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| National Government Constituency Development Fund | Kinango Constituency  2018 | |
| **Minutes of the Meeting held on Wednesday, January 10th, 2018 at Kinango NG-CDF Office Boardroom.** | | Kinango NG-CDF Committee |

**Present:**

1. Rashid Bavu Kurera **– Chairman**
2. Beatrice Mbeyu Joto **- Secretary**
3. Ngome Chitaphi Kidilo– Member
4. Amina Hussein – Memeber
5. Kimani Lemna – Member
6. Lilian Nyanje – Member
7. Rebecca Mwaka – Member
8. Adhiban Mugandi Munyika - Member
9. Vivian Mbaya - (ACC) - Member
10. Josef Kumbatha (FAM) - Member

**In attendance:**

1. Richard Itambo - Constituency Office Manager
2. Augostino Mukamba - CDF Office Project Coordinator
3. Barnabas Munyao - Sub-county works Officer

**Agenda:**

1. Opening remarks by Chairman
2. Reading and Confirmation of minutes of previous meeting
3. FY 2017/2018 - Project Proposal Budget
4. Recruitment of CDF Office Staff
5. Disposal of Land cruiser motor vehicle - GKB 902F
6. Any Other Business (A.O.B).

**Preliminaries:**

Meeting begun at 1130 hours with a word of prayer by Lilian Nyanje

The chairman begun by thanking members for attending the session in time and their devotion to serve selflessly

He recognized the presence of the sub-county works officer and thanked him for finding time to attend the sitting.

He urged all to remain focused in the day's agenda as it was long and loaded with weighty matters.

**Min.01/10/01/2018 – Reading and confirmation of Minutes of previous meetings**

Minutes of the meeting held on Thursday, December 14th 2017 (Inaugural meeting) were read and confirmed by Ngome Kidilo seconded by Rebecca Mwaka.

Minutes of the meeting held on Wednesday, December 20th 2017 (Handing over – taking over meeting) were read and confirmed by Lilian Nyanje seconded by Mugandi Munyika.

All minutes were unanimously adopted by the committee as a true record of those sittings’ deliberations.

**Min.02/10/01/2018 – Matters arising from minutes of previous meetings**

Min.01/14/12/2017 - Election of committee chairperson and secretary

Members were informed that the forwarding of the names of the chairman and secretary to the NG-CDF Board was awaiting the confirmation and signing of the minutes but now would be initiated as the minutes have been confirmed and duly signed.

Min.02/14/12/2017 - Any Other Business

The committee confirmed that the handing over - taking over meeting was successfully held on the 20th December 2017.

Min.03/20/12/2017 - Change of Constituency Bank Account Signatories

The committee was informed that the process was awaiting the confirmation and signing of the minutes authorizing the change and that was going to be initiated soonest now that the minutes have been duly confirmed and signed.

Min.04/20/12/2017 - Any Other Business

Members were briefed that the Induction course envisaged was still awaiting funds for facilitation from the NG-CDF Board.

**Min.03/10/01/2018 – FY 2017/2018 - Project Proposal Budget**

The chairman tabled the guidelines from the NG-CDF Board on the preparation of project proposal budget for the FY 2017/2018.

The sub-county works officer tabled cost estimates of various works as follows

|  |  |  |
| --- | --- | --- |
| **S/no.** | **Premises** | **Cost estimate (kshs)** |
|  | 80 bed dormitory | 7 million |
|  | Administration block | 5.2 million |
|  | Science laboratory | 4.5 million |
|  | Staff quarters (bed sitters) per unit | 1.3 million |
|  | Classroom | 1.2 million |
|  | Renovations per classroom | 600,000.00 |

The Fund manager tabled the Third schedule indicating the balance available for allocation to projects after charging the statutory deductions as follows;

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***2015*** *National Government Constituencies Development Fund No. 30*

THIRD SCHEDULE *(s. 15)*

CONSTITUENCY PROJECTS SUBMISSION FORM

Constituency No 010 Constituency Name KINANGO CONSTITUENCY Financial Year 2017/2018

|  |  |  |
| --- | --- | --- |
| Serial | Name of Project | Amount Allocated |
| 010/AP1 | Administration & Recurrent (6%) | 5,208,620.00 |
| 010/AP2 | Monitoring & Evaluation and Capacity Building (3%) | 2,604,310.00 |
| 010/2640100 | Social Security Programs, Education Bursary, Mocks and Continuous Assessment Tests (35%) | 22,000,000.00 |
| 010/2630204 | Education - Primary School Projects | 47,751,422.10 |
| 010/2630205 | Education - Secondary School Projects |
| 010/2640507 | Security Projects |
| 010/2640509 | Sports (2%) |
| 010/2640505 | Environment (2%) |
| 010/3110701 | Motor vehicle |
| 010/2211310 | Constituency Strategic Plan |
| 010/2211311 | Constituency Innovation Hubs (CIH) | 4,677,027.20 |
| 010/2640200 | Emergency Reserve (5%) | 4,568,965.52 |
| Total | | 86,810,344.82 |

Guided by the data collected during the project proposal public barazas, the committee allocated funds to projects as follows;

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***2015 National Government Constituencies Development Fund No. 30***

**THIRD SCHEDULE** *(s. 15)*

**CONSTITUENCY PROJECTS SUBMISSION** FORM

Constituency No **010** Constituency Name **KINANGO CONSTITUENCY** Financial Year **2017/2018**

|  |  |  |
| --- | --- | --- |
| Serial | Name of Project | Amount Allocated |
| 010/AP1 | Administration & Recurrent (6%) | 5,208,620.00 |
| 010/AP2 | Monitoring & Evaluation and Capacity Building (3%) | 2,604,310.00 |
| 010/2640100 | Social Security Programs, Education Bursary, Mocks and Continuous Assessment Tests (35%) | 22,000,000.00 |
| 010/2630204 | Education - Primary School Projects | 31,051,422.10 |
| 010/2640507 | Security | 5,000,000.00 |
| 010/2640509 | Sports (2%) | 1,500,000.00 |
| 010/3110701 | Motor vehicle | 6,200,000.00 |
| 010/2211310 | Strategic Plan | 4,000,000.00 |
| 010/2211311 | Constituency Innovation Hubs (CIH) | 4,677,027.20 |
| 010/2640200 | Emergency Reserve (5%) | 4,568,965.52 |
| Total | | 86,810,344.82 |

Projects Budget Allocations

| **Project Name** | **Original Cost** | **Project activity** | **Amount Allocated** | **Current Status** |
| --- | --- | --- | --- | --- |
| Employees Salaries | 1,800,000.00 | Payment of staff salaries and gratuity | 1,800,000.00 | New |
| Goods and Services | 820,060.00 | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea | 820,060.00 | New |
| NSSF | 34,560.00 | Payment of NSSF Deductions | 34,560.00 | New |
| NHIF | 54,000.00 | Payment of NHIF Deductions | 54,000.00 | New |
| Committee Expenses | 2,500,000.00 | Payment of Committee sitting allowances, transport, conferences | 2,500,000.00 | New |
| Committee Expenses | 2,000,000.00 | Payment of Committee sitting allowances, transport, conferences | 2,000,000.00 | New |
| CDFC, PMC & Staff Capacity Building | 604,310.00 | Undertake Training of the PMCs, CDFCs and Office Staff on CDF Related issues | 604,310.00 | **New** |
| Emergency | 4,568,965.52 | To cater for any unforeseen occurrences in the constituency during the financial year | 4,568,965.52 | **New** |
| Secondary Schools Bursary | 10,000,000.00 | Cater for bright and needy students in secondary schools | 10,000,000.00 | **New** |
| Tertiary Institutions Bursary | 12,000,000.00 | Cater for bright and needy students in tertiary institutions | 12,000,000.00 | **New** |
| Kumbulu Primary School | 2,000,000.00 | Renovation of 4no. classrooms  - re-roofing  - plastering  - flooring | 1,000,000.00  500,000.00  500,000.00 | **New** |
| Lutsangani North Primary School | 2,000,000.00 | Renovation of 4no. classrooms  - re-roofing  - plastering  - flooring | 1,000,000.00  500,000.00  500,000.00 | **New** |
| Kazamoyo Primary School | 2,000,000.00 | Renovation of 4no. classrooms  - re-roofing  - plastering  - flooring | 1,000,000.00  500,000.00  500,000.00 | **New** |
| Maji ya Chumvi Primary School | 2,000,000.00 | Renovation of 4no. classrooms  - re-roofing  - plastering  - flooring | 1,000,000.00  500,000.00  500,000.00 | **New** |
| Mulunguni Primary School | 2,000,000.00 | Renovation of 4no. classrooms  - re-roofing  - plastering  - flooring | 1,000,000.00  500,000.00  500,000.00 | **New** |
| Melikubwa Primary School | 2,000,000.00 | Renovation of 4no. classrooms  - re-roofing  - plastering  - flooring | 1,000,000.00  500,000.00  500,000.00 | **New** |
| Karyaka Primary School | 2,000,000.00 | Renovation of 4no. classrooms  - re-roofing  - plastering  - flooring | 1,000,000.00  500,000.00  500,000.00 | **New** |
| Gangani Primary School | 2,000,000.00 | Renovation of 4no. classrooms  - re-roofing  - plastering  - flooring | 1,000,000.00  500,000.00  500,000.00 | **New** |
| Mwandimu Primary School | 2,000,000.00 | Renovation of 4no. classrooms  - re-roofing  - plastering  - flooring | 1,000,000.00  500,000.00  500,000.00 | **New** |
| Bumani Primary School | 2,000,000.00 | Renovation of 4no. classrooms  - re-roofing  - plastering  - flooring | 1,000,000.00  500,000.00  500,000.00 | **New** |
| Gandini Central Primary School | 2,000,000.00 | Renovation of 4no. classrooms  - re-roofing  - plastering  - flooring | 1,000,000.00  500,000.00  500,000.00 | **New** |
| Dumbule Primary School | 2,000,000.00 | Renovation of 4no. classrooms  - re-roofing  - plastering  - flooring | 1,000,000.00  500,000.00  500,000.00 | **New** |
| Nunguni Primary School | 2,000,000.00 | Renovation of 4no. classrooms  - re-roofing  - plastering  - flooring | 1,000,000.00  500,000.00  500,000.00 | **New** |
| Mwache Primary School | 2,000,000.00 | Renovation of 4no. classrooms  - re-roofing  - plastering  - flooring | 1,000,000.00  500,000.00  500,000.00 | **New** |
| Mwangani Primary School | 3,051,422.10 | Construction of 3no. Classrooms | 3,051,422.10 | **New** |
| Kinango Constituency 5 year Strategic Plan (2017 - 2022) | 4,000,000.00 | Preparation, Printing and Launching of 5 year constituency strategic plan (2017 - 2022) | 4,000,000.00 | **New** |
| Kinango Police Station | 5,000,000.00 | Construction of 4no. units staff quarter bed-sitters | 5,000,000.00 | **New** |
| Sports | 1,500,000.00 | Leveling of 7no. play grounds and fitting of goal posts located in every ward in the constituency as follows;   1. Kinango Sports ground – Kinango Ward 2. Gulanze Sports ground – Ndavaya Ward 3. Ndohivyo Sports ground – Samburu/Chengoni Ward 4. Mnyenzeni Sports ground – Kasemeni Ward 5. Mwangoni Sports ground – Puma Ward 6. Cafgem Sports ground – Mwavumbo Ward 7. Taru Township Sports ground – Mackinnon Road Ward | 1,500,000.00 | **New** |
| Constituency Innovation Hubs | 4,677,027.20 | Equipping of Constituency Innovation Hubs (4no.) located in every division of the constituency as follows;   1. Kinango Youth Empowerment Centre – Kinango Division 2. Kasemeni Youth Empowerment Centre – Kasemeni Division 3. Ndavaya Youth Empowerment Centre – Ndavaya Division 4. Samburu Youth Empowerment Centre – Samburu Division | 4,677,027.20 | **New** |
| Kinango NG-CDF Office Motor vehicle | 6,200,000.00 | Purchase of Land cruiser office vehicle | 6,200,000.00 | **New** |
| **Total** |  |  | **86,810,344.82** |  |

The office was tasked to fine tune the project proposal budget as per the NG-CDF Board's standard format and submits to the NG-CDF Board as soon as possible

**Min.04/10/01/2018 – Recruitment of NG-CDF Office Staff**

During the handing over - taking over exercise, the committee had noted that some job placements for the office staff had not been done competitively and as a result there's need to conduct a staff over-haul.

In re-organizing the CDF Office staffing, the committee resolved to scrap off some positions that were vague and recruit staff based on the NG-CDF Board staffing guidelines.

As a result, the committee resolved to terminate all office staff contracts and call for fresh applications, conduct proper vetting so as to fill positions with most competent and qualified staffs.

Current office staff positions are as follows;

1. Project coordinator
2. Clerk of works
3. Records Management Officer
4. Office secretary
5. Driver
6. Support staff

After re-organization, positions would be as follows;

1. Clerk of works
2. Accounts Assistant
3. Office secretary/Receptionist/Clerical officer
4. Driver
5. Support staff/Cleaner/Office messenger
6. Grader operator

The committee ordered the office to issue termination letters to all affected parties indicating the decision of the committee to bring their contracts to end on January 31st 2018 with a one month salary in lieu of notice that shall be covered by the month of February 2018.

The affected positions to be advertised immediately for fresh applications from the date of the meeting, i.e Wednesday, January 10th 2018 to Friday, January 19th, 2018 and short-listing be done over the weekend, and interviews be conducted from Monday, January 22nd 2018 to Thursday, January 25th 2018 and a final report on the job placement be prepared on Friday, January 26th 2018 with letters of appointment to successful candidates being issued from Monday, January 29th, 2018 for the new recruits to report for work on Thursday, February 1st, 2018.

All constituents were encouraged to apply including those whose contracts were being terminated so as to undergo fresh vetting.

**Min.05/10/01/2018 – Disposal of Land cruiser motor vehicle - GKB 902F**

The chairman reminded members that during the handing over - taking over exercise, they had learnt that the office motor vehicle, Land cruiser GKB 902F had been involved in an accident on September 30th 2017 along the Lungalunga - Mombasa highway in between Kombani - Likoni stretch.

Having been informed that the office had not been able to pay up the insurance premium for the 2017 period due to budget constraints, and that the damage could not be claimed from the insurance providers, it was now upon the committee to decide the way forward for the future transport for the office.

Members resolved that the motor vehicle be disposed as it is since its badly damaged and even repairs may not be economical and use the funds to be realized from the sale to boost the allocation in the project proposal budget 2017/2018 financial year so as to acquire a new land cruiser motor vehicle that currently trades at kshs.9.3 million.

The committee tasked the office to take up the matter and initiate the process of disposal and acquisition of a new land cruiser motor vehicle.

**Min.06/10/01/2018 – Any Other Business (A.O.B)**

Concerns were raised on the distribution of the bursary forms in that students from schools within the constituency were being told to wait for forms to be distributed to their respective schools. The committee was informed that this policy was developed by the previous bursary sub-committee after realizing that schools from within were making all students from their schools apply for the bursary including those who are not needy and those from other constituencies as well. As a result, the sub-committee found it reasonable to request all principals managing secondary schools from within the constituency to forward to the office lists of names of needy students from their respective schools who hail from within the constituency. In that order, schools would therefore be given a specific number of bursary application forms just enough for the needy cases high-lighted by the principal.

And for the Secondary Day Schools, it was found unnecessary to allow students apply for bursary and yet the government has made Secondary Day School Education free of charge. Based on the observation that majority of the secondary schools in the constituency are Day Schools, it was found unnecessary to encourage students and / or parents to fill bursary application forms yet they may not be considered.

The chairman also lamented that education performance was way too low in the constituency based on the just released national examination results and wondered why teachers shouldn’t be made accountable for the nose-diving academic performance in the constituency.

There being no other business for deliberation, the meeting ended at 1523 hours with a word of prayer by Lilian Nyanje.

Minutes taken by:

Secretary………………………………………………. ………………………………………………

Name Signature

Minutes confirmed by:

Chairperson ……..…….…………………………………… ……………………………………………

Name Signature