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|  Description: Description: CDF logo 4 MsWord **NG-CDF** **MWINGI CENTRAL**  | **National Government Constituencies Development Fund** **Mwingi Central Constituency****KANU Building, Nairobi-Garissa Rd****P.O Box 585-90400****MWINGI , Kenya****Email:** cdfmwingicentral@cdf.go.ke|**Website:** [www.ngcdf.go.ke](http://www.ngcdf.go.ke)  |

**MINUTES OF MWINGI CENTRAL NG-CDFC MEETING HELD ON JANUARY 24, 2017 AT CDF BOARDROOM, MWINGI AT 11.30 AM.**

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**Members Present**

1. Wilfred Munah - NG-CDF Chairman
2. Nabila Abdulrahman - NG-CDFC Secretary
3. David Rotich - Member
4. Jonathan K Katiwa - Member
5. Emily W Muthui - Member
6. Joseph Kisovo - Member
7. Yohana Kaimbiru - Member
8. Regina Mutemi - Member
9. Mwende Salu - Member
10. Daniel Komen - Fund Account Manager

**In Attendance**

Mulwa Mutambu - Constituency Office Manager

**PREAMBLE**

The meeting was called to order at 11.30am followed by a word of prayer by Celestine Regina. The Chairman thanked members for being punctual and informed them that the day’s session might take longer than expected as approval of projects for FY 2017/18 will be a major agenda.

Members unanimously approved the agenda of the day as:

1. Prayers
2. Reading and confirmation of previous minutes
3. Matters arising
4. Employment of CDFC employees and office space
5. Approval of FY 2017/2018 Project Proposals
6. Any other business

**MIN/MC/CDFC/01/25/1/18 - READING AND CONFIRMATION OF PREVIOUS MINUTES**

The Secretary read minutes of meeting held on January 2, 2018 and the same were adopted after being proposed by Yohana Kaimbiru and seconded by Emily Muthui.

**MIN/MC/CDFC/02/25/1/18 - MATTERS ARISING**

There were no matters arising outstanding from previous meeting.

**MIN/MC/CDFC/03/25/1/18 - EMPLOYMENT OF CDFC EMPOLOYEEES AND OFFICE SPACE**

1. **CDFC Employees**

Members approved employment of the following officers on a three (3) year contract with effect from January 1, 2018.

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| **S/No** | **Name of Staff** | **ID No** | **Designation** | **Basic Salary P.M (Kshs)** |
| 1 | Annastasia Kivaa | 30385382 | Office Assistant (Secretary) | 20,000.00 |
| 2 | Joseph Wambua Maluki | 25086586 | Accounts Assistant | 25,000.00 |
| 3 | Musyoka Mulwa | 21428559 | Office Assistant (Reception) | 24,500.00 |
| 4 | Jackson Musyoki Musyimi | 23926556 | Registry Clerk  | 20,000.00 |
| 5 | Hellen Syomiti Muthangya | 30558670 | Office Assistant (General) | 15,000.00 |
| 6 | Munywoki Kilungu | 10752612 | Driver | 20,500.00 |
| 7 | Alex Kimanzi Mwasya | 12624864 | Watchman | 15,000.00 |

It was agreed that wages of the three casual workers temporarily employed from October 2017 be paid once funds are available. It was further agreed that the position of Clerk of Works be filled as soon as practicable.

1. **Office Space**

Due to limited office space, members unanimously agreed that the NG-CDFC Chairman, Secretary or any other member will be transacting official businesses in the Fund Account Manager’s office or the boardroom while the Works officer, Accounts assistant and Registry clerk will share the second office.

**MIN/MC/CDFC/04/25/1/18 - APPROVAL OF FY 2017/2018 PROJECT PROPOSALS**

The Chairman informed members that the constituency had been allocated Eighty six million eight hundred ten thousand three hundred forty five shillings **(Kshs.86, 810,345.82**) in Financial Year 2017/2018. He further informed that the amount shall be applied for statutory projects and project proposals from the wards.

Following the call for project proposals from all six wards in the constituency and subsequent compilation of the same, members discussed and approved the following projects for funding in FY 2017/2018.

**APPROVED PROJECTS FY 2017/2018**

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| **Project Name**  | **Project activity**  | **Amount Allocated (Kshs)** |
| 6% Office Administration/ Recurrent | Office administration/recurrent expenditure and payment of CDFC allowances | 5,208,621.73 |
| 3% Monitoring and Evaluation | Monitoring and evaluation of projects and CDFC /staff capacity building | 2,604,310.34 |
| 5% Emergency  | To cater for any unforeseen occurrences in the constituency during the financial year  | 4,340,517.24 |
| 2% Sports | Carry out constituency sports tournaments and the winning teams/ schools to be awarded with trophies, balls, and games kits | 1,651,000.00 |
| 2% Environment | Carry out environmental programmes in the constituency | 1,604,420.00 |
| 35% Bursary | Payment of bursary to needy students in secondary schools and tertiary institutions | 30,000,000.00 |
| Constituency Strategic Plan 2017-2022 | Development of Constituency Strategic Plan 2017-2022 | 3,500,000.00 |
| Constituency Innovation Hub | Establishment and support of four (4) Constituency Innovation Hubs | 4,677,027.20 |
| **NGUNI WARD PROJECTS** |  |  |
| Mwanzeli Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Sosoma Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Kamulalani Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Myuuni Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Kalulu Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Ngooni Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Kavisu Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Syunoo Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Kyalamoko Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Nzengeni Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Musovo Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Masavi Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Kalanga Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Maai Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Ndiamumo Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Nzouni Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Mboti Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Nguni Secondary School | Construction of a classroom to completion | 850,000.00 |
| Mulinde Secondary School | Renovation of laboratory – re-roofing, plastering and painting and doors/window installation | 500,000.00 |
| **NUU WARD PROJECTS** |  |  |
| Kalesi Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows  | 300,000.00 |
| Matulani Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Mwalili Primary School  | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Imwaa Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Ndandini Primary School  | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Mutulu Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Kavuti Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Kavindu Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Mutyangome Sec. School | Construction of kitchen to completion | 400,000.00 |
| Lundi Day Secondary School | Construction of a classroom to completion | 900,000.00 |
| **MUI WARD PROJECTS** |  |  |
| Musokani Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Kivyuni Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Kangilwa Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Kavoko Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Ngaa Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Mwambuni Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Lundi Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Kimongo Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Lundi Day Secondary School | Construction of a classroom to completion | 900,000.00 |
| Yumbu Secondary School | Construction of kitchen to completion | 400,000.00 |
| **CENTRAL WARD PROJECTS** |  |  |
| Kauswini Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Yanyonge Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Kamunyu Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Kitinga Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Musukini Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Mulang'a Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Katumba Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Mboru Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Syungii Secondary School | Completion of dormitory-roofing, plastering, painting , door & window installation | 400,000.00 |
| Kalisasai Secondary School | Construction of a classroom to completion | 850,000.00 |
| Kaela Secondary School | Completion of girl’s dormitory (Phase II) – walling, roofing, plastering and painting and door/window installation. | 1,000,000.00 |
| **WAITA WARD PROJECTS** |  |  |
| Katuluni Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Kisole Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Malioni Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Thonoa Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Ndiani Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Mwambui Primary Shool | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Yumbe Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Ikuusya Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Kyambaa Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Waita Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Maongoa Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Muruana Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Ndauni Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Enziu Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Muungu Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Kathoka Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Malioni Secondary School | Construction of a classroom to completion | 850,000.00 |
| Kyulungwa Secondary School | Barbed wire fencing using wooden poles and installation of steel gate | 250,000.00 |
| Mwambui Secondary School | Barbed wire fencing using wooden poles and installation of steel gate | 250,000.00 |
| **KIVOU WARD PROJECTS** |  |  |
| Kalange Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Katuva Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Kisama Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Kasovoni Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Nzuli Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Syomikuku Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Karung'a Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Isekele Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Kyanika Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Kanzui Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Ithumbi Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Kwa Nzili Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Thitha Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Kivou Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Waasya Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Ndiuni Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Kasevi Primary School | Renovation of one classroom (Re-roofing, floor repair, painting and installation of doors/windows | 300,000.00 |
| Thitha Secondary School | Construction of a classroom to completion | 850,000.00 |
| Kasevi Girls Secondary School | Completion of dining hall- roofing, plastering, painting , door & window installation | 450,000.00 |
| Kanzui Secondary School | Completion of science laboratory started by parents and community- roofing, plastering and painting , doors shatters | 1,000,000.00 |
| Kivou Secondary School | Completion of dining hall (phase II) - walling, roofing, plastering and painting and door/window installation. | 1,000,000.00 |
|  | **GRAND TOTAL** | **86,810,344.82** |

**MIN/MC/CDFC/05/25/1/18 ANY OTHER BUSINESS**

1. The chairman informed members that the handing over process was yet to be completed and assured members that the same will be finalized by January 31, 2018 after visit to some projects.
2. The Chairman informed members that a number of schools had requested for emergency funding for roofing of classrooms blown off by strong winds. It was agreed that once funds are available, the following projects be funded from emergency kitty @Kshs 100,000 per classroom: Mwambui Primary school (2 classrooms) Muungu Primary School (2 classrooms) Myuuni Primary School (3 classrooms), Kathome and Yatwa primary schools (1 classroom each)

There being no other business, the meeting was called to end at 5.15pm after a word of prayer by Celestine Regina.

**SIGNED**

Nabila Abdulrahman Wilfred Munah Virah

**SECRETARY CHAIRMAN**

Date …………………………………. Date……………………………………