

**MINUTES OF MATUNGU NG-CDFC MEETING HELD ON 21<sup>ST</sup> FEBRUARY, 2019 AT  
THE CDF BOARDROOM AT 12.00NOON.**

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**Members present**

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

**Agenda.**

1. Prayers
2. Preliminaries
3. Reading and confirming of the previous minutes
4. Matters arising
5. Staff salary review and annual increments
6. Office welfare
7. Benchmarking for CDFC
8. Prioritization of project funding
9. Change of activities and resubmission of projects
10. Payment of Allowances
11. A.O.B

**MAT/NG-CDF/MIN.01/21/02/2019: PRAYER**

The chairperson called the meeting to order at 12.10 noon with a word of prayer from Mrs. Maximilla Mukasia

**MAT/NG-CDF/MIN.02/21/02/2019: PRELIMINARIES**

The chairperson welcomed members to the meeting and thanked members for being tolerant in holding meetings without resources.

He noted that he was affected by ministerial delocalization but that will not affect his performance as CDFC chairperson.

All members are now well aware of their roles hence issues of CDF can now be resolved by all without waiting for the chairman.

The chairman also applauded the team spirit with which members handled the funeral of the son of their fellow member and called a more advanced teamwork.

**MAT/NG-CDF/MIN. 03/21/02/2019: 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. Martin Waswa seconded by Mr. Shadrack Masika.

**MAT/NG-CDF/MIN 04/21/02/2019: MATTERS ARISING**

It was noted that the bursary application is now over and that vetting is in progress.

**MAT/NG-CDF/MIN 10/21/02/2019: PRIORITIZATION OF CDF PROJECT FUNDING;**

FAM informed members that the constituency had received 12million. It was the duty of the members to determine the projects to be funded with the available funds. However members wanted to have a copy of the projects they proposed and subsequently approved by the board. The secretary promised to avail the list after the meeting.

Members prioritized the projects to be funded with available funds as is in the following project areas;

PROJECT NAME	PROJECT ACTIVITY	AMOUNT	STATUS
Administration /Recurrent	Payment of staff salaries, committee expenses and goods servives	2,200,000	Ongoing
Monitoring & Evaluation	Payment of Field allowances	1,100,000	Ongoing
Bursary Fund	Busary to needy students in Universities, tertiary colleges and secondary schools.	3,000,000	Ongoing
<b>Secondary School Projects</b>			
Bulonga Secondary School	Completion of 3 Classrooms(Terazzo floor, ceiling Board, glazing and painting)	1,500,000	Ongoing
Marinda Secondary School	Additional funds to Complete Purchase of 2 Acre land 100,000 and Completion of 2classroom- 400,000(Flooring, ceiling board, painting and glazing)	500,000	Ongoing
Mungore Secondary School	Additional funds to complete Purchase of 2 Acre land- 50,000, completion of 2 ongoing classrooms- 350,000(Flooring, painting and window panes)	400,000	Ongoing
Mwira Girls Secondary School	Complete Construction of 2 classrooms 900,000( wall plaster, Terrazzo floor, ceiling board, painting and window panes)	900,000	Ongoing
Namulungu Muslim secondary school	Completion of 1 classroom. ( plaster work, fittings and finishes)	300,000	Ongoing
Nyapora Secondary School	Completion of 1 classroom - Terazzo flooring, ceiling board, painting and glazing	700,000	Ongoing
Itete Secondary School	Completion of 3 classrooms - Terazzo flooring, ceiling board, painting and glazing	1,200,000	Ongoing
Lutasio Secondary School	Completion of 1 classroom - Terazzo flooring, ceiling board, painting and glazing	300,000	Ongoing
<b>Primary School Projects</b>			
Ngairwe primary school	Completion of 1 classroom - Plastering, flooring, painting and glazing	500,000	Ongoing
Itete primary school	Completion of 1 classroom - Plastering, flooring, painting and glazing	500,000	Ongoing
Lung'anyiro Primary school	Completion of 1 classroom - Plastering, flooring, painting and glazing	500,000	Ongoing
Eshibanze Primary School	Completion of 1 classroom - Terrazzo flooring, ceiling board, painting and glazing	300,000	Ongoing
Lutasio Primary School	Completion of 2 classrooms and offices -, ceiling board, painting and glazing	400,000	Ongoing
Eshikhonesi Primary School	Construction of 2 classrooms( Setting out, foundation laying, floor slab casting, walling and roofing)	1,500,000	New
Musango Primary School	Complete construction of ongoing 1 classroom 300,000 (plaster, flooring, painting and glazing), Construction of 2 new classrooms 1.2M ( Setting out, foundation laying, floor slab casting, walling and roofing)	1,500,000	New
<b>Security Projects</b>			

Wananchi AP Camp	Additional funds to complete Purchase of 1 acre land-200,000 and complete Construction of AP Camp- 1.8M (Walling, Roofing, fittings, plaster and flooring of AP offices and Armory)	1,200,000	Ongoing
Mayoni AP Post.	Additional funds to Complete Purchase of 1 acre land-500,000, complete Construction of AP office and 2 residential units for officers- 1M (Fittings, Plastering, flooring, painting and glazing).	1,500,000	Ongoing
	<b>TOTAL</b>	<b>20,000,000</b>	

#### MAT/NG-CDF/MIN 11/21/02/2019: CDFC ALLOWANCES

FAM informed members that with the available funds members should do bursary vetting immediately in readiness for disbursement.

The committee authorized the bursary subcommittee to start the vetting exercise immediately for 5 days. Members then authorised the FAM to process allowances of 9 CDFC members at Kshs. 5,000 each.

Members were also informed that a select committee of eight members from the Sub County had been identified to meet and deliberate with the Kibabii University Board to establish a Campus in Matungu constituency.

Similarly the committee approved the processing of transport and lunch allowances for the team of officials to visit Kibabii University to negotiate the development totalling Kshs.50,000. Action FAM

#### MAT/NG-CDF/MIN 12/21/02/2019: CHANGE OF ACTIVITIES AND RESUBMISSION OF PROJECTS FOR 2018/19 FY

Members were informed that the Board adjudicated on 2018/19 FY CDF proposal and APPROVED all projects EXCEPT for a few that had logistical issues to be cleared first.

The deferred projects were;

1. **Namanga Primary School**-Completion of 2 classrooms- *NGCDFC to specify completion activities and separate cost of two activities*
2. **Namalasire Primary School**-Completion of ongoing renovation works on 4 classrooms-*NGCDFC to specify completion activities of the ongoing renovation.*

The declined projects were;

1. **Makungu Secondary School**- Purchase of school Bus Co-funded with PA- *NG-CDFC to allocate adequate funds to ensure one off purchase of the bus because schools are no longer allowed to take loans nor raise funds through PA contributions*
2. **Matungu TTI** – Construction of office and construction of tuition block - *The Constituency is not among those identified by the Ministry of Education Science and Technology in the third phase of the co-funding for construction of TTIs*

After lengthy deliberations, members agreed to make the following changes on the project proposal:

Clarification of project activities for the deferred projects;

NO.	PROJECT NAME	INITIAL PROJECT ACTIVITY	NEW PROJECT ACTIVITY	AMOUNT
1	Namanga Primary School	Completion of 2 classrooms- payment of pending debts and purchase of 1.5 acre land.	Completion of 2 classrooms- (painting and glazing) 150,000 and purchase of 1 acre land 350,000.	500,000
2	Namalasire Primary School	Completion of ongoing renovation works on 4 classrooms- payment of pending debts	Completion of ongoing renovation works on 4 classrooms- Flooring, painting and glazing	500,000

Change of activity for Makunda Secondary School

NO.	PROJECT NAME	INITIAL PROJECT ACTIVITY	NEW PROJECT ACTIVITY	AMOUNT
1	Makunda Secondary School	Purchase of school Bus Co-funded with PTA 1.5M	Construction of Girls' Dormitory- (Flooring, painting and plumbing works)	1,500,000

Change of project for Matungu TTI

NO.	PROJECT NAME	NEW PROJECT ACTIVITY	AMOUNT	STATUS
1	Namalenje Secondary School	Additional funds for Purchase of 2 acres of land-200,000 and Construction of 2 classrooms-(Setting out, foundation laying, floor slab casting, walling and roofing)-1.8M	2,000,000	Ongoing
2	Nanyeni Secondary School	Additional funds for Purchase of 2 acres of land-200,000 and Construction of 2 classrooms-(Setting out, foundation laying, floor slab casting, walling and roofing)-1.8M	2,000,000	Ongoing
3	Munanga Secondary School	Purchase of 1 acre land-1M and construction of 1 classroom-(Setting out, foundation laying, floor slab casting, walling and roofing)-1M	2,000,000	New
4	Namamba Girls Secondary school	Construction of 1 classroom-(Setting out, foundation laying, floor slab casting, walling and roofing)	1,200,000	New
5	Namulungu ACK Secondary School	Construction of 1 classroom-(Setting out, foundation laying, floor slab casting, walling and roofing)	1,000,000	New
6	Emabolo Primary School	Additional funds for Purchase of 2 acres of land-200,000 and Construction of 1 classroom-(Setting out, foundation laying, floor slab casting, walling and roofing)-800,000	1,000,000	Ongoing
7	Nyambula Primary School	Construction of 1 classroom-(Setting out, foundation laying, floor slab casting, walling and roofing)	800,000	New
<b>TOTAL</b>			<b>10,000,000</b>	

The committee also made an observation that Mwira Girls Secondary school had an overwhelming form one admission due to 100% transition which had already occupied the two classrooms done by CDF. Members therefore felt it urgent to construct two more classrooms to accommodate the form two's next year. This therefore meant that the proposal for construction of Administration Block be shelved until next financial year.

On this strength therefore, the committee proposed change of activity for Mwira Girls as follows;

NO.	PROJECT NAME	INITIAL PROJECT ACTIVITY	NEW PROJECT ACTIVITY	AMOUNT
1	Mwira Girls Secondary School	Construct new Administration block 600,000 (Setting out, foundation laying, and floor slab casting)	Construction of 2 classroom- (Setting out, foundation laying, floor slab casting and walling )	600,000

**MAT/NG-CDF/MIN 13/21/02/2019:A.O.B**

A member wanted to know the fate of the TTI in Namamali ward, the TTI to be funded in 2019/20 FY. A member requested the project technical team to review the cost of completing the 2 classrooms at Koyonzo Special School.

Members were informed that due to 100% transition there is resource constrains hence haste and accurate planning is inevitable.

The chairman once more thanked members for their dedication and active participation in meetings and wished that the same was translated to the ground.

There being no any other business the meeting ended at 5.30 pm with a word of prayer from Mr. Martine Waswa.

Prepared by:

  
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Date. 25/02/19

Mr James D.O Shiundu

SECRETARY

Confirmed by:

  
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Date.... 25/2/2019

Mr Japhary Nyangweso

CHAIRMAN