**MINUTES OF THE KIBWEZI WEST NG-CDFC MEETING HELD ON 11TH FEBRUARY, 2021 AT THE KIBWEZI WEST NG-CDF OFFICE BOARD ROOM MAKINDU AT 2.00.P.M**

**MEMBERS PRESENT**

1. Mr. Simon Kyalo Kioko Chairman
2. Ms. Fauzia Hussein Secretary
3. Mr. David Kaberia Murungi FAM
4. Mr. James Kamau DCC
5. Ms. Martina Ndinda Mbithuka Member
6. Mr. Haston Mutunga Musyoki Member
7. Mr. Julius Kioko Mbatha Member
8. Ms. Immaculate Ndanu Musembi Member
9. Mr. Danish Odero Rayola Member
10. Mr. Moses Kyalo Nzomo Member

**IN ATTENDANCE**

1. Mr. Antony Somba Oversight member
2. Mr. Amos Kasyoka Sub-county Accountant
3. Ms. Justine Muindu Principal Kibwezi West T&V College.

**Agenda**

1. Call to order/ Opening Prayers.
2. Review and adoption of the Agendas.
3. Reading and confirmation of previous minutes.
4. Matters arising.
5. Kibwezi west Technical and vocational College update
6. Request for reallocation of Project-Ngaaka Assistant chief’s office.
7. Project resubmission for declined project FY 2020/2021-Review of the strategic plan.
8. Approval for bursary Payment for the needy students.
9. A.O.B

**MIN 1: 11/2 /2021. Call to order/Opening prayers/Opening remarks.**

The meeting was called to order at 2.10 PM by the chairman; the opening prayer was led by Ms. Ndanu He thanked the members for attending the meeting. He also welcomed Ms. Justine the Principal Kibwezi west Technical and Vocational College who was present to make a presentation. The chairman informed the members that we need to give the principal time to make the presentation and leave then we proceed with the other agendas.

**MIN 2: 11/2 /2021. Review and adoption of the Agendas**

The agendas were adopted, being proposed by Mr. Moses and seconded by Ms. Martina Ndinda

**MIN 3: 11/2 /2021. Reading and confirmation of previous minutes**

The minutes of the previous meeting were read and proposed Mr. Haston and seconded by Mr. Mbatha as a true deliberation of the day.

**MIN 4: 11/2 /2021. Matters arising.**

Members were informed that the staffs training and capacity building for the committee is still in the program and the date was to be communicated. The FAM requested the committee to consider joining some two other constituencies planning for training at Mombasa in the month of March for cost effectiveness.

**MIN 5: 11/2 /2021. Kibwezi west Technical and vocational College update.**

The principal thanked the members for offering her an opportunity to share the institution progress noting that NG-CDF office is a key partner in the institution. She thanked the office for partnering with Ministry of education by providing **Kshs.10 Million** for the project. In addition, she said the office provided **Kshs.1.5 Million** for construction of **3 sets** of **4doors** pit latrines for female, male students and staffs. She also reported that the office has provided **Kshs. 90,000** for registering the college with Kenya Universities and colleges Central placement services (KUCCPS) and the Kenya Association of Technical Training Institutions. She thanked the office for taking an initiative to pay bursary for some students as a way of motivating the students to join the new college. She tabled a list of **61 students** who had already reported out of the **91 students** selected to benefit from the bursary. She said the college as already admitted the following students in different courses.

|  |  |  |
| --- | --- | --- |
| **Course** | **Level** | **No. Of Students Admitted** |
| Information Communication (Ict) Technology | Diploma | 10 |
| CERTIFICATE | 4 |
| Electrical And Electronics (Eee) | Diploma | 6 |
| CERTIFICATE | 11 |
| Electrical Installation (Ei) | Artisan | 8 |
| Supply Chain Management (Scm) | Diploma |  |
| CERTIFICATE | 6 |
| Social Work And Community Development (Swcd) | Diploma | 1 |
| CERTIFICATE | 5 |
| Building Technology (Bce) | Diploma | 3 |
| CERTIFICATE | 6 |
| Masonry | Artisan | 1 |
| Human Resource Management (Hrm) | Diploma | 3 |
| CERTIFICATE | 1 |
| Hair Dressing And Beauty Therapy (Hdbt) | Artisan | 23 |
| **Total No. Of Students Admitted** | | **88** |

She promised to continue working closely with the office for the growth of the college. The Chairman thanked her for the good management that have seen the college pick up very first. He informed her that the office through the sports activities funds will be constructing and installing goal post for basketball and football in the current Financial year.

**MIN 6: 11/2 /2021. Request for reallocation of Project-Ngaaka Assistant chief’s office.**

Members were informed that with the help the well-wishers and the community the office was renovated and it’s in good conditions for use. In reference to the letter dated 2nd February 2021, the community through the assistant chiefs have requested our office to reallocate the funds early allocated for renovation to be used for fencing and installation of the gate. This will help in securing the land and also planting of the trees to improve the environment. Unanimously the members approved the following as the new activities:

| **Project Name** | **Project Code** | **Project Activity** | **Amount Allocated** | **Status** |
| --- | --- | --- | --- | --- |
| Ngaaka Assistant Chiefs Office | 4-017-087-2640507-113- 2019/2020-007 | Construction of compound fence for **1 Acres** and a gate with chain-link and concrete posts Kshs. 300,000 | **300,000.00** | NEW |
| **Total** | | | **300,000.00** |  |

**MIN 7: 11/2 /2021 Project resubmission for declined project FY 2020/2021-Review of the strategic plan.**

Members were informed that among the projects proposed in the financial year 2020/2021 is the review of the strategic plan where the office allocated **Kshs. 565,223.27.** The project has since been declined by the board hence need for resubmission.

Members were informed that the office with consultation with the works officer and the officer commanding police post have agreed on standard design for all the police post i.e. Mulala police post, Kiboko Police post and the Kiaoni police post. The design includes a waiting bay, reporting office, a general office, the office for the officer commanding the police post, a cell and an armory. The cost for the project as per the bills of quantities prepared by the quantity surveyor is Kshs.1.7Million.

During the planning period all the other police post were allocated enough funds except Kiaoni police post which was allocated **Kshs.1.2Million** for the construction of three roomed offices which per much away from the agreed standard office. To maintain the standard of all the police post, the committee has unanimously agreed that the **Kshs. 500,000** be allocated to Kiaoni Police post to top-up the amount early allocated. Also it was agreed that the balance of **Kshs. 65,223.27** be used for purchase of furniture’s for the same police post.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Project Name** | **Project Number** | **Project activity** | **Amount Allocated** | **Status** |
|  | **Security Projects** | |  |  |  |
| 1 | Kiaoni Police post | 4-017-087-2640507-113-2020/2021-020 | Second Phase for Construction of 4No. rooms offices with electricity installed which include: Officer commanding police Post office, reporting office, waiting bay, Amory and a Cell. Kshs **500,000.00**. Purchase of furniture’s (3 office tables, 3 executive chairs, 3 visitor’s chairs and 10 plastic chairs **Kshs. 65,223.27.** | **565,223.27** | New |
|  | **TOTAL KSHS** | |  | **565,223.27** |  |

**MIN 8. 11/2 /2021. Approval for bursary Payment for the needy students.**

Members were informed that out of the **91 students** selected to benefit from the bursary funds set aside for the newly established Kibwezi West Technical and Vocational College only **61 students** had reported. Members approved the list which was tabled by the college principal who was in attendance. It was agreed that once the other students report to the college a decision will be made. It was agreed that each student be awarded **Kshs. 10,000** as agreed earlier.

Members also approved the payment of the bursary for needy students as per the list presented for the different categories that is Secondary, tertiary and special.

**MIN 9. 11/2 /2021. A.O.B**

Members were informed that a Constituency Oversight Committee was formed by the Area Member of Parliament as required by the NG-CDF Act, 2015 section 53 and NG-CDF Act regulations, 2016 section 34. More details of the committee were to be shared later.

There being no other business the meeting ended at 4.30 PM with a word of pray led by Ms. Fauzia Hussein.

***Minutes taken by:* *Confirmed by:***

**FAUZIA HUSSEIN SIMON KYALO KIOKO**  NG-CDFC SECRETARY NG-CDFC CHAIRMAN