**MINUTES OF THE KIBWEZI WEST NG-CDFC MEETING HELD ON 14TH NOVEMBER, 2018 AT THE KIBWEZI WEST NG-CDF OFFICE MAKINDU AT 3.00.P.M**

**MEMBERS PRESENT**

1. Mr. Simon Kyalo Kioko Chairman
2. Ms. Fauzia Hussein Secretary
3. Mr. David Kaberia Murungi FAM
4. Mr. Nalyanya Wanyonyi DCC
5. Mrs. Martina Ndinda Mbithuka Member
6. Mr. Haston Mutunga Musyoki Member
7. Mr. Julius Kioko Mbatha Member
8. Ms. Immaculate Ndanu Musembi Member
9. Mr. Danish Odero Rayola Member
10. Moses Kyalo Nzomo Member

IN ATTENDANCE

1. Mr. Antony Somba Oversight member
2. Lucy Matee Sub-county Accountant

Agenda

1. Opening Prayers.
2. Reading and confirmation of previous minutes
3. Matters arising.
4. Project implementation Status.
5. Projects priorities for Financial Year 2018/2019
6. Identification of ward representative in the upcoming stakeholders’ forum on strategic plan**.**
7. A.O.B

**MIN 1: 14/11/2018. Opening prayers/Opening remarks.**

The meeting was called to order at 3.15 PM by the chairman; the opening prayer was led by Mr. Julius Mbatha He welcomed the members and thanked them attending the planning meeting.

**MIN 2: 14/11/2018. Reading and confirmation of previous minutes**

The minutes of the previous meeting were read and proposed by Ms. Martina and seconded by Ms. Ndanu as a true deliberation of the day.

**MIN 3: 14/11/2018. Matters arising.**

Members were informed that the office block contractor was paid her last payment less the 5% retention as agreed in the last meeting. The members were informed that tenders opening and evaluation are going on and most of the sites will be handed over by last of November 2018.

**MIN 4: 14/11/2018. Project implementation Status**

Members were informed that our constituency has an history of allocating enough funds to complete the funded projects hence not many projects require second phase funding. It was noted that although must of our last financial year’s projects are not complete its due to the time funds were released and the requirements of procurements process. Most of our projects have been tendered and evaluation is in progress, no projects is expected to receive a second phase. The balance of our funds for FY 2017/2018 was received in August 2018 but preparation of tender documents delayed due to public works officer tight schedule.

**MIN 5: 14/11/2018. Projects proposal priorities for Financial Year 2018/2019**

Members were informed that all the constituencies in the country have been allocated **Kshs. 109,040,875.52** in the current financial year 2018/2019. The Fund Account Manager tabled the ward report prepared last year through a public an extensive public participation. It was agreed that the projects for the current year must be based on that reports.

Members were informed that it is a requirement that all projects cost be inclusive of the 16% VAT now that all the constituencies have been registered as KRA Agents for VAT collection. Members agreed that there was need to increase the number of ICT HUB by ten more sites to improve on the coverage having realized the demand created by the already installed four sites. The FAM informed the members that he is going to write to the Ministry of ICT requesting a commitment letter in paying for the recurrent expenditure. It was agreed that the staff salary budget should be done with anticipation of the salary increment as agreed by the executive with effect from January 2019. Members also agreed to improve the office operations by installation of an intra-com system, lightening arrestor, a modern notice board and store shelves. It was also agreed that we procure a standard camera and 3 sets of TV Screens for the office. After deducting the statutory allocation, bursary and other crossing-cutting projects costs, the balance was divided equally among the six wards with each ward getting **Kshs. 6,000,000.00** for projects. After lengthy scrutiny of the ward reports and other emerging urgent request from the stakeholders, the following projects were approved as the priorities for the current financial year 2018/2019.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Project Name**  | **Project Number** | **Project activity**  | **Amount Allocated** | **SUB-LOCATION** | **Current Status**  |
|   |  **Administration and Recurrent Expenditure** |   |   |   |   |
| 1  | Employees’ Salaries | 4-017-087-2110000-100-2018/2019-001 | Payment of staff salaries and gratuity  | 2,436,000.00 |  ALL | On-going |
| 2  | Goods and Services | 4-017-087-2210000-100-2018/2019-002 | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea | 1,800,000.00 |  ALL | On-going |
| 3  | Purchase of Computers | 4-017-087-3111000-100-2018/2019-003 | Purchase of 1 set computers i.e. 0ne desktop and 3 UPS, Canon Digital Camera . | 120,000.00 |  ALL |   |
| 4  | Purchase of Furniture/equipment’s | 4-017-087-3111000-100-2018/2019-004 | Installation of Permanent metallic shelves in the store and construction office notice board. | 317,452.53 |  ALL |   |
| 5  | NSSF | 4-017-087-2120101-100-2018/2019-005 | Payment of NSSF Deductions | 24,000.00 |  ALL | On-going |
| 6  | NHIF | 4-017-087-2120201-100-2018/2019-006 | Payment of NHIF Deductions | 45,000.00 |  ALL | On-going |
| 7  | Committee Expenses | 4-017-087-2210802-100-2018/2019-007 | Payment of Committee sitting allowances, transport, conferences | 1,800,000.00 |  ALL | On-going |
|   |  **Monitoring, Evaluation and Capacity Building** |   |   |   |   |
| 1  | Goods and Services | 4-017-087-2210000-111-2018/2019-001 | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence | 871,226.26 |  ALL | On-going |
| 2  | Committee Expenses | 4-017-087-2210802-111-2018/2019-002 | Payment of Committee sitting allowances, transport, conferences | 1,200,000.00 |  ALL | On-going |
| 3  | NG-CDFC/PMC Capacity Building | 4-017-087-2210700-111-2018/2019-003 | Undertake Training of the PMCs/NG-CDFCs on NG- CDF Related issues | 1,200,000.00 |  ALL | On-going |
|   |  **Emergency** |   |   |   |   |
| 1  | Emergency | 4-017-087-2640200-101-2018/2019-001 | To cater for any unforeseen occurrences in the constituency during the financial year  |  5,738,993.45  |  ALL | On-going |
|   |  **Sports**  |   |   |   |   |
| 1  | Sports Activities | 4-017-087-2640509-112-2018/2019-001 | Purchase and Installation of sports infrastructure i.e. goal posts both football and volleyball for 24 community clubs each ward 4. Clubs. | 1,733,562.01 |  ALL | On-going |
|   | **Environment** |   |   |   |   |
| 1  | Environment Activities | 4-017-087-2640510-110-2018/2019-001 | Purchase and Installation of water harvesting facilities to 12 Primary schools (fixing of gutters, tank bases and purchase of tanks 10,000Litres) each ward 2 schools. | 1,700,000.00 |  ALL | On-going |
| 1  | **Bursary** |   |  |   |   |
| 2  | Bursary Secondary Schools | 4-017-087-2640101-103-2018/2019-001 | Payment of bursary to needy Secondary students | 23,000,000.00 |   | On-going |
| 3  | Bursary Tertiary Schools | 4-017-087-2640102-103-2018/2019-002 | Payment of bursary to needy Tertiary students | 13,164,000.00 |  ALL | On-going |
|   | Bursary Special Schools | 4-017-087-2640103-103-2018/2019-003 | Payment of bursary to students special needs | 2,000,000.00 |  ALL | On-going |
|   | **Constituency office** |   |   |   |   |
| 1  | Kibwezi West NG-CDF Office | 4-017-087-3110202-108-2017/2018-001 | Purchase and Installation of lightening arrestor system in Kibwezi west NG-CDF Office block |  520,000.00  |  ALL |   |
| 2  | Kibwezi West NG-CDF Office | 4-017-087-3110202-108-2017/2018-002 | Purchase and Installation of Intra -com equipment’s in the office Kshs. 202,073.27. Procurement of 3sets of TV (2PC 40 Inches screen and 1PC 32 Inches screen) Kshs.140,000/= | 342,073.27 |  ALL | On-going |
|   | **Primary schools Education** |   |   |   |   |
| 1  | Mbukani Primary school | 4-017-087-2630204-104- 2018/2019-001  | Renovation of 4 classrooms(roofing, plastering and flooring) | 920,000.00 | Wolwa | New |
| 2  | Itulu Primary School | 4-017-087-2630204-104- 2018/2019-002 | Renovation of 4 classrooms(roofing, plastering and flooring) | 920,000.00 | Ithumba | New |
| 3  | Matinga Primary School | 4-017-087-2630204-104- 2018/2019-003 |  Construction of an administration block to completion | 2,000,000.00 | Ngadani | New |
| 4  | Ithamba Aume Primary School | 4-017-087-2630204-104- 2018/2019-004 |  Construction of an administration block to completion | 2,000,000.00 | Mbuinzau | New |
| 5  | Mulala Primary School | 4-017-087-2630204-104- 2018/2019-005 | Renovation of 5. classrooms(New roof, plastering , flooring and painting) | 1,150,000.00 | Iteta | New |
| 6  | Kwakaleli Primary school | 4-017-087-2630204-104- 2018/2019-006 | Renovation of 5. classrooms(New roof, plastering , flooring and painting) | 1,150,000.00 | Maatha | New |
| 7  | Nguumo Primary school | 4-017-087-2630204-104- 2018/2019-007 | Renovation of 3. classrooms(New roof, plastering , flooring and painting) | 690,000.00 |  Ndovoini | New |
| 8  | Kawelu Primary School | 4-017-087-2630204-104- 2018/2019-008 | Renovation of 3. classrooms(New roof, plastering , flooring and painting) | 690,000.00 |  Kaunguni | New |
| 9  | Makusu Primary school | 4-017-087-2630204-104- 2018/2019-009 | Renovation of 3. classrooms(New roof, plastering , flooring and painting) | 690,000.00 |  Syumile | New |
| 10  | Ndeini Primary School | 4-017-087-2630204-104- 2018/2019-010 | Renovation of 3. classrooms(New roof, plastering , flooring and painting) | 690,000.00 |  Kaunguni | New |
| 11  | Wikiamba Primary School | 4-017-087-2630204-104- 2018/2019-011 | Renovation of 3. classrooms(New roof, plastering , flooring and painting) | 690,000.00 |  Kaunguni | New |
| 12  | Soto Primary school | 4-017-087-2630204-104- 2018/2019-012 | Renovation of 3. classrooms(New roof, plastering , flooring and painting) | 690,000.00 |  Kaunguni | New |
| 13 | Sekeleni Primary School | 4-017-087-2630204-104- 2018/2019-013 | Renovation of 1. Classrooms and a store (New roof, plastering , flooring and painting) | 300,000.00 |  Ndovoini |   |
|  14 | Kai Primary School | 4-017-087-2630204-104- 2018/2019-014 | Renovation of 4. classrooms(New roof, plastering , flooring and painting) | 920,000.00 | Kai | New |
|  15 | Makutano Primary School | 4-017-087-2630204-104- 2018/2019-015 | Renovation of 3. classrooms(New roof, plastering , flooring and painting) | 690,000.00 | Kalii | New |
|  16 | Itulani Primary School | 4-017-087-2630204-104- 2018/2019-016 | Renovation of 2. classrooms(New roof, plastering , flooring and painting) | 420,000.00 | Ngakaa | New |
|  18 | Mbondeni Primary School | 4-017-087-2630204-104- 2018/2019-017 | Fencing of the school compound with concrete posts and chain link. | 380,000.00 | Mulili | New |
|  19 | Mukononi Primary school | 4-017-087-2630204-104- 2018/2019-018 | Renovation of 3. classrooms(New roof, plastering , flooring and painting) | 730,000.00 |  Ngulu | New |
|  20 | Kiaoni Primary school | 4-017-087-2630204-104- 2018/2019-019 | Renovation of 4.classrooms(New roof, plastering ,Painting and flooring) | 920,000.00 | Ngulu  | New |
|  21 | Makaani Primary School | 4-017-087-2630204-104- 2018/2019-020 | Renovation of 5. classrooms(New roof, plastering , flooring and painting) | 1,150,000.00 | Ngulu | New |
|   | **Secondary schools Education** |   |   |  |   |
|  1 | Muangeni Secondary school | 4-017-087-2630205-104- 2018/2019-001 |  Construction of 1.classroom to completion | 950,000.00 | Nguu | New |
|  2 | Ndatani Secondary School | 4-017-087-2630205-104- 2018/2019-002 |  Construction of 1.classroom to completion | 950,000.00 | Vololo | New |
|  3 | Nguu Secondary School | 4-017-087-2630205-104- 2018/2019-003 |  Fencing of the school compound with concrete posts and chain link. | 260,000.00 | Nguu | New |
|  4 | Kiliku Secondary school | 4-017-087-2630205-104- 2018/2019-004 | Construction of a science laboratory to completion | 3,200,000.00 | Katuni | New |
|  5 | Moi Girls Secondary school | 4-017-087-2630205-104- 2018/2019-005 | Roofing of a Mega dining hall/ Kitchen with steel trusses. | 1,860,000.00 | Muuni  | On-going |
|  6 | Mitendeu Secondary school | 4-017-087-2630205-104- 2018/2019-006 | Construction of 1. classroom to completion | 950,000.00 | Mitendeu | New |
|  7 | Nyayo Secondary school | 4-017-087-2630205-104- 2018/2019-007 | Construction of a science laboratory to completion | 3,200,000.00 |  Ngulu | New |
|  8 | ST. Simon Mbuinzau Secondary school | 4-017-087-2630205-104- 2018/2019-008 |  Construction of 1.classroom to completion | 950,000.00 | Mbuinzau | New |
|   | **Security Projects** |   |   |   |   |
|  1 | Masumba AP Post | 4-017-087-2640507-113-2018/2019-001 | Construction of staff house 3. units Kshs. 1,200,000.00 and installation of power Kshs.100,000.00, Construction of 4doors pit latrine Kshs.300,000.00 Fencing of the compound with concrete post and chain link Kshs.400,000.00 | 2,000,000.00 | Ithumba | New |
|  2 | Kyanginywa Ass. Chiefs office | 4-017-087-2640507-113-2018/2019-002 | Fencing of the compound with concrete post , chain link and installation of gate Kshs.300,000.00 ,Electrification of the office block, wiring and connection , repair of cracks on the walls and floor Kshs.200,000.00 | 500,000.00 | Ngandani | New |
|  3 | Kalungu Ass. Chiefs office | 4-017-087-2640507-113-2018/2019-003 | Fencing of the compound with concrete post, chain link and installation of gate Kshs. 300,000.00 and construction of 4doors pit latrines and urinal Kshss.250,000 | 550,000.00 | Kalungu | New |
|  4 | Ngeetha Chiefs office | 4-017-087-2640507-113-2018/2019-004 | Renovation of 2 rooms office block (New roof, plastering , flooring and painting) Kshs.250,000.00 construction of 3doors pit latrines and urainal Kshss.200,000.00 | 450,000.00 | Ngeetha | New |
|  5 | Twaandu Chiefs camp | 4-017-087-2640507-113-2018/2019-005 | Electrification of the ,chiefs office block ,wiring and connection | 100,000.00 | Mitendeu | New |
|  6 | Kiboko AP Post | 4-017-087-2640507-113-2018/2019-006 | Construction of staff house 3. Units Kshs. 1,200,000 and installation of power Kshs. 100,000.00, Construction of 4doors pit latrine Kshs. 300,000.00 and Construction of Ass. Chiefs office Kshs.900,000.00 | 2,500,000.00 | Kiboko |   |
|  7 | Tutini Ass. Chiefs office | 4-017-087-2640507-113-2018/2019-007 | Electrification of the ass. chiefs office block ,fittings and connectionKshs.50,000.00 and purchase of furniture’s Kshs.50,000.00 | 100,000.00 | Tutini |   |
|  8 | Makindu AP Post | 4-017-087-2640507-113-2018/2019-008 | Construction of 2 units staff house, with 2rooms each (Kshs.1,300,000 and installation of power Kshs.100,000.00, Construction of 2doors pit latrine, 2doors bathrooms Kshs.300,000.00 , Installation of the gate and gate house in the compound hosting the NG-CDF Office and other sub-county offices Kshs.126,000.00 | 1,826,000.00 |  Kiu |   |
|   | **OTHERS** |   |   |   |   |
|  1 | Kibwezi West ICT HUB | 4-017-087-2211311-108-2018/2019-001 | Fabrication of 4 Containers (donated by Area MP) of 40fts each to create working Centre’s for the users of the Wi-Fi at Makindu and Kibwezi CIH sites, Installation of power, working tables and seats. | 1,200,000.00 |  ALL |   |
|  2 | Kibwezi West ICT HUB | 4-017-087-2211311-108-2018/2019-002 |  Kibwezi West ICT Hub installation of a satellite antenna, router, digital access kit and digital ruggedized tablets, wi-fi with outdoor wireless device complete with 12U cabinet with accessories at **Kshs. 1,169,256.80** per site. The 10 Site are Kibwezi police station, Kyanginywa chief’s office, Kiunduani Chiefs office, Twaandu Chiefs office, Kiboko AP Post, Masumba ACC Office, Vololo Ass. Chiefs office, Ngeetha polytechnic, Kiaoni polytechnic and Tutini Ass. Chiefs office. |  11,692,568.00  | All | New |
|   | **GRAND TOTAL** |  |  | **109,040,875.52** |  |   |

The Fund Account Manager was requested to prepare the entire required documents for submission of the projects proposal soonest possible.

**MIN 6:14/11/2018. Identification of ward representative in the upcoming stakeholders’ forum on strategic plan.**

Members were informed that the request for proposal on the preparation of the Kibwezi West NG-CDF Strategic plan will be evaluated on 15/11/2018 and the offer given on 16/11/2018. The winning firm will enter into contract on 29/11/2018 i. e 14 days after the award. Members agreed that there was need to identify the stakeholders to represent each ward in the strategic plan needs assessment forums. It was agreed that our main area of concern is the education and security sector. It was agreed that every school will be represented by the Principal/Head teacher and BOM chair and every sub location be represented by the Chiefs, Ass. Chief and members of the Nyumba Kumi security team. The FAM was requested prepare a budget based on the refreshments, transports refunds, hall hire, committee allowances and other related cost and discuss it with the executive soonest possible. The stakeholder’s forums are expected to be held in the first week of December 2018.

**MIN 7:14/11/2018. AOB**

There being no other business the meeting ended at 6.15 pm with a word of pray led by Mr. Moses Nzomo

***Minutes taken by:* *Confirmed by:***

**FAUZIA HUSSEIN SIMON KYALO KIOKO**  NG-CDFC SECRETARY NG-CDFC CHAIRMAN