**MINUTES OF NGCDF KILIFI NORTH MEETING HELD ON 25TH JANUARY 2022 AT THE NG-CDF BOARDROOM.**

**MEMBERS PRESENT.**

1. Jenter Kahindi -Chairperson
2. Fredrick Kenga Kutakasa -Secretary
3. Gladys Ngala -Fund Account Manager
4. Daniel Fondo -Member
5. Karisa Benson -Member
6. Janet Chengo -Member
7. Patrick Mbaga -Member
8. Florence Masha -Member
9. Augustine Thoya -Member
10. Geoffrey Tanui -Deputy County Commissioner

**AGENDA**

1. Preliminaries
2. Reading and confirmation of the previous minutes
3. Matters arising
4. Resubmission of project
5. Tabling of performance contract for financial year 2021/2022
6. Revision of Membership and operationalization of sub-committees
7. Approval of handing over budget
8. Other approvals
9. Payments
10. A.O.B

**MIN NO: NG-CDF/KILIFI NORTH/01/25TH JANUARY 2022: PRELIMINARIES**

The chairperson called the meeting to order with a word of prayer from Karisa Benson at 10.17am. She then welcomed and appreciated all the members for showing up for the meeting being the first meeting in 2022.

**MIN NO: NG-CDF/KILIFI NORTH/02/25TH JANUARY 2022: READING AND CONFIRMATION OF PREVIOUS MINUTES**

The secretary read out the minutes of the previous meeting and they were proposed by Daniel and seconded by Patrick to be a true copy of what transpired.

**MIN NO: NG-CDF/KILIFI NORTH/03/25TH JANUARY 2022: MATTERS ARISING**

There were no matters that arose from the previous minutes, and then the secretary introduced the agenda of the day.

**MIN NO: NG-CDF/KILIFI NORTH/04/25TH JANUARY 2022:RESUBMISSION OF PROJECT**



Members were informed that among the 2020/2021 financial year’s projects that had been sent to the NGCDF Board for approval, the RG Ngala School and leadership Academy project that had been allocated Ksh 10,000,000 had not been approved. 

The NGCDF Board that questioned its name and its scope of work.

After some discussion, members agreed that its name would be **RG Ngala Secondary school** and the scope of work would be revised or changed to ‘**Construction of storey building consisting of eight (8) classrooms and administration section of 65 people capacity. Ksh 10,000,000 to fund the substructure, walling and ring beam with suspended slab, doors and windows** i.e. the ground flooras below:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **KILIFI NORTH NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND** | | | | | | | |
| **PROJECT PROPOSAL 2020/2021 FINANCIAL YEAR** | | | | | | | |
| **CODE LIST** | | | | | | | |
| S/No. | **Project Name** | **Project Number** | **Original cost** | **Cumulative Allocation** | **Activity** | **Amount allocated** | **Current Status** |
|  | **EDUCATION PROJECTS** | | | | | | |
|  | **Secondary school project** |  |  |  |  |  |  |
| 1 | RG Ngala Secondary School | 4-003-011-2630205-104-2020/2021-009 | 18,778,109 | - | Construction of storey building consisting of eight (8) classrooms and administration section of 65 people capacity. Ksh 10,000,000 to fund the substructure, walling and ring beam with suspended slab ,doors and windows i.e. the ground floor | 10,000,000 | New |
|  | **TOTAL** |  |  |  |  | **10,000,000** |  |

Thus the project should be re-submitted to the NGCDF Board for the change of scope of the project

**MIN NO: NG-CDF/KILIFI NORTH/05/25TH JANUARY 2022: TABLING OF PERFORMANCE CONTRACT FOR FINANCIAL YEAR 2021/2022**

The FAM informed the members that the performance contract evaluation results for the previous year were out and that the performance for the year 2021/2022 was also out. She tabled the document and took through members all targets that had been set and explained to them what was needed to enable their performance to improve. The following were the targeted performance criteria that had been set for all constituencies:

* Financial; utilization of allocated fund and AIA to be generated
* Service delivery; service charter implementation ,resolution of public complaints
* Core mandate: monthly and quarterly reports, capacity building, communication with stakeholders etc
* Implementation of Presidential Directives, Circulars and Executive orders
* Access to Government Procurement Opportunities
* Promotion of local content in procurement
* Cross-cutting issues e.g. Asset management, Youth internship/Industrial attachment, Disability mainstreaming, Safety and security measures, prevention of HIV/AIDS, road safety mainstreaming, Prevention of Alcohol and drug abuse and corruption prevention

She explained that cooperation from all staff and members was very important so that performance could be easy.

**MIN NO: NG-CDFC/ KILIFI NORTH /06/25TH JANUARY 2022: REVISION OF MEMBERSHIP & OPERATIONALIZATION OF SUB-COMMITTEES.**

Since the one (1) year tenure for the sub-committee for Education Bursary, mock examinations and continuous assessment tests had expired, members approved renewable of the same members as below:

1. Florence Masha

2. Patrick Mbaga

3. Janet Chengo

4. Augustine Thoya

5. Fund Account Manager

6. Ministry of Education representave.

Due to the transfer of the DCC Mr. Josphat Mutisya, all the sub-committees had to change to accommodate the new DCC Mr. Geoffrey Tanui. The following depicts the changes:

1. Monitoring and evaluation sub-committee
2. Benson Karisa
3. Patrick Mbaga
4. Fredrick Kutakasa
5. Jenter Kahindi
6. Daniel Fondo
7. Geoffrey Tanui
8. Gladys Ngala
9. Complaints handling & corruption prevention
10. Benson Karisa
11. Janet Chengo
12. Florence Masha
13. Jenter Kahindi
14. Augustine Thoya
15. Fredrick Kutakasa
16. Daniel Fondo
17. Geoffrey Tanui
18. Gladys Ngala

The changes would be with immediate effect.

**MIN NO: NG-CDF/KILIFI NORTH/07/25TH JANUARY 2022: APPROVAL OF HANDING OVER BUDGET**

The Fund Manager reported that procurement for various projects to be funded in the year 2021/2022 had been concluded and their sites were due for handing over.

Members discussed and agreed to approve a budget to facilitate them carry out the activity scheduled to be held anytime in the month of February 2022.

The activity was to involve NG-CDFC members, staff and Constituency Oversight members. The members approved a budget of Ksh. 332,300 to facilitate them carry out the activity as detailed below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **NO.** | **ITEM** | **No.** | **No. of days** | | **Rate** | **Amount** |
| 1. | NGCDFC members allowances | 8 | 5 | | 5,000 | 200,000 |
| 2 | NGCDFC Chairperson | 1 | | 5 | 7,000 | 35,000 |
| 3. | Oversight members | 3 | | 5 | 5,000 | 75,000 |
| 4. | Staff | 3 | |  | 17,500 | 17,500 |
| 5. | Water |  | |  |  | 4,800 |
|  | **TOTAL** |  | |  |  | **332,300** |

**MIN NO: NG-CDF/KILIFI NORTH/08/25TH JANUARY 2022: OTHER APPROVALS**

There were issues that emanated from a staff meeting with NGCDFC members .Members discussed approve the following to be undertaken with immediate effect;

1. Staff be granted their annual leaves
2. The drivers to be taken for a technical training
3. Before training this financial year needs for the training should be collected to avoid irrelevancy in the trainings.

Then the Fund Manager sought approval from members for procurement of office requirements as below:

1. Branded notice Board
2. T-Shirts and uniforms
3. Preparation and printing of magazines and fliers
4. Repairs of motor vehicle and motorbike
5. Training venues for PMCs and NGCDFCs

The members unanimously approved and gave ago ahead for procurement to start immediately.

**MIN NO: NG-CDF/KILIFI NORTH/9/25TH JANUARY 2022: PAYMENTS**

The members discussed and agreed that the Fund Account Manager to effect a payment as follows:

1. Ksh. 47,000 to NG-CDF members as sitting allowances for meetings held on 25th January 2022.
2. Ksh. 121,920 to NGCDFC for a bursary issuance exercise held on 11th and 14th January 2022.
3. Ksh. 357,300/= to members for a projects handing over exercise held on 17th January to 21st January 2022.
4. Ksh. 332,300/= to members for facilitating them for a site handing over exercise to be undertaken.



**MIN NO: NG-CDF/KILIFI NORTH/10/25TH JANUARY 2022: ANY OTHER BUSINESS**

There being no any other business, the meeting ended with a word of prayer from Jenter Kahindi the Chairperson at 5.07pm.

**Prepared by: Confirmed by:**

SECRETARY ……………………. CHAIRPERSON…………



DATE……………… DATE……………………