**REF: KANG/NG-CDF/JAN 2023/NG CDFC MEETING** **DATE: 11th Jan, 2023**

**Purpose: NG CDFC Meeting Minutes TIME: 09.52 a.m. – 11.42 a.m.**

**VENUE: Boardroom**

**Members Present**

1. Mr. Ahmed K. Mohamud
2. Mr. Wesley Kibet Ngeno
3. Mr. John K. Nzuki
4. Mrs. Mary Catherine Ngila
5. Ms. Jackline Katunge Kombo
6. Mr. Stephen W. Mutua
7. Mr. Julius M. Mwangangi
8. Mr. Patrick Kilungu Mweu
9. Mrs. Belita M. Mutie
10. Ms. Maureen Kanini Kivuva

**AGENDA**

1. Preliminaries
2. Reading and Confirmation of previous meeting minutes
3. Matters arising from the previous meeting minutes
4. Approval of FY 2022/23 Project Proposal.
5. Budget Approvals.
6. A.O.B and Adjournment

**MIN NO. 001/11th Jan, 2023 PRELIMINARIES**

* The meeting began at 09.52 a.m. with a word of prayer led by Mr. Patrick Mweu.

**MIN NO. 002/11th Jan, 2023 READING AND CONFIRMATION OF THE PREVIOUS MEETING MINUTES**

* The secretary was tasked to read previous meeting minutes. Meeting minutes were confirmed as a true reflection of what was deliberated.

***Mss Jackline Kombo MS Maureen Kanini***

***Proposer Seconder***

**MIN NO. 003/11th Jan, 2023 MATTERS ARISING FROM THE PREVIOUS MEETING MINUTES:**

**There was no matters arising.**

**MIN NO. 004/11th Jan, 2023; APPROVAL OF FY 2022/23 PROJECT PROPOSAL.**

Through the contribution of the FAM, he informed the members that after successful Public participation that was well attended and many project proposal was submitted by the members of the public, a summarized tentative project names, activities and budget has be tabled in the meeting for members to scrutinize and come up with the prioritized projects to be considered in this financial year.

Members through the contribution of the Stephen Wambua, informed members about Kwa Mbaku, kikondeni and Kakuyuni Primary school that had for long been with dilapidated classrooms have been considered in this years allocation. He further, urged members to ensure that many Primary Schools benefit with Classrooms so that when the directive on CBC is fully communicated by Education Ministry, Kangundo would have done many rooms.

Madam Berita Mutie, indicated that the bursary be allocated the maximum allowable of 35% to cover for the Bursary needs of the public since last year the delay in the funding and the increased number of school terms affected many parents and were not able to clear their children school fees in time. She proposed that a maximum of Kes 45 million be allocated.

Through the contribution of Fund manager, he informed members that the project is evenly distributed in all the ward of Kangundo, Except central ward that had received seven (7) projects in FY 2021/22. the following is the distribution matrix.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Ward Name** | **Education-Primary** | **Education-Secondary** | **Security** |
| 1. | North Ward | 3 | 1 | 0 |
| 2. | East Ward | 2 | 1 | 1 |
| 3. | West ward | 2 | 0 | 1 |
| 4. | Central Ward | 0 | 1 | 0 |

Through contribution of Patrick Mweu, he informed members that funding the construction of two Security projects of Kivaani and Kakuyuni ACC Office complex that will host the ACC, Chief, Assistant Chief and other offices like Birth and registration, Ward Administration Police officers, and other National Government offices that offers service to the ward residents. Though the funding is in two phases, the projects will be of grate impact to the society.

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| **NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND BOARD** |
| **PROJECT PROPOSALS FOR KANGUNDO NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND** |
| **FINANCIAL YEAR 2022/2023** |
| NO | **Project Name** | **Project Activity**  |  **Amount Allocated**  | **Current Status**  |
|  | **ADMINISTRATION AND RECURRENT EXPENDITURE** |
| 1 | Contractual Employees | Payment of salaries to seven NGCDF staff | 2,164,870.00 | On-going |
| 2 | Employees on Internship Programme (2) | Payment of staff Basic Wages of two Employees | 240,000.00 | On-going |
| 3 | House Allowance | Payment of House allowances to Seven NGCDF staff | 351,000.00 | On-going |
| 4 | Transport Allowance | Payment of Transport allowances to Seven NGCDF staff | 310,000.00 | On-going |
| 5 | Leave Allowance | Payment of Leave allowances to NGCDF staff | 50,000.00 | On-going |
| 6 | NSSF | Employer contribution of NSSF for seven NGCDF staffs each Ksh. 1080 per person | 90,720.00 | On-going |
| 7 | Gratuity-Contractual Employees | Payment of gratuity to seven NGCDFC staff | 805,331.64 | On-going |
| 8 | Medical Insurance (NHIF) | Payment of Medical insurance to seven NG-CDF staff each Ksh. 1,014 | 85,176.00 | On-going |
| 9 | Electricity Charges | Payment of Electricity charges | 60,000.00 | On-going |
| 10 | Water and Sewerage Charges | Payment of Water and Sewerage Charges | 48,000.00 | On-going |
| 11 | Telephone, Telex, Facsmile and Mobile Phone Service | Payment of Telephone Expenses | 54,000.00 | On-going |
| 12 | Internet Connections | Payment of Internet Connections Expenses | 50,000.00 | On-going |
| 13 | Courier and Postal Services | Payment of Courier and Postal Services | 15,000.00 | On-going |
| 14 | Travel Costs | Payment of Travel Costs; Airlines, Bus, Railway and Mileage Allowance | 100,000.00 | On-going |
| 15 | Accommodation - Domestic Travel | Payment of Accommodation allowances for Domestic Travel | 40,000.00 | On-going |
| 16 | Daily Subsistence Allowance | Payment of Daily Subsistence Allowance | 100,000.00 | On-going |
| 17 | Catering Services | Payment of catering Services: Receptions, Accommodation, Gifts, Food and Drinks | 160,000.00 | On-going |
| 18 | Other Committee Expenses | Payment of Other committee expenses | 602,000.00 | On-going |
| 19 | NGCDFC Allowance | Payment of NGCDFC allowances  | 1,128,000.00 | On-going |
| 20 | Motor Vehicle Insurance | Payment of Motor Vehicle Insurance. **TOYOTA HILUX DOUBLE CABIN PICK UP, GKA 915U YANSHEE MOTORCYCLE, GKA 609X YANSHEE MOTORCYCLE, GKA 622X** | 300,000.00 | On-going |
| 21 | General Office Supplies | Purchase of General Office Supplies; papers, pencils, forms and small office equipment | 230,000.00 | On-going |
| 22 | Supplies and Accessories for Computers and Printers | Payment of Supplies and Accessories for Computers and Printers | 385,000.00 | On-going |
| 23 | Sanitary and Cleaning Materials, Supplies and Services | Payment of services and supplies of Sanitary and Cleaning Materials | 150,000.00 | On-going |
| 24 | Refined Fuels and Lubricants for Transport | Purchase of Refined Fuels and Lubricants for Transport | 100,000.00 | On-going |
| 25 | Other Fuels | Payment of Other Fuels; wood, charcoal and cooking gas | 25,000.00 | On-going |
| 26 | Bank Service Commission and Charges | Payment of Bank service commission and charges | 25,000.00 | On-going |
| 27 | Maintenance of Motor Vehicle Expenses | Payment of Maintenance of Motor Vehicles, **Vehicles TOYOTA HILUX DOUBLE CABIN PICK UP, GKA 915U YANSHEE MOTORCYCLE, GKA 609X AND YANSHEE MOTORCYCLE, GKA 622X** | 246,724.00 | On-going |
|  | **EMERGENCY** |  |  |  |
| 28 | Emergency Projects | To cater for any unforeseen occurrences in the constituency during the financial year | 7,636,190.00 | New |
|  | **BURSARY** |  |  |  |
| 29 | Bursary - Secondary | Fees payments for needy students in secondary schools | 28,300,000.00 | New |
| 30 | Bursary -Tertiary | Fees payments for needy students in tertiary institutions | 16,400,000.00 | New |
| 31 | Bursary- Special Schools | Fees payments for needy students in special schools | 300,000.00 | New |
|  | **MONITORING, EVALUATION AND CAPACITY BUILDING** |
| 32 | Telephone, Telex, Facsmile and Mobile Phone Service | Payment of Telephone Expenses | 20,000.00 | On-going |
| 33 | Travel Allowance | Payment of Travel Allowance for NG-CDF Staff and NG-CDF Committee | 220,000.00 | On-going |
| 34 | Remuneration of Instructors and Contract Based Training Services | Remuneration of Instructors and Contract Based Training Services during NG-CDF Staff, NG-CDFC and PMCs Training Procurement, Public Finance management, Audit and Accountability, HIV and Drugs abuse, Project Management | 150,000.00 | On-going |
| 35 | Hire of Training Facilities and Equipment | Payment of Hire of Training Facilities and Equipment | 280,000.00 | On-going |
| 36 | Accommodation Allowance | Payment of Accommodation Allowance for NG-CDF Staff and NG-CDFC | 500,000.00 | On-going |
| 37 | Catering Services  | Payment of catering Services; Receptions, Accommodation, Gifts, Food and Drinks | 64,625.00 | On-going |
| 38 | Other Committee Expenses | Payment of Other committee expenses | 416,451.00 | On-going |
| 39 | NGCDFC Allowance | Payment of NGCDFC allowances | 1,128,000.00 | On-going |
| 40 | General Office Supplies  | Purchase of General Office Supplies; papers, pencils, forms and small office equipments | 100,000.00 | On-going |
| 41 | Supplies and Accessories for Computers and Printers | Payment of Supplies and Accessories for Computers and Printers | 160,000.00 | On-going |
| 42 | Refined Fuels and Lubricants for Transport | Purchase of Refined Fuels and Lubricants for Transport | 450,000.00 | On-going |
| 43 | Maintenance Motor Vehicle Expenses | Payment of Maintenance of Motor Vehicles**, NGCDFC Motor Vehicles TOYOTA HILUX DOUBLE CABIN PICK UP, GKA 915U YANSHEE MOTORCYCLE, GKA 609X YANSHEE MOTORCYCLE, GKA 622X** | 150,000.00 | On-going |
|  | **PRIMARY SCHOOL PROJECTS** |  |  |
| 44 | Kwambalu Primary School | Construction to completion of 3 classrooms | 4,800,000.00 | New |
| 45 | Kitwii Girls Primary School | Renovation to completion of 6 classrooms; roofing, fixing of doors and windows, flooring with tiles for both verandah and classrooms, internal and external plastering, painting works and electrical installation  | 5,561,310.00 | New |
| 46 | Kitwi boys Primary School | Construction to completion of 4 classrooms | 5,635,000.00 | New |
| 47 | Kikondeni Primary School | Renovation to completion of 5 classrooms; Painting, fixing of doors and windows, flooring with tiles for both verandah and classrooms, gable and eaves walling, internal and external plastering, painting works and electrical installation.. | 4,572,887.00 | New |
| 48 | Kithuiani Primary School | Construction to completion of 3 classrooms  | 4,200,000.00 | New |
| 49 | Manyatta Primary School | Renovation to completion of 6 classrooms; roofing, fixing doors and windows, flooring with tiles both verandah and classrooms, internal and external plastering, painting works and electrical installation | 5,461,310.00 | New |
| 50 | Kawethei SA Primary School | Renovation to completion of 5 classrooms; painting, fixing of doors and windows, flooring with tiles for both verandah and classrooms, gable and eaves walling, internal and external plastering, painting works and electrical installation. | 4,572,887.36 | New |
|  | **SECONDARY SCHOOL PROJECTS** |
| 51 | Mukuyuni Secondary School | Construction to completion of an administration block comprising of; Principals, staff room, deputy HT office, Boardroom, Secretary office, Store, Bursar office, principal toilet, Deen Office with tiled floor ( tile size 600x600 mm) finish, electrical installation and ceiling. Construction and installation of elevated 3,000 liters water tank and all Plumping works at 350,000. | 4,739,000.00 | New |
| 52 | ABC Katithyamaa Secondary School | **Purchase of a 51 seater School bus** Isuzu Model School Bus |  9,800,000.00  | New |
| 53 | Mulingana Secondary School | **Purchase of a 51 seater School bus** Isuzu Model School Bus |  9,800,000.00  | New |
|  | **SECURITY PROJECTS** |  |  |  |
| 54 | Kakuyuni Assistant County Commissioner | Construction of office of an administration block consisting of Assistant county Commissioner phase 1; Chief, Assistant Chief, ID card office, Boardroom, Reception, store, 2 door toilets with tiled floor (tile size 600x600 mm) finish for all areas, ceiling electrical installation and branding, Kshs. 4,008,625 construction and installation of elevated 3000 liters water tank and all plumping works at Kshs. 350,000 externally. | 4,358,625.00  | New |
| 55 | Kivaani Assistant County Commissioner | Construction of office of an administration block consisting of; Assistant county Commissioner phase 1 Chief, Assistant Chief, ID card office, Boardroom, Reception, store, 2 door toilets with tiled floor (tile size 600x600 mm) finish for all areas, ceiling electrical installation and branding, Kshs. 4,008,625 construction and installation of elevated 3000 liters water tank and all plumping works at Kshs. 350,000 externally. | 4,358,625.00  | New |
|  | **SPORTS** |  |  |  |
| 56 | Sports | Carry out Constituency Sports tournament and the winning teams, schools to be awarded with trophies, balls, and games kits | 2,264,301.00 | On-going |
| 57 | Regional Sports Tournament | Facilitate regional sport tournament in partnership with other Constituencies within the Region. | 500,000 | New |
|  | **KANGUNDO NGCDF STRATEGIC PLAN** |  |  |
| 58 | Kangundo NG-CDF Strategic Plan | To facilitate in preparation, facts collection designing, typesetting and printing of Kangundo NG-CDF Strategic plan for the period between 2023-2027 | 2,000,000.00 | New |
|  | **CONSTITUENCY OVERSIGHT COMMITTEE** |
| 59 | Committee allowances | Payment of committee allowances |  600,000.00  | On-going |
| 60 | Accommodation - Domestic Travel | Payment of Accommodation - Domestic Travel |  130,000.00  | On-going |
| 61 | Travel allowances-Domestic.  | Payment of Travel allowance - Domestic Travel |  200,000.00  | On-going |
| 62 | Daily Subsistence Allowance | Payment of Daily Subsistence Allowance |  120,000.00  | On-going |
| 63 | Publishing and Printing Services | Payment of Publishing and Printing Services |  30,000.00  | On-going |
| 64 | Advertising, Awareness and Publicity Campaigns | Payment of Advertising, Awareness and Publicity Campaigns |  160,000.00  | On-going |
| 65 | Telephone, Telex, Facsmile and Mobile Phone Service | Payment of Telephone Expenses |  60,000.00  | On-going |
| 66 | Refined Fuels and Lubricants for Transport | Purchase of Refined Fuels and Lubricants for Transport |  100,000.00  | On-going |
|  |   |  **GRAND TOTAL IN KES** |  **138,215,033.00**  |   |

***Members Resolution***

After lengthy deliberation, members approved the above proposed projects to be funded by Kangundo NG CDFC Allocation. Further, members approved Ward Report tabled in the meeting as the true presentation of Kangundo Residents.

***MR. Patrick Mweu Ms. Jackline Kombo***

***Proposer Seconder***

**MIN NO. 005/11th Jan, 2023; BUDGET APPROVALS**

1. **NG CDFC Meeting 11th Jan, 2023**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO:**  | **Item name** | **Pax** | **Qnty** | **Amount in Kes** |
| 1. | NG CDFC Members Allow | 9 | 5 | 45,000.00 |
| 2. | NG CDFC Chair Allow | 1 | 1 | 7,000.00 |
| 3. | Lunches and Refreshments |  |  | 10,000.00 |
|  |  |  |  |  **62,000.00** |

**MIN NO. 006/11th Jan, 2023: ANY OTHER BUSINESS AND ADJOURNMENT**

* There being no other business to transact the meeting adjourned at 11:45 a.m. with prayers led by Mrs. Berita Mutie Mutike

**Prepared by;**

**Name: Catherine Mary Ngila Sign …………… Date ……….…...…**

**(NG CDFC Secretary)**

**Signed for circulation & Approvals by;**

**Name: John K. Kituku Sign ………………. Date ……..………**

**(NG CDFC Chairperson)**

**Signed for confirmation by;**

**Name: Wesley Kibet Ng’eno Sign ………….….…Date……….……...**

**(Fund Account Manager)**