



NG-CDF KANGUNDO

Kangundo National Government Constituency Development Fund  
Behind Kangundo Sub County Offices

P.O Box 1035-90115

Kangundo, Kenya

Cell: 0724-781-421

Email: [cdfkangundo@ngcdf.go.ke](mailto:cdfkangundo@ngcdf.go.ke)

**MINUTES OF KANGUNDO NG-CDF COMMITTEE MEETING HELD ON 28<sup>TH</sup> JUNE 2022 AT THE NGCDFC BOARDROOM**

**Members Present:**

1. John Nzuki Kituku- Chairperson
2. Catherine Mary Ngila- Secretary
3. Willis Mwenda- Fund account manager
4. Cosmas Kinguyu Kalavi- Member
5. Belita M. Mutie - Member
6. Cecilia Ndunge- Member
7. Stephen Mutunga- Member
8. James Kilonzo Kivondo- Member
9. Stephen Mutua- Member
10. Ahmed K. Mohamud- DCC

**Agenda**

1. Introduction
2. Confirmation of previous minutes
3. 10M & 12M AIE
4. Kyaandu Primary School- Resubmission
5. Malatani Primary School- Change of activity
6. Staff Contract Renewal
7. Site Handover
8. Monitoring & Evaluation
9. Gratuity Payment
10. Leave Allowance
11. AOB

**KANG- CDFC MIN 01:28/6/2022 INTRODUCTION**

The Chairperson called the meeting to order at 12 pm and invited Mary Ngila to lead in a word of prayer. He welcomed everyone to the meeting and called on all members to actively participate in the meeting

**KANG- CDFC MIN 02:28/6/2022 CONFIRMATION OF PREVIOUS MINUTES**

The FAM then read the minutes of the previous meeting which were confirmed as a true copy. Cosmas Kalavi proposed and she was seconded by Stephen Mutunga.

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**KANG- CDFC MIN 03:28/6/2022 10M & 12M AIE**

The FAM informed the committee that the office had received Kshs 10,588,879 for 2021-2022 through AIE No B155837 The committee deliberated and allocated the funds to the following projects:

AIE B155837 Kshs 10,588,879		
Project	Activity	Allocation
Employees' Gratuity	Payment of staff gratuity for 7 staff	1,107,279
Ngumuti Assistant Chief's Office	Completion of Assistant Chief's Office started by the community (Ring beam, roofing, internal and external plaster, flooring (red oxide), electrical installation, painting)	900,000
Kivi Assistant Chief's Office	Construction of a 2-door pit latrine toilet to completion with ramps and rails for PWDs	300,000
Kawauni Assistant Chief's Office	Construction of a 2-door pit latrine toilet to completion with ramps and rails for PWDs	300,000
Kangundo DEB Secondary School	Construction of 2 classrooms to completion	2,400,000
Kawethei HGM Primary School	Renovation of 3 classrooms to completion; new roof truss, new roof covering, flooring (ceramic tiles), fixing of windows, doors, new verandah, internal and external plaster, internal and external painting and electrical wiring.	1,650,000
Kyaaka Primary School	Renovation of 3 classrooms to completion; new roof truss, new roof covering, flooring (ceramic tiles), fixing of windows, doors, new verandah, internal and external plaster, internal and external painting and electrical wiring.	1,650,000
Matungulu AIC Primary School	Renovation of 2 classrooms to completion; new roof truss, new roof covering, flooring (ceramic tiles), fixing of windows, doors, new verandah, internal and external plaster, internal and external painting and electrical wiring.	1,100,000
Employees' Salaries	Payment of staff salaries for 7 staff	276,100



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Committee Expenses(Admin)	Payment of NG-CDF Committee members Expenses: Allowances, transport, conferences	300,000
Goods and Services	Purchase of Fuel, Office/Vehicle repairs and maintenance, printing, stationery, telephone, electricity, travel and subsistence, office tea	605,500
Total		10,588,879

The FAM also informed the committee that the office had received another AIE No B155955 for Kshs 12,088,879.30 for the financial year 2020/2021 which was the balance of funds for that financial year. The committee deliberated and allocated the funds to the following votes:

AIE No B155955 Kshs 12,088,879.30		
Project	Activity	Allocation
Employees' Salaries	Payment of Staff Salaries	713,656.72
Goods & Services(Admin)	Purchase of Fuel, Office/Vehicle repairs and maintenance, printing, stationery, telephone, electricity, travel and subsistence, office tea	146,746.74
NSSF	Payment of NSSF Deductions	103,680.00
Emergency	To cater for any unforeseen occurrences in the constituency during the financial year	1,300,000.00
Goods and Services	Purchase of Fuel, Office/Vehicle repairs and maintenance, printing, stationery, telephone, , travel and subsistence	100,000.00
Committee expenses	Payment of NG-CDF Committee members Expenses: Allowances, transport, conferences	1,124,795.84
CDFC/PMC Capacity Building	Undertaking Training of the PMCs/ NG CDCFs on NG CDF Related issues, benchmarking and other trainings	1,300,000.00

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Kakuyuni Police Station	Construction of a septic tank(Kshs 1,400,000), 5 One-Bedroomed Staff Houses(Kshs 2,400,000), 2-Door Pit Latrine and 2-Door Bathroom(Kshs 400,000) to completion	4,300,000.00
Kawauni Assistant Chief's Office	Construction of a two-roomed office with a boardroom to completion	1,600,000.00
Kivi Assistant Chief's Office	Construction of a two-roomed office with a boardroom to completion	1,400,000.00
Total		12,088,879.30

The committee also approved transfer of funds to the PMC accounts.

**KANG- CDFC MIN 04: 28/6/2022 KYAANDU PRIMARY SCHOOL RESUBMISSION**

The committee deliberated and approved the resubmission of the project Kyaandu Primary School- Purchase of 2 acres of land for proposed Kyaandu Primary School, Kshs 1,500,000 to Kakuyuni Primary School- Construction of 1 classroom to completion- Kshs 1,400,000 and Kangundo ACC's Office- Purchase of furniture for the office Kshs 100,000( 2 Office Tables- Kshs 40,000, 2 Chairs- Kshs 30,000, Two Office Cabinets- Kshs 30,000). The resubmission was done because the PMC was unable to submit documents supporting the project in time.

**KANG- CDFC MIN 05: 28/6/2022 MALATANI PRIMARY SCHOOL CHANGE OF ACTIVITY**

The FAM informed the committee that Malatani Primary School had requested for two change of activities for two projects that had been proposed in 2020/2021(Purchase of Land-0.5 Acres for school expansion- Kshs 500,000) and 2021/2022 (Purchase of a one and a half acre piece of land for school expansion- Kshs 1,000,000). This is because the school had been unable to identify land close to the school that has a title deed. The school now proposes to have Renovation of 1 classroom(new roof truss, new roof covering, flooring (ceramic tiles), fixing of windows, doors, new verandah, internal and external plaster, internal and external painting and electrical wiring) for Kshs 500,000 for the 2020/2021 project and Renovation of 1 classroom(new roof truss, new roof covering, flooring (ceramic tiles), fixing of windows, doors, new verandah, internal and external plaster, internal and external painting and electrical wiring) and construction of a gate for Kshs 1,000,000 for the 2021/2022 project.



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The committee deliberated and approved the change of activity. The FAM is to write to the Board to seek further authority.

**KANG- CDFC MIN 06: 28/6/2022 STAFF CONTRACT RENEWAL**

The FAM informed the committee that the contract of Newton Mutembei Mwiti was ending in June 2022. The committee deliberated and approved that his contract be renewed on a longer term basis and with benefits for a period of 1 year starting from July 2022. The committee also approved a review of his salary from Kshs 36,200 to Kshs 45,270(Basic-37,070 House-4,200 Commuter-4000) effective July 2022

The committee also approved extension of Dennis Mutisya Munyao's contract to a one year contract from August 2022 and reviewed his salary from Kshs 34,800 to Kshs 43,800(Basic-35,600 House-4,200 Commuter-4,000) inclusive of other benefits effective August 2022.

**KANG- CDFC MIN 07: 28/6/2022 SITE HANDOVER**

The committee deliberated and approved payment of site handover allowances for the activity of site handover that took place on the dates of 12/5/2022, 14/6/2022, 15/6/2022 and 27/6/2022. The budget for the activity is as follows:

Site Handover(4 days)	Kshs
Allowance for 1 chair @ Kshs 7000 for 4 days	28,000
Allowance for 9 members @Kshs 5000 each for 4 days	180,000
Allowance for Sub-County Engineer	20,000
Allowance for 3 staff for 4 days	22,000
Lunch and refreshments for 14 persons for 4 days	56,000
Total	306,000

**KANG- CDFC MIN 08: 28/6/2022 MONITORING & EVALUATION**

The committee deliberated and approved the activity of monitoring and evaluation to take place from 4<sup>th</sup> July-11<sup>th</sup> July, 2022 in the following institutions: Kanzalu Hill Primary, Kwambalu Primary, Kitongi Primary, Kwandiu Primary, Kiomo Primary, Kwamwenze Primary, Kathome Primary, Iia Itune Primary, Miu Primary, Kinyungu Primary, Mbondoni Primary, Mususye Primary, Matetani Secondary, Unyuani Primary, Kitwii Boys Primary, Kikalu Primary, Kikondeni Primary, Kilindiloni Primary, Masewani Primary, Kiomo Primary, Kathaana Primary, Kangundo DEB Secondary, Kithuiani Primary. The budget for the activity is as follows:



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Monitoring & Evaluation (6 days)	Kshs
Allowance for 1 chair @ Kshs 7000 for 6 days	42,000
Allowance for 12 members @Kshs 5000 each for 6 days	360,000
Allowance for 3 staff for 6 days	33,000
Lunch and refreshments for 14 persons for 6 days	84,000
<b>Total</b>	<b>519,000</b>

**KANG- CDFC MIN 09: 28/6/2022 GRATUITY PAYMENT**

The committee deliberated and approved the payment of gratuity for staff whose contracts had expired in December 2021 having run from December 2018. The staffs are Damaris Maluki, Matthew Mutinda, John Mutinda and Anne Mumbua to be paid an amount totaling Kshs 1,107,279. Isaac Mwendia who resigned in April 2022 is also to be paid gratuity for the period Feb 2021 to April 2022 totalling to Kshs 153,617.40

**KANG- CDFC MIN 10: 28/6/2022 LEAVE ALLOWANCE**

The committee deliberated and approved payment of leave allowance for staff who had not been able to take leave during the financial year 2021/2022 due to the busy schedule of the office. Newton Mutembei is to be paid leave for 11 days (Kshs 18,100), Damaris Maluki for 11 days(Kshs 24,785), John Mutinda for 7 days (Kshs 12,390), Matthew Mutinda for 7 days (Kshs 11,283), Emmanuel Mutua for 11 days (Kshs 21,170)and Ann Mumbua for 7 days (Kshs 16,925).

**KANG- CDFC MIN 11: 28/6/2022 AOB**

The committee approved payment of the following funds:

1. Allowances of the day's meeting as per the budget below:

<b>Allowances for the days meeting</b>	
Allowance for 1 Chairperson @ Ksh 7,000	7,000
Allowance for 9 members @Kshs 5,000 each	45,000
Lunch & refreshments for 10 members	10,000
<b>Total</b>	<b>62,000</b>



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2. Fare for the Chairperson and Secretary when they come to sign minutes @ Kshs 3000 each- Kshs 6,000
3. Airtime for the Chairperson, Secretary and FAM for the month of June @Kshs 5,000 each per month totaling to Kshs 15,000

There being no other business, the meeting closed with a word of prayer from James Kivondo at 2 pm.

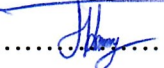
Minutes complied by:

  
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Catherine Mary Ngila

Secretary

Minutes approved by

  
.....

John Nzuki Kituku

Chairperson

Minutes confirmed by

  
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Willis Mwenda Mbabu

Fund Account Manager