**NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND**

**MALAVA CONSTITUENCY**

P.O BOX 281, MALAVA

**FULL NG-CDFC MEETING HELD ON 9TH JANUARY, 2018.**

**MEMBERS PRESENT**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **NAME** |  |  |  |  | **POSITION** |
| 1 | Mr. Sylvan Kaitori Lambala |  |  |  |  | Secretary |
| 2 | Mr. Festus Newton Mmasi |  |  |  |  | Chairman |
| 3 | Mrs. Everline Simwa |  |  |  |  | Member |
| 4 | Mrs. Ruth Merabu Muchuma |  |  |  |  | Member |
| 5 | Mr. Moses Kenyatta Wasike |  |  |  |  | Member |
| 6 | Mr. Henry Barasa Anaswa |  |  |  |  | Member |
| 7 | Mrs. Hellen Khasoa Mambuya |  |  |  |  | Member |
| 8 | Mr. Patrick Meso |  |  |  |  | Member |
| 9 | M/s.Mary Gorretti Wanjala |  |  |  |  | Member |

**AGENDA**

1. Preliminaries
2. Previous Minutes and matters arising
3. Sub Committee Formation
4. Recruitment of NGCDFC Staff & Extension of Contract
5. Outstanding Payments
6. Project Proposals for 2017 – 2018 Financial Year
7. Any other business

**MIN. NG-CDFC: 007/01/2018 - PRELIMINARIES**

The meeting started at 11.30 a.m. with a prayer by Mr. Moses Kenyatta.

The Chairman called the meeting to order. He thanked the members for turning up for the meeting but challenged them to manage time. He congratulated them for having been selected to serve the constituency for the second time and welcomed the new member to the committee – Everline. The chance to come back to the committee could mean that they served well and as such, they have a chance to improve and better on the previous performance. The members must work together as a team and support each other in both times of Joy and Sorrow. The issue of discipline must be up held with us talking what when and where and to whom we are authorized to talk. The tongue is a dangerous animal that must be tamed or it can destroy more than build. He appreciated the area MP and Fund Account manager for the support and trust accorded to them. The Chairman thanked the FAM for her leadership skills and called upon her to continue with the capacity building of the NG CDFC. Most of the members are learning on the Job and as such, she should feel free to correct them in the event that they miss the mark. He prayed that we begin and end the year with success.

**MIN. NG- CDFC: 008/01/2018 – PREVIOUS MINUTES AND MATTERS ARISING**

The secretary read out the previous minutes of 20th December, 2017 which were proposed by Ruth Muchuma and seconded by Moses Kenyatta.

1. **NG CDFC STAFF SALARY**

The DCC raised concern over the amount of money set aside as salary per employee. The funds are too little. The FAM said that this has been caused by the many number of employees which has risen from seven to ten. This has put a heavy load on the committee budget.

**MIN. NG- CDFC: 009/01/2018 – SUB COMMITTEE FORMATION**

The FAM explained to the meeting the importance of sub committees. She listed the two main sub committees – Bursary and Monitoring & Evaluation plus one necessary subcommittee – Ethics & anti-corruption, Complaints that needed immediate formation.

The members discussed and came up with the following membership among the three committees:-

1. **Bursary Sub Committee**

The committee is made up of five members and two coopted members (Sub County Education Officer & a public representative).

1. Ruth Muchuma - Chairperson
2. Moses Kenyatta - Secretary
3. NG CDF Board coopted member - Member
4. Festus Mmasi - Member
5. Fund Account Manager - Member
6. Sub County Education Officer - Member
7. Public Representative - Member
8. **Monitoring & Evaluation Subcommittee**

This committee is charged with the duty of ensuring proper project implementation and deals with meeting the public. As such, it is a necessity that the DCC or his representative is a member of the committee.

1. Henry Barasa Anaswa - Chairman
2. Sylvan Kaitori Lambala - Secretary
3. Everlyne Simwa - Member
4. Festus Mmasi - Member
5. Deputy County Commissioner - Member
6. Fund Account Manager - Member
7. **Ethics & anti – corruption, Complaints Sub Committee**

The subcommittee is charged with the responsibility of ensuring that discipline is maintained by all persons both in the office, committee and at the PMCs level. All disputes that may arise due to procurement, project implementation and employment cases are to be handled by this committee.

1. Festus Mmasi - Chairman
2. Fund Account Manager - Secretary
3. Deputy County Commissioner - Member
4. Hellen Mambuya - Member
5. NG CDFC Staff – Accounts Assistant - Member

The choice of subcommittee membership was proposed by Henry Barasa Anaswa and seconded by Hellen Mambuya.

**MIN. NG- CDFC: 010/01/2018 – OUTSTANDING PAYMENTS**

1. The members approved the payment of the service fee to Toyota Kenya as per the invoice. The vehicle has overstayed the service and shall be taken to Eldoret on Wednesday 10th January, 2017. The last service was carried out in July, 2017.
2. **NG CDFC Accounts Assistant – Felistus Mukonyi –** The staff is to be terminated as from 31st January, 2018 and be given a one month’s salary for February 2018 plus 20 days leave days carried forward totaling **Ksh. 51,333** on top of the January salary.

**MIN. NG- CDFC: 011/01/2018 – EXTENSION & EMPLOYMENT OF NG CDFC STAFF**

1. **Extension of Employees Contract on casual basis.**

The current NG CDFC Staff shall continue in employment on casual basis until 31st January, 2018. These include the Secretary, Accounts Assistant and Clerk of works who are to be paid at the old rate as follows:-

1. Felistus Inyanji Mukonyi - 30,800
2. Jane Chisika Mutili - 22,400
3. Ian Lavusa Madaga - 21,000

Meanwhile, the compound cleaner and two security officers to be paid Ksh. 9,000 each on a casual basis until engagement or extension of contract is done in February, 2018.

**Appraisal and extension of contract for former employees.**

The following employees are to be appraised and have their contracts renewed but on reviewed salary with effect from 1st February, 2018.

1. Jane Chisika Mutili Secretary
2. Nathan Lumuli Lumbasi Messenger
3. Shadrack Lusala Mukwe Receptionist

**The clerk of works to meanwhile continue on contract until further notice**

1. Ian Madaga Lavusa Clerk of Works Pending

**Interview of New Staff**

There are five positions vacant to be interviewed on Friday 12th January, 2018. These are:-

1. Driver
2. Project Coordinator
3. Two Night Security guards
4. Office Messenger ( Tea Maker)

The interview panel shall be made up of four people at the NG CDF Boardroom by 10.00am

* NG CDFC Chairman
* NG CDFC Secretary
* Everline Simwa
* Fund Account Manager.

The employees shall be eligible to Salary and a service gratuity which shall be paid at 31% of their basic salary. Each employee shall be eligible to a 30 days paid annual leave and a leave allowance as shown below:-

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Designation** | **Gross Pay** | **Basic Pay** | **House Allowance** | **Employer's N.S.S.F Contribution** | **31% Gratuity** | **Total**  | **Annual leave allowance** |
| 1 | Accounts Assistant | 25,000 | 20,000 | 5,000 | 1,080 | 6,200 | 32,280 | 3,000 |
| 2 | Secretary | 20,000 | 16,000 | 4,000 | 1,080 | 4,960 | 26,040 | 2,500 |
| 3 | Clerk of Works | 20,000 | 16,000 | 4,000 | 1,080 | 4,960 | 26,040 | 2,500 |
| 4 | Driver | 15,000 | 12,000 | 3,000 | 1,080 | 3,720 | 19,800 | 2,500 |
| 5 | Project Coordinator | 15,000 | 12,000 | 3,000 | 900 | 3,720 | 19,620 | 2,500 |
| 6 | Receptionist | 14,000 | 11,500 | 2,500 | 840 | 3,565 | 18,525 | 2,500 |
| 7 | Subordinate Staff | 12,000 | 10,000 | 2,000 | 720 | 3,100 | 15,760 | 2,000 |
| 8 | Subordinate Staff | 12,000 | 10,000 | 2,000 | 720 | 3,100 | 15,760 | 2,000 |
| 9 | Security Officer | 12,000 | 10,000 | 2,000 | 720 | 3,100 | 15,820 | 2,000 |
| 10 | Security Officer | 12,000 | 10,000 | 2,000 | 720 | 3,100 | 15,820 | 2,000 |
|  | **TOTAL** | **157,000** | **127,500** | **29,500** | **8,940** | **39,525** | **205,465** | **23,500** |

**MIN. NG- CDFC: 012/01/2018 – PROJECT PROPOSALS FOR 2017-2018 FINANCIAL YEAR**

1. **WARD REPORT**

The Fund Account Manager presented the ward report to the members to guide them in the prioritization of the projects for funding. The initial budget was Ksh. **101,416,090.34**  but we have now been informed that the funds allocated to the constituencies have been reduced to a total of Ksh. **86,810,344.82 .**  Of this amount, the set emergency fund is Kshs. **4,568,965.52** .

The members discussed the ongoing projects and the project proposals gathered during the ward meetings held between 6th and 14th December 2017 among other priorities by the NG CDFC then came up with the following priority projects for funding.

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|   | **Project Name**  | **Ward** | **Project activity**  | **Amount Allocated** | **Current Status**  |
|   | **ADMINISTRATION/RECURRENT**  |   |   |   |
| 1 | Employees Salary | All | Payment of employees’ salaries | 1,925,000 | ongoing |
| 2 | NSSF | All | Payment of NSSF employer contributions |  75,240  | ongoing |
| 3 | Goods and Services | All | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence, etc. |  1,554,760  | ongoing |
| 5 | PMC Capacity Building | All | Undertake Training of the PMCs/NGCDFCs on CDF Related issues | 500,000 | ongoing |
| 4 | Committee Expenses | All | Payment of Committee sitting allowances, transport, conferences |  1,153,620  | ongoing |
|   |  |  |  | **5,208,620** |  |
|   | **Emergency**  |   |  |  |  |
| 6 | Emergency  | All | To cater for any unforeseen occurrences in the constituency during the financial year  |  4,568,965.52  | ongoing |
|   |   |  |   | **4,568,965.52** |   |
|   | **MONITORING AND EVALUATION** |   |  |  |  |
| 7 | Goods and Services | All | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence, etc. |  404,310  | ongoing |
| 8 | Committee Expenses | All | Payment of Committee sitting allowances, transport, conferences |  1,700,000  | ongoing |
| 9 | PMC Capacity Building | All | Undertake Training of the PMCs/NGCDFCs on CDF Related issues | 500,000 | ongoing |
|   |  |  |  | **2,604,310** |  |

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|   | **BURSARY** |   |  |  |  |
| 10 | Bursary Secondary Schools | All | Payment of bursary to needy students | 9,309,192 | Ongoing |
| 11 | Bursary Tertiary Schools | All | Payment of bursary to needy students | 15,000,000 | Ongoing |
| 12 | Bursary -Special Education | All | Payment of bursary to needy students | 700,000 | Ongoing |
|   |   |  |   | **25,009,192** |   |
|   | **PROFESSIONAL FEES** |   |   |  |   |
| 13 | Strategic Plan | All | Develop a stratgic plan for the constituency | 2,000,000 | New |
| 14 | Constituency Information Hub | All | Construction of one WIFI Centre at the NG CDF Office |  1,169,257  | New |
|   |   |  |   | **3,169,257** |   |
|  | **PRIMARY SCHOOL PROJECTS** |  |  |  |  |
| 15 | Burundu Primary School | West Kabras | Construct boys toilet block 4 doors & urinal | 270,000 | New |
| 16 | Kamuchisu Primary School  | West Kabras | Complete payment fee for purchase of 2 acres land | 100,000 | Ongoing |
| 17 | Muriola Primary School | Manda Shivanga | Complete construction of 2 c/rooms - plastering, pavement slab, electrical wiring, window glazing, painting & furniture | 600,000 | Ongoing |
| 18 | Chevoso Primary School | South Kabras | Complete construction of 2 c/rooms - plastering, pavement slab, electrical wiring, window glazing, painting & furniture | 600,000 | Ongoing |
| 19 | Chombeli Primary School | South Kabras | Complete construction of 2 c/rooms - plastering, pavement slab, electrical wiring, window glazing, painting & furniture | 600,000 | Ongoing |
| 20 | Hamutua primary School | Manda Shivanga | Complete construction of Administration Block - plastering, pavement slab, electrical wiring, window glazing, painting & furniture | 800,000 | Ongoing |
| 21 | Ingwe Primary School | West Kabras | Complete construction of 2 c/rooms - plastering, pavement slab, electrical wiring, window glazing, painting & furniture | 600,000 | Ongoing |
| 22 | Lukala Primary School | Mugai Shirugu | Complete construction of 2 c/rooms - plastering, pavement slab, electrical wiring, window glazing, painting & furniture | 600,000 | Ongoing |
| 23 | Lukume Primary School | West Kabras | Complete construction of 2 c/rooms - plastering, pavement slab, electrical wiring, window glazing, painting & furniture | 600,000 | Ongoing |

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| 24 | Luyeshe Primary School | Mugai Shirugu | Complete construction of 2 c/rooms - plastering, pavement slab, electrical wiring, window glazing, painting & furniture | 600,000 | Ongoing |
| 25 | Lwanda K' Primary School | East Kabras | Complete construction of 2 c/rooms - plastering, pavement slab, electrical wiring, window glazing, painting & furniture | 600,000 | Ongoing |
| 26 | Mache Primary School | Chimuche | Complete construction of 2 c/rooms - plastering, pavement slab, electrical wiring, window glazing, painting & furniture | 600,000 | Ongoing |
| 27 | Mahira Primary School | South Kabras | Complete construction of 2 c/rooms - plastering, pavement slab, electrical wiring, window glazing, painting & furniture | 600,000 | Ongoing |
| 28 | Makale Primary School | Butali Chegulo | Complete construction of 2 c/rooms - plastering, pavement slab, electrical wiring, window glazing, painting & furniture | 600,000 | Ongoing |
| 29 | Malichi Primary School | Chimuche | Complete construction of 2 c/rooms - plastering, pavement slab, electrical wiring, window glazing, painting & furniture | 600,000 | Ongoing |
| 30 | Matsakha Primary School | Butali Chegulo | Complete construction of 2 c/rooms - plastering, pavement slab, electrical wiring, window glazing, painting & furniture | 600,000 | Ongoing |
| 31 | Musidi Primary School | West Kabras | Complete construction of 2 c/rooms - plastering, pavement slab, electrical wiring, window glazing, painting & furniture | 600,000 | Ongoing |
| 32 | Muting'ong'o Primary School | Chimuche | Complete construction of 2 c/rooms - plastering, pavement slab, electrical wiring, window glazing, painting & furniture | 600,000 | Ongoing |
| 33 | Namanja Primary School | Butali Chegulo | Complete construction of 2 c/rooms - plastering, pavement slab, electrical wiring, window glazing, painting & furniture | 600,000 | Ongoing |
| 34 | Shianda Primary School | East Kabras | Complete construction of 2 c/rooms - plastering, pavement slab, electrical wiring, window glazing, painting & furniture | 600,000 | Ongoing |
| 35 | Shihome Primary School | South Kabras | Complete construction of 2 c/rooms - plastering, pavement slab, electrical wiring, window glazing, painting & furniture | 600,000 | Ongoing |
| 36 | Shirulo Primary School | Chimuche | Complete construction of 2 c/rooms - plastering, pavement slab, electrical wiring, window glazing, painting & furniture | 600,000 | Ongoing |
| 37 | Shivikhwa Primary School | Chimuche | Complete construction of 2 c/rooms - plastering, pavement slab, electrical wiring, window glazing, painting & furniture | 700,000 | Ongoing |
| 38 | St. Martin Primary School | Butali Chegulo | Complete construction of 2 c/rooms - plastering, pavement slab, electrical wiring, window glazing, painting & furniture | 600,000 | Ongoing |
| 39 | Machemo Primary School | Chimuche | Construct 2 classrooms | 1,100,000 | Ongoing |
| 40 | Mukhuyu Primary School | East Kabras | Complete Construction of Admin Block | 700,000 | New |
| 41 | Tande Primary School  | Butali Chegulo | Construct 2 classrooms | 1,000,000 | New |
| 42 | Chiliva Primary School | South Kabras | Complete Construction of 2 classrooms - Roofing, Plastering, fittings, flooring and other finishes | 1,000,000 | New |
| 43 | Mukoko Primary School | West Kabras | Construct 2 classrooms | 1,000,000 | New |
| 44 | Muriola Primary School | Manda Shivanga | Construct 2 classrooms | 1,000,000 | New |
| 45 | Mwikhupo Primary School | West Kabras | Construct 2 classrooms | 1,000,000 | New |
| 46 | Shirulo Primary School | Chimuche | Construct 2 classrooms | 1,000,000 | New |
| 47 | Burundu Primary School | West Kabras | Construct 2 classrooms | 1,000,000 | New |
| 48 | Indulusia Primary School | West Kabras | Construct 2 classrooms | 1,000,000 | New |
| 49 | Matioli Primary School | Butali Chegulo | Construct 2 classrooms | 1,000,000 | New |
| 50 | Kokoyo Primary School | Chimuche | Construct 2 classrooms | 1,000,000 | New |
| 51 | Masungutsa Primary School | Chimuche | Construct 2 classrooms | 1,000,000 | New |
| 52 | Lukova Primary School | Manda Shivanga | Complete Construction of Admin Block | 800,000 | New |
| 53 | Teresia Primary School | Manda Shivanga | Construct 2 classrooms | 1,000,000 | New |
| 54 | Fubuye Primary School | Manda Shivanga | Construct Dormitory | 1,100,000 | New |
| 55 | Shikokhwe Primary School | Mugai Shirugu | Construct 2 classrooms | 1,000,000 | New |
| 56 | Sambuli Primary School | Mugai Shirugu | Construct 2 classrooms | 1,000,000 | New |
| 57 | Friends Primary School Vashele | Butali Chegulo | Construct 2 classrooms | 1,000,000 | New |
|   |   |   |   | **32,570,000** |   |

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|  | **SECONDARY SCHOOL PROJECTS** |  |  |  |
| 57 | Friends Primary School Vashele | Butali Chegulo | Construct 2 classrooms | 1,000,000 | New |
| 58 | Chimoroni Secondary School | Chimuche | Complete construction of Library - Plastering, window glazing, flooring, fascia board paint works and other finishes | 2,000,000 | Ongoing |
| 59 | Malava Girls Secondary School | Mugai Shirugu | Complete construction of Multi-Purpose Hall - Fixtures, plastering, flooring and other finishes | 2,000,000 | Ongoing |
| 60 | Kimang'eti Girls Secondary School | Chimuche | Complete construction of Twin Lab - Fixtures, external plaster, flooring, plumbing ,gas fittings and other finishes | 4,000,000 | Ongoing |
| 61 | Mukhonje Secondary School | Chimuche | Land Purchase | 600,000 | New |
| 62 | St. Monica Namatala Girls Secondary School | Manda Shivanga | Construct 2 classrooms | 1,000,000 | New |
| 63 | St. Marygoretti Kalenda Secondary School | Mugai Shirugu | Construct 2 classrooms | 1,000,000 | New |
| 64 | Chevoso Secondary School | South Kabras | Purchase one acre of land | 600,000 | New |
| 65 | Shamoni Secondary School | South Kabras | Construct Dormitory | 1,500,000 | New |
|   |   |   |   | **12,700,000** |   |
|  | **SECURITY PROJECTS** |  |  |  |  |
| 66 | Kuvasali Police Post | East Kabras | Purchase 1/4 acre piece of land , and construct office to slab level | 1,000,000 | New |
|  | **ENVIRONMENTAL PROJECTS** |  |  |  |  |
| 67 | Kuvasali Police Post | East Kabras | Complete construction of 2 c/rooms - plastering, pavement slab, electrical wiring, window glazing, painting & furniture | 250,000 | New |
|   |   |   |   |   |   |
|  | **TOTAL** |  |  |  **87,080,344.82**  |  |

The proposals are above by Ksh. 270,000 being collection from AIA proposed to be awarded to Burundu Primary School for construction of a four door toilet plus urinal.

The DCC presented the case of strong rooms for computers in Primary schools as currently, there are six schools who have kept the laptops at his office due to lack of facilities. However, the presentation was late but the members promised to look into the case in the next budget. The FAM said it is best that the schools that are being funded the construction of two classrooms consider the construction of a strong room as part of the budget.

The project proposals were proposed by Moses Kenyatta and seconded by Mrs Hellen Mambuya plus the DCC – Patrick Meso.

**MIN. NG- CDFC: 013/01/2018 – ANY OTHER BUSINESS**

1. Capacity building for Subcommittees
2. Need to ensure equitable project allocations – East Kabras felt left out in the proposals.
3. Need to commission completed projects
4. Mugai Secondary School dormitory. Students sleeping in very unhygienic areas.

There being no other business, the meeting was adjourned at 15.30 hrs with a prayer by Mr. Moses Kenyatta.

Signed: ………………………………………… Date:………………………………

Mr. Sylvan Kaitori Lambala – Secretary

Signed: …………………………………………… Date:………………………………

Mr.Festus Newton Mmasi – Chairman

Signed: ………………………………………… Date:………………………………

M/s. Mary G.M. Wanjala – Fund Account Manager