**MINUTES OF THE KIBWEZI WEST NG-CDFC MEETING HELD ON 15TH FEBRUARY, 2019 AT THE KIBWEZI WEST NG-CDF OFFICE MAKINDU AT 10.00.A.M**

**MEMBERS PRESENT**

1. Mr. Simon Kyalo Kioko Chairman
2. Ms. Fauzia Hussein Secretary
3. Mr. David Kaberia Murungi FAM
4. Mr. Nalyanya Wanyonyi DCC
5. Mrs. 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

Agenda

1. Opening Prayers.
2. Reading and confirmation of previous minutes
3. Matters arising.
4. Resubmission of declined projects FY 2018/2019.
5. Reallocation of projects FY 2017/2018 –Kibwezi police station staff house.
6. Capacity building of Kibwezi west contractors.
7. Construction of the office car park.
8. A.O.B

**MIN 1: 15/2/2019. Opening prayers/Opening remarks.**

The meeting was called to order at 10.15 AM by the chairman; the opening prayer was led by Mr. Julius Mbatha. He welcomed the members and thanked them attending the meeting.

**MIN 2: 15/2/2019. Reading and confirmation of previous minutes**

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

**MIN 3: 15/2/2019. Matters arising.**

Members were informed that the Kyanginywa secondary contractor was paid as agreed. It was reported that the bursary cheques were drawn and most of them collected by the beneficiary. The meeting with the strategic plan consultant was very successful. It was agreed that the emerging needy cases for bursary be addressed with balances for every ward.

**MIN 4: 15/2/2019. Resubmission of declined projects FY 2018/2019.**

Members were informed that some projects for the FY 2018/2019 were declined hence need to be resubmitted to the NGCDF Board. It was noted that most of the declined were as a result of government directive on police service housing scheme, where the officers will be paid allowance to hire their own houses.

Members noted that the funds allocated for the strategic plan in the FY 2017/2018 was not enough to cater for all the expenses incurred in the preparation of the strategic plan. It was noted that we had a deficit for validation cost, printing and launching of the strategic plan. The members unanimously approved the allocation of Kshs. 1,500,000 to cater for the cost. The following projects activities were approved for funding.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Project Name**  | **Project activity**  | **Amount Allocated** | **Current Status**  |
| 1 | Masumba AP Post | Construction of 4 doors toilets Kshs. 300,000. Fencing of the compound with concrete posts and chain link Kshs. 400,000. Renovation of the ACC office (repair of floor, walls, painting, repair of windows and doors) Kshs. 500,000 | 1,200,000.00 | New |
| 2 | Mithumoni Ass. Chief  | Renovation of the Ass. Chiefs office (repair of floor, walls, painting, repair of windows and doors) Kshs. 300,000 | 300,000.00 | New |
| 3 | Kiboko Ass. Chief office | Construction of 4 doors toilets Kshs. 300,000. Installation of electricity power Kshs 200,000. Purchase of furniture’s (tables and chairs) Kshs. 100,000 | 600,000.00 | New |
| 4 | Makindu Police Station | Construction of Makindu Polices post OCPD office, OCS office ,Reporting and Cell all under one roof |  1,700,000.00  | New |
| 5 | Ngeetha Chiefs office | Renovation of 2 rooms office block (New roof, plastering , flooring and painting) Kshs.250,000.00 construction of 2doors pit latrines and urainal Kshss.200,000.00 | 450,000.00 | New |
| 6 | Kibwezi west Strategic plan |  Validation cost, Printing and launching of the 5 Year Kibwezi west NG-CDF strategic plan |  1,500,000.00  | New |
| 7 | Environments Activities | Purchase and Installation of water harvesting facilities to Primary schools and security facilities (fixing of gutters, tank bases and purchase of tanks 10,000Litres). ***See attached list of schools per ward.*** |  1,700,000.00  | New |
| 8 | Kibwezi West ICT HUB | Construction of a permanent ICT working room to create working Centre’s for the users of the Wi-Fi at Kibwezi CIH sites, Installation of power, working tables and seats. | 600,000.00 | New |
| 9 | Kibwezi West ICT HUB | Construction of a permanent ICT working room to create working Centre’s for the users of the Wi-Fi at Makindu CIH sites, Installation of power, working tables and seats. | 600,000.00 | New |
|   |   |   | 8,650,000.00 |   |

During the financial year under consideration, the office allocated Kshs. 1,700,000. It was agreed that the funds be distributed to the schools and security projects for water harvesting. Based on needs at the site, some schools were given funds for fixing of gutters, construction of tank base and purchase of the water tanks. The following are the benefiting schools.

|  |  |  |
| --- | --- | --- |
|   | **ENVIRONMENT ACTIVITIES FY 2018/2019** |   |
|   | **SCHOOL**  | **BASE** | **GUTTERS** | **TANK** |  TOTAL KSH. |
|   | **NGUU/MASUMBA** |  |  |   |   |
| 1 | MII PRIMARY SCHOOL |  20,000.00  |  26,000.00  |   |   |
| 2 | MASUMBA PRIMARY SCHOOL |  20,000.00  |  26,000.00  |   |   |
| 3 | KAKILI PRIMARY SCHOOL |   |  26,000.00  |   |   |
| 4 | ITAAVA PRIMARY SCHOOL |  20,000.00  |  26,000.00  |   |   |
| 5 | THITHI PRIMARY SCHOOL |   |  26,000.00  |   |   |
| 6 | NGUMA PRIMARY SCHOOL |   |  26,000.00  |   |   |
| 7 | MATUTU PRIMARY SCHOOL |  20,000.00  |  26,000.00  |   |   |
| 8 | UTHASYO PRIMARY SCHOOL |   |  26,000.00  |   |   |
| 9 | NDULU PRIMARY SCHOOL |   |  26,000.00  |   |   |
|  | **Sub Total** |  **80,000.00**  |  **234,000.00**  |  **-**  |  **314,000.00**  |
|   | **NGUUMO WARD** | **BASE** | **GUTTERS** | **TANK** |   |
| 1 | ISAANI PRIMARY SCHOOL |   |  20,000.00  |   |   |
| 2 | KAUNGUNI PRIMARY SCHOOL |   |  20,000.00  |   |   |
| 3 | NDEINI PRIMARY SCHOOL |   |  20,000.00  |   |   |
| 4 | SOTO PRIMARY SCHOOL |   |  20,000.00  |   |   |
| 5 | KATANGIINI PRIMARY SCHOOL |   |  20,000.00  |   |   |
| 6 | UVILENI PRIMARY SCHOOL |   |  20,000.00  |   |   |
| 7 | MUKAMENI PRIMARY SCHOOL |   |  20,000.00  |   |   |
| 8 | KILEMA PRIMARY SCHOOL |   |  20,000.00  |   |   |
| 9 | SYUMILE PRIMARY SCHOOL |   |  20,000.00  |   |   |
| 10 | MUUNDANI PRIMARY SCHOOL |   |  20,000.00  |   |   |
| 11 | SEKELENI PRIMARY SCHOOL |   |  20,000.00  |   |   |
| 12 | KYANDULU PRIMARY SCHOOL |   |  20,000.00  |   |   |
| 13 | YIENI PRIMARY SCHOOL |   |  20,000.00  |   |   |
|   | **Sub Total** |  |  **260,000.00**  |  |  **260,000.00**  |
|   | **EMALI /MULALA WARD** | **BASE** | **GUTTERS** | **TANK** |   |
| 1 | TUTINI PRIMARY SCHOOL |  20,000.00  |  20,000.00  |   |   |
| 2 | KATISAA PRIMARY SCHOOL |   |  20,000.00  |   |   |
| 3 | NGELENGE PRIMARY SCHOOL |   |  20,000.00  |   |   |
| 4 | MWASANGOMBE PRIMARY SCHOOL |   |  20,000.00  |   |   |
| 5 | MULALA PRIMARY SCHOOL |   |  20,000.00  |   |   |
| 6 | KILIKU PRIMARY SCHOOL |   |  20,000.00  |   |   |
| 7 | TUTINI ASSISTANT CHIEF OFFICE |  20,000.00  |  16,000.00  |  90,000.00  |   |
|   | **Sub Total** |  **40,000.00**  |  **136,000.00**  |  **90,000.00**  |  266,000.00  |
|   | **Kikumbulyu SOUTH** | **BASE** | **GUTTERS** | **TANK** |   |
| 1 | KALUNGU PRIMARY SCHOOL |  20,000.00  |  26,000.00  |  90,000.00  |   |
| 2 | KWAKYAI PRIMARY SCHOOL |  20,000.00  |  26,000.00  |  90,000.00  |   |
|   | **Sub Total** |  **40,000.00**  |  **52,000.00**  |  **180,000.00**  |  **272,000.00**  |
|   | **Kikumbulyu NORTH** | **BASE** | **GUTTERS** | **TANK** |   |
| 1 | KATILAMUNI PRIMARY SCHOOL |  26,000.00  |  20,000.00  |   |   |
| 2 | KITULANI PRIMARY SCHOOL |  26,000.00  |  20,000.00  |   |   |
| 3 | NTHONGONI PRIMARY SCHOOL |  26,000.00  |  20,000.00  |   |   |
| 4 | MUKONONI PRIMARY SCHOOL |  26,000.00  |  20,000.00  |   |   |
| 5 | MAKAANI PRIMARY SCHOOL |  26,000.00  |  20,000.00  |   |   |
| 6 | KATHYAKA PRIMARY SCHOOL |  26,000.00  |  20,000.00  |   |   |
| 7 | ITHUMULA PRIMARY SCHOOL |  26,000.00  |  20,000.00  |   |   |
|  | **Sub Total** |  **182,000.00**  |  **140,000.00**  |  |  **322,000.00**  |
|   | **MAKINDU WARD** | **BASE** | **GUTTERS** | **TANK** |   |
| 1 | KIAMBANI PRIMARY SCHOOL |   |  20,000.00  |   |   |
| 2 | SALAMA PRIMARY SCHOOL |   |  20,000.00  |   |   |
| 3 | MAKINDU A PRIMARY SCHOOL |   |  20,000.00  |   |   |
| 4 | SYENGENI PRIMARY SCHOOL |   |  20,000.00  |   |   |
| 5 | MULILI PRIMARY SCHOOL |   |  20,000.00  |   |   |
| 6 | IKOYO PRIMARY SCHOOL |   |  20,000.00  |   |   |
| 7 | MASALANI PRIMARY SCHOOL |   |  20,000.00  |   |   |
| 8 | NZAIKONI PRIMARY SCHOOL |   |  20,000.00  |   |   |
| 9 | YINGOSO PRIMARY SCHOOL |   |  20,000.00  |   |   |
| 10 | KAMBOO PRIMARY SCHOOL |   |  20,000.00  |   |   |
| 11 | KANGII PRIMARY SCHOOL |   |  20,000.00  |   |   |
| 12 | KALII PRIMARY SCHOOL |   |  20,000.00  |   |   |
| 13 | KATULANI PRIMARY SCHOOL |   |  26,000.00  |   |   |
|   | **Sub Total** |   |  **266,000.00**  |   |  266,000.00  |
|   | GRAND TOTAL |   |   |   |  **1,700,000.00**  |

**MIN 5: 15/2/2019. Reallocation of projects FY 2017/2018 –Kibwezi police station staff house.**

Members were informed that currently the government is against construction of staff houses at the police station. In the financial year 2017/2018 the office allocated **Kshs. 1,250,000** to Kibwezi police station for construction of 3 single units of houses.

After consultation with the OCPD and the OCS at Kibwezi police station, it was agreed that the funds be used for construction of a **children protection unit** to handle the underage wrong doers. This will be a mason house with two main rooms one for males and the other for females, it will also have wash room both for females and males.

**MIN 6: 15/2/2019. Capacity building of Kibwezi west contractors.**

Members were informed that there was need to have a capacity building session with our contractor to address some of the emerging issues as per as works are concerned. It has been noted that most of the contractors are complaining due to lack of information especially on the legal requirements. The requirement to be properly registered with **NCA** and **KRA** is mandatory in the works. The issue of charging of 16% VAT and 3% withholding tax is raising a lot of issues with the contractors. Some who lack the basic legal documents feel like they are discriminated from the tenders. Members unanimously agreed that we hold a capacity building with the contractors. The tentative date was set to be on **21/3/2019.**

**MIN 7: 15/2/2019. Construction of the office car park.**

Members were informed that due to the small amount of **Kshs. 200,000.00** allocated to the construction of the car park for our office, it has become had to competitively get a bidder for the works. It was reported that the tender has been advertised twice but no bidder has shown interest with the project. It was noted that most of our allocation for projects are known by the possible bidders. Members agreed that the project be done through labor based. It was agreed that we come up with the schedule of materials and buy them from the local suppliers. The Fund Account Manager was requested to liaise with the Sub county accountant on the way forward on implementation of the project.

**MIN 8: 15/2/2019. A.O.B**

Members were informed to complete the allocating of funds to the projects identified during the strategic forums for the next three financial years i.e. 2019/2020, 2020/2021, 2021/2022 with an estimated development budget of **Kshs.8 Million** per ward for the three financial years. The deadline was sent to be 22/2/2019.

There being no other business the meeting ended at 2.10 pm with a word of pray led by Mr. Julius Mbatha

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

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