

**MINUTES OF MATUNGU NG-CDFC MEETING HELD ON 18TH OCTOBER,
2019 AT THE CDF BOARDROOM AT 10.15AM.**

Members present

1. Mr. Japhary Nyangweso	Chairperson
2. Ms. Christine Muyaka	FAM
3. Mr. James D.O Shiundu	Secretary
4. Mr. Nzioka Mutiso	ACC 1 Matungu SC
5. Ms. Judith Mwanza	Member
6. Mr. Martin Shikuku Waswa	Member
7. Ms. Roseline Auma	Member
8. Miss Caroline Kakhwi	Member
9. Ms. Maximila Mukasia	Member
10. Mr. Shadrack Masika	Member

Agenda.

1. Prayers
2. Preliminaries
3. Reading and confirming of the previous minutes
4. Matters arising
5. Monitoring and Evaluation field reports.
6. Sports committee reports
7. Approval of 2019/20 FY Projects Proposals
8. AOB

MAT/NG-CDF/MIN.01/18/10/2019: PRAYER

The chairperson called the meeting to order at 10.15am with a word of prayer from Mrs. Judith Mwanza.

MAT/NG-CDF/MIN.02/18/10/2019: PRELIMINARIES

The chairperson welcomed members to the meeting and noted that meetings be held with agendas. He added that we have had a number of activities that the concern subcommittee chairmen to make reports. He noted that we have received our budgetary ceiling and that we need to move with speed to submit our proposals to the NGCDF board. He noted that we shall in addition majorly review the progress of the projects we funded in 2018/2019 FY.

He thanked members for having successfully carried out last FY meetings despite a few challenges here and there mainly mobility and late disbursements of resource.

Despite this it is we who meet the people and therefore should deliver to our mandate and properly carry the image of CDF.

Members were reminded to confine within themselves on all that is discussed approved until it's due for public consumption

He noted that with additional projects, the workload is going to increase and members should work hard to enhance their score card to benchmark the best practices.

He encouraged members to do a lot of consultation where necessary to enhance teamwork at all times.

MAT/NG-CDF/MIN. 03/18/10/2019: READING AND CONFIRMATION OF PREVIOUS MINUTES.

The secretary read through the previous minutes followed by confirmation as true recordings of the previous meeting by Mr. Masika Shadrack and seconded by Mrs. Judith Mwanza.

MAT/NG-CDF/MIN. 04/18/10/2019: MATTERS ARISING

- It was noted that most of the projects had been handed over hence members were to follow up on routine inspection to ensure good workmanship.
- It was also noted that new bursary applications process was supposed to be rolled out early November to give ample time for application and vetting.
- CDFC and staff training was successful and members commended the FAM for the coordination.

MAT/NG-CDF/MIN. 05/18/10/2019: MONITORING AND EVALUATION FIELD REPORTS.

Members were briefed by the secretary to M&E and members agreed as follows

- All projects be closely supervised to avoid overpayments and poor quality works from contractors.
- M&E as far as the budget can allow be as frequent as possible
- Respective members from wards be vigilant on their roles within the wards especially within the PMCs to minimize the cumulative anomalies on projects.

MAT/NG-CDF/MIN. 06/18/10/2019: SPORTS SUB-COMMITTEE REPORTS

Members were reminded that the funds meant for purchase of sports equipment to schools was to be used for tournament as per the wishes of our MP. The sports subcommittee chairperson told members that the arrangements are underway and as soon as the approval for change of activity will be ready the tournament will kick off at ward level. He reported that there will 40 teams to participate from five wards. He said there will be league at ward level and knock out at sub county level. The subcommittee was advised to move with speed to handle the affairs of sports with minimum external influence. Lastly, the details of the budget to be submitted in the next meeting.

MAT/NG-CDF/MIN. 07/18/10/2019: APPROVAL OF 2019-2020 FY PROJECTS PROPOSAL

Members were informed that the budget guidelines for 2019/20 FY have been received for their necessary action. Members were reminded that priority be given to completion of ongoing projects before funding new ones. After the secretary reading through to members the guidelines, members then deliberated on the proposals from the field public participation reports and resolved that the following projects are priority projects:

PROJECT NAME	PROJECT ACTIVITY	AMOUNT	STATUS
--------------	------------------	--------	--------

Administration / Recurrent			
Employees' Salaries	Payment of NGCDFC staff salaries and gratuity	3,228,240.00	Ongoing
NSSF	Payment of NSSF Deductions	106,804.80	Ongoing
Goods and Services	Purchase of fuel, repairs and maintenance of machines and equipment, printing, stationery, telephone, travel and subsistence, water, electricity and office tea.	2,889,018.64	Ongoing
Committee Expenses	Payment of Committee sitting allowances, transport, conferences, travel subsistence	1,368,000.00	Ongoing
NG-CDF office Block	Construct to completion of car shed-300,000 and Purchase and Installation of portable Firefighting equipment 350,000.(2no. hong gong manual bell, 2 no. firefighting instructions, 3no. 5kg co2 gas, 2no.9L foam, 3no. 9L water co2, 3no. 9kg dcp, 2no. 4*4 fire blankets, 4no. exit signages, refills of waterco2, dcp foam and co2 gas	650,000.00	Ongoing
		8,242,063.44	
Monitoring & Evaluation			
CDFC/PMC Capacity Building	Undertake Training of the PMCs/CDFCs and staff on CDF Related issues	1,200,000.00	Ongoing
Goods and Services	Purchase of fuel, printing, stationery, Airtime, field refreshments, travel and subsistence	321,031.68	Ongoing
Committee Expenses	Payment of Committee field allowances, Benchmarking Tour transport, accommodation, meals and related costs.	2,600,000.00	Ongoing
		4,121,031.68	
Emergency Reserve	To cater for any unforeseen occurrences in the constituency	7,198,241.38	Ongoing
Bursary Fund	Bursary to needy students in Universities, tertiary colleges and secondary schools.	34,091,387.64	Ongoing
Sports Activities	Organizing Constituency Sports tournament in volley ball, leg ball, football and other related field events and purchase of sports uniforms, balls and trophies(for the best 4 teams and best players in all disciplines).	2,000,000.00	Ongoing
Environmental Activities	Water harvesting using gutters-60,000 and installation of -5000L water Rotto tank – 60,000, tap/piping 40,000, with concrete base-55,000 in each of the following secondary schools (Namamba Girls, Itete secondary, Namasanda Secondary, Mwira Girls secondary schools and Nanyeni Secondary school,at Kshs.215,000 each) Supply, delivery and Planting of 750 tree seedlings in the following primary schools -	1,450,000.00	Ongoing

	(Emabolo, Namamba, Eshikhonesi, Musango, Munanga, Ebuloma, Koyonzo special, Eshirumbwe, Namanga, Kadima primary schools at Kshs.75,000 each.)		
	Water harvesting using gutters-60,000 and installation of -5000L water Rotto tank – 60,000, tap/piping 40,000, with concrete base-55,000 in each of the following secondary schools (Namamba Girls, Itete secondary, Namasanda Secondary, Mwira Girls secondary schools and Nanyeni Secondary school, at Kshs.215,000 each) Supply, delivery and Planting of 750 tree seedlings in the following primary schools - (Emabolo, Namamba, Eshikhonesi, Musango, Munanga, Ebuloma, Koyonzo special, Eshirumbwe, Namanga, Kadima primary schools at Kshs.75,000 each.)	750,000.00	
Secondary School Projects			
Bulonga Secondary School	Completion of 3 Classrooms(painting)	225,000.00	Ongoing
Eshibanze Sec School	Completion of Twin Laboratory 80pax - (Roofing, plaster, fittings, Painting and glazing)	4,820,000.00	Ongoing
Mungore Secondary School	Completion 1 classroom (Fittings, plaster work, painting and glazing)	750,000.00	Ongoing
Eshirumbwe Secondary school	Completion of Dining Hall-300 pax (Roofing, Fittings, Plaster, painting and glazing)	3,000,000.00	Ongoing
Makunda Secondary School	Completion of Girls' Dormitory 100 pax- (Flooring, septic tank, plumbing works, painting and glazing)	2,370,000.00	Ongoing
Emanani Secondary School	Completion of Administration Block -10 rooms- (Flooring, Painting, Septic tank, plumbing works and glazing)	3,000,000.00	Ongoing
Marinda Secondary School	Completion of 2 classrooms(painting) - 150,000 and construction of 1 new classroom(Sub Structure, super structure, Roofing, fittings, plaster and ceiling board	1,150,000.00	Ongoing

Mwira Girls Secondary School	Complete Construction of 2 classrooms 2.6M(wall plaster, Terrazzo floor, ceiling board, painting and window panes) and Construct to completion of 8 Door pit latrine-950,000	3,550,000.00	Ongoing
Khalaba secondary school	Completion of Dormitory 50 pax- (ceiling board, painting, plumbing works and general finishes)	1,250,000.00	Ongoing
Lutasio Secondary School	Completion of 1 classroom - (painting)	75,000.00	Ongoing
Munami Secondary School	Completion of Teachers house-2 bedroomed (septic tank, plumbing works and general finishes)	600,000.00	Ongoing
Koyonzo Girls Secondary School	Construction of Laboratory-50 pax (Painting, Glazing, gas and water fittings, flooring, tiling and fitting of concrete working tops)	1,500,000.00	Ongoing
Namalenge Secondary School	Completion of 2 classrooms-(Fittings, Plaster, Flooring, painting and glazing)	1,370,000.00	Ongoing
Nanyeni Secondary School	Completion of 2 classrooms-(Fittings, Plaster, Flooring, painting and glazing)	1,200,000.00	Ongoing
Munanga Secondary School	Additional funds to complete Purchase of 2 Acre land-200,000, completion of 1 ongoing classrooms-560,000(Plaster, ceiling board, Flooring, painting and finishes) and Construct up to roofing of 1 new classroom-800,000(Sub structure, Super structure and Roofing)	1,560,000.00	Ongoing
Namulungu ACK Secondary School	Completion of 1 classroom-(Fittings, Plaster, Flooring, painting and glazing)	560,000.00	Ongoing
Namamba Girls Secondary school	Completion of 1 classroom-(Plaster, Flooring, painting and glazing)	300,000.00	Ongoing
Eshikhondi Secondary School	Construct up to roofing of 1 classroom (Setting out, foundation laying, floor slab casting, walling and Roofing)	800,000.00	New
Nyambula Secondary School	Purchase of 1 acre land	600,000.00	New
Makokhwe Secondary School	Construction up to slab level of Twin Laboratory 80 pax(Setting out, foundation laying and floor slab casting)	1,000,000.00	New

Mukhweya Secondary School	Purchase of 1 acre land	600,000.00	New
Khabukoshe Secondary School	Construct up to roofing of 1 classroom (Setting out, foundation laying, floor slab casting, walling and Roofing)	800,000.00	New
Shiyabo Secondary School	Purchase of 1 acre land	1,100,000.00	New
Namasanda Secondary School	Construction up to roofing of 1 classroom co-funded with PTA- Walling and Roofing.	600,000.00	New
Bulimbo Girls Secondary School	Completion of 2 staff houses of 5 rooms each- Flooring, painting, ceiling board and window panes.	1,000,000.00	Ongoing
Mayoni Secondary School	Purchase of 1 acre land	600,000.00	New
Ebubambula Secondary School	Purchase of 1 acre land	600,000.00	New
Emakale Secondary School	Construction up to roofing of 1 classroom (Setting out, foundation laying, floor slab casting, walling and Roofing)	800,000.00	New
Kholera Secondary School	Construction up to slab of Boys Dormitory- 100 pax (Setting out, foundation laying, floor slab casting)	1,000,000.00	New
Matungu SDA Secondary School	Construction up to roofing of 1 classroom (Setting out, foundation laying, floor slab casting, walling and Roofing)	800,000.00	New
Nyapora Secondary School	Purchase of 1 acre land	600,000.00	New
Lubanga Secondary School	Construction up to walling of 2 classrooms (Setting out, foundation laying, floor slab casting, walling)	1,000,000.00	
		39,180,000.00	
Primary School Projects			
Eshibanze Primary School	Completion of 1 classroom – painting	50,000.00	Ongoing
Lutasio Primary School	Completion of 2 classrooms and offices - plaster, painting, electrical fittings and glazing (how many).	300,000.00	Ongoing

Namamali Muslim Primary school	Complete construction works of 4 classrooms (flooring and painting)	700,000.00	Ongoing
Nanyeni Primary School	Construction of Administration Block-4 rooms (flooring, ceiling board and painting)	320,000.00	Ongoing
Suwo Primary School	Complete Construction of (1) one classroom - (ceiling board, glazing & painting)	290,000.00	Ongoing
Ikulumwoyo Primary School	Complete Construction of 2 classrooms and offices – (flooring, ceiling board, glazing and painting).	560,000.00	Ongoing
Eshikhonesi Primary School	Completion of 2 classrooms(Plaster, fittings, flooring, ceiling board, & painting)	1,470,000.00	Ongoing
Musango Primary School	Complete Construction of 2 classrooms (Roofing, Plaster, fittings, flooring, ceiling board &painting)	1,850,000.00	Ongoing
Kadima Primary School	Completion of 2 classrooms(Plaster, fittings, flooring, ceiling board, & painting)	1,650,000.00	Ongoing
Eshikhondi Primary School	Complete Construction of 1 classroom(Plaster, fittings, flooring, ceiling board, & painting)	790,000.00	Ongoing
Chibanga Primary School	Complete Construction of 2 classrooms(Ceiling board, painting)	400,000.00	Ongoing
Kandai Primary school	Complete Construction of 1 classroom(Plaster, fittings, flooring, ceiling board, & painting)	700,000.00	Ongoing
Emabolo Primary School	Complete Construction of 1 classroom(Plaster, fittings, flooring, ceiling board, & painting)	700,000.00	Ongoing
Nyambula Primary School	Complete Construction of 1 classroom(Plaster, fittings, flooring, ceiling board, & painting)	700,000.00	Ongoing
Namayiakalo Primary school	Complete Construction of 1 classroom(Plaster, flooring, ceiling board, & painting)	575,000.00	Ongoing
Ebusambe Primary School	Complete Renovation works of 3 classroom(Flooring, & painting)	150,000.00	Ongoing
Wamukoya Primary School	Complete Construction of 1 classroom(Plaster, flooring, ceiling board, & painting)	700,000.00	Ongoing
Indangalasia Primary School	Complete Renovation works of 2 classroom(Flooring, fittings & painting)	330,000.00	Ongoing
Namanga Primary School	Completion of 2 classrooms- (painting and glazing) 350,000 and purchase of 0.5 acres of land 300,000.	650,000.00	Ongoing
Malanga Primary School	Purchase of 1 acre land	600,000.00	New
Bulimbo Primary School	Construction of Administration Block up to slab level- 4no. offices (Setting out, foundation laying, floor slab casting)	1,000,000.00	New

Khabukoshe Primary School	Renovation of 4 classrooms(Flooring and plaster)	700,000.00	New
Namalenge Primary School	Completion of 2 classrooms(Roofing, fittings and plaster)	800,000.00	Ongoing
Makunda Primary School	Renovation of 4 classrooms(Flooring and plaster)	700,000.00	
Soweto Pimary School	Purchase of 1 acre land	600,000.00	New
Navunulu Primary School	Purchase of 1 acre land	600,000.00	New
Bukosia Primary School	Purchase of 1 acre land	350,000.00	New
Kholera Primary School	Renovation of 4 classrooms(Flooring and plaster)	700,000.00	New
Matungu SDA Primary	Renovation of 4 classrooms(Flooring and plaster)	700,000.00	New
		19,635,000.00	
Security Projects			
Wananchi AP Camp	Complete Construction of AP Camp offices-400,000 (Painting of 6no. rooms) and construction to completion of 2 units of 4 door pit latrines, 2bathrooms and 2urinals-700,000	1,100,000.00	Ongoing
Khalaba Police Post	Purchase of 1 acre of land-600,000 and Construction of Police Offices up to walling - 6 rooms - 1M (Setting out, foundation laying, floor slab casting and walling)	1,600,000.00	New
Indangalasia Police Post	Purchase of 1 acre of land-600,000	600,000.00	New
		3,300,000.00	
Tertiary Institution Projects			
Matungu KMTC	Completion of 3 classrooms-800,000 (plaster, fittings, flooring, ceiling board & painting) and construction to completion of 2 units of 6 door pit latrines -900,000	1,700,000.00	Ongoing
Kibabii University	Additional funds for Purchase of 12 acres of land	5,700,000.00	Ongoing
		17,400,000.00	
GRANT TOTAL		137,367,724.14	

NOTE:

- Some ongoing projects in the proposal may seem to be under funded, however the allocation in the proposal is based on actual cost as per the BQ.

- Lubanga, Matungu special and Namalasire Primary schools were completed with the funding for 2018/19 financial year.
- Namasanda Secondary school project was constructed up to window level by the PTA, NGCDFC have agreed to co- fund from the window level to completion.
- The NGCDF Office 50m window curtains budgeted for last year was not purchased due to budget constraints.
- The NGCDF committee estimates for construction of classrooms is guided by professional estimates from public works office; 1.5M for one classroom with finishes of terrazzo floor, ceiling board and electrical fittings.

MAT/NG-CDF/MIN. 8/18/10/2019: AOB

- ACC requested the committee to consider funding a chiefs' camp at Namamali location, since ½ acre land had been donated by a well-wisher.
- The meeting ended at 3.30 pm with a word of prayer from Rose Auma.

Prepared by:

.....

MR. JAMES D.O SHIUNDU

SECRETARY

Date... 18.10.2019

Confirmed by:

.....

MR. JAPHARY NYANGWESO

CHAIRMAN

Date... 18.10.2019