**MINUTES OF MAKUENI NG-CDF COMMITTEE MEETING HELD ON 27TH AUGUST, 2020 AT THE OFFICE BOARDROOM**

**Members present:**

1. Titus K. Munuve – Chairman
2. Daniel M. Maluki – Fund Account Manager
3. Benedict M. Muange – Secretary
4. Alice M. Kivuva – Member
5. Justina M. Katiku \_ Member
6. Benard M. Tivu – Member
7. Esther N. Levu – Member
8. Stella M.Mutuku – Member
9. AlphonceWambua \_ Member

**Preliminaries**

The chairman called the meeting to order at 10:00 am and requested for a word of prayer from Justina Katiku.

**Matters arising**

The chairman tabled the meeting agenda as follows:

1. Project requirements for FY 2019-2020
2. Funds allocated for FY 2020/2021
3. On-going projects & reallocation of Iiani Secondary School
4. Emergency cases
5. Project proposals FY 2020-2021
6. AOB

**Min 1/27/08/2020: Project requirements for FY 2019/2020**

The committee resolved that every PMCs should submit their project documents to the office on or before 1st September, 2020 to enable processing of cheques.

**Min 2/27/08/2020: Funds allocated for FY 2020/2021**

The FAM informed the committee that the constituency had been allocated a budget of Ksh 137,088,879.31 for FY 2019-2020. In this regard, the committee drew allocations for the budget as outlined in **Min 5/27/08/2020.** The committee agreed that;

* Ongoing project should be completed first.
* PMCs should always brand each funded project.
* Projects identified in public participation should be considered for funding.

**Min 3/27/08/2020: Ongoing projects & reallocation of Iiani Secondary School**

The committee agreed to give priority to ongoing projects to ensure they are completed and value for money realized. It also resolved to reallocate Iiani Secondary School-Ksh 500,000 FY 2019/20 to construction of 1 classroom since the school board had not yet agreed on the construction of dormitory. This is to be approved by the board.

**Min 4/27/08/2020: Emergency cases**

Member for Mavindini reported that Mumbeeni Primary school needed teachers’ toilets since the old ones had sunk due to heavy rainfall.

**Min 5/27/08/2020: Project proposals FY 2020-2021**

As confirmed in the board circular dated 10th August, 2020, the total allocation for the constituency is Ksh.137,088,879.31. The FAM outlined the statutory ceiling guidelines which resulted to the following budget:

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **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** |

Ksh. 64,506,898.27 was distributed equally among the 7 wards such that each got Ksh. 9,215,271.18.

Members short-listed the projects as forwarded from the public participation exercise. Allocation for similar renovation activities may vary according to the extent of damage of the classroom or office. Allocation for construction of classrooms may also vary based on the topography of the site. Disparity in allocation for sand dams is because the cost is estimated based on the size of sand dam and the relative width of the stream on which the dam is built. After lengthy discussion, the committee agreed to fund the following projects in all the seven wards of the constituency:

| **Project Name** | **Estimated cost** | **Cumulative Cost** | **Activity** | **Amount Allocated** | **Status** |
| --- | --- | --- | --- | --- | --- |
| **ADMINISTRATION & RECURRENT COST** | | | |  |  |
| Employee Salaries | 2,900,000 | Nil | Payment of staff salaries @ Kshs 2,001,000 and gratuity @ Kshs 899,000 | 2,900,000 | New |
| Goods and Services | 3,980,732.76 | Nil | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea | 3,980,732.76 | New |
| NSSF | 48000 | Nil | Payment of NG-CDF staff NSSF Deductions | 48,000 | New |
| NHIF | 96000 | Nil | Payment of NG-CDF staff NHIF Deductions | 96,600 | New |
| Committee Expenses | 1,200,000 | Nil | Payment of Committee sitting allowances, transport, conferences | 1,200,000 | New |
| **SUB-TOTAL** |  |  |  |  |  |
| **MONITORING, EVALUATION & CAPACITY BUILDING** | | | |  |  |
| Goods and Services | 1,112,666.38 | Nil | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence | 1,112,666.38 | New |
| Committee Expenses | 1,200,000 | Nil | Payment of Committee sitting allowances, transport, conferences | 1,200,000 | New |
| NG-CDFC/PMC Capacity Building | 1,800,000 | Nil | Undertake Training of the PMCs/NG-CDFCs on NG-CDF Related issues | 1,800,000 | New |
| **SUB-TOTAL** |  |  |  |  |  |
| **EMERGENCY** | | |  |  |  |
| Emergency | 7,192,206.90 |  | To cater for any unforeseen occurrences in the constituency during the financial year | 7,192,206.90 | New |
| **SUB-TOTAL** |  |  |  |  |  |
| **SPORTS** | | |  |  |  |
| Constituency Sports Tournament | 2,741,777.59 | Nil | Carry out Constituency Sports tournaments for Ksh 2,041,777.59 and purchase of balls, uniforms, and trophies for Mavindini, Malivani, West Ngosini, Mutyambua, Ngunguuni, Kwakavisi and Matiliku Football clubs @ Ksh 100,000 each club | 2,741,777.59 | New |
| **SUB-TOTAL** |  |  |  |  |  |
| **ENVIRONMENT** | | |  |  |  |
| Kwa Kyangu Sand dam | 685,000 | Nil | Construction of Sand dam to control floods  **Min 5/27/08/2020** | 685,000 | New |
| Kwa Musyoka Makongo Sand Dam | 350,000 | Nil | Construction of Sand dam to control floods  **Min 5/27/08/2020** | 350,000 | New |
| Kimavia Sand Dam | 185,000 | Nil | Construction of Sand dam to control floods  **Min 5/27/08/2020** | 185,000 | New |
| Mavoo Sand Dam | 500,000 | Nil | Construction of Sand dam to control floods  **Min 5/27/08/2020** | 500,000 | New |
| Kalui Gully Project | 340,000 | Nil | Construction of Sand dam to control floods  **Min 5/27/08/2020** | 340,000 | New |
| Muusini Kwa Charity Sand Dam | 681,777.59 | Nil | Construction of Sand dam to control floods  **Min 5/27/08/2020** | 681,777.59 | New |
| **SUB-TOTAL** |  |  |  |  |  |
| **BURSARY** | | |  |  |  |
| Bursary Secondary Schools | 24,000,000 | Nil | Payment of bursary to needy students in Secondary Schools | 24,000,000 | On-going |
| Bursary Tertiary Schools | 10,272,219.82 | Nil | Payment of bursary to needy students in Tertiary Institutions | 10,272,219.82 | On-going |
| Social Security Program | 13,146,000 | Nil | Payment of NHIF to 2,191 needy constituents @ Kshs. 6,000 per person | 13,146,000 | New |
| **SUB-TOTAL** |  |  |  |  |  |
| **EDUCATION (PRIMARY SCHOOLS PROJECTS)** | | |  |  |  |
| Athiani Primary School | 600,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 600,000 | new |
| Isambani Primary School | 500,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 500,000 | new |
| Itandi Primary School | 1,200,000 | 800,000 | Completion of 1 classroom: fitting windows and doors, plastering and painting to completion  In 2019/20 FY we allocated 800k to fund the project to completion. However the funds did up to roofing level | 400,000 | on-going |
| Kaasya Primary School | 500,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 500,000 | New |
| Kalembwani Primary School | 600,000 | Nil | Renovation of 3 classrooms: roofing, flooring and painting to completion | 600,000 | new |
| Kanyonga Primary School | 700,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 700,000 | new |
| Katangini Primary School | 500,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 500,000 | new |
| Athiani Primary School | 706,898.27 | Nil | Grading of a 1KM road between Athiani primary school and Mwania primary school to open access to the two schools  Attached find a letter of confirmation from KERRA | 706,898.27 | new |
| Kathonzweni HGM Primary School | 700,000 | Nil | Renovation of 3 classrooms: roofing, flooring and painting to completion | 700,000 | new |
| Kathuma Primary School | 500,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 500,000 | New |
| Kikome Primary School | 600,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 600,000 | new |
| Kiteei Primary School | 800,000 | Nil | renovation of 3 classrooms: roofing, flooring, plastering and painting to completion | 800,000 | New |
| Kithaayoni Primary School | 1,500,000 | Nil | construction of administration block comprising of 3 rooms: foundation and walling | 700,000 | new |
| Kithumani Primary School | 600,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 600,000 | New |
| Kithumba Primary School | 500,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 500,000 | new |
| Kituluni Primary School | 500,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 500,000 | New |
| Kiumoni Primary School | 500,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 500,000 | new |
| Kiunduani Primary School | 600,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 600,000 | New |
| Kivandini Primary School | 1,000,000 | Nil | Renovation of 4 classrooms: roofing, fitting of windows and doors, flooring and painting to completion | 1,000,000 | new |
| Kwamaluvyu Primary School | 500,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 500,000 | New |
| Kwanyaa Primary School | 600,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 600,000 | new |
| Kyangwasi Primary School | 500,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 500,000 | new |
| Kyemole Primary School | 500,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 500,000 | New |
| Kyemundu Primary School | 500,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 500,000 | New |
| Kyunyu Primary School | 500,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 500,000 | New |
| Maau Eli Primary School | 500,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 500,000 | new |
| Makutano Primary School | 600,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 600,000 | New |
| Malooi Primary School | 800,000 | Nil | Renovation of 3 classrooms: roofing, flooring and painting to completion | 800,000 | new |
| AIC Mandoi Day & Boarding Primary School | 2,300,000 | 1,800,000 | Completion of a 120 student capacity dormitory: fitting of doors and windows | 500,000 | On going |
| Mangauni Primary School | 700,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 700,000 | New |
| Manzani Primary School | 500,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 500,000 | new |
| Matiliku Primary School | 1,800,000 | 1,000,000 | completion of a 100 capacity dormitory: flooring, plastering and painting  We allocated 1M in 2019/20 FY for completion of the dormitory; roofing, plastering, flooring and painting but the funds did not complete the project | 800,000 | on-going |
| Matulani Primary School | 500,000 | Nil | renovation of 2 classrooms: roofing, plastering, flooring and painting | 500,000 | new |
| Maviaume Primary School | 500,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 500,000 | new |
| Mayuu Primary School | 600,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 600,000 | new |
| Mbeletu Primary School | 500,000 | Nil | Renovation of 2 classrooms(roofing, flooring and painting) | 500,000 | New |
| Mbuthani Primary Schoool | 900,000 | Nil | Renovation of 3 classrooms: roofing, flooring and painting to completion | 900,000 | New |
| Mbuvo Nzau Primary School | 500,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 500,000 | New |
| Muambwani Primary School | 700,000 | Nil | Renovation of 3 classrooms: roofing, flooring and painting to completion | 700,000 | New |
| Muangeni Primary School | 500,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 500,000 | new |
| Mukameni Primary School | 700,000 | Nil | Renovation of 3 classrooms: roofing, flooring and painting to completion | 700,000 | New |
| Muthyoi Primary School | 600,000 | Nil | Renovation of 2 classrooms: roofing, fitting of windows and doors, flooring and painting to completion | 600,000 | new |
| Muvau Primary Schoool | 500,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 500,000 | New |
| Mwania Primary School | 500,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 500,000 | new |
| Ngosini Primary School | 600,000 | Nil | Renovation of administration block comprising of 2 rooms: roofing, flooring and painting to completion | 600,000 | New |
| Ngunu Primary School | 500,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 500,000 | New |
| Nzeveni Primary School | 500,000 | Nil | renovation of 2 classrooms: roofing, flooring and painting to completion | 500,000 | new |
| Nzouni Primary School | 500,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 500,000 | new |
| Sia Primary School | 500,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 500,000 | New |
| St John Malivani Primary School | 500,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 500,000 | new |
| Syandoo Primary School | 500,000 | Nil | renovation of 2 classrooms: roofing, flooring and painting to completion | 500,000 | new |
| Syethe Primary School | 500,000 | Nil | construction of a 3-door pit latrine to completion | 500,000 | new |
| Ukokolani Primary School | 1,000,000 | Nil | construction of 1 classroom to completion | 1,000,000 | new |
| Vulueni Primary School | 700,000 | Nil | Renovation of 3 classrooms: roofing, flooring and painting to completion | 700,000 | New |
| Waimu Primary School | 900,000 | Nil | Completion of administration block started by the school BOM comprising of 3 rooms: fitting of doors and windows, plastering and painting | 500,000 | on-going |
| Wee Primary School | 500,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 500,000 | new |
| Yemulwa primary School | 500,000 | Nil | Renovation of two classrooms (flooring, roofing and painting) | 500,000 | new |
| Yumbani Primary School | 700,000 | Nil | Renovation of 3 classrooms: roofing, flooring and painting to completion | 700,000 | New |
| **SUB-TOTAL** |  |  |  |  |  |
| **EDUCATION (SECONDARY SCHOOL PROJECTS)** | | |  |  |  |
| ABC Kalumbi Secondary School | 2,100,000 | Nil | Construction of 2 classrooms to completion @ Ksh 1,050,000 per classroom | 2,100,000 | New |
| Iiani Secondary School | 1,000,000 | 500,000 | Construction of 1 classroom to completion  ***The project was allocated Kshs.500,000 in 2019/20 FY for dormitory but the NG-CDFC resolved to reallocate the Ksh 500,000 to classroom vide*  Min 3/27/08/2020 *upon board approval*** | 500,000 | on-going |
| Itumbule  Secondary School | 1,000,000 | Nil | Completion of administration block started by the school BOM comprising of 3 rooms: plastering, flooring & painting | 500,000 | On-going |
| Kambi Mawe Secondary School | 1,000,000 | Nil | Construction of a 3 roomed staff house to completion | 1,000,000 | New |
| Kanthiitu Secondary School | 1,100,000 | 500,000 | Completion of 50 student capacity science laboratory: plastering, flooring and painting  **Started in FY 2018/19** | 600,000 | on-going |
| Katithi Secondary School | 2,500,000 | 1,000,000 | Completion of a 100 capacity dining hall: fitting of doors and windows, plastering and painting  **We allocated Kshs.1M in 2019/20 FY for completion of the dining hall; walling, roofing, plastering and painting but the project went up to roofing level** | 1,500,000 | on-going |
| Kavingoni Secondary School | 800,000 | Nil | Construction of 1 classroom to completion | 800,000 | New |
| Kithoni Secondary School | 2,100,000 | 1,600,000 | Completion of a 100 student capacity science laboratory: flooring and painting | 500,000 | On going |
| Kiuuku Secondary School | 2,000,000 | 1,200,000 | Completion of 1 classroom: plastering, flooring and painting  **Allocated Ksh 2M for 2 classrooms but only 1 classroom was fully completed leaving the other at lintel level** | 800,000 | on-going |
| Makueni Boys Secondary School | 1,000,000 | Nil | Renovation of 4 classrooms: roofing, fitting of windows and doors, flooring and painting to completion | 1,000,000 | new |
| Makueni Girls Secondary School | 1,000,000 | Nil | Renovation of 4 classrooms: roofing, fitting of windows and doors, flooring and painting to completion | 1,000,000 | new |
| Matheani Secondary School | 500,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 500,000 | new |
| Mathemba Secondary School | 1,100,000 | Nil | Completion of a 3 roomed staff house started by the School BOM: fitting of doors and windows, plastering and painting | 600,000 | On-going |
| Muambani Secondary School | 2,900,000 | 2,600,000 | Completion of 300 student capacity dining hall: flooring and painting | 300,000 | On going |
| Munyuni Secondary School | 500,000 | Nil | Fencing of 1,150 feet perimeter school compound with concrete posts and chain link wire to completion (1.5 acres) | 500,000 | New |
| Mutulani Secondary School | 500,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 500,000 | New |
| Mwaani Girls Secondary School | 600,000 | Nil | Renovation of 2 classrooms: roofing, flooring and painting to completion | 600,000 | new |
| Ngosini Secondary School | 3,000,000 | Nil | Construction of a 120 student capacity dormitory up to roofing level | 2,000,000 | New |
| Nziu Girls Secondary School | 900,000 | Nil | Renovation of 4 classrooms: roofing, fitting of windows and doors, flooring and painting to completion | 900,000 | new |
| Serena Williams Wee Secondary School | 3,000,000 | Nil | construction of a 120 capacity dormitory: foundation, walling and roofing | 2,000,000 | new |
| St Josephs Kitumbai Secondary School | 1,700,000 | 1,000,000 | completion of a 100 capacity girls dormitory: flooring, plastering and painting | 700,000 | on-going |
| St Theresa Secondary School-Muuani | 3,300,000 | 1,500,000 | completion of a 120 capacity dormitory: roofing, plastering, flooring and painting | 1,800,000 | on-going |
| Uiini Secondary School | 1,000,000 | Nil | construction of 1 classroom to completion | 1,000,000 | new |
| **SUB-TOTAL** |  |  |  |  |  |
| **EDUCATION (TERTIARY INSTITUTION PROJECT)** | | |  |  |  |
| Makueni Kenya Medical Training College | 2,400,000 | 2,000,000 | Completion of 2 classrooms: plastering and painting  ***Funds approved through reallocation on March 2020*** | 400,000 | on-going |
| **SUB-TOTAL** |  |  |  |  |  |
| **SECURITY** | | |  |  |  |
| Mbuvo Chiefs Office | 600,000 | Nil | Electrification of a 3 roomed chiefs office @Ksh 150,000 and fencing of 200 square feet compound with metallic posts and chain link wire @Ksh 450,000 to completion (0.9 acres) | 600,000 | new |
| Kiangini Chiefs Office | 1,300,000 | 700,000 | Completion of 2 roomed chief’s office: plastering, flooring and painting  ***Kshs.700,000 was allocated in 2019/20 to fund the project to completion but went up to roofing level*** | 600,000 | On-going |
| Matiliku Police Station | 500,000 | Nil | Renovation of office comprising of 2 rooms: roofing, flooring and painting to completion | 500,000 | New |
| Kawala Chiefs Office | 300,000 | Nil | Renovation of office comprising of 2 rooms: plastering, flooring and painting to completion | 300,000 | new |
| Maviaume Assistant Chiefs Office | 300,000 | Nil | Renovation of office comprising of 2 rooms: plastering, flooring and painting to completion | 300,000 | New |
| Katithi Assistant Chiefs Office | 1,500,000 | Nil | construction of office comprising of 3 rooms to completion | 1,500,000 | New |
| Ivinganzia Assistant Chiefs Office | 1,103,747.59 | 603,747.59 | completion of assistant chief’s office: plastering, painting and ceiling  **Kshs 603,747.59 was allocated in 2019/20 to fund the project to completion. However the project went up to roofing level** | 500,000 | on-going |
| Kyemundu Chiefs Office | 1,300,000 | 1,000,000 | Completion of a 2 roomed office: plastering and painting  **Kshs.1M was allocated in 2019/20 FY to fund the project to completion but could not finish plastering and painting** | 300,000 | on-going |
| Barazani Chiefs Office | 300,000 | Nil | Renovation of 2 roomed chiefs office: roofing, plastering, flooring and painting) | 300,000 | New |
| Kithumani Chiefs Office | 400,000 | Nil | Renovation of 2 roomed chiefs office: roofing, plastering, flooring and painting) | 400,000 | New |
| Makueni Police Station | 1,000,000 | Nil | Construction of women’s office comprising of 2 rooms to completion | 1,000,000 | New |
| Makueni County Director Of Criminal Investigation Office | 1,500,000 | Nil | Construction of administration office comprising of 3 rooms to roofing level | 1,200,000 | New |
| **SUB-TOTAL** |  |  |  |  |  |
| **OTHERS** |  |  |  |  |  |
| NG-CDF Motor cycle | 150,000 | Nil | Purchase of a 200cc Honda Motor cycle | 150,000 | New |
| Strategic plan | 900,000 | Nil | Review of strategic plan | 900,000 | On-going |
|  |  | | **Total** | **137,088,879.31** |  |

**Min 6/27/08/2020: AOB**

The representative for Muvau ward reported emergency cases in Ngutwa and Kambi Mawe Primary schools. The representative for Kathonzweni ward also reported an emergency case in Kavingoni secondary school.

There being no other business the meeting ended at 4.30p.m with word of prayer from Justina Katiku.

**Minutes Compiled by: Minutes Confirmed by:**

(The Secretary) (The chairman)

Signature………………………… Signature…………………………..

Date………………………………… Date………………..................