



National Government Constituencies Development Fund  
Kitui West Constituency  
P.O Box 244-90205  
Kabati, Kitui  
Cell: 0720528337  
Email: [kituiwestcdf@yahoo.com](mailto:kituiwestcdf@yahoo.com)

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**MINUTES OF KITUI WEST NATIONAL GOVERNMENT CDFC MEETING HELD ON 23<sup>RD</sup> JULY 2021 AT NG-CDF OFFICE BOARDROOM-KABATI**

**MEMBERS PRESENT**

1. Mr. Wilfred N. Keli	Chairman
2. Mr. Nicholas N. Kimanzi	FAM
3. DCC Kitui West	Member
4. Mr. Shariff D. Mukulu	Secretary
5. Mr. Andrew M. Masila	Member
6. Mr. Boniface Kaleve	Member
7. Ms. Rosa Muema	Member
8. Ms. Kathini Mariam	Member
9. Mr. Francis Ndoi	Member
10. Ms. Rhodester M. Muthui	Member



**AGENDA**

66. Preliminaries.
67. Reading and Confirmation of the Previous Minutes.
68. Conflict of Interest.
69. Commitment of Funds in the Books of Account.
70. Approval of Payments.
71. Review of salary for the clerk of works Job Group H to Group J.
72. Adjustment of Employees' Salaries.
73. A.O.B.



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**MIN. KW/66/7/2021: PRELIMINARIES.**

The Chairman called the meeting to order at 10.55 AM. The meeting was opened with a word of prayer by Mr. Shariff Mukulu. The Chairman welcomed all the members to the meeting. The Secretary took the members through the items of agenda which were adopted without amendments.

**MIN.KW/67/7/2021: READING AND CONFIRMATION OF THE PREVIOUS MINUTES.**

The minutes of the previous meeting held on 25<sup>th</sup> June, 2021 were read by the secretary. They were proposed as true record of the day's deliberation by Mr. Andrew Mwandikwa who was seconded by Ms. Kathini Mariam.

**MIN.KW/68/7/2021: CONFLICT OF INTEREST.**

None of the NG-CDFC members present had conflict of interest in any of the items of the agenda.

**MIN.KW/69/7/2021: COMMITMENT OF FUNDS IN THE BOOKS OF ACCOUNT.**

It was confirmed that Kshs.33, 000,000.00 was wired in the Kitui West NG-CDF bank account. The NG-CDFC mandated the Fund Account Manager to commit the funds immediately he receives the AIE's.

**MIN.KW/70/7/2021: APPROVAL OF PAYMENTS.**

The NG-CDFC Kitui West has committed and signed contracts with the following suppliers and service provider:

1. BETHEL EAST GENERAL MERCHANTS  
P.O BOX PRIVATE BAG,  
KITUI.  
Supply of office Stationery.



NG-CDF

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The committee approved payment of Kshs. 249,345.00 to the above supplier for the supply of office stationery.

2. DENTANE MEDIA AND COMMUNICATION CONSULTANTS

P.O BOX 61-90203 TULIA,

KITUI.

Provision of photography and documentary services.

The committee approved payment of Kshs. 232,000.00 to the above service provider for provision of photography and documentary services to the NG-CDF.

3. FULL FILL INVESTMENT LTD,

P.O BOX 178-90205,

KABATI.

Supply and installation of litter bins and washing dispensers.

The committee approved payment of Kshs.1,747,354.48 to the above Supplier for supply, installation of litter bins and washing dispensers in various schools within the Constituency.

**MIN.KW/71/7/2021: REVIEW OF SALARY FOR THE CLERK OF WORKS JOB GROUP H TO GROUP J.**

Mr. Alfred Kilului David, Clerk of works requested in writing for review of his salary from job group H to job group J. The advert had invited those who had diploma in building and construction to apply for the job under job group H. However, none of the diploma holders applied. After the interview, the committee had resolved to employ Mr. Alfred Kilului David who holds a bachelor of construction management from the University of Nairobi. The issue was deliberated at length by the members. The members approved that his salary be reviewed from job group H to job group J under the government scale. The Salary Scale is **job group J under government scale: 30,170 x 1,260 – 31,430 x 1,330 – 32,760 x 1,380 – 34,140 x 1,460 -35,600 x 1,470 – 37,070 x 1,470 – 38,540 x 1,520 – 40,060 p.m.**

Vision: Equitable social-economic development countrywide





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**MIN.KW/72/7/2021: ADJUSTMENT OF EMPLOYEES SALARIES.**

The Fund Account Manager informed the members that due to the high NG-CDFC staff wage bill there, is no money to pay their salaries from the month of August to November. The issue was deliberated by the members and it was agreed that Kshs. 1,200,000.00 be reallocated from the Emergency Vote. In that regard, the NG-CDFC mandated the FAM to seek the approval of the Board to reallocate Kshs. 1,200,000.00 from the Emergency Vote to Administration/ Recurrent Vote: Compensation of Employees sub vote.

**MIN.KW/73/7/2021: A.O.B.**

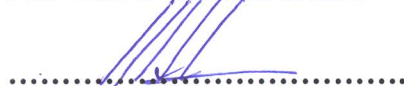
There being no other business to transact, the meeting adjourned with a word of prayer by Kathini Mariam at 1.26 PM.

**SIGNED BY:**

  
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DATE..... 27/7/2021 .....

**NG-CDFC SECRETARY**

  
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DATE..... 27/7/2021 .....

**NG-CDFC CHAIRMAN**

