



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

MINUTES OF KANGUNDO NG-CDF COMMITTEE MEETING HELD ON 9TH SEPTEMBER 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. 12.5 M AIE
4. Emergency reallocation
5. Change of activity
6. Benchmarking
7. Site Handover
8. Staff Training
9. Bursary Secondary
10. AOB

KANG- CDFC MIN 01:9/9/2022 INTRODUCTION

The Chairperson called the meeting to order at 11 am and invited James Kivondo 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 02:9/9/2022 CONFIRMATION OF PREVIOUS MINUTES

The FAM then read the minutes of the previous meeting which were confirmed as a true copy. James Kivondo proposed and he was seconded by Stephen Mutua.



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KANG- CDFC MIN 03:9/9/2022 12.5M AIE

The FAM informed the committee that the office had received Kshs 12,500,000 for 2021-2022 through AIE No A 895098 The committee deliberated and allocated the funds to the following projects:

AIE No A 895098, Kshs 12,500,000		
Project	Activity	Amount
Goods & Services(Admin)	Purchase of Fuel, Office/Vehicle repairs and maintenance, printing, stationery, telephone, electricity, travel and subsistence, office tea	227,553.74
NHIF	Payment of NHIF Deduction for 7 staff	18,900.00
Committee Allowances(Admin)	Payment of NG-CDF Committee members Expenses: Allowances, transport, conferences	269,055.40
Goods & Services(M&E)	Purchase of Fuel, Office/Vehicle repairs and maintenance, printing, stationery, telephone, travel and subsistence	100,000.00
Committee Allowances(M&E)	Payment of NG-CDF Committee members Expenses: Allowances, transport, conferences	1,467,885.23
Emergency	To cater for any unforeseen occurrences in the constituency during the financial year	1,392,207.00
Miu Assistant Chief's Office	Purchase and installation of 10,000 litres water tank (Kshs.90,000), masonry base construction (Kshs.150,000) and water gutters and pipes (Kshs.102,722.2) for the office	342,722.18
Kawauni 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.	1,625,000.00
Syanthi SA Primary School	Construction of 2 classes to completion	2,156,676.45
Malatani Primary School	Renovation of 1 classroom and completion of a gate	1,000,000.00
Kakuyuni Primary School	Construction of 1 classroom to completion	1,400,000.00
Unyuani Secondary School	Construction of 2 classes to completion	2,400,000.00
Kangundo ACCs Office	Purchase of furniture for the office	100,000.00



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Total	12,500,000.00
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The committee also approved transfer of funds to the PMC accounts. Further, the committee also approved the transfer of funds to Mukuyuni SA Secondary School-Construction of a school gate- Kshs 128,970

KANG- CDFC MIN 04: 9/9/2022 EMERGENCY REALLOCATION

Given the close of the financial year 2021/2022, the committee deliberated and proposed the reallocation of the balance of emergency vote, Kshs 1,392,207 to the following projects:

1. Kwamwenze Primary School- Construction of a 2-door pit latrine with a door for PWDs- Kshs 400,000
2. Kyai Primary School- Construction of a 2-door pit latrine with a door for PWDs- Kshs 400,000
3. Ngumuti Assistant Chief's Office- Additional funds for completion of assistant chief's office started by the community- Kshs 300,000
4. Kangundo NGCDF Office- Murraming of the office entrance(excavation, hardcore hand packing & compacting, blinding, levelling)- Kshs 292,207

The FAM is to write to the Board to request the approval.

KANG- CDFC MIN 05: 9/9/2022 CHANGE OF ACTIVITY

The FAM brought to the attention of the committee that the Sub-county works officer had suggested that the activities of two projects needed to be reviewed because the budget was not sufficient to cater for all the project activities suggested.

One was 2021/2022 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- Kshs 1,650,000. The three classes were observed to be in very dilapidated state and the budget was only sufficient to renovate two after preparing the bill of quantities. Hence the suggested activity is: Kyaaka Primary School- Renovation of 2 classrooms to completion; new roof truss, new roof covering, flooring (ceramic tiles), fixing of windows, doors, new verandah, ramp, internal and external plaster, internal and external painting and electrical wiring- Kshs 1,650,000

The other was 2020/2021 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



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Bathroom(Kshs 400,000) to completion- Kshs 4,300,000. The station's leadership had suggested that instead of having an outside pit latrine and bathroom all the houses be made ensuite. Further, after preparing the bill of quantities the works officer observed that with the recent increase in the cost of construction inputs the initial budget would not suffice to complete all the work. The new proposed activity is now: Construction of a septic tank(Kshs 700,000), 4 One-Bedroomed Staff Houses ensuite(Kshs 3,600,000)- Kshs 4,300,000

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

KANG- CDFC MIN 06: 9/9/2022 BENCHMARKING

The committee deliberated and approved the activity of benchmarking to Mwala Constituency for five days from 24th October to 28th October, 2022. The budget for the activity is as follows:

Benchmarking Budget	Kshs
Allowances for 1 chair for 5 days	35,000
Allowances for 9 members for 5 days	225,000
Per Diem For 10 members for 5 days	300,000
Per Diem for DA,DIA & Sub County Engineer for 5 days	126,000
Fuel for two vehicles for five days	20,000
Transport for 13 members to and fro for five days	130,000
Lunch and refreshments for 13 members for five days	65,000
Total	901,000

KANG- CDFC MIN 07: 9/9/2022 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 29th July, 2022 and 6th September, 2022. The budget for the activity is as follows:

Site Handover(2 days)	Kshs
Allowance for 1 chair @ Kshs 7000 for 2 days	14,000
Allowance for 9 members @Kshs 5000 each for 2 days	90,000
Allowance for Sub-County Engineer	10,000
Allowance for 3 staff for 2 days	11,000

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Lunch and refreshments for 14 persons for 2 days	28,000
Total	153,000

KANG- CDFC MIN 8: 9/9/2022 STAFF TRAINING

The committee deliberated and approved the training of staff at the Kenya School of Government & Kenya Institute of Highways and Building Technology. Each staff is also to get an allowance of Kshs 4,000 per day for each day of training and fare of Kshs 4,000 per day for those commuting from home. The budget for the training is as follows.

Staff Name	Course	Course Cost(Kshs)	Allowance(Kshs)	Total
Damaris Maluki	Public Procurement & Contract Management for Practitioners- Kenya School of Government	29,000- No acc	40,000	69,000
Newton Mutembei	Cash and Treasury Management Training- Kenya School of Government	52,200- With acc	20,000	72,200
Dennis Mutisya	Financial Accounting, Reporting and Analysis- Kenya School of Government	52,200- With acc	20,000	72,200
Emmanuel Mutua	Project Development & Management- Kenya School of Government	136,880- With acc	50,000	186,880
John Mutinda	Refresher, Defensive & First Aid Course for Drivers- Kenya Institute of Highways and Building Technology	58,240- With acc	20,000	78,240
Total		328,520	150,000	478,520

**acc is accommodation*

KANG- CDFC MIN 9: 9/9/2022 BURSARY SECONDARY

The committee deliberated and approved the issuance of bursary to 47 students each to get Kshs 15,000 totalling to Kshs 705,000



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KANG- CDFC MIN 10: 9/9/2022 AOB

The committee approved payment of the following funds:

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

Allowances for the days meeting	
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
Total	62,000

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 July, August & September @Kshs 5,000 each per month totaling to Kshs 45,000
4. The committee also approved the per diem and allowances for the Chairperson, FAM & Sub-county Accountant for the IPSAS & PC evaluation exercise that was to be carried out in Mombasa from 17th to 22nd September, 2022. The budget is as follows:

Mombasa IPSAS & PC Review Workshop- 17th Sep to 22nd Sep 2022	
Allowance for the Chairman for 5 days @Kshs 7,000 each	35,000
Fare for the Chairperson to and fro Mombasa	10,000
Two Night outs for the Sub-County District Accountant	23,600
Fare for the Sub-County Accountant to and fro Mombasa	10,000
Two night outs for the FAM	23,600
Fare for the FAM to and fro Mombasa	10,000
Total	112,200

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



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Minutes compiled 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