**MINUTES OF THE KIBWEZI WEST NG-CDFC MEETING HELD ON 22ND MAY, 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. James Kamau 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. Request for reallocation of the approved projects
5. Resubmission of the declined projects.
6. Payment to the strategic plan consultant.
7. Payment to the office ramp contractor.
8. Approval for the emergency projects.
9. Approval for the purchase of office equipment’s.
10. Approval for the driving course trainees per ward.
11. Report on Chyullu game reserve fencing projects.
12. Facilitation of the Intern up keep.
13. A.O.B

**MIN 1: 22/5/2019. Opening prayers/Opening remarks.**

The meeting was called to order at 10.20 AM by the chairman; the opening prayer was led by Mr. Haston Musyoki. He welcomed the members and thanked them for attending the meeting.

**MIN 2: 22/5/2019. Reading and confirmation of previous minutes**

The minutes of the previous meeting were read and proposed by Mr. Moses and seconded by Ms. Martina Ndinda as a true deliberation of the day.

**MIN 3: 22/5/2019. Matters arising.**

Members were informed that the bursary cheques are out and many have been collected. It was reported that the sports funds had not been transferred to the sports account but was to be done before end other month. It was agreed that the two casual staff will be engaged on contract bases with effect from 1st July 2019 at Job Group A. It was reported that the agreements and the site information for the four CIH projects were forwarded to the Ministry of ICT. It was reported that the Ajira training was very successful with good turn up where **140** youth were trained. The validation of the strategic plan was done and was very successful. Members were informed that the evaluation of contractors for prequalification was not done but it was scheduled for **29/5/2019**. It was agreed that all ward reps to attend together with the technical term.

**MIN 4: 22/5/2019. Request for reallocation of the approved projects**

Members were informed that after doing a feasibility study the proposed site for the installation of the constituency information hubs, it was noted that some of the sites lack the basic requirements hence not able to hold the facilities i.e. in terms of security, space and provision of power. Members resolved that we install only four sites namely, Ngeetha Polytechnic, Kibwezi police station, Masumba ACC office and Kiunduani Chiefs office at a cost of **Kshs. 4,677,027.20.** It was agreed that the one for Ngeetha polytechnic be changed to **Emali Chiefs office** CIH.

Members resolved that the amount allocated for the other six sites named: -Kyanginywa chief’s office, Twaandu Chiefs office, Kiboko AP Post, Vololo Ass. Chiefs office, Kiaoni polytechnic and Tutini Ass. Chiefs office amounting to **Kshs. 7,015,540.80** be reallocated to other projects. It was agreed that we need to improve the infrastructure for sites to be installed by constructing the working sites to provide working space the youth to work from and storage of the laptops. Members were informed that the public works departments had given a bill of quantity for the working class to be about **Kshs.1.5 Million.** Members noted the Kibwezi DCC CIH working and the Kibwezi west NG-CDF office (Makindu) CIH working class were allocated each **Kshs. 600,000** which is not enough to construct the class to completion and procurement of chairs. It was agreed that the two sites be allocated a top up of **Kshs. 900,000 each**. Members unanimously approved the following projects to be funded**.**

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| --- | --- | --- | --- | --- |
| **Project Name** | **Project Number** | **Activity** | **Amount** | **Status** |
| Matiku Secondary school | 4-017-087-2630205-104- 2018/2019-009 | Construction of 2.classroom to completion | 2,000,000.00 | NEW |
| Kibwezi DCC Office CIH Hub | 4-017-087-2211311-108-2018/2019-001 | Top up for Construction of a permanent ICT working room to create working Centre’s for the users of the Wi-Fi at Kibwezi DCC office CIH sites, Installation of power, working tables and seats. | 900,000.00 | NEW |
| Kibwezi West Ng-Cdf Office CIH Hub | 4-017-087-2211311-108-2018/2019-002 | Top up for Construction of a permanent ICT working room to create working Centre’s for the users of the Wi-Fi at Kibwezi west NGCDF Office (Makindu) CIH sites, Installation of power, working tables and seats.. | 900,000.00 | NEW |
| Emali Chiefs Office CIH Hub | 4-017-087-2211311-108-2018/2019-003 | Construction of a permanent ICT working room to create working Centre’s for the users of the Wi-Fi at Emali chiefs office CIH sites, Installation of power, working tables and seats. Installation of power, working tables and seats. | 1,500,000.00 | NEW |
| Kisayani Chiefs Office CIH Hub | 4-017-087-2211311-108-2018/2019-004 | Construction of a permanent ICT working room to create working Centre’s for the users of the Wi-Fi at Kisayani Chiefs office CIH sites, Installation of power, working tables and seats. | 1,500,000.00 | NEW |
| Masumba Acc Office CIH Hub | 4-017-087-2211311-108-2018/2019-005 | Installation of Power and purchase of 40 chairs for Masumba ACC Office CIH | 215,540.80 | NEW |
| **Total** | | | **7,015,540.80** |  |

**MIN 5: 22/5/2019. Resubmission of the declined projects.**

Members were informed that some projects for the FY 2018/2019 amounting to **Kshs. 1,500,000.00** were declined hence need to be resubmitted to the NGCDF Board. 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 also confirmed that the strategic plan budget for our region as per the NG-CDF Board is Kshs. 3,500,000. During our planning meeting last financial year 2017/2018 we allocated Kshs.2.7 Million. It was noted that we had a deficit for Printing and launching of the strategic plan. The members unanimously approved the allocation of Kshs. 800,000 to cater for the cost. The following projects activities were approved for funding.

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| --- | --- | --- | --- | --- |
|  | **Project Name** | **Project activity** | **Amount Allocated** | **Current Status** |
| 1 | Kibwezi west Strategic plan | Printing(1,000 Copies) Kshs.400,000 and launching expenses Kshs.400,000 of the 5 Year Kibwezi west NG-CDF strategic plan | 800,000.00 | New |
| 2 | Masumba ACC CIH | Construction of work tops in the hall to create working site for the youths | 700,000.00 | New |
|  |  | **TOTAL AMOUNT KSHS.** | **1,500,000.00** |  |

**MIN 6: 22/5/2019. Payment to the strategic plan consultant.**

Members were informed that has the consultant has completed his work as per the agreement. The firm has given us the final documents after the validation exercise which was held on **9/5/2019**. The firm has so far been paid 80% of the contract sum of **Kshs. 1,899,000** hence the request for the final payment of the 20% amounting to **Kshs. 378,800.00** inclusive of VAT. Members having been satisfied with the service of the firm, approved the payments of the said amount to ***GREEN CREST TRADING COMPANY LIMITED*** less 16%Vat. It was noted that the firm was ready to assist us in case of any issue pertaining the document.

**MIN 7: 22/5/2019 Payment to the office ramp contractor.**

Members were informed that the office access ramp project site was handed over on 14/2/2019. The contractor for the ramp is Lonestar Ltd who was awarded the tender at tender sum of **Kshs. 1,736,650.** A site inspection was done on 22/5/2019 and the team was satisfied with the progress of the works. The Inspection committee approved the second payment for the works completed totaling to **Kshs. 551,550**. The FAM tabled the certificate of payments prepared by the works officer and the Invoice from the contractor of the said amount. Also members were informed the completion date for the Ramp has been extended to **5/6/2019** due to the shortage of the required type of iron sheets. Members unanimously agreed that the contractor be paid to enable him proceed with the works.

**MIN 8: 22/5/2019. Approval for the emergency projects.**

Members were informed of the various request for emergency assistance from school in line with construction of toilets. Having found that they were cutting across the constituency, it was agreed that we consider one school per ward due to the available funds hence others will be funded once we receive the balance of our allocation from the Board. The following projects were approved:

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| --- | --- | --- | --- | --- |
| **S/NO** | **WARD** | **SCHOOL** | **ACTIVITY** | **AMOUNT Kshs.** |
| 1 | Makindu | Itulani Primary school | Construction of 4doors pit latrine | 300,000.00 |
| 2 | Nguumo | Kaunguni Primary school | Construction of 4doors pit latrine | 300,000.00 |
| ,, | Nguumo | Kalakalya Primary school | Construction of 4doors pit latrine | 300,000.00 |
| 3 | Emali/Mulala | Matiku Primary School | Construction of 4doors pit latrine | 300,000.00 |
| 4 | Kikumbulyu South | Masalani Primary School | Construction of 4doors pit latrine | 300,000.00 |
| 5 | Kikumbulyu North | Yikivala primary school | Construction of 4doors pit latrine | 300,000.00 |
| 6 | Nguu/Masumba | Kakili Primary School | Construction of 4doors pit latrine | 300,000.00 |
|  | **TOTAL amount Kshs.** | |  | **2,100,000.00** |

**MIN 9: 22/5/2019. Approval for the purchase of office equipment’s**.

Members were informed that as per our projects code list for financial year 2018/2019, we budgeted to procure some office equipment’s. The following the items budgeted for:

1. One desktop computer
2. Three UPS
3. One Canon digital camera
4. 3sets of TV
5. Construction of store metallic shelves and a notice board

Members approved the purchase and requested that the procurement process to commerce soonest possible.

**MIN 10: 22/5/2019. Approval for the driving course trainees per ward.**

Members went through the list of trainees brought by the ward reps to check whether they met the set requirement’s. It was found that all were nominated from the active Bodaboda Sacco’s as required and endorsed by the ward reps. It was noted that some Sacco’s have management issues which need to be addressed. It was agreed that the matter be notified to the Area Member of parliament being their patron. It was also agreed that service be offered by the same college that conducted it last year i.e. **Mumbuni Technical Training College**.

**MIN 11: 22/5/2019. Report on Chyullu game reserve fencing projects**.

Members were informed that the Fund Account Manager and the ward rep of Makindu Mr. Moses were invited for a meeting at Karlo office Kiboko on 16/5/2019 to discuss matters concerning the fencing. It was noted that we have a donor David Sheldrek wildlife trust who has given **Kshs.120 Million** to fund the whole project to install the remaining 60 km of electric fence along the Chyullu game reserve. It was reported that leaders have been engaged to address the complaints with the residents of Makindu and Nguumo ward. It was noted that the public is in support of the project except the Wikiamba area where residents are claiming some land from the KARI ranch. In the meeting it was resolved the project will start from Kiboko toward Nguumo. It was agreed that public participation will start in the month of June 2019 first week. Members were informed that we are likely to reallocate all the funds that we had allocated for the said project. Members thanked the donor for the commitments.

**MIN 12: 22/5/2019. Facilitation of the Intern up keep**

Members were informed that we have an intern by the name Alex Muisyo Muthenya a student from Moi University in the office starting **2/5/2019** who has been helping the office to handle bursary issues. It was noted that there was need to provide some token for his upkeep. Members agreed that we pay **Kshs. 5,000** per as we did previous year when the office had another intern.

**MIN 13: 22/5/2019. A.O.B**

It was reported that there is water shortage at Kiboko due to the pollution of Kiboko springs by the leaking oil pipe line. The DCC informed the members that the matter is being handled by the relevant government department from the County and National government.

The PWD representative requested that in future the office to find ways of supporting sports activities for PWD like procuring the racing wheelchair.

The DCC invited members to attend the Madaraka celebration day on 1/6/2019 and the International/National desertification day to be celebrated at Makindu17/6/2019 at Kenya railways ground.

Members were informed that Tanpen Suppliers and Contractors Ltd and Nzeeka Contractors Ltd have engaged a lawyer to complain of cost variation for Kwambae secondary school, Sekeleni primary and Mukononi Primary school projects. They were guided to table the case as per the guidelines of Section 56 of the NG-CDF Act 2015 i.e. is reporting the matter first to the Board.

There being no other business the meeting ended at 3.05 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