**NG-CDF KIBWEZI EAST CONSTITUENCY**

**COMMITTEE MEETING HELD ON FRIDAY 29th / September /2021 AT THE NG-CDF OFFICE – KIBWEZI**

**PRESENT**

1. Esther Munyao - Chairperson.
2. Samuel Mutisya B. - FAM
3. Harrison Mwaniki Mwololo - Secretary
4. Japheth Muia - Member
5. Winston Mulili - member
6. Jonanthan Nzola - member
7. Annah Wasya - Member
8. Catherine Kakui member
9. Abdi Fatah Mohamud- DCC Kibwezi Sub-County

**ITEMS OF AGENDA**

1. Preliminaries/introduction
2. Reading of the previous meeting minutes
3. Matters arising.
4. Bursary Awards
5. Kibwezi East NG-CDF Project Proposals 2021/22
6. Projects Progress Reports
7. Emergency Projects
8. A.O.B
9. Adjournment

 **NG-CDF KBZ.E /MIN 01/29/09/2021 PRELIMINARIES**

The meeting was opened with a word of prayer by Pastor Jonathan Nzola.

 The chairperson welcomed members to the day’s meeting mostly thanking them for their cooperation thus far. She took members through the proposed agenda of the day for adoption and further reminding them the deliberations required their undivided participation and commitment keeping into consideration the social distance and the other health ministry directives on hygiene. She reminded members the main day’s agenda was finalizing deliberations of project proposals for 2021/22 which should be submitted to the NG-CDF Board as per circular tabled by FAM in the previous meeting of 3rd September, 2021.

**NG-CDF KBZ.E/MIN 02/29/09/2021 READING OF PREVIOUS MEETING MINUTES**

The secretary, took members through the minutes of the previous minutes of the 03rd September, 2021 and they were confirmed as true record of the day’s deliberations.

**NG-CDF KBZ.E/MIN 03/29/09/2021 MATTERS ARISING**

No matters arising from previous minutes except a brief report on the status of PMC formations and funds disbursements as per the previous resolutions

**NG-CDF KBZ.E/MIN 04/29/09/2021 Bursary awards**

Kibwezi East NG-CDF allocated over Ksh35m for Bursary fund for the financial year 2020/21.

To ensure the needy and deserving cases benefit from the Bursary fund, the Committee organizes public participation exercises at the grassroots across all the four wards at each polling station to identify the needy and bright students to be considered for bursary awards.

After scrutinizing the data and report, Members approved the disbursement of over Ksh15 million to be distributed to both tertiary and secondary school students as per the attached lists.

The members urged the FAM to prepare the necessary documentation with a view of ensuring the cheques are ready as soon as possible to ensure the beneficiaries receive the cheques in readiness for second term.

**NG-CDF KBZ.E/MIN 05/29/09/2021 Kibwezi East NG-CDF Project Proposals- 2021/22**

Following the deliberations of the previous meeting which culminated in the public participation exercise, the FAM tabled the ward reports for final deliberations which would form the basis for preparation of the projects proposals for 2021/22 for Kibwezi East NG-CDF. The FAM reminded the Members Kibwezi East had been allocated a budget of Ksh137,088,879.00 for the financial year 2021/22 upon which to base projects proposals.

After lengthy, objective and fruitful deliberations and considering the allocation budget, the NG-CDDF Board circular and the ward reports, members agreed on the project proposals for submission to NG-CDF Board for the Financial year 2021/22.

The agreed list is as follows;

|  | **PROJECT NAME**  | **ORIGINAL COST**  | **CUMMULATIVE ALLOCATION**  | **ACTIVITY**  |  **AMOUNT ALLOCATED**  |  **STATUS**  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Emergency  |  7,192,207.00  |   | To cater for any unforeseen occurrences in the constituency during the financial year |  7,192,207.00 |  New  |
|  |  |  |  |  |  |  |
| **2** | **Administration** | **6%** |  |  |
|   | Employees' Salaries | 1,800,000.00 |   | Payment of staff salaries, PAYE for four (4) Staff on contractual and three on casual  | 1,800,000.00 |  New  |
|   | Employees' Gratuity  | 1,100,000.00 |   | Payment of staff Gratuity for four (4) staff on contract | 1,100,000.00 | New |
|   | Goods and Services | 1,616,712.07 |   | Purchase of fuel, insurance, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea | 1,616,712.07 |  New  |
|   | NSSF | 100,000.00 |   | Payment of NSSF Deductions for 5 members of staff | 100,000.00 |  New  |
|   | NHIF | 70,000.00 |   | Payment of NHIF Deductions for 5 staff Members  | 70,000.00 |  New  |
|   | Committee Expenses | 3,538,620.67 |   | Payment of Committee sitting allowances, transport, conferences | 3,538,620.67 |  New  |
|  | ***sub-total***  |  |  |  | ***8,225,332.74*** |  |
| 3 | Sports Activities  | 1,000,000.00  |   | Carry constituency sports tournament and the winning teams/ schools to be awarded with trophies , balls and games kit |  1,000,000.00 |  New  |
| **4** | **Environmental Activities**  |  |  | **2%** |  |  |
|  | Ithaayoni Primary School |  200,000.00  |   | Purchase of 10,000 litres water tanks @Kshs.100,000, purchase and fixing of gutters @Kshs.50,000, construction of tank base @Kshs.50,000 |  200,000.00  | New   |
|  | Kalulu Primary School |  200,000.00  |   | Purchase of 10,000 litres water tanks @Kshs.100,000, purchase and fixing of gutters @Kshs.50,000, construction of tank base @Kshs.50,000 |  200,000.00  | New  |
|  | Komboyoo Primary School  |  200,000.00  |   | Purchase of 10,000 litres water tanks @Kshs.100,000, purchase and fixing of gutters @Kshs.50,000, construction of tank base @Kshs.50,000 |  200,000.00  | New  |
|  | Mbukoni Primary School |  200,000.00  |   | Purchase of 10,000 litres water tanks @Kshs.100,000, purchase and fixing of gutters @Kshs.50,000, construction of tank base @Kshs.50,000 |  200,000.00  | New  |
|  | Yimbuvu Primary School  |  200,000.00  |   | Purchase of 10,000 litres water tanks @Kshs.100,000, purchase and fixing of gutters @Kshs.50,000, construction of tank base @Kshs.50,000 |  200,000.00  | New  |
|  |  |  |  |   |   |   |
|  |  |  |  |   |   |  |
| **5** | **Monitoring, Evaluation and capacity building** | **3%** |  |  |
|   | Goods and Services | 1,200,000.00 |   | Purchase of fuel, printing, stationery, photocopying, airtime, travel and subsistence. | 1,200,000.00 |  New  |
|   | Committee Expenses | 2,412,666.37 |   | Payment of Committee monitoring facilitations, transport, conferences. | 2,412,666.37 |  New  |
|   | NG-CDFC/PMC Capacity Building |  500,000.00 |   | Undertake Training of the PMCs/ NG-CDFCs/ staff on NG-CDF Related issues | 500,000.00 |  New  |
|  | **sub-total** |  |  |  |  ***4,112,666.37***  |  |
|  |  |  |  |  |  |  |
| **6** | **Bursary** |  |  | **25%** |  |  |
|   | Bursary Tertiary Institutions  |  15,000,000.00  |   | Payment of bursary to needy students in tertiary institutions  |  15,000,000.00  |  New  |
|   | Bursary Secondary Schools  |  19,272,219.75  |   | Payment of bursary to needy students in secondary schools  |  19,272,219.75  |  New  |
|  | **Sub-total**  |  |  |  |  ***34,272,219.75***  |  |
|  | **Sub-total**  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **sub- total**  |  |  |  |  |  |
|  | **Balance available for others**  |  |  |  |  |  |
|  | **SHARE PER WARD : PROJECTS AS PER WARD REPORTS**  |  |  |
| **A** | **Ivingoni / Nzambani**  |  |  |  |  |   |
| 1 | Ivingoni Primary School  |  1,200,000.00  |  | Renovation of two classrooms; Re-roofing, walling above ring beam, fixing of doors and windows, flooring and painting  |  1,200,000.00  |  New  |
| 2 | Kamunyu Primary School  |  1,200,000.00  |  | Renovation of two Classrooms; Re-roofing, walling above ring beam, fixing of doors and windows, flooring and painting  |  1,200,000.00  |  New  |
| 3 | Kiambani Primary School  |  1,200,000.00  |  | Renovation of two Classrooms; Re-roofing, walling above ring beam, fixing of doors and windows, flooring and painting  |  1,200,000.00  |  New  |
| 4 | Kitheini Primary School  |  1,200,000.00  |  | Renovation of two classrooms; Re-roofing, walling above ring beam, fixing of doors and windows, flooring and painting  |  1,200,000.00  |  New  |
| 5 | Kiundwani Girls Secondary School |  3,300,000.00  |  2,300,000.002019/20- 1.5M800K- 2017/18 | Completion of science laboratory- with a capacity of 30 sitting students- Floor tiles, fittings (water, gas, plumbing) and stools.  |  1,000,000.00  |  Ongoing  |
| 6 | Komboyoo Mixed Secondary School |  2,500,000.00  |  | Construction of science laboratory worthy (Phase 1); Foundation, walling and roofing |  1,500,000.00  |  new  |
| 7 | Mukanda Primary School  |  1,200,000.00  |  | Renovation of two classrooms; Re-roofing, Walling above ring beam, fixing of doors and windows, flooring and painting  |  1,200,000.00  |  new  |
| 8 | Muthingiini Primary School  |  1,600,000.00  |  | Renovation of three classrooms; Re-roofing, walling above ring beam, fixing of doors and windows, flooring and painting  |  1,500,000.00  |  New  |
| 9 | Muthingiini Girls Secondary School |  2,500,000.00  |  | Construction of science laboratory worthy (Phase 1); foundation, walling and roofing |  1,600,000.00  |  new  |
| 10 | Ngomano Primary School  |  1,200,000.00  |   | Renovation of two classrooms; Re-roofing, Walling above ring beam, fixing of doors and windows, flooring and painting  |  1,200,000.00  |  new  |
| 11 | Kiuani Secondary School  |  2,500,000.00  |  1,500,000.00 500k- 2015/161M- 2014/15 | Completion of science laboratory with an Estimated sitting capacity of 30 students; Floor tiles, fittings (water, gas , plumbing) and stools  |  1,000,000.00  |  Ongoing  |
| 12 | Nzambani Primary School  |  1,200,000.00  |   | Renovation of two classrooms; Re-roofing, Walling above ring beam, fixing of doors and windows, flooring and painting  |  1,200,000.00  |  new  |
| 13 | Yumbuni Primary School  |  1,200,000.00  |   | Renovation of two classrooms; Re-roofing, Walling above ring beam, fixing of doors and windows, flooring and painting  |  1,200,000.00  |  new  |
| 14 | Mutanu Secondary School  |  1,200,000.00  |   | Construction of one classroom to completion |  1,200,000.00  | New  |
|   |   |   |   |   |   |   |
|  | **Sub-total**  |  |  |  |  **17,400,000.00**  |  |
|   |   |   |   |   |   |   |
| B | **THANGE WARD** |  |  |   |  |   |
| **1** | Ivoleni Primary School  |  1,200,000.00  |   | Renovation of two classrooms; Re-roofing, walling above ring beam, fixing of doors and windows, flooring and painting  |  1,200,000.00  |  New  |
| **2** | Kalulu Secondary School  |  3,000,000.00  |   | Construction administration Block (Phase 1) foundation, walling and roofing  |  2,000,000.00  |  New  |
| **3** | Kasasule Primary School  |  1,200,000.00  |   | Renovation of two classrooms; re-roofing, walling above ring beam, fixing of doors and windows, flooring and painting  |  1,200,000.00  |  New  |
| **4** | Kikunduku Primary School  |  1,200,000.00  |   | Renovation of two classrooms; re-roofing, walling above ring beam, fixing of doors and windows, flooring and painting  |  1,200,000.00  |  New  |
| **5** | Kithasyu Police Post  |  1,500,000.00  |   | Construction of 3 Police Houses units (Bed- Sitters) @Kshs.1,200,000, Purchase and installation one 10,000 Litres Water tank @Kshs.200,000 and Solar power installation and wiring @Kshs.100,000The police post is established and operational |  1,500,000.00  |  New  |
| **6** | Kivuthini Secondary School  |  1,200,000.00  |   | Renovation of two classrooms; re-roofing, walling above ring beam, fixing of doors and windows, flooring and painting  |  1,200,000.00  |  New  |
| **7** | Kyaani Secondary School  |  3,000,000.00  |  | Construction administration with seven offices with tiled floor (Phase 1); foundation, walling and roofing  |  2,000,000.00  |  New  |
| **8** | Maikuu Primary School  |  1,200,000.00  |  | Renovation of two classrooms; re-roofing, walling above ring beam, fixing of doors and windows, flooring and painting  |  1,200,000.00  |  New  |
| **9** | Metava Primary School  |  1,200,000.00  |  | Renovation of two classrooms; re-roofing, walling above ring beam, fixing of doors and windows, flooring and painting  |  1,200,000.00  |  New  |
| **10** | Ngokolani Secondary School  |  1,100,000.00  |  | Construction of one classroom to completion |  1,100,000.00  |  New  |
| **11** | Nzavoni Primary School  |  1,200,000.00  |  | Renovation of two classrooms; re-roofing, walling above ring beam, fixing of doors and windows, flooring and painting  |  1,200,000.00  |  New  |
| **12** | Nzouni Primary School  |  1,200,000.00  |  | Renovation of two classrooms; re-roofing, walling above ring beam, fixing of doors and windows, flooring and painting  |  1,200,000.00  |  New  |
| **13** | Usalama Primary School  |  2,000,000.00  |  | Construction of an administration consisting of six offices to completion  |  2,000,000.00  |  New  |
| **14** | Kinyambu Primary School- Disabled  |  1,200,000.00  |  | Construction of one classroom to completion |  1,200,000.00  |  New  |
| 15 | Kithasyu Secondary School  |  1,000,000.00  |  | Completion of 30 students’ capacity Science laboratory initiated by the parents; Plastering, flooring, fittings: Gas, water, plumbing and painting  |  1,000,000.00  |  New  |
| 15 | Ituumo Primary School  |  1,600,000.00  |  | Renovation of three classrooms; re-roofing, walling above ring beam, fixing of doors and windows, flooring and painting  |  1,600,000.00  |  New  |
|  | **Sub-Total**  |  |  |  |  **22,000,000.00**  |  |
| C | **MASONGALENI WARD**  |  |  |   |  |   |
| 1 | Ititi Primary School  |  2,000,000.00  |  | Construction of administration block to completion consisting of six offices- a reception, staff room, Head Teachers office, Deputy, Store and senior Master with a verandah.  |  2,000,000.00  |  New  |
| 2 | Kaliani Primary School  |  1,200,000.00  |  | Renovation of two classrooms; re-roofing, walling above ring beam, fixing of doors and windows, flooring and painting  |  1,200,000.00  |  New  |
| 3 | Yumbuni Secondary School  |  1,100,000.00  |  | Construction of one classroom to completion  |  1,100,000.00  |  new  |
| 4 | Kiange Primary School  |  1,200,000.00  |  | Renovation of two classrooms; re-roofing, walling above ring beam, fixing of doors and windows, flooring and painting  |  1,200,000.00  |  New  |
| 5 | Kithyululu Primary School  |  1,200,000.00  |  | Renovation of two classrooms; re-roofing, Walling above ring beam, fixing of doors and windows, flooring and painting  |  1,200,000.00  |  New  |
| 6 | Kyumani Primary School  |  1,200,000.00  |  | Renovation of two classrooms - re-roofing, Walling above ring beam, fixing of doors and windows, flooring and painting  |  1,200,000.00  |  New  |
| 7 | Makutano Secondary School  |  2,500,000.00  |  | Construction of science laboratory with a capacity of 30 students (Phase 1); foundation and walling |  1,500,000.00  |  New  |
| 8 | Masaku Ndogo Secondary School  |  1,500,000.00  |  | Construction of science laboratory (Phase 1); foundation, walling and roofing  |  1,500,000.00  |  New  |
| 9 | Kalima Koi Primary School  |  1,200,000.00  |  | Renovation of two classrooms; re-roofing, walling above ring beam, fixing of doors and windows, flooring and painting  |  1,200,000.00  |  New  |
| 10 | Muliluni Primary School  |  1,030,560.00  |  | Completion of administration Block started by parents consisting of staff room, Head Teachers office, Deputy, Store and senior Master with a verandah; Roofing, Plastering, fixing of doors and windows, flooring and painting |  1,030,560.00  |  New  |
| 11 | Ndauni Secondary School  |  1,000,000.00  |  | Fencing of 2 acre compound (400 linear meters) with chain-link and concrete poles to completion.  |  1,000,000.00  |  New  |
| 12 | Ngwata Primary School  |  2,500,000.00  | 1,000,000.00Allocation of 2019/20 | Completion of a dormitory with an estimated capacity of 100 pupils- Roofing, fixing of Doors and windows, plastering, flooring and painting |  1,500,000.00  |  ongoing  |
| 13 | Ngwata Secondary School  |  3,000,000 | 1,200,0002020/21 F.Y | Additional funds for completion of administration Block started by the Board of Management with a capacity of seven offices with tiled floor; Roofing, Plastering, fixing of doors and windows, flooring and painting  |  1,800,000.00  |  ongoing  |
| 14 | Ulilinzi Secondary School  |  3,000,000.00  |  | Construction of a dormitory (Phase one); Foundation, walling and roofing  |  2,000,000.00  |  New  |
| 15 | Wandei Primary School  |  1,200,000.00  |  | Renovation of two classrooms; re-roofing, walling above ring beam, fixing of doors and windows, flooring and painting  |  1,200,000.00  |  New  |
|   |  |  |  |  |  |   |
|  |  |  |  |  |  |  |
|   |   |   |   |   |  **20,630,560.00**  |   |
|   |   |   |   |   |   |   |
|  |  |  |  |  |  |  |
| D | **Mtito Andei Ward**  |  |  |   |  |   |
| 1 | Iviani Primary School  | 1,200,000.00  |  | Renovation of two classrooms; re-roofing, walling above ring beam, fixing of doors and windows, flooring and painting  |  1,200,000.00  | New |
| 2 | Kambu Primary School  | 1,200,000.00  |  | Renovation of two classrooms; re-roofing, walling above ring beam, fixing of doors and windows, flooring and painting  |  1,200,000.00  | New |
| 3 | Darajani Boys Secondary School  | 3,000,000.00  |  1,500,0002014/15 Financial year  | Completion of 300 students’ capacity multipurpose hall: Plastering, flooring, fixing of windows, doors and painting. |  1,500,000.00  | New |
| 4 | Kathekani Primary School  |  1,200,000.00  |  | Renovation of two classrooms; re-roofing, walling above ring beam, fixing of doors and windows, flooring and painting  |  1,200,000.00  | New |
| 5 | Kikwasuni Primary School  |  1,200,000.00  |  | Renovation of two classrooms; re-roofing, walling above ring beam, fixing of doors and windows, flooring and painting  |  1,200,000.00  | New |
| 6 | Kilumilo Primnary School  |  1,200,000.00  |  | Renovation of two classrooms; re-roofing, walling above ring beam, fixing of doors and windows, flooring and painting  |  1,200,000.00  | New  |
| 7 | Kiteng'ei Secondary School  |  3,000,000.00  |  | Construction of a 300 students dining hall/ Multipurpose Hall; Foundation and walling  |  1,500,000.00  | New |
| 8 | Kavungwa Primary School  |  1,100,000.00  |  | Construction of one classroom to completion  |  1,100,000.00  | New |
| 9 | Mbeetwani Primary School  |  1,200,000.00  |  | Renovation of two classrooms; re-roofing, walling above ring beam, fixing of doors and windows, flooring and painting  |  1,200,000.00  | New |
| 10 | Miangeni Primary School- Mtito Andei |  1,200,000.00  |  | Renovation of two classrooms; re-roofing, walling above ring beam, fixing of doors and windows, flooring and painting  |  1,200,000.00  | New |
| 11 | Molemuni Gilrs Secondary School |  3,000,000.00  |  2,000,000.00  | Completion of 100 girls’ capacity dormitory; Flooring, fixing of doors and windows, painting and septic tank.  |  1,000,000.00  | ongoing |
| 12 | Silanga Secondary School  | 3,000,000.00  |  1,500,000Kshs.1,500,000 was allocated through reallocation (change of activity from completion of lab to construction of dormitory) | Completion of 100 girls’ capacity dormitory; Flooring, fixing of doors and windows, painting and septic tank.  |  1,500,000.00  | ongoing |
| 13 | Ykivumbu Primary School  |  1,200,000.00  |  | Renovation of two classrooms; re-roofing, walling above ring beam, fixing of doors and windows, flooring and painting  |  1,200,000.00  | New |
| 14 | Kyusyani Secondary School  |  1,100,000.00  |  | Construction of one classroom to completion  |  1,100,000.00  | New |
| 15 | Canaan Secondary School  |  2,500,000.00  |  | Construction of 30 students capacity science laboratory (Phase 1); Foundation, Walling and roofing |  1,500,000.00  | New |
| 16 | St. Lucy Kalimani Secondary School  |  2,455,893.13  |  | Bush Clearing, Murraming and Leveling of school field - Field Approximately 40,000 m2 ( 200 meters x 200 meters) |  2,455,893.14  | New  |
|  |  |  |  |  |  |   |
|   |   |   |   |   |   |   |
|   |   |   |   |   |  **21,255,893.14**  |   |
|  |  |  |  |  |  |  |
|  | **GRAND TOTAL**  |  |  |  | **137,088,879** |  |

**NG-CDF KBZ.E/MIN 06/29/09/2021 Projects Progress Report**

The FAM gave a Project Status Update and report on all the projects highlighting their various stages of implementation and the required interventions. He informed the members, some projects were at documentation stage, others at tendering stage, others ongoing and some complete and ready for handover.

The FAM promised members to regularly update them through reports showing each projects, amount allocated, spend and the percentage status of implementation and where possible provide pictorial evidence.

The FAM informed members the approvals for projects resubmitted to the NG-CDF Board seeking either change of activity of re-allocation had not yet been received.

**NG-CDF KBZ.E/MIN 07/29/09/2021 A.O.B**

* Members were reminded to continue publicizing the NG-CDF programs in their localities as a way the increasing accessibility of services to the citizens.

* The FAM was urged to liase with the NG-CDF Board with a view of clearing all pending issues including the approval for purchase of NG-CDF vehicle.

**NG-CDF KBZ.E/MIN 08/29/09/2021 ADJOURNMENT**

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

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

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