

NG-CDF MALAVA CONSTITUENCY

MINUTES OF FULL NG-CDFC MEETING HELD ON 9TH NOVEMBER 2018

PRESENT

1. Festus Mmasi	-	Chairman
2. Hon. MP Moses Malulu	-	In attendance
3. Sylvan Kaitori	-	Secretary
4. Philip Anaswa	-	Member
5. Ruth Muchuma	-	Member
6. Henry Anaswa	-	Member
7. Everline Simwa	-	Member
8. Moses Wasike	-	Member
9. Collins Obuya	-	Fund Account Manager
10. Hellen Mabuya	-	Member
11. Mr. James Kobia	-	A.C.C

AGENDA

1. Preliminaries
2. Reading of Previous minutes
3. Matters arising from Previous minutes
4. Projects Status Report
5. CDFC Members and Staff Discipline
6. Approval for 2018/2019 Project Proposal
7. NG-CDFC Payments
8. A.O.B

Min 53/11/2018 Preliminaries

The meeting was called to order by the Chairman. A ward of prayer was said by Mr. Moses Wasike Kenyatta at 8.00am. The Chairman requested members to co-operate on the days agenda and be very brief so that they can be able to take little time scrutinizing the proposals before approval.



**FUND ACCOUNT MANAGER
MALAVA N.G.C.D.F**



Chairman

Min 54/11/2018: Reading of Previous Minutes

The Secretary took members through the previous minutes. This was confirmed to be the true minutes of the previous meeting. It was proposed by Mr. Henry Anaswa and seconded by Mrs Ruth Muchuma.

Min 55/11/2018 Matters Arising.

Mr. Anaswa asked about the Progress of the Identification cards. The NG- CDFC Chairman informed the committee that he will check on the markets immediately to confirm the prices of the cheaper cards. The secretary also requested for more time to check on the other printers so that cheaper options can be sourced.

Mr. Henry Anaswa reported that he had not yet found a suitable seller of land in Kuvasali area since people are asking for very high prices.

The Hon member of Parliament informed members that the Police Post must be in Kuvasali area. Fund Account Manager reported that there was a person in Kuvasali area willing to sell to NG-CDFC one acre of land for construction of Police Post. The person was to come to the office so that he can confirm the exact acreage and site of the land and documentation before NG-CDFC Members visit the site.

The committee resolved that Chairman and Mr. Barasa Anaswa visits the site and if its acceptable they take the OCPD or the OCS to the site to also see and agree if its suitable for a Police Post. The committee also resolved that M & E be intensified to ensure good workmanship and that completed projects should not be used before commissioning

Min 56/11/2018 Project Report (Status)

1. Bursary Sub-committee

- The Bursary Application forms distribution process is in progress.



Chairman

- The turn up is too high
- The vetting process will commence early January 2019.

2. Monitoring and Evaluation.

- It was agreed that commissioning of the following projects already in use will not be done.
 - i) Chesero Primary School
 - ii) Shamoni Primary School
 - iii) Mukangu Primary School
- The Committee however noted as follows;
 - Machemo Primary works not started
 - Mache Primary- The project is almost complete pending windows panes and desks/furniture
 - Makale Primary moving at a low base
 - Area Member of Parliament advised that incase of delays in completion of projects the contractor must be removed from site procedurally

Min 57/11/2018 CDFC & Staff Discipline

.Fund Accounts Manager informed the committee that the security officers were neglecting their duties by not reporting on time.

Hellen Mambuya accepted that she received payment twice.

It was also discovered that Mr. Moses Wasike was involved in the case of Mugai/ Shirugu Ward.

He also informed the incident where one of the NG-CDFC member Mrs. Hellen Mambuya worked and was paid on behalf of the person assigned to disperse bursary forms.

The committee to find out the reason why the security officers are not relating well.

Also do a letter to the security officers requesting for explanation why he was not serious with the responsibility.

It was resolved that the two members(victims) be removed from Bursary sub-committee and be replaced.

Mr. Philip Anaswa will step in as the bursary sub-committee secretary.

Committee resolved to engage two casuals to assist in bursary forms dispersement for the month of November.

Min 58/11/2018 NG-CDFC Project Proposal for 2018/2019 financial year.

The Fund Account Manager Presented the Project Proposals for financial year 2018/2019 for deliberation and approval.

The committee after deliberation and ensuring that all on-going projects are given first priority approved the following projects for submission to the NG-CDF Board for consideration and approval for funding.

Table 1

MALAVA NG-CDF PROJECTS PROPOSAL FINANCIAL YEAR 2018/2019

Project Name	Activity	Amount Allocated	Status
ADMINISTRATION AND RECURRENT			
Administration and Recurrent	Compensation of Employees, NSSF, Goods and Services, NG-CDF/PMC Capacity Building and Committee Expenses	6,542,452.53	Ongoing
EMERGENCY			
Emergency	To cater for unforeseen occurrences in the Constituency during the financial year.	5,738,993.50	Ongoing
MONITORING AND EVALUATION			
Monitoring and Evaluation	Goods and Services, Committee Expenses and NG-CDF/PMC Capacity Building	3,271,226.27	Ongoing
SPORTS			

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Sports Activities	Purchasing uniforms, balls, trophies and other sports equipment and costs	200,000.00	New
ENVIRONMENT			
Environment Conservation	Construction of a four Door One Pit Latrine in Lugusi Priamry School	200,000.00	New
BURSARY			
Bursary	Payment of bursary to bright and needy students	27,274,423.20	Ongoing
SECURITY PROJECTS			
Kuvasali Police Post	Construction of Office block	1,500,000.00	Ongoing
Chiefs' offices	Construction of Modest Office blocks and Toilets in Chemuche, Shivanga and Burundu	2,800,000.00	New
	SUB-TOTAL	4,300,000.00	
PRIMARY SCHOOL PROJECTS			
Tande Primary School	Completion of 2 classrooms	800,000.00	Ongoing
Mukoko Primary School	Completion of 2 classrooms	800,000.00	Ongoing
Muriola Primary School	Completion of 2 classrooms	800,000.00	Ongoing
Mwikhupo Primary School	Completion of 2 classrooms	800,000.00	Ongoing
Shirulo Primary School	Completion of 2 classrooms	800,000.00	Ongoing
Burundu Primary School	Completion of 2 classrooms	800,000.00	Ongoing




Chairman

Indulusia Primary School	Completion of 2 classrooms	800,000.00	Ongoing
Matioli Primary School	Completion of 2 classrooms	800,000.00	Ongoing
Kokoyo Primary School	Completion of 2 classrooms	800,000.00	Ongoing
Masungutsa Primary School	Completion of 2 classrooms	800,000.00	Ongoing
Teresia Primary School	Completion of 2 classrooms	800,000.00	Ongoing
Fubuye Primary School	Completion of Dormitory	3,150,000.00	Ongoing
Shikokhwe Primary School	Completion of 2 classrooms	800,000.00	Ongoing
Sambuli Primary School	Completion of 2 classrooms	800,000.00	Ongoing
Friends Primary School Vashele	Completion of 2 classrooms	800,000.00	Ongoing
Emusali Primary School	Completion of 2 classrooms	600,000.00	Ongoing
Lukova Primary School	Completion of Administration Block	2,500,000.00	Ongoing
Kimang'eti Primary School	Construction of 2 classrooms	1,000,000.00	New
Chimoroni Primary School	Construction of 2 classrooms	1,000,000.00	New
Kakoyi Primary School	Construction of Administration Block	1,000,000.00	New
Chesero Primary School	Construction of 2 classrooms	1,000,000.00	New
Mukangu Primary School	Construction of 2 classrooms	1,000,000.00	New




Chairman

Matende Primary School	Construction of 2 classrooms	1,000,000.00	New
Malimali Primary School	Construction of 2 classrooms	1,000,000.00	New
Lusumu Primary School	Construction of 2 classrooms	1,000,000.00	New
Matete Primary School	Construction of 2 classrooms	1,000,000.00	New
Lunyu Primary School	Construction of 2 classrooms	1,000,000.00	New
Chegulo Primary School	Construction of Administration Block	1,000,000.00	New
Mukavakava Primary School	Construction of 2 classrooms	1,000,000.00	New
Mukongolo Primary School	Construction of Administration Block	1,000,000.00	New
Bulupi Primary School	Construction of Administration Block	1,000,000.00	New
Malava Primary School	Construction of Multipurpose Hall	1,000,000.00	New
Sheywe Primary School	Construction of 2 classrooms	1,000,000.00	New
	SUB-TOTAL	33,450,000.00	
SECONDARY SCHOOL PROJECTS			
Tombo Secondary School	Completion of 2 classrooms	800,000.00	Ongoing
Malava Girls Secondary School	Completion of Multipurpose Hall	1,500,000.00	Ongoing
St. Monica Namatala Secondary School	Completion of 2 classrooms	800,000.00	Ongoing



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Chairman

St. Marygoretti Kalenda Secondary School	Completion of 2 classrooms	800,000.00	Ongoing
Shamoni Secondary School	Completion of Dormitory	2,750,000.00	Ongoing
Tumbeni Secondary School	Completion of 4 classrooms	913,780.00	Ongoing
Kuvasali Secondary School	Completion of 4 classrooms	1,000,000.00	Ongoing
Shandiche Secondary School	Completion of Library	1,000,000.00	Ongoing
Bukhakunga Secondary School	Purchase of School Bus	6,500,000.00	New
Isanjiro Girls Secondary School	Construction of 2 classrooms	1,000,000.00	New
Chimoroni Secondary School	Construction of 2 classrooms	1,000,000.00	New
Shihome Girls Secondary School	Purchase of 2 acres of land	1,000,000.00	New
Silungai Boys Secondary School	Construction of Dormitory	1,000,000.00	New
Matete Secondary School	Construction of Twin Laboratory	1,000,000.00	New
Manda Secondary School	Construction of 2 classrooms	1,000,000.00	New
Namushiya Secondary School	Construction of 2 classrooms	1,000,000.00	New
Matioli Secondary School	Construction of Twin Laboratory	1,000,000.00	New
Mutsuma Secondary School	Construction of 2 classrooms	1,000,000.00	New
Sawawa	Construction of 2 classrooms	1,000,000.00	New




Chairman

Secondary School			
Malava Boys Secondary School	Construction of Dormitory	1,000,000.00	New
Mugai Secondary School	Construction of Dormitory	1,000,000.00	New
	SUB-TOTAL	28,063,780.00	
	GRAND TOTAL	109,040,875.50	

Min 59/ 11/2018 NG-CDFC Payments.

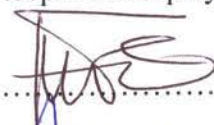
The committee discussed and approved payment to two contractors to Kokoyo Primary and Masungutsa Primary Schools respectively which do not have accounts due to lack of registration certificates.


- i) Wakwetu Two Thousand Ltd Kshs.318,164.00
- ii) Khemwakha Consultants Kshs. 228,000.00.

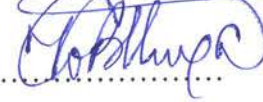
The Committee resolved that **Solareen Ltd** be paid Kshs 1,500,000 being the balance for preparation printing and delivery of 200 copies of NG-Cdf Malava Constituency Strategic Plan 2017-2022. Solareen Ltd have delivered 200 printed copied of the strategic plan

Min 60/11/2018 A.O.B

The being no any other business the meeting adjourned at 1.00pm with a prayer from Ruth Muchuma.

Chairman : Festus Mmasi Sign.......... Date...12/11/2018

Secretary : Sylvan Lambala Sign.......... Date...12/11/2018

Fund Account Manager: Collins Obuya Sign.......... Date...12/11/18

**FUND ACCOUNT MANAGER
MALAVA N.G.C.D**