



National Government Constituency Development Fund
Jomvu Constituency
Behind Islamic Teachers Training College, Mikindani
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**MINUTES OF JOMVU NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND
COMMITTEE MEETING HELD ON 18TH FEBRUARY, 2021 AT NG-CDF OFFICE, MIKINDANI**

MEMBERS PRESENT

- | | |
|-------------------|------------------------------|
| 1. Alex Namasambu | - Chairman |
| 2. Dennis Zuwa | - Secretary |
| 3. Ganatra Robert | - Member |
| 4. Hamisi Mwadime | - Member |
| 5. Ummi Athman | - Member |
| 6. Tima Mwaita | - Member |
| 7. Rehema Bahaj | - Member |
| 8. Seif Kalama | - Member |
| 9. Patrick Chege | - Deputy County Commissioner |
| 10. Eunice Anubi | - Fund Account Manager |

AGENDA

1. Opening Remarks
2. Reading and Confirmation of the Previous Minutes
3. Matters Arising
4. Bursary Launch
5. Projects Status
6. Re-scheduling of PMC Training
7. Reallocation/Change of Activity
8. Approval of Payments
9. Any Other Business

MIN: NG-CDFC/JOMVU/01/18TH FEB 2021: OPENING REMARKS

The Chairman called the meeting to order at 11:15 a.m. and asked Rehema Bahaji to open with a word of prayer. He reminded the members to follow the Covid-19 regulations as directed by the Ministry of Health.

**MIN: NG-CDFC/JOMVU/02/18TH FEB 2021: READING AND CONFIRMATION OF THE
PREVIOUS MINUTES**

The Secretary read aloud the minutes of the previous meeting held on 29th January, 2021. They were proposed by Ganatra Robert and seconded by Tima Mwaita as a true record of what transpired.

CHAIRMAN.....*Alex Namasambu*.....

DATE.....*19/02/2021*.....

SECRETARY.....*Dennis Zuwa*.....

DATE.....*19/02/2021*.....

MIN: NG-CDFC/JOMVU/03/18TH FEB 2021: MATTERS ARISING

- The Chairman informed the committee that delivery of Miritini Complex School bus was delayed because the supplier had requested for payment before delivery is done. The Fund account manager advised that the Mechanical engineer, Miritini Complex Secondary School representative and NG-CDFC representative to visit the dealers for pre-delivery inspection of the bus to ensure that requirements have been complied with before approval of the payment.
- Members were informed that during the audit exercise by the OAG it was determined that not all NG-CDFC members should receive airtime monthly. The committee was advised that only the executive and the office should get airtime. It was therefore resolved that the amount for airtime be revised to Kshs. 12,000 for these offices.
- It was noted that the interns' position had not been advertised for. The FAM would ensure that three positions were advertised for by 15th March 2021.

MIN: NG-CDFC/JOMVU/04/18TH FEB 2021: BURSARY LAUNCH

Cheques for the third phase of 2019/2020 Bursary award for Secondary Schools had been written. It was resolved that the launch should be done on 20 Feb 2021 at Miritini World Bank Primary School. It had been observed that Postal Corporation of Kenya had previously delayed in delivery of cheques. Members resolved that parents would be issued with the cheques for delivery to schools as soon as possible. They would be requested to bring the receipts to the office after delivering the cheques. Any remaining cheques would be given to Postal Corporation of Kenya for delivery to the different institutions.

MIN: NG-CDFC/JOMVU/05/18TH FEB 2021: PROJECT STATUS

The FAM presented the status of ongoing projects to the committee as follows:

No.	Project Name	Current Status
1.	Jomvu Sub-County Office Complex (Phase I)	Works remaining include: external works (cable paving), toilet fittings and Connection to KPLC mains electricity
2.	Aldina Primary School (perimeter wall)	Walling was in progress and 40% of the works have been completed
3.	Aldina Primary School (water tower)	Works had been completed and were awaiting handing over
4.	Maganda Primary School (water tower)	Works ongoing with finishes in progress. Awaiting installation of water tanks
5.	Miritini ACC's Office	Roofing, walling, plastering have been completed. External toilet works are ongoing with 80% of the project works completed.
6.	Jomvu ACC's Office	The project had commenced again after land issues were resolved and excavation works for sub-structure are complete.
7.	Kwashee Primary School	Renovation works on block A are almost complete

CHAIRMAN... *[Signature]*

DATE... 19/02/2021

SECRETARY... *[Signature]*

DATE... 19/02/2021

8.	Jomvu AP Units	The contractor had done concreting of the first floor slab and curing was in progress
9.	Miritini Complex High School	Excavation works for well and septic tank are ongoing. Soak pit walling is complete

The committee was informed that award and regret letters for re-tendered projects had been sent to the bidders and were awaiting response. Members approved monitoring visit to projects to be held on 4-5 March 2021 alongside site handing over for the re-tendered projects.

MIN: NG-CDFC/JOMVU/06/18TH FEB 2021: RE-SCHEDULING OF PMC TRAINING

The PMC training had not been carried out as earlier planned due to several reasons including suitability of identified venue and workload in relation to bursary cheque preparation. Members resolved after a lengthy discussion to reschedule the PMC training to take place on 11th & 12th March 2021 to be held at Good News SDA Church Mikindani. A revised budget of Kshs. 625,000 for the exercise was approved as attached.

MIN: NG-CDFC/JOMVU/07/18TH FEB 2021: REALLOCATION/CHANGE OF ACTIVITY

- The Deputy County Commissioner presented a request for purchase of equipment for their office including desktop computers, laptops and photocopier/printer/ scanner. Members deliberated on the matter and resolved to reallocate Kshs. 500,000 from Emergency fund for the FY 2019/2020 to DCC's Office Equipment for purchase of office equipment: three (core i5) desktop computers, one photocopier/printer/scanner, two (core i5) laptops - one each for the DCC's office and Clerk of Works.
 - Amani Primary School requested reallocation of unspent project balances of Kshs. 265,000 to purchase 45 desks for pupils. The committee approved the request and asked FAM to forward it to the Board for approval.
 - Kwashee Primary School had requested to use the savings on renovation of toilets project to drill a borehole with all equipment necessary to provide water for use in the toilets. The committee had observed during monitoring that the school has an existing borehole funded by the County government which was not equipped. The FAM pointed out that it would be necessary to get necessary approval from the County for equipping the already existing borehole before funds are allocated.
- The FAM was requested by the members to follow up on the legal government procedures.

MIN: NG-CDFC/JOMVU/08/18TH FEB 2021: APPROVAL OF PAYMENTS

The committee approved the following payments:

1. NG-CDFC members sitting allowances for today's meeting (18 February, 2021); Kshs. 47,000
2. Allowances to two NG-CDFC members filing papers and attending court case on 9 & 22 February, 2021; Kshs. 20,000

CHAIRMAN.....*[Signature]*

DATE.....19/02/2021

SECRETARY.....*[Signature]*

DATE.....19/02/2021

3. Allowances to members and staff to be involved in opening and evaluation of quotations for NG-CDFC uniforms on 24 February, 2021; Kshs. 15,000
4. Allowances to members involved in opening and evaluation of quotations for NG-CDF office toners on 10 February, 2021 ; Kshs. 15,000
5. Allowances to members involved in opening and evaluation of quotations for motor vehicle tyres on 16 February, 2021 ; Kshs. 15,000
6. Allowances to Chairman, Sub-County Accountant and staff while writing and signing bursary cheques on 15 - 17 February, 2021; Kshs. 42,000
7. Allowances to NG-CDFC members, staff and government officers for launch of bursary to be held on 20th February 2021; Kshs. 181,750
8. Allowances to NG-CDFC members, staff and government officers for monitoring and site handing over program to be held on 4-5 March 2021; Kshs. 163,000
9. Payment for motor vehicle insurance for GKB 828S to Jubilee Insurance Limited; Kshs. 222,748
10. Payment for delivery of bursary cheques to Postal Corporation of Kenya Limited; Kshs. 69,600

MIN: NG-CDFC/JOMVU/09/18TH FEB 2021: ANY OTHER BUSINESS

- A member asked the committee to be observant on time management.
- A member requested the FAM to have a monthly kitchen budget for the office.

There being no other business the meeting was adjourned with prayer by Mr Patrick Chege at 3:00 p.m.

Minutes approved by:

CHAIRMAN.....*Njirani*.....

SECRETARY.....*Aluma*.....

DATE.....*19/02/2021*.....

DATE.....*19/02/2021*.....