

KILIFI SOUTH NG-CDF COMMITTEE MEETING HELD ON 27th NOVEMBER 2024 AT THE NG-CDF BOARDROOM

MEMBERS PRESENT:

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| 1. Richard Munga Mwambura | -Chairman |
| 2. Ruth Riziki Kadanga | -Secretary |
| 3. Victor Kisachi Kamonde | -Deputy County Commissioner |
| 4. Gladys Ngala | -Fund Account Manager |
| 5. Daniel Yawa | -Member |
| 6. Salama Herbert Karisa | -Member |
| 7. Gaspery Sanga Mbura | -Member |
| 8. Gabriel Mwandeje Mwadzoya | -Member |
| 9. Juma Ali Mohamed | -Member |
| 10. Judith Pahe Munga | -Member |

AGENDA:

1. Preliminaries
 - a. Prayers
 - b. Welcoming remarks from the Chairs
 - c. Recognition of in attendance (public works) if any
2. Adoption of the Agenda
3. Declaration of Interest
4. Reading and confirmation of previous minutes
5. Matters arising
6. Funding of JSS Schools
7. Projects proposals for financial year 2024/2025
8. Payments
9. A.O.B

MIN NO: NG-CDF/KILIFI SOUTH/01/27TH NOVEMBER, 2024: PRELIMINARIES

The chairman called the meeting to order with a word of prayer from Salama Herbart at 11.58am. He thanked all for availing themselves to the meeting.



MIN NO: NG-CDF/KILIFI SOUTH/02/27TH NOVEMBER, 2024: ADOPTION OF THE AGENDA

The secretary read the agenda of the day. Members after deliberation adopted the agenda without amendments as was proposed by Gaspersy Sanga Mbura and seconded by Salama Herbert Karisa

MIN NO: NG-CDF/KILIFI SOUTH/03/27TH NOVEMBER, 2024: DECLARATION OF INTEREST

The secretary read the agenda of the day and members were given opportunity to declare in case they had interest in any of the agendum. There was no declaration of interest thus the chairman embarked on the agenda straight away.

MIN NO: NG-CDF/KILIFI SOUTH/04/27TH NOVEMBER, 2024: READING AND CONFIRMATION OF PREVIOUS MINUTES

The secretary read the minutes of the previous meeting which were confirmed by Gaspersy Sanga and seconded by Gabriel Mwandeje as accurate representation of the past proceedings.

MIN NO: NG-CDF/KILIFI SOUTH/05/27TH NOVEMBER, 2024: MATTERS ARISING

There were no matters arising from the previous Minutes.

MIN NO: NG-CDF/KILIFI SOUTH/06/27TH NOVEMBER, 2024: FUNDING OF JSS SCHOOLS

The Fund Account Manager informed members of the report by the Ministry of Education on the funding of Junior Secondary Schools especially construction of grade 9 classrooms. The proposed schools requiring funding as per the Ministry Of Education were:

No.	School Name	Ward	Grade 8 Enrolment	Classrooms
1.	St. Martins JSS	Mwarakaya	135	2
2.	Kidutani JSS	Mwarakaya	78	1
3.	Pingilikani JSS	Mwarakaya	78	1
4.	Mafisini JSS	Mwarakaya	76	1
5.	Ziani JSS	Mwarakaya	75	1
6.	M'buyuni JSS	Mwarakaya	69	1
7.	Karimboni JSS	Chasimba	68	1
8.	Bungu JSS	Chasimba	65	1
9.	Makata JSS	Mwarakaya	57	1
10.	Dzitsoni JSS	Chasimba	52	1
11.	Mtundani JSS	Chasimba	52	1
12.	Kitsoeni JSS	Chasimba	46	1
13.	Bokini JSS	Mwarakaya	39	1
14.	Ngamani JSS	Chasimba	36	1
15.	M'bomboni JSS	Chasimba	34	1
16.	Chije JSS	Mwarakaya	29	1
17.	Lubondo JSS	Chasimba	17	1
18.	Baharini JSS	Mtepeni	300	3
19.	Barani JSS	Mtepeni	229	4
20.	Shariani JSS	Mtepeni	174	3
21.	Vipingo JSS	Junju	155	3
22.	Ngoloko JSS	Mtepeni	82	1



23.	Gongoni JSS	Junju	69	1
	Total			33

Considering that the constituency funded 19 JSS schools for construction and equipping of classrooms amounting to Kshs.39,846,766 in the previous financial year and the constituency ongoing projects in need of more funding amounting to Kshs.89,125,112 , the committee resolved to consider factoring funds to complete the projects and consider the rest in the subsequent financial years.

During the discussion on the status of the ongoing projects in need of funding, the Sub-county Education officers in the two sub- counties concurred with the members to hold for some time and probably fund some of the projects with emergency fund when due .

MIN NO: NG-CDF/KILIFI SOUTH/07/27TH NOVEMBER, 2024: PROJECT PROPOSALS FOR FINANCIAL YEAR 2024/2025

The Fund manager brought to the attention of members the provisions of the Board's circular Ref. No: NG-CDFB/CEO/NG-CDF CIRCULARS/VOL III (001) dated 22nd October 2024 on the preparation and submission of constituency project proposals for 2024/2025 financial year. He informed members that the constituency had been allocated a total of Kshs.179, 467,954.47 for the current Financial Year and that the following key guiding areas as per the circular shall guide the preparation and submission of the proposals to the Board for consideration:

1. Project identification through ward forums
2. Consultation with the appropriate agencies on realistic project cost estimates
3. Consideration of ongoing projects
4. Budgeting of administration and Monitoring expenses
5. Consideration of climate change mitigation and adaptation activities
6. Financing of Constituency Digital Hubs
7. Funding of social security programme and Social Support Programme
8. Aligning Projects to BETA, Constituency Strategic Plan and other National Policies

a. Deliberation on the Ward Report

The Chair tabled to members the ward report that was conducted between 4th November and 20th November, 2024. From the report, the communities were guided on types of projects and the basis of consideration which included the amount allocated to the constituencies, constituency strategic plan and the National Government guiding policies. Each ward came up with projects in education, security and climate change areas as captured in the ward report (annex 3). The members realized that it would not be possible to fund as many projects as they would have liked during the financial year due to massive financial commitment on ongoing projects. Summary of the projects considered from the ward report per ward is as below;

No	Project Name	Proposed activities	Ward	Estimated Amount
1.	Katikirieni Primary School	Renovation of a block of 14 classrooms,2 offices and 2 stores: re-roofing, flooring, plastering, replacing	Chasimba	9,219,175.00

No	Project Name	Proposed activities	Ward	Estimated Amount
		broken doors and windows and painting		

b. Realistic Project cost estimates

Members were informed that the Fund Account Manager had been in consultation with the Public Works Officer on preparation of Bills of Quantities for the renovation works at Katikirieni Primary School to be funded in 2024-2025 financial year proposal in order to ensure realistic costs of the project.

c. Ongoing Projects

The Fund Account Manager table a summary of the Monitoring reports that capture the status of all the projects and summary of the ongoing report that was submitted to the Board earlier. From the report, 4 projects were reported as ongoing. This was as a result of projects that were to be funded in different phases and required additional funds to either complete a phase or final phase. The manager reminded members that funding of ongoing projects takes precedence and must be done within three financial years. The members approved funding of the ongoing projects as listed in the table below:

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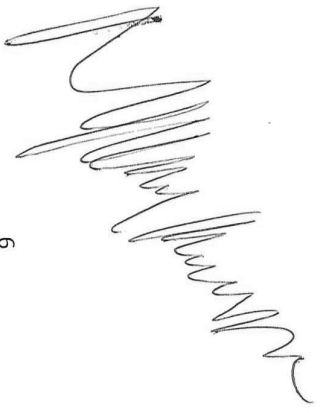
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The tabled list of ongoing projects amounting to Kshs. 89,128,424.81 after deliberation by the committee is as tabulated below:

No	Name of the Project	Year(s) Funded	Pending activities	Estimated Cost	Previous allocation(s)	Amount required to complete	Amount allocated	Balance	Remarks
1.	Mtomondoni Scheme Primary School	2022/2023 and 2023/2024	Additional funds for Construction of a three (3) storey building consisting of 16 classrooms, 6 offices and 24 door toilets ; superstructure and walling of second and third floors, finishes and painting to completion of the block.	63,387,724	28,246,362	35,141,362 complete	35,141,362	Nil	The amount is to complete the project
2.	Baharini Primary School	2023/2024 Emergency fund	Reinforcement and extension of an existing 5 offices block to a 1 storey building; ground floor consisting of 4 offices and 4 door toilets with 2 doors to cater for Persons With Disability and the first floor consisting of 3 offices and 4 door toilets with 2 doors to cater for Persons With Disability; beams, columns first floor slab and ramp	14,168,200.81	3,000,000	11,168,200.81	11,168,200.81	Nil	The amount is to complete the project
3.	Kolongoni Secondary School	2022/2023 and 2023/2024	Additional funds for construction of the ramp	10,587,957	9,207,581	1,380,376	1,380,376	Nil	The amount is to

4.	Chonyi Sub-County DCC's office Headquarters	2021/2022 and 2023/2024	Additional funds for construction of a two (2) storey office block consisting of Huduma centre at the ground floor, 7 offices, Boardroom, Kitchen and three (3) toilets with one cubicle catering for Persons with Disabilities both at 1 st and 2 nd floors; superstructure and walling of second floor, finishes and painting to completion of the block	82,938,486	41,500,000	41,438,486	41,438,486	Nil	complete the intended project phase. The amount is to complete the project
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d. Statutory ceilings for administration and Monitoring and Evaluation

The manager briefed members of the key guidelines by the Board and informed members that the Board laid more emphasis on the following areas:

- Provision of a detailed budget with clear breakdown of each component towards funds for administration and recurrent expenditure
- Allocation of funds to staff salaries to be informed by a documented staffing structure approved by the Committee with clear job description for each employee and must conform to the government guidelines on minimum wage.
- Consideration of other statutory deductions such as housing levy, National Social Security Fund (NSSF) and Social Health Insurance Fund (SHIF)
- Costing of the funds allocated to Monitoring and Evaluation to be informed by a proper work plan as provided in annex 2.

The said budgets were tabled by the manager and upon deliberations having considered the constituency allocation and the needs of the community, the committee members approved as provided in annex 1:

e. Climate change mitigation and adaptation activities

The Fund Account Manager tabled a guideline on climate change issues by the Board. Further, the Committee members were reminded of the rise in the Climate Change Mitigation Activities funds to a ceiling of 5% and running for 10 years in order to achieve the National Agenda on Climate Change Mitigation. The committee after deliberation decided not to fund any of the projects in this sector due to the commitment of the constituency on the ongoing projects.

f. Constituency Digital Hubs

The Fund Account Manager further stressed the need to adhere to the presidential directive that all constituencies to fund digital hubs in all sub-counties from the NGCDF funds. Most of the areas with electricity where the project could be implemented was in Mtwapa Town. The NGCDFC had earmarked land owned by the County Government which was still not yet approved for use by the NGCDF. Members decided not to fund the project in the current financial year until the formalities of land approval were concluded.

g. Social security programme and Social Support Programme

The Chairperson commented that in the last financial year, NGCDFC had allocated Kshs. 900,000 for the use of the elderly and the vulnerable group for NHIF. Due to the changes that came into being no single cent had been utilized to date as the systems of remittances was not clear. Members agreed to first utilize



the available funds first before allocating new funding thus no more funds were allocated in the current financial year.

h. Final project proposed with list of all prioritized projects

After a lengthy deliberation and consideration in all areas as advised by the Board, including but not limited to public participation, adequate consultation with public works department, ongoing projects report, work plan and budgets for administration and monitoring vote, aligning project to BETA, constituency strategic plan and other National Government Policies, the committee agreed on the projects to be forwarded to the Board for consideration and approval as listed in the following table.

KILIFI SOUTH NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND						
PROJECT PROPOSAL FINANCIAL YEAR 2024/ 2025						
S/NO	Project Name	Activity	Original cost	Cumulative Allocation	Amount allocated	Current status
Administration and Recurrent expenditure						
1	Contractual employees	Payment of basic salaries for ten (10) employees	3,674,097.00	0	3,674,097.00	New
2	Casual labour and internship	Payment of wages or stipend for three (3) interns	168,750.00	0	168,750.00	New
3	House allowance	Payment of House allowances for ten (10) NGCDFC staff	661,500.00	0	661,500.00	New
4	NSSF	Payment of NSSF Deductions for ten (10) employees	194,400.00	0	194,400.00	New
5	Social Health Insurance Fund (SHIF)	Employee contribution to Social Health Insurance Fund (SHIF) for 10 employees	122,616.00	0	122,616.00	New
6	NITA Levy	Employers contribution to NITA Levy for ten (10) NGCDFC staff	4,500.00	0	4,500.00	New
7	Housing levy	Employers contribution to housing levy for ten (10) NGCDFC staff	66,888.00	0	66,888.00	New
8	Employees' gratuity	Payment of gratuity to ten (10) NGCDFC employees	1,139,013.00	0	1,139,013.00	New
9	Electricity	Payment of electricity charges	96,000.00	0	96,000.00	New
10	Water & sewerage charges	Payment of water & sewerage charges	90,000.00	0	90,000.00	New
11	Telephone, Telex, Facsimile and Mobile Phone Service	Payment of Telephone expenses	150,000.00	0	150,000.00	New
12	Courier and Postal Services	Payment of Courier and Postal Services	10,000.00	0	10,000.00	New
13	Travel Costs	Payment of transport expenses	266,313.27	0	266,313.27	New
14	Daily Subsistence allowance	Payment of daily subsistence allowance to FAM, staff and other Government officers	196,000.00	0	196,000.00	New
15	General Office Supplies and expenses	Payment of General office supplies and expenses	450,000.00	0	450,000.00	New
16	Advertising, Awareness and Publicity Campaigns	Payment of Advertising, Awareness and Publicity Campaigns	100,000.00	0	100,000.00	New
17	Publishing and Printing services	Payment for Publishing and Printing services	50,000.00	0	50,000.00	New
18	NGCDFC allowance	Payment of NGCDFC sitting allowances	1,128,000.00	0	1,128,000.00	New
19	Supplies and Accessories for Computers and Printers	Purchase of Supplies and Accessories for Computers and Printers	150,000.00	0	150,000.00	New

KILIFI SOUTH NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND
PROJECT PROPOSAL FINANCIAL YEAR 2024/ 2025

S/NO	Project Name	Activity	Original cost	Cumulative Allocation	Amount allocated	Current status
20	Sanitary and Cleaning Materials, Supplies and Services	Purchase of Sanitary and Cleaning Materials, Supplies and Services	50,000.00	0	50,000.00	New
21	Refined Fuels and Lubricants for Transport	Purchase of Refined Fuels and Lubricants for Transport of GK vehicles	500,000.00	0	500,000.00	New
22	Bank service commission and charges	Payment of Bank service commission and charges	90,000.00	0	90,000.00	New
23	Maintenance Expenses – Motor Vehicle	Payment of maintenance Expenses – NGCDFC Motor Vehicle (GKB 873V) & Motor bike (GKB 763X)	1,000,000.00	0	1,000,000.00	New
24	Maintenance of office Furniture and Equipment	Payment of Maintenance of office Furniture and Equipment	50,000.00	0	50,000.00	New
25	Contracted guards	Payment for security services	360,000.00	0	360,000.00	New
	Emergency Reserve					
26	Emergency fund	To cater for any unforeseen occurrences in the constituency during the financial year	9,444,313.39	0	9,444,313.39	New
	Education Bursary					
27	Bursary to Secondary School	Payment of bursary to needy students in secondary schools	37,523,926.00	0	37,523,926.00	New
28	Bursary to Tertiary Institutions	Payment of bursary to needy students in Tertiary institutions	16,000,000.00	0	16,000,000.00	New
29	Bursary to Special Schools	Payment of bursary to special students	2,000,000.00	0	2,000,000.00	New
	Monitoring, Evaluation and Capacity Building					
30	Travel allowances for NGCDFC training	Payment of Travel Allowance of NGCDFC, National Government officers, staff and PMC members (NG-CDFC Training)	296,000.00	0	296,000.00	New
31	Accommodation allowances for NGCDFC training	Payment of Accommodation allowance of NG-CDFC during capacity building.	533,000.00	0	533,000.00	New
32	Publishing and Printing services	Payment for Publishing and Printing services (AIA funding)	26,000.00	0	26,000.00	New
33	Other committee expenses	Payment of other committee expenses	2,369,038.00	0	2,369,038.00	New
34	NGCDFC allowances	Payment of NGCDFC allowances	2,160,000.00	0	2,160,000.00	New
	Primary Schools Projects					
35	Mtmondoni Scheme Primary School	Additional funds for Construction of a three (3) storey building consisting of 16 classrooms,6 offices and 24 door toilets ; superstructure and walling of second and third floors, finishes and painting to completion of the block.	63,387,724.00	28,246,362.00	35,141,362.00	Ongoing
36	Katikiri Primary School	Renovation of a block of 14 classrooms,2 offices and 2 stores: re-roofing, flooring, plastering, replacing broken doors and windows and painting	9,219,175.00	0	9,219,175.00	New
37	Baharini Primary School	Reinforcement and extension of an existing 5 offices block to a 1 storey building; ground floor consisting of 4 offices and 4 door toilets with 2 doors to cater for Persons With Disability and the first floor consisting of 3	14,164,888.00	3,000,000.00	11,168,200.81	Ongoing

KILIFI SOUTH NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND						
PROJECT PROPOSAL FINANCIAL YEAR 2024/ 2025						
S/NO	Project Name	Activity	Original cost	Cumulative Allocation	Amount allocated	Current status
		and the first floor consisting of 3 offices and 4 door toilets with 2 doors to cater for Persons With Disability; beams, columns first floor slab and ramp				
	Secondary School Project					
38	Kolongoni Secondary School	Additional funds for construction of the ramp	10,587,957.00	9,207,581.00	1,380,376.00	Ongoing
	Security projects					
39	Chonyi Sub-County DCC's office Headquarters	Additional funds for construction of a two (2) storey office block consisting of Huduma centre at the ground floor, 7 offices, Boardroom, Kitchen and three (3) toilets with one cubicle catering for Persons with Disabilities both at 1 st and 2 nd floors; superstructure and walling of second floor, finishes and painting to completion of the block	82,938,486.00	41,500,000.00	41,438,486.00	Ongoing
	TOTAL ALLOCATION				179,467,954.47	

The fund manager was urged to ensure that the schedules were ready in time for onward submission to the Board for approval.


MIN NO: NG-CDF/KILIFI SOUTH/08/27TH NOVEMBER, 2024: PAYMENTS

Approval was made for Kshs.47, 000 to NGCDFC members as allowances for attendance of NGCDFC meeting on 27th November, 2024.

MIN NO: NG-CDF/KILIFI SOUTH/09/27TH NOVEMBER, 2024: ANY OTHER BUSINESS

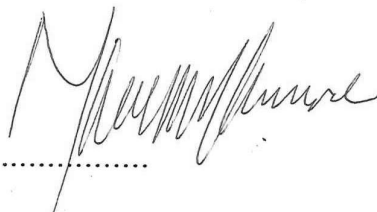
There being no other business, the meeting ended with a word of prayer from Gabriel Mwanjeje at 1.28 pm.

Prepared by:

Secretary.....


Date 6/12/2024

Confirmed by:

CHAIRPERSON


Date 6/12/2024





