**NG-CDF KIBWEZI EAST CONSTITUENCY**

**COMMITTEE MEETING HELD ON FRIDAY 4th / November /2019 AT THE NG-CDF OFFICE – KIBWEZI**

**PRESENT**

1. Esther Munyao - Chairperson.
2. Samuel Mutisya- FAM
3. Harrison Mwaniki - Secretary
4. Japheth Muia - Member
5. Winston Mulili - Member
6. JonanthanNzola - member
7. AnnahWasya - Member
8. Catherine Kakui Member

**In attendance;**

1. Hon. Jessica Mbalu- MP. Kibwezi East Constituency

**ITEMS OF AGENDA**

1. Preliminaries/introduction
2. Reading of the previous meeting minutes
3. Matters arising
4. Projects Proposals- 2019/20 – FINAL DRAFT
5. Projects Proposals- 2019/20 – ONGOING PROJECTS
6. Continuous Replacement of stale Bursary Cheques
7. Procurement of NG-CDF Vehicle and Disposal unserviceable movable machinery
8. Report of Ongoing Projects of 2018/19 Projects - Kambili Primary, Nthunguni Primary, Ulilinzi Primary, Masimbani Primary, Muthungue Primary, Yikitaa Primary, Mwitasyano and Kitengei Secondary School.
9. A.O.B
10. Adjournment

 **NG-CDF KBZ.E /MIN 01/04/11/2019 PRELIMINARIES**

**OPENING PRAYER**

The meeting was opened with a word of prayer by Catherine Kakui.

The chairperson welcomed members to the day’s meeting after which she took them through the proposed agenda of the day for adoption and further reminding them the deliberations required their undivided participation and commitment.

**NG-CDF KBZ.E/MIN 02/04/11/2019 READING OF PREVIOUS MEETING MINUTES**

The secretary, took members through the minutes of the previous minutes of the 18thOctober , 2019 and they were confirmed as true record of the day’s deliberations.

 They were proposed by Japheth Muia and seconded by Catherine Kakui as a true record.

**NG-CDF KBZ.E/MIN 03/04/11/2019 MATTERS ARISING**

No matters arising from previous minutes except for the follow-up and finalization of the project proposals and submission to the NG-CDF Board

**NG-CDF KBZ.E/ MIN 04/04/11/2019 Projects Proposals- 2019/20 – FINAL DRAT**

Members were informed in earlier meetings, Kibwezi EAST NG-CDF was allocated Kshs 137,367,724.14 for the Financial Year 2019/20 for projects.

After receiving the ward reports from the four ward in the constituency( Masongaleni, Ivingoni/ Nzambani, MtitoAndei and Thange) and reviewing them and with the guidance of the Fund Account manager the committee settled on a final list that would form the Project Proposals for Kibwezi Eat NG-CDF for the financial year 2019/20.

It would be noted, in the list all the ongoing projects were given priority as per the guidelines contained in the circular and therefore alongside the ward’s proposals, they were included in the Final list for consideration by NG-CDF Board.

The FAM took the members through the contents of the Circular dated 24th September, 2019 where the members unanimously confirmed the projects proposals deliberated and agreed on met the minimum criteria.

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| --- | --- |
|   | **KIBWEZI EAST NG-CDF - PROJECT PROPOSALS 2019/20** |
|  | **Kibwezi East NG-CDF 2019/20= Allocation= 137,367,724.14** |
| **A** | **STATUTORY**  |  |  |  |
|  | **PROJECT NAME**  | **ACTIVITY**  | **AMOUNT ALLOCATED** | **STATUS** |
| **1** | **Emergency**  | To cater for any unforeseen occurrences in the constituency during the financial year  | **7,198,241.38** | **ongoing** |
|  |  |   |  |  |
| **2** | **Administration**  | **6%** |  | **ongoing** |
|  | Employees Salaries | Payment of staff salaries, PAYE and gratuity  | 2,900,000.00 | Ongoing |
|  | Goods and Services | Purchase of fuel, furniture, insurance, repairs and maintenance, printing, stationery, telephone, travel and subsistence, and office tea  | 2,633,442.76 | ongoing |
|  | NSSF | Payment of NSSF Deductions | 100,000.00 | ongoing |
|  | NHIF | Payment of NHIF Deductions | 70,000.00 | ongoing |
|  | Committee Expenses | Payment of Committee sitting allowances, transport, conferences | 2,538,620.69 | ongoing |
|  | Sub-total  |   | 8,242,063.45 |  |
| **3** | **Sports Activities**  | To conduct tournaments across the constituency from the grassroots (sub-locations) . The overall winners from each of the four wards to be rewarded with trophies and balls | **1,000,000.00** |  **ongoing**  |
|  |  |  |  |  |
| **4** | **Environmental Activities**   |  | **On-going** |
|  | **Metava- Kithasyu Road**  | Construction of Gabions - Metava- Kithasyu road a distance of five (5) kilometers | 500,000.00 | **New** |
|  | **Thange- Muthungue road** | Construction of Gabions – Thange - Muthungue road a distance of five (5) kilometers | 500,000.00 | **New** |
|  |   |  |
| **5** | **MONITORING AND EVALUATION** **3%** |  |  |
|  | Goods and Services | Purchase of fuel, printing, stationery, photocopying, airtime, travel and subsistence. | 1,200,000.00 | On-going  |
|  | Committee Expenses | Payment of Committee monitoring facilitations, transport, conferences | 2,421,031.72 | On-going  |
|  | CDFC/PMC Capacity Building | Undertake Training of the PMCs/CDFCs/staff on CDF Related issues | 500,000.00 | On-going  |
|  | **Sub-total**  |  **4,121,031.72**  |  |
| **6** | **Bursary** | **25%** |  |  |
|  | **Bursary – Tertiary institutions**  | Payment of bursary to needy students in Tertiary institutions - Colleges & Universities  | 15,000,000.00 | On-going |
|  | **Bursary- Secondary schools** | Payment of bursary to needy students in Secondary Schools | 19,341,931.04 | On-going |
|  | **Sub-total**  |  | **34,341,931.04** |  |
|  |  |  |  |  |

**B. Approved projects per ward**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | **Ivingoni / Nzambani** |   |   |   |
|  | **Project name**  | **Activity**  |  **Allocation**  |  **status**  |
| 1 | Komboyoo Mixed Secondary School | Murraming and leveling of Field and School Compound approximately 600M square(justify cost-attach BOQ) and purchase of sports equipment: 2 Goal posts and nets, 2Volleyball posts and net and 4 balls ( 2 football & 2 Volleyball) | 4,000,000.00 | New |
| 2 | St. Marys Secondary School - komboyoo | Construction of 1 Classroom to completion | 1,100,000.00 | New |
| 3 | Kongo Primary School | Renovation of Administration Block; replacement of old iron sheets, plastering walls, floor, shutters and painting ( admin block comprising of Staff room, Reception, Head Teachers office, store and deputy head teacher | 900,000.00 | New |
| 4 | Kiundwani Secondary School | Completion of Laboratory : benches and fittings- Standard Laboratory with a Capacity of 40 students per session | 1,500,000.00 | On-Going |
| 5 | Yimbuvu Primary school | Renovation of three Classrooms (3); replacement of old iron sheets, plaster, doors and windows , flooring and painting to completion. | 1,200,000.00 | New |
| 6 | Nthongoni Chiefs Office | Construction of Chiefs Administration Block to completion- four offices (rooms) | 1,200,000.00 | New |
| 7 | Muthingiini Girls | Construction of 1 Classroom to completion | 1,100,000.00 | New |
| 8 | Nooka Primary School | Murraming and leveling of Field and School Compound approximately 600M square(justify cost-attach BOQ) and purchase of sports equipment: 2 Goal posts and nets, 2Volleyball posts and net and 4 balls ( 2 football & 2 Volleyball) | 4,000,000.00 | New |
| 9 | Nguluni Primary School | Murraming and leveling of Field and School Compound approximately 600M square(justify cost-attach BOQ) and purchase of sports equipment: 2 Goal posts and nets, 2Volleyball posts and net and 4 balls ( 2 football & 2 Volleyball) | 4,000,000.00 | New |
| 10 | Mbotela Primary School | Completion of Renovation 3 No classrooms : shutters (doors and windows), painting and verandah | 200,000.00 | On-going |
|  | **Sub-total** |  | **19,200,000** |  |
|  | **THANGE WARD** |  |  |  |
| D | **Project name** | **Proposed Activity** | **Allocation** | **status** |
| 1 | Kinyambu Primary school | Renovation of 3No Classrooms : Roof, walls, floor, doors, windows and painting to completion.  | 1,700,000.00 | New |
| 2 | Kithasyu Secondary School | Water - Bore HOLE Equipping : connection of power - 3 phase 500,000 , water house and storage tank - 10,000 Lts Ksh500,000 , and piping Ksh500,000.00 | 1,500,000.00 | New |
| 3 | Metava Primary School | Murraming and leveling of Field and School Compound approximately 600M square(justify cost-attach BOQ) and purchase of sports equipment: 2 Goal posts and nets, 2Volleyball posts and net and 4 balls ( 2 football & 2 Volleyball) | 4,000,000.00 | New |
| 4 | Ithaayoni Primary School | Renovation of 3No Classrooms : Roof, walls, floor, doors, windows and painting to completion | 1,700,000.00 | New |
| 5 | Kithasyu Police Post | Construction of an Administration Block - comprising three (3) offices to completion- Four Offices- (rooms) | 1,000,000.00 | New |
| 6 | Utiithi Primary School | Construction of two Classrooms to completion | 2,000,000.00 | New |
| 7 | St. Peters Secondary School - Thange | Renovation of 2No Classrooms : Roof, walls, floor, doors, windows and painting to completion. | 1,200,000.00 | New |
| 8 | Kithasyu Secondary School - ICT HUB | Construction of an ICT Laboratory to completion for equipping - ICT Hub model. To accommodate 20 Persons per session | 1,000,000.00 | New |
| 9 | Masongaleni Primary School | Renovation of 3No Classrooms : Roof, walls, floor, doors, windows and painting to completion | 1,700,000.00 | New |
| 10 | Kinyambu Police Post  |  Renovation of the office Block (four Offices); Roof, walls, floor, shutters (doors and windows) and painting and electricity to completion.  | 600,000.00 | New |
|  |  |  | **16,400,000** |  |
|  | **MASONGALENI WARD** |  |  |
|  | **Project name** | **Activity** | **Allocation** | **status** |
| 1 | Makutano Primary Shool | Renovation of 3No Classrooms: Roof, walls, floor, doors, windows and painting to completion. | 1,700,000.00 | New |
| 2 | MasakuNdogo Secondary School | Fencing of School Compound phase 1 a total length of 500 meters using Chain link and Concrete posts | 1,000,000.00 | New |
| 3 | Muliluni Primary School | Renovation of 3No Classrooms : Roof, walls, floor, doors, windows and painting to completion | 1,700,000.00 | New |
| 4 | Ngwata Primary School | Renovation of Administration Block; (Five rooms/ offices) replacement of old iron sheets, plastering walls, floor, shutters (doors and windows) and painting. | 1,000,000.00 | New |
| 5 | Iongoni Primary School | Renovation of 3No Classrooms: Roof, walls, floor, doors, windows and painting to completion. | 1,700,000.00 | New |
| 6 | Kyambusya Primary School | Completion of Administration Block ( Five offices/ rooms and staff room) walling above lintel, roofing, plastering, flooring , shuttering (doors and windows) and painting | 1,300,000.00 | New |
| 7 | Ing'ola Primary School  | Renovation of 3No Classrooms : Roof, walls, floor, doors, windows and painting to completion | 1,700,000.00 | New |
| 8 | Mweini Primary School | Renovation of 3No Classrooms: Roof, walls, floor, doors, windows and painting to completion. | 1,700,000.00 | New |
| 9 | Ndauni Primary School | Water - Bore HOLE Equipping : connection of power - 3 phase 500,000 , water house and storage tank - 10,000 Lts Ksh500,000 , and piping Ksh500,000.00 | 1,500,000.00 | ongoing |
| 10 | Kithyululu Primary School | Renovation of 3No Classrooms: Roof, walls, floor, doors, windows and painting to completion. | 1,700,000.00 | New |
| 11 | Nguuni Primary School  | Completion of Construction two Classrooms , verandah, shutters and painting | 400,000.00 | ongoing |
| 12 | Ulilinzi Primary School  | Completion of Boys Dormitory (100 pupils ) ; construction of ablution section , shutters and painting | 400,000.00 | ongoing |
|   |   |   | **15,800,000.00** |   |
|   | **MTITO-ANDEI WARD**  |   |   |
|  | **Project name**  | **Activity**  | **Allocation** | **status** |
| 1 | Joana Chase Secondary School  | Completion of Administration Block ( 8 offices: including staff room, other offices and toilets) , walling , roofing, shutters, floor and painting  | 1,200,000.00 | ongoing |
| 2 | Kiteng’ei Primary School  | Renovation of 3No Classrooms : Roof, walls, floor, doors, windows and painting to completion.  | 1,700,000.00 | New |
| 3 | Yikivumbu Primary School | Renovation of 3No Classrooms : Roof, walls, floor, doors, windows and painting to completion | 1,700,000.00 | New |
| 4 | Mavindini Secondary School  | Construction of Two Classrooms to completion | 2,000,000.00 | New |
| 5 | Mbeetwani Secondary School  | Renovation of 2No Classrooms : Roof, walls, floor, doors, windows and painting to completion | 1,200,000.00 | New |
| 6 | Nzoila Primary School  | Renovation of 2No Classrooms : Roof, walls, floor, doors, windows and painting to completion  | 1,200,000.00 | New |
| 7 | Misuuni Secondary School | Renovation of 2No Classrooms : Roof, walls, floor, doors, windows and painting to completion  | 1,200,000.00 | New |
| 8 | Kivutini Primary School  | Renovation of 2No Classrooms : Roof, walls, floor, doors, windows and painting to completion. | 1,200,000.00 | New |
| 9 | Kilumilo Primary School  | Renovation of 2No Classrooms : Roof, walls, floor, doors, windows and painting to completion  | 1,200,000.00 | New |
| 10 | Mtitoandei Primary School  | Construction of a Boys Dormitory with a capacity of 100 pupils to completion. | 2,500,000.00 | New |
| 11 | Kambu Police Post | Fencing of the police post compound (Chain link and concrete posts), length of 400m and gate at a Cost of Ksh 400,000.00 and construction of a one 2 doors toilet at Ksh464,456.55 |  864,456.55  |  ongoing  |
| 12 | Kiteng’ei Chief’s Office  | Renovation of the office Block; ( four rooms/ offices) Roof, walls, floor, shutters( doors and windows) and painting and electricity  | 600,000.00 | New |
|  |  |  |  |  |
|   |   |   | **16,564,456.55** |   |
|  |  |  |  |  |
|  | **GRAND TOTAL**  |  |  **137,367,724.14**  |  |
|  |  |  |  |  |

**NG-CDF KBZ.E/ MIN 05/04/11/2019 Projects Proposals- 2019/20 – ONGOING PROJECTS**

Paragraph 4 of the Board’s circular on preparation and submission of project proposals for the Financial yaer 2019/20 was categorical on prioritization of ongoing projects before embarking on new ones. Further, the Kibwezi NG-CDF had undertaken a commitment to complete previously ongoing projects before starting off new ones.

The following on-going incomplete projects have been prioritized and adequate funds allocated to ensure they are completed and intended beneficiaries enjoy the benefits and the objective of the projects realized.

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|  | **Project name** | **Activity** | **Funds Allocation**  |
| 1 | Professor KalokiMuthungue | Completion of science Lab; benches and Fittings ( Gas and water) |  1,500,000.00  |
| 2 | Kamulalani Secondary School  | Completion of science Lab; benches and Fittings ( Gas and water) |  1,500,000.00  |
| 3 | Yikitaa Secondary School | Completion of science Lab; benches and Fittings ( Gas and water) |  1,500,000.00  |
| 4 | Nzoila Secondary School | Completion of science Lab; benches and Fittings ( Gas and water) |  1,500,000.00  |
| 5 | Silanga Secondary School | Completion of science Lab; benches and Fittings ( Gas and water) |  1,500,000.00  |
| 6 | Mwitasyano Secodary School | Completion of science Lab; benches and Fittings ( Gas and water) |  1,500,000.00  |
| 7 | Kyumani Sec School | Completion of science Lab; benches and Fittings ( Gas and water) |  1,500,000.00  |
| 8 | Ititi Sec School | Completion of science Lab; benches and Fittings ( Gas and water) |  1,500,000.00  |
| 9 | Tsavo West Sec School | Completion of science Lab; benches and Fittings ( Gas and water) |  1,500,000.00  |
|  |  |  |  |
|  |  |  | 13,500,000 |

**NG-CDF KBZ.E/MIN 06/04/11/2019 Continuous Bursary awards and Replacement of stale Bursary Cheques**

While preparing financial statements for the previous years for Kibwezi East Constituency, it has been noted with concern the huge amounts reflected in the Bank Reconciliation statements as stale cheques. In consultation with the sub-county treasury, the FAM has requested to ensure there is a continuous replacement of the stale cheques to ensure at any particular point the financial records reflect the true financial position of the entity.

 The Fund Account manager tabled the List of all stale cheques as contained in the reconciliation statement of 31ST October , 2019 and requested the members to approve the re-distribution of the money to other needy cases. He noted, with such huge amounts of stale cheques of stale cheques holds funds and is a source of audit query.

The members agreed , since there was a database of needy cases from the previous public participation exercise, a list be prepared for consideration in the next meeting taking into consideration available funds for re-issue.

**NG-CDF KBZ.E/MIN 07/04/11/2019 Procurement of NG-CDF Vehicle and Disposal unserviceable movable machinery**

In the circular for preparation and submission of proposals for 2019/20 , there was an item requiring each NG-CDF to have procured or procure and maintain one vehicle 4WD Vehicle for ease of mobility.

Members deliberated on the issue and agreed the current NG-CDF; a Land Cruiser Pick up (single cabin) procured in 2007 at Ksh3M is way too old and Not able to serve the NG-CDF effectively and efficiently.

The members agreed the Vehicle alongside other two machines procured in 2006 should be placed for disposal with the Funds realized allocated for acquiring of a new Vehicle meeting the minimum specifications of the NG-CDF Board.

The committee requested the FAM to move with speed , consult with the Board on the Disposal of those machinery. The members agreed once the disposal is complete the funds will be used on priority and urgently to procure a NG-CDF Vehicle.

**NG-CDF KBZ.E/MIN 08/04/11/2019 REPORT OF ON-GOING PROJECTS**

The FAM briefed the members on the progress and status of projects as per the last field visit.

 **Project Name Activity Implementation mode Status**

1. Kambili primary- Renovation of four classrooms- Contractual, Ongoing

 2. Nthunguni primary- Renovation of four classrooms- Contractual ongoing

3. Ulilinzi primary- construction of a Boys dormitory- Contractual ongoing

 4. Masimbani primary- renovation of two classrooms- Contractual ongoing

 5. muthungue primary- Renovation of two classrooms – Contractual

6. yikitaa Primary- renovation of four classrooms – Contractual ongoing

7. Mwitasyano – completion of Girls dormitory – Labour based ongoing

8. Kitengei Sec. School- Completion science laboratory – Labour Based ongoing

9. Nzambani Pri. School - Renovations of two classrooms- contractual ongoing

**NG-CDF KBZ.E/MIN 09/04/11/2019 A.O.B**

* The chairperson urged the members to remain committed to their duties including reporting on the projects progress in their localities. She informed them once the next cycle of M&E is planned, they will be updated accordingly
* The FAM informed members that , the next disbursements shall be based on how effective they utilize the already received funds. He therefore urged everybody to commit their all in every section they would be called upon. He informed them he has since placed requisitions for the balances of 2017/18 and 2018/19 with the Board and he was awaiting response.
* Member requested for a benchmarking session to expose themselves to what other constituencies were doing. The FAM and the Chair agreed to consult and give feedback soon.

**NG-CDF KBZ.E/MIN 10/04/11/2019 ADJOURNMENT**

There being no other business the meeting ended in a word of prayer from EstherMunyao.

**MINUTES TAKEN BY: *Harrison M. Mwololo( Secretary )* CONFIRMED BY: *ESTHER Munyao ( Chairperson)***

**SIGNATUR : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**