**MINUTES FOR KAJIADO SOUTH NG-CDFC MEETING HELD ON 13TH AND14TH AUGUST 2019 AT THE NG-CDFC BOARDROOM AT 9:00 A.M.**

1. Hon. Katoo Ole Metito Member of National Assembly
2. Mr. Lawrence Kinyua Deputy County Commissioner
3. Mr. Kilelo Kilitia Chairperson
4. Mr. Johnson Karanja Fund Account Manager
5. Mrs. Rosemary Nailantei Secretary
6. Mr. John Muli Milia Member
7. Mr. Joshua Lomunyak Member
8. Mr. Amos Karanja Member
9. Mrs. Esther Seina Member
10. Ms. Marion Matilu Member
11. Mr. Wilson Sayialel Co-opted Member

**PRELIMINARIES**

The meeting was called to order at 09:00 a.m. Amos Karanja opened the meeting with a word of prayer. The chairman thanked the members for attending the meeting and shared the agenda of the day.

**AGENDA**

1. Reading and confirmation of previous meeting’s minutes
2. Matters arising from the previous meeting’s minutes
3. Disbursement of funds to the PMCs
4. Project proposal for the FY 2019/20
5. AOB

**MIN/1/8/2018 READING AND CONFIRMATION OF PREVIOUS MEETING’S MINUTES**

The Fund Account Manager took the members through the last meetings minutes. They were proposed by Esther and seconded by Rosemary as a true record of the day’s deliberations.

**MIN/2/8/2018 MATTERS ARISING FROM THE PREVIOUS MEETING’S MINUTES**

* Issuance of driving licences was done as earlier planned
* Project were commissioned as earlier planned;
* Munyurra primary school 9th July, , Enkijape primary school 11th July, Illasit primary school 11th July, Elangata Enkima primary school 12th July, Ilchalai primary school 2nd August 2019
* Ksh. 600,000 had been set aside from the unused emergency reserve to be reallocated to Olgulului primary school to fund construction of one block of pit latrines. An assessment done in Olguluilui primary school confirmed that the County Government of Kajiado funded the school for the proposed construction of toilets, therefore, the committee recommended the funds meant for that purpose to be used to fund Shilishili primary school for construction of 1 block of pit latrines

**MIN/3/8/2019 DISBURSEMENT OF FUNDS TO THE PMCS**

The committee deliberated on the progress of ongoing projects. A schedule for commissioning the projects was created. The committee further recommended disbursement of funds to the project management committees as tabulated

|  |  |  |  |
| --- | --- | --- | --- |
| **S/NO.** | **Project** | **Project activities** | **Amount** |
|  | Inkoroshoni primary school | Construction of two classrooms and supply of 40 metallic desks | 400,000.00 |
|  | Inkariak Ronkena primary school | Construction of two classrooms and supply of 40 metallic desks | 400,000.00 |
|  | Kimana police station | Construction of Kimana police station | 800,000.00 |
|  | Oltiasika primary school | Construction of septic pit latrines | 500,000.00 |
|  | Chief mutury primary school | Construction of three classrooms and supply of 60 metallic desks | 966,349.00 |
|  | Loormeuti primary school | Construction of two classrooms and supply of 40 metallic desks | 400,000.00 |
|  | Iltuleta primary school | Fencing of 10acres of school land | 800,000.00 |
|  | Isinet primary school | Construction of an administration block | 400,000.00 |
|  | Meshenani primary school | Fencing of 10acres of school land | 500,000.00 |
|  | Eluai Nalepo primary school | Construction of two classrooms and supply of 40 metallic desks | 400,000.00 |
|  | Paranai primary school | Construction of two classrooms and supply of 40 metallic desks | 300,000.00 |
|  | Ngasakinoi primary school | Construction of two classrooms and supply of 40 metallic desks | 500,000.00 |
|  | Oloyiapasei primary school | Construction of two classrooms and supply of 40 metallic desks | 500,000.00 |
|  | KMTC Loitokitok campus | Construction of two classrooms and supply of 40 lecture hall seats | 20,000.00 |

**MIN/4/8/2018 PROJECT PROPOSAL FY 2019/20**

Section 6(1) of the NG-CDF Act provides that, ‘‘the Board shall with the approval of the relevant committee of the National Assembly, allocate funds for every constituency in each financial year in accordance with section 34’

Further, section 34(1) of the Act states:- “the budget ceiling for each constituency shall be the amount specified in Section 4(1) divided equally among all constituencies subject to provisions of section 8(1) and 23(1)

Kajiado South allocation for FY 2019/2020 is Kshs137,367,724.14 the allocation includes Kshs. 7,198,241.00 for emergency reserve

Section 27 (1) of the NGCDF Act states; “’The chairperson of the Constituency Committee shall, within the first year of the commencement of a new Parliament and at least once every two years thereafter, convene open forum public meetings in every ward in the constituency to deliberate on development matters in the ward and in the constituency.’’

Further, section 27 (2) states that; ‘’The Constituency Committee shall deliberate on project proposals from all the wards in the constituency and any other projects which the Constituency Committee considers beneficial to the constituency, including joint projects with other constituencies, consider the national development plans and policies and the constituency strategic development plan, and identify a list of priority projects, both immediate and long term, out of which the list of projects to be submitted in accordance with the Act shall be drawn from.’’

The list of proposed constituency based projects shall be submitted by the Constituency Committee to the Board.

For Kajiado South constituency, the project identification process was done from the constituency, the ward and the locational level. The Area Member of Parliament, committee chairperson and NG-CDFC members held meetings in all administrative levels.

The members went through the minutes/reports from all the wards (locations) noting down all the projects proposed by the communities. Further, the committee prioritized the projects in terms of level of need and vulnerability of the communities. The committee came up with a priority of project basket, which was budgeted adhering to the budget ceilings which are mandatory.

The committee therefore came up with the 2019/20 financial year project proposal as tabulated below

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT NAME** | **PROJECT ACTIVITY** | **AMOUNT** | **STATUS** |
| **ADMINISTRATION AND RECURRENT EXPENDITURE** | | | |
| Salaries and gratuity | Payment of staff salaries and Gratuity | 3,925320.00 | Ongoing |
| NSSF | Employer’s contribution towards social security fund | 12,000.00 | Ongoing |
| NHIF | Employer’s contribution towards Health Insurance Fund | 59,400.00 | Ongoing |
| Goods and Services | Fuel, subsistence allowances, repairs and maintenance, NG-CDFC expenses, motor vehicle expenses, water services, telephone, stationeries, travel and subsistence | 2,845343.45 | Ongoing |
| Committee allowances and expenses | Committee allowances and expenses incurred during NG-DFC meetings | 1,400,000.00 | Ongoing |
| **MONITORING AND EVALUATION** | | | |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence. | 921,031.73 | Ongoing |
| Committee allowances | Payment of committee allowances during monitoring and evaluation | 1,400,000.00 | Ongoing |
| CDFC/PMC Capacity Building | Undertake Training of the PMCs/NG-CDFCs/NG-CDFC staff on NG-CDF Related issues | 1,800,000.00 | Ongoing |
| Bursaries for tertiary schools | Assisting needy students in tertiary schools to pursue their dreams in education | 33,214,636.55 | Ongoing |
| Kimana primary school | Renovation of school facilities 8 classrooms Ksh. 2,700,000, library Ksh. 300,000. Includes fixing of steel casement doors doors and windows, floor, roof, walls, annexing of verandahs, repair of fixing of locks, book shelves, painting and landscaping | 3,000,000.00 | Ongoing |
| Loitokitok Sub County Deputy County Commissioner offices | Additional funds for fencing 4 acres of land with mild steel angle lines and chain-link | 500,000.00 | Ongoing |
| Kimana police station | Completion of Kimana police station –enlargement of two offices (includes windows and finishes), provision of an exit door, provision of serving door to the armory, electrical works, provision of pre-casted vent blocks to the pit latrines for security purposes and extension of the drainage line to the septic | 300,000.00 | Ongoing |
| NGCDFC offices | Landscaping and levelling of the NGCDFC office compound. Levelling Ksh. 240,000, excavation 240,000, external paving of the walkways, planting of grass KSh. 257,042.45 and murraming at the entrance 240,000 | 977,042.45 | New |
| NGCDFC offices -Purchase of office equipment | Purchase of executive office desk Ksh. 230,000 one metal cabinet 40,000, small conference table and six visitors chairs Ksh. 172,000, 11 conference chairs 330,000 and 1 secretary chair Ksh. 28,000 | 800,000.00 | Ongoing |
| Olmapitet Secondary school | Electricity connection from the distribution box (400m armoured cable) and wiring in the administration block, 8 classrooms, library, the dormitory and the gate house | 500,000.00 | New |
| Illasit secondary school | Construction of a 60 capacity modern laboratory with apparatus storage room, preparation room and technician's office upto superstructure and roofing | 3,500,000.00 | New |
| Illasit secondary school | Mechanical works-Construction of a septic tank, soak pit, water supply and reticulations, plumbing works and associated drainage work of Administration block | 670,000.00 | New |
| Enkolili primary school | Construction of a block of 3 door pit latrines | 600,000.00 | New |
| KMTC Loitokitok campus | Supply of 60 combined lecture hall desk chairs | 400,000.00 | New |
| Oloitokitok boys secondary school | Construction of 2No. Classrooms 2,000,000 and supply of 80 lockers and chairs 576,000, 2 teachers table and chairs 24,000 | 2,600,000.00 | New |
| Ilkisonko secondary school | Construction of 2No. Classrooms 2,000,000 and supply of 80 lockers and chairs 576,000, 2 teachers table and chairs 24,000 | 2,600,000.00 | New |
| Lenkism secondary school | Fencing of 30 acres of school land with concrete pillars ,mild steel angle lines and chain-link and fixing of two gates | 4,000,000.00 | New |
| Entonet secondary school | Purchase of 6.4 acres of land for school expansion ( Kshs 4,500,000)  Conveyancing fee (Kshs 500,000) | 5,000,000.00 | New |
| Kimana girls secondary school | Construction of a 72 capacity dormitory 3,400,000 and supply of 36 double decker beds 400,000 | 3,800,000.00 | New |
| Olbili primary school | Construction of a block 3 door pit latrines | 600,000.00 | New |
| Kalesirua Primary School | Construction of 4 classrooms 4,000,000 and supply of 80 metallic desks 600,000 | 4,600,000.00 | New |
| Lemasusu primary school | Construction of an administration block- 17 teachers staffroom, headteacher's office, secretary room, deputy headteacher's office and the senior teacher's office to completion | 2,500,000.00 | New |
| Ngasakinoi Primary School | Construction of a block of 2 door staff pit latrines | 500,000.00 | New |
| Oloshonyokie primary school | Construction of 2 classrooms 2,000,000 and supply of 40 metallic desks 300,000 | 2,300,000.00 | New |
| Enchurrai primary school | Construction of 2 classrooms 2,000,000 and supply of 40 metallic desks 300,000 | 2,300,000.00 | New |
| Olkiloriti primary school | Fencing of 5 acres of school land with concrete pillars ,mild steel angle lines and chain-link and fixing of two gates | 1,800,000.00 | New |
| Rombo Boys Mixed Primary School | Renovation of, 7NO classrooms. Includes fixing of new steel casement doors and windows to the required standard, floor, roof (new roof to 4 classrooms), walls, repair and fixing of locks and painting Ksh. 2,770,000  Renovation of kitchen; flooring and fixing of mesh wire and elevating the serving point 230,000 | 3,000,000.00 | New |
| Kimana primary school | Construction of multipurpose hall-1130 capacity. Substructure(foundation upto slab), superstructure walling and roofing | 6,000,000.00 | New |
| Impiron Shapashina primary school | Construction of an administration block- 25 teachers staffroom, headteacher's office, secretary room, deputy headteacher's office and the senior teacher's office to completion | 3,000,000.00 | New |
| Namelok primary school | Construction of 2No. classrooms 2,000,000 and supply of 40 metallic desks 300,000 | 2,300,000.00 | New |
| Enkolili Primary School | Construction of 2No. classrooms 2,000,000 and supply of 40 metallic desks 300,000 | 2,300,000.00 | New |
| Olorika Primary School | Construction of 2No. classrooms 2,000,000 and supply of 40 metallic desks 300,000 | 2,300,000.00 | New |
| Shurie Primary School | Construction of 2No. classrooms 2,000,000 and supply of 40 metallic desks 300,000 | 2,300,000.00 | New |
| AIC Loitokitok primary school | Supply of 210 metallic desks | 1,575,000.00 | New |
| DEB Loitokitok primary school | Supply of 210 metallic desks | 1,575,000.00 | New |
| Imisigiyo Primary School | Fencing of 10 acres of school land with concrete pillars ,mild steel angle lines and chain-link and fixing of two gates | 2,200,000.00 | New |
| Imurtot Primary School | Fencing of 10 acres of school land with concrete pillars ,mild steel angle lines and chain-link and fixing of two gates | 2,200,000.00 | New |
| Loolakir Primary School | Renovation of 7NO classrooms Ksh 2,275,000 and administration block (380,000), includes fixing of steel casement doors and windows, floor, roof, walls repairs and painting | 2,655,000.00 | New |
| Loolakir Primary School | Renovation of 2 blocks of pit latrines including urinal extension (2400mm) and tiling, fixing of doors, repairs to the floor, roof, walls, and painting Ksh. 295,000 and construction of 1no. classroom 1,100,000 and supply of 20 metallic desks 150,000 | 1,545,000.00 |  |
| Amboseli primary school | Construction of two classrooms Ksh. 2,000,000 and supply of 40 metallic desks Ksh. 300,000 | 2,300,000.00 | New |
| Sports | Funding of constituency football tournament. Awarding the winning teams with trophies, sports equipment including uniforms, balls, nets and training equipment | 2,747,354.48 | Statutory |
| Environment | Tree planting at Imurtot primary Ksh. 70,000, Imisigiyio primary Ksh. 60,000, Lemongo Bell groove primary school Ksh. 70,000, Isinet primary school Ksh. 100,000, Shilishili primary school Ksh 100,000 and Lenkism secondary school Ksh. 100,000 and tree planting at NGCDFC offices 47,354.48 | 547,354.48 |  |
| Kalesirua primary school | Supply of two 10,000litres PVC water tanks and construction of concrete bases with associated gutters. Ksh 50,000 | 500,000.00 |  |
| Iltilal secondary school | Supply of two 10,000litres PVC water tanks with associated gutters and construction of concrete bases at Iltilal secondary school | 450,000.00 |  |
| Olkiloriti primary school | Supply of two 10,000litres PVC water tanks and construction of concrete bases with associated public works and piping at Olkiloriti primary school Ksh. 450,000 and tree planting Ksh. 50,000 | 500,000.00 |  |
| Lemasusu primary school | Supply of two 10,000litres PVC water tanks with associated gutters and construction of the concrete bases | 450,000.00 |  |
| Enchorro- Enkai primary school | Supply of one 10,000litres PVC water tank with associated gutters and construction of the concrete bases | 300,000.00 |  |
| Emergency | To cater for any unforeseen occurrences in the constituency | 7,198,241.00 | Statutory |
| **Total** |  | **137,367,724.14** |  |

The Fund Account Manager to process the documentation and forward the project proposal to the Board.

**MIN/5/8/2019 ANY OTHER BUSINESS**

NGCDF Projects to be commissioned in September 2019 as tabulated;

|  |  |  |
| --- | --- | --- |
| **S/NO.** | **Project** | **Date** |
|  | Chief mutury primary school | 13th September |
|  | Elerai Chief’s office | 14th September |
|  | Isinet primary school | 16th September |
|  | Eluai primary school | 20th September |
|  | Meshenani primary school | 21st September |
|  | KMTC Loitokitok campus | 23rd September |

The office to facilitate the commissioning activities to make them successful.

There been no other business, the meeting was adjourned at 1430hrs with a word of prayer from Mr. Amos Karanja.

**CONFIRMATION**

**SIGN………………………………DATE………………………………**

**ROSEMARY NAILANTEI, SECRETARY KAJIADO SOUTH NG-CDFC**

**SIGN………………………………DATE……………………………………**

**KILELO KILITIA CHAIRPERSON KAJIADO SOUTH NG-CDFC**