**MINUTES FOR THE NG -CDFC MEMBERS HELD ON 18TH JANUARY 2018 AT THE NG-CDF OFFICE**

**MEMBERS PRESENT**

1. MUHSIN KITWANA MEMBER
2. SALIMU KIRINZO MEMBER
3. SAID EDWARD MEMBER
4. THABIT MOHAMMED MEMBER
5. MWANAISHA RASHID MEMBER
6. ROSE KAMENE MEMBER
7. SITA HAMISI MEMBER
8. SHEE MWAGWAYU MEMBER
9. GEORGE ONESMUS FAM( FACILITATOR)
10. SAMUEL TOWETT DCC 1

**IN ATTENDANCE**

1. ATHMAN MADONGA CLERK OF WORKS
2. RAMA ABDALLAH ACCOUNTS ASSISTANT
3. KHADIJA MWAKUTWAA CLERICAL OFFICER

**AGENDA**

1. PRELIMINARIES
2. READING & CONFIRMATION OF PREVIOUS MINUTES
3. INTRODUCTION OF NEW F.A.M
4. APPOINTMENT OF NG-CDFC CHAIRPERSON & SECRETARY
5. PROJECT PROPOSALS F/Y 2017/2018
6. MANAGER’S TRIP TO NAIROBI
7. SITTING ALLOWANCE
8. A.O.B

**NG- CDFC 01/01/2018; PRELIMINARIES**

The chairman called the meeting to order at 11.10 a.m and asked Mr. Shee Omari to lead in the opening prayers. He then officially opened the meeting by thanking all members who have managed to attend this particular meeting which was the first meeting of this financial.

**NG- CDFC 02/01/2018; READING AND COMFIRMATION OF PREVIOUS MINUTES**

The facilitator requested Mr. Salim Kirinzo to read previous minutes of the NG-CDFC and they were confirmed as the true reflection of the previous meeting. It was proposed by Mr. Muhsin Kitwana and seconded by Mr. Said Edward.

**NG- CDFC 03/01/2018; INTRODUCTION OF NEW FAM**

Mr. Muhsin Kitwana who was the facilitator of the meeting informed the members that he would like to introduce new Fund Account Manager to the NG-CDFC members since the other FAM has been transferred to other constituency. The new fund account manager was introduced to the committee and been accepted and promised to work hand in hand with the committee to achieve the required goals and objectives.

**NG- CDFC 04/01/2018APPOINTMENT OF NG-CDFC CHAIRPERSON & SECRETARY**

The facilitator brought the issue to the members on the table and requested the committee to appoint the new NG-CDFC chairperson and the secretary whether by the use of voting or appointing through majority.

Mr said Edward Nzaro proposed Mr. Muhsin Kitwana as the chairman seconded by Thabit Mchambi. After long discussions among members on the appointment of chairperson, they unanimously agreed to the chairmanship of Mr. Muhsin Kitwana.

On the other side of the appointment of the Secretary Mr. Shee Omari proposed Mr Salim Kirinzo seconded by Md. Mwanaisha Rashid. Members also agreed to the secretariat of Mr. Salim Kirinzo the two were appointed un opposed to serve in the NG-CDFC Committee as Chairperson and Secretary respectively.

**NG-CDFC 05/01/2018; PROJECT PROPOSALS FINANCIAL YEAR 2017/2018**

The FAM informed the committee members that in this Financial Year 2017 /2018, every Constituency has been allocated a total sum of **Kshs 86,810,344.82.** After brief explanations on the amount allocated, he recommended that, before we allocate funds for new projects we should consider the ongoing projects first which we allocated first phase in FY 2016/2017.

He also informed that, the proposals will be based on the ward projects proposals and identification which the NG-CDF will just prioritize the eligible projects. For the clarity the chairman requested for the report to be read for all the wards on the project proposals which was read by the Staff(both for the last FY2016-2017 and this FY 2017-2018).

Out of all the projects proposed, the following were prioritized from each Ward and will be funded for during this financial year.

**PROPOSED PROJECTS FOR THE FINANCIAL YEAR 2017-2018**

|  |  |  |
| --- | --- | --- |
| **PROJECT TITLE** | **ACTIVITY** | **AMOUNT**  |
| Emergency | To cater for unforeseen occurrences in the constituency | 4,568,965.52 |
| Administration and Recurrent | To cater for NG- CDFC allowances, staff salaries, vehicle expenses and other administrative costs. | 5,208,620.69 |
| Monitoring & Evaluation/ capacity building | Monitoring & Evaluation, capacity building of NG-CDFC & PMCs |  2,604,310.34 |
| Sports | Purchasing of sports equipments for the teams in the constituency |  1,736,206.90 |
| Bursary | Awarding of bursary to needy students in the Constituency | 22,056,241.37 |
| **SUB TOTAL** |  | **36,174,344.82** |
|  | **EDUCATION** |  |
| **PRIMARY SCHOOLS** | **ACTIVITY** | **AMOUNT** |
| Marigiza Primary School | Construction of 2No. New Classrooms at Marigiza Primary School | 2,400,000.00 |
| Duncan Ndegwa Primary School | Construction of 3No. New Classrooms at Duncan Ndegwa Primary School | 3,600,000.00 |
| Magodi Primary School | Renovation of 3No. Classrooms i.e plastering, roofing, ceiling, painting, electricity e.t.c 1,500,000 & Construction of 4No. Toilets 500,000 at Magodi Primary School | 2,000,000.00 |
| Msambweni Primary School | Renovation of 4No. Classrooms i.e plastering, roofing, ceiling, painting, electricity e.t.c at Msambweni Primary School | 2,000,000.00 |
| Madago Primary School | Renovation of 4No. Classrooms i.e plastering, roofing, ceiling, painting, electricity e.t.c at Madago Primary School | 2,000,000.00 |
| Masindeni Primary School | Construction of 2No. New Classrooms at Masindeni Primary School | 2,400,000.00 |
| Muhaka Primary School | Renovation of 4No. classroom i.e plastering, roofing, ceiling, painting, electricity e.t.c at Muhaka Primary School | 2,000,000.00 |
| Mwakigwena Primary School | Renovation of 4No. Classrooms i.e plastering, roofing, ceiling, painting, electricity e.t.c at Mwakigwena Primary School | 2,000,000.00 |
| Mwamambi Primary School | Construction of 2No. New Classrooms at Mwamambi Primary School | 2,400,000.00 |
| **SUB TOTAL** |  | **20,800,000.00** |
| **SECONDARY SCHOOLS** | **ACTIVITY** | **AMOUNT** |
| Mkwakwani Secondary School | Construction of 2No. New Classrooms at Mkwakwani Secondary school, |  2,400,000.00 |
| Dori Girls Secondary School | Construction of a New Dormitory at Dori Girls Secondary School | 3,000,000.00 |
| **SUB TOTAL** |  | **5,400,000.00** |
|  |  |  |
| **TERTIARY SCHOOLS** | **ACTIVITY** | **AMOUNT** |
| Msambweni Youth & Opportunity Centre | Completion of a youth opportunity centre within the constituency  | 14,000,000.00 |
| **SUB TOTAL** |  | **14,000,000.00** |
|  | **SECURITY PROJECTS** |  |
| **PROJECT NAME** | **ACTIVITY** | **AMOUNT** |
| Kilole Assistant Chief’s Office | Construction of a Pit Latrine and Installation of a Water Tank at Kilole Assistant Chief’s Office |  336,000.00 |
| Mivumoni Location Chief’s office Social Hall | Construction of a Social Hall at Mivumoni Location Chief’s Office |  3,000,000.00 |
| **SUB TOTAL** |  |  **3, 336,000.00** |
|  |  |  |
| **STRATEGIC PLAN** | Preparation of Strategic Plan for the Constituency | 1,500,000.00 |
| **SUB TOTAL** |  | **1,500,000.00** |
|  |  |  |
| **ICT HUB** | Installation of ICT equipments in the Constituency for the four wards i.e Ukunda, Ramisi, Kinondo and Gombato Bongwe Ward | 4,600,000.00 |
| **SUB TOTAL** |  | **4,600,000.00** |
|  |  |  |
| **OTHER PROJECTS** |  |  |
| CDF Office | Construction of a parameter wall and Security shade at NG-CDF Office |  1,000,000.00 |
| **SUB TOTAL** |  | **1,000,000.00** |

**NG-CDFC 06/01/2018; MANAGER’S TRIP TO NAIROBI**

The chairman informed members that the FAM will have to send the project proposals to the NG-CDF Board. Members unanimously agreed and authorized FAM to process his per Dieum for that trip

**NG-CDFC 07/01/2018; SITTING ALLOWANCES**

The FAM has been authorized to process payment of allowances for the members who attended the meeting as follows;

Facilitator 5000 = 5,000/=

Chairman \* 7000ksh = 7,000/=

8members \* 5000ksh = 40,000/=

 **52,000**

 **NG-CDFC 08/01/2018; A.O.B**

The FAM thanked all members who fully participated during this tiresome meeting based on the project proposals and encouraged them to con tinue with the same spirit since it’s just the beginning of the new term.

The chairman Mr Muhsin thanked the members for their cooperation and emphasized on full commitment to CDF functions. The meeting ended with a word of prayer from Shee Omari Mwagwayu at 3.45pm.

**CHAIRPERSON…………………………………... SIGNATURE………………………………………**

**SECRETARY……………………………………… SIGNATURE…………………………………………**