | 600,000 | New |
| Matangi Primary School | 400,000 | Nil | Renovation of 2 room administration block: roofing and flooring to completion | 400,000 | New |
| Kyakithuku Primary School | 500,000 | Nil | Renovation of 2 classrooms roofing and painting to completion | 500,000 | New |
| Matwiku Primary School | 500,000 | Nil | Renovation of 2 classrooms roofing and painting to completion | 500,000 | New |
| Thomeandu Primary School | 500,000 | Nil | Renovation of 2 classrooms roofing and painting to completion | 500,000 | New |
| Tusunini Primary School | 500,000 | Nil | Renovation of 2 classrooms roofing and painting to completion | 500,000 | New |
| Mutanda Primary School | 500,000 | Nil | Renovation of 2 classrooms roofing and painting to completion | 500,000 | New |
| Watema Primary School | 500,000 | Nil | Renovation of 2 classrooms roofing and painting to completion | 500,000 | New |
| **SUB TOTAL** |  |  |  | **27,000,000** |  |
| **EDUCATION (SECONDARY SCHOOLS PROJECTS)** |  |  |  |  |  |
| Musalala Secondary School | 1,800,000 | Nil | Construction of new dormitory of a 100 capacity: foundation and walling | 1,000,000 | New |
| AIC Mwaani Secondary School | 800,000 | Nil | Construction of one classroom: foundation, walling and roofing to completion | 800,000 | New |
| Kyumu Secondary School | 1,000,000 | Nil | Renovation of dining hall of a 120 students capacity: plastering ,painting and flooring to completion | 1,000,000 | New |
| ABC Ivani Secondary School | 1,000,000 | Nil | Renovation of dining hall of a 120 capacity: plastering ,painting and flooring to completion | 1,000,000 | New |
| Makuli Secondary School | 1,500,000 | Nil | Construction of 2 rooms administration block :foundation and walling | 1,000,000 | New |
| Kitandi Secondary School | 3,000,000 | Nil | Construction of 3 classrooms to completion: foundation, walling and roofing. | 3,000,000 | New |
| kyau secondary school | 2,600,000 | Nil | Construction of science laboratory of a 50 student capacity: foundation and walling | 1,000,000 | New |
| Mutulani Secondary School | 800,000 | Nil | Renovation of 5 classrooms-roofing and painting to completion | 800,000 | New |
| Kee Secondary School | 1,000,000 | Nil | Renovation of a girls dormitory of a 120 student capacity :flooring plastering and painting to completion | 1,000,000 | New |
| Kithangathini secondary School | 500,000 | Nil | Renovation of 2 classrooms roofing and painting to completion | 500,000 | New |
| Kisyula Secondary School | 500,000 | Nil | Renovation of 2 classrooms roofing and painting to completion | 500,000 | New |
| **SUB TOTAL** |  |  |  | **11,600,000** |  |
| **EDUCATION (TERTIARY INSTITUTION PROJECTS** |  |  |  |  |  |
| KMTC Kilungu Campus | 25,000,000 | Nil | Construction of 8 classrooms at 9,600,000 and 5 roomed administration block at 15,400,000 to completion.  ***NG-CDFC to submit approval letter from the KMTC for the establishment of the College*** | 25,000,000 | New |
| **SUB TOTAL** |  |  |  | **25,000,000** |  |
| **OTHERS** |  |  |  |  |  |
| strategic plan | 1,056,900 | Nil | Review strategic plan | 1,056,900 | New |
| **SUB TOTAL** |  |  |  | 1,056,900 |  |
| **TOTAL** | | | | **137,088,879.31** |  |

**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%

Review of constituency strategic plan

The strategic plan should be aligned with vision 2030

**STATUTORY ALLOCATIONS**

Projects =77,802,898.27

Bursary =34,272,219.82

Sports =2,741,777.59

Environment =2,741,777.59

Emergency =7,192,206.90

Administration/ Recurrent =8,225,332.76

M & E =4,112,666.38

Total  **= 137,088,879.31**

**MIN 4/28/09/20 – ADJOURNMENT**

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

**CHAIRMAN ……………………………………………………………………………………..**

**SIGNATURE …………………………….. DATE……………………………………**

**SECRETARY…………………………………………………………………………………….**

**SIGNATURE…………………………………. DATE……………………………………**