**MINUTES OF KITUI WEST NATONAL GOVERNMENT CDFC MEETING HELD ON 9TH JANUARY, 2018 AT NG-CDF OFFICE BOARDROOM-KABATI**

**MEMBERS PRESENT**

1. **Mr. Wilfred N. Keli Chairman**
2. **Mr. Nicholas N. Kimanzi FAM**
3. **Mr. Shariff D. Mukulu Secretary**
4. **Mr. Patrick M. Kimolo DCC**
5. **Mr. Boniface Kaleve Member**
6. **Ms. Rosa Muema Member**
7. **Ms. Kathini Mariam Member**
8. **Mr. Francis Ndoi Member**
9. **Ms. Rhodester M. Muthui Member**

**AGENDA**

1. Preliminaries.
2. Reading and Confirmation of the previous minutes
3. Conflict of Interest
4. Prioritization of Projects for 2017/2018 Financial Year
5. Formation of Key NG-CDFC Sub-Committees
6. Appointment of Members to Kitui West Roads Committee (CRC)
7. A.O.B

**MIN. KW/05/01/2018: PRELIMINARIES.**

The Chairman called the meeting to order at 10:56 a.m. The meeting was opened with a word of prayer by Ms. Rosa Muema. The Chairman welcomed all the members to the meeting noting that it was a crucial meeting since the members were going to prioritize projects for the 2017/2018 Financial Year among others.

The Secretary took the members through the items of agenda which were adopted without amendments.

**MIN.KW/06/01/2018: READING AND CONFIRMATION OF THE PREVIOUS MINUTES**

The minutes of the previous meeting held on 27th December, 2017 were read by the secretary. They were proposed as true copy of the day’s deliberation by Mr. Nicholas Kimanzi who was seconded by Mr. Wilfred Keli.

**MIN.KW/07/01/2018: CONFLICT OF INTEREST**

None of the CDFC members present had conflict of interest in any of the items of the agenda.

**MIN.KW/08/01/2018: PRIORITIZATION OF NG-CDF PROJECTS FOR 2017/2018 FINANCIAL YEAR**

The Fund Account Manager presented the approved allocation of Kshs. 86,810,344.82 for the Financial Year 2017/2018 for deliberation, prioritization and allocation of funds to projects. While allocating the fund, members were properly guided through the NG-CDF Board Circular Ref: NG-CDFB/CIRCULARS Vol. 1 (121) dated 25th July, 2017.

In line with NG-CDF Act, 2015, the chairman had on 2nd, 3rd, 4th and 5th January, 2018 convened open public forums in the four (4) wards of the constituency for public participation and presentation of project proposals. The meetings were held in the following order: - Mutonguni Ward- 2nd January, 2018, Matinyani Ward- 3rd January, 2018, Kauwi Ward- 4th January, 2018 and Kwa Mutonga/Kithumula Ward- 5th January, 2018.

During the meeting, each Ward presented its projects in order of priority to the NG-CDFC members through the Ward Development Committee for funding.

The projects received from each ward were tabled for deliberation and prioritization. The committee deliberated, prioritized and approved the following projects for funding during the 2017/2018 financial year, with the ongoing projects taking precedence:-

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT NAME** | **PROJECT ACTIVITY** |  **AMOUNT ALLOCATED**  | **CURRENT STATUS** |
| **Administration & Recurrent** |   |   |   |
| Employee salaries | Payment of NG-CDFC staff salaries and Gratuity |  1,845,000.00  | Ongoing |
| NSSF | Payment of NSSF Deductions |  28,800.00  | Ongoing |
| NHIF | Payment of NHIF Deductions |  49,800.00  | Ongoing |
| Goods and Services | Payment of Committee Sitting allowances, Transport, fuel, conferences, Stationery, Printing, Rent etc. |  2,285,020.76  | Ongoing |
| Committee Expenses | Payment of committee Sitting allowances, Facilitation, Transport, fuel, conferences & Seminars |  1,000,000.00  | Ongoing |
| **Monitoring & Evaluation** |   |   |   |
| Goods and Services | Purchase of fuel, Printing, stationery, airtime, travel & Subsistence, etc. |  484,310.34  | Ongoing |
| Committee Expenses | Payment of committee Allowances, Facilitation, Transport, Conferences and Seminars |  620,000.00  | Ongoing |
| NG-CDFC/PMCs Capacity Building | Training of CDFC, PMCs & NG-CDFC Staff on NG-CDFC Projects Management skills and other emerging issues on NG-CDF |  1,500,000.00  | Ongoing |
| **Others** |   |   |   |
| Kitui West NG-CDF Office Construction (Phase II) | Completion of NG-CDFC Office: - Chain-Link Fencing & Gate, 5 Door Pit Latrine with Urinal, Car Parking, Paving Slab, 2 Water Tank Bases, 2 Plastic Tanks (10,000 Litres), Grillage, Others: - Walling, Doors, Windows, Ramp and Stairs. |  5,000,000.00  | Ongoing |
| Furnishing and Equipping of NG-CDFC Office | Purchase of office furniture and equipment - Office tables & Chairs, Conference tables & Chairs, Waiting benches, Work station, Coat hangers, Steel cabinets, Padlocks, Curtains (Assorted), Laptops, Desktops, Printers, Photocopier, Water dispensers, Refrigerator, Power UPS & a Generator. |  3,000,000.00  | New |
| Constituency Innovation Hubs Project | Contribution towards the support of implementation of CIHs in Mutonguni, Matinyani, Kauwi and Kithumula/Kwa Mutonga Wards @ Kshs. 1,169,256.80 |  4,677,027.20  | New |
| Constituency Strategic Plan 2017-2022 | Consultative and Validation forums, Consultancy fee, Fact sheet data collection, Printing and Launching of the Strategic Plan. |  3,200,000.00  | New |
| Kwa Mutonga Social Hall | Completion of Social Hall:- Riddles, Roofing, Shuttering ,Flooring and Painting  |  800,000.00  | Ongoing |
| **Emergency** | To cater for emergency needs in the constituency |  4,568,965.52  | Ongoing |
| **Bursary** |   |   |   |
| Bursary to Secondary Schools | Payment of bursary to needy students in secondary Schools |  11,702,586.00  | Ongoing |
| Bursary to Tertiary Institutions | Payment of bursary to needy students in Tertiary Institutions |  10,000,000.00  | Ongoing |
| **Primary Schools** |  |  |  |
| A.I.C Kiuwani Primary School | Completion of 1 classroom:- Plastering, Flooring, shuttering & Painting  |  200,000.00  | Ongoing |
| Kaanzoni Primary School | Completion of 1 classroom:- Plastering, Flooring, shuttering & Painting  |  200,000.00  | Ongoing |
| Kakumi Primary School | Completion of 1 classroom: - Plastering, flooring & Painting. |  200,000.00  | Ongoing |
| Kalimani Primary School | Completion of 1 classroom:- Plastering, Flooring, Window panes & Painting  |  300,000.00  | Ongoing |
| Kangungi Primary School | Completion of Fencing the school Compound (chain-link) |  200,000.00  | Ongoing |
| Katheuni Primary School | Completion of 1 classroom: - Plastering, Window panes & Painting. |  200,000.00  | Ongoing |
| Kathuma Primary School | Completion of 1 classroom: - Plastering, flooring, shatters and Painting. |  300,000.00  | Ongoing |
| Kauma Primary School | Completion of an Administration Block: - Plastering, Flooring, Painting and Partition. |  500,000.00  | Ongoing |
| Kavoo Primary School | Completion of 1 classroom:- Plastering, Flooring, shuttering & Painting  |  200,000.00  | Ongoing |
| Kiseveni Primary School | Plastering, flooring, shutters & painting of 6 classrooms. |  696,421.00  | New |
| Kunikila Primary School | Completion of 1 classroom:- Plastering, Flooring, shuttering & Painting  |  250,000.00  | Ongoing |
| Kwa Mukoo Primary School | Completion of 1 Classroom:- Shuttering & Painting |  200,000.00  | Ongoing |
| Kwa Silu Primary School | Completion of An Administration Block: - Plastering, Flooring, Painting & Partition. |  300,000.00  | Ongoing |
| Kyambevo Primary School | Completion of 1 classroom:- Plastering, Flooring, shuttering & Painting  |  200,000.00  | Ongoing |
| Maaini Primary School | Completion of 1 classroom:- Plastering, Flooring, shuttering & Painting  |  200,000.00  | Ongoing |
| Malatani Primary School | Completion of 1 classroom:-Roofing, Plastering, Flooring, shuttering & Painting  |  300,000.00  | Ongoing |
| Manzi-Itumo Primary School | Completion of 1 classroom:- Plastering, Flooring, shuttering & Painting  |  200,000.00  | Ongoing |
| Mumbuni Primary School | Completion of 1 classroom:- Plastering, Flooring, shuttering & Painting  |  200,000.00  | Ongoing |
| Mwatate Primary School | Completion of 1 classroom:- Plastering, Flooring, Window Panes & Painting  |  200,000.00  | Ongoing |
| Ndiuni Primary School | Completion of 2 classrooms:- Shuttering and painting  |  200,000.00  | Ongoing |
| Nzemeli Primary School | Completion of 1 classroom:- Plastering, Flooring, shuttering & Painting  |  200,000.00  | Ongoing |
| Syomuitu Primary School | Completion of 1 Classroom:-Plastering, Flooring, Shutters & Flooring |  300,000.00  | Ongoing |
| **Secondary Schools** |  |  |  |
| Iiani Secondary School | Construction of a Science Laboratory: - Flooring, Plastering, Shuttering, piping system and painting. |  1,000,000.00  | New |
| Ilako Mututa Sec. School | Completion of a School Library: - Roofing, Shuttering, flooring, Painting & Electrical wiring. |  700,000.00  | Ongoing |
| Katheuni Sec. School | Equipping of Science Laboratory:-Tables, Sinks, Gas and Water piping. |  1,000,000.00  | New |
| Kithumula Sec. School | Completion of Multipurpose Hall:- Walling and Roofing |  1,500,000.00  | Ongoing |
| Kitunduni Secondary School | Completion of 2 classrooms:- Plastering, Flooring, shuttering & Painting  |  1,000,000.00  | Ongoing |
| Kivani Mixed Day Sec. School | Completion of Science Laboratory: - Walling, roofing, plastering, flooring & painting. |  1,000,000.00  | Ongoing |
| Kwa Mwambi Secondary School | Completion of Science Laboratory:- Roofing, Plastering, Flooring, shuttering & Painting  |  1,000,000.00  | Ongoing |
| Kyeni Mixed Day Sec. School | Completion of 1 classroom:- Plastering, Flooring & Painting  |  200,000.00  | Ongoing |
| Matinyani Boys' Sec. School | Completion of Dormitory: - Roofing, Flooring, Plastering, Plumbing, electrical wiring and painting. |  1,400,000.00  | Ongoing |
| Mikuyu Mikya Mixed Day Sec. School | Completion of a Dormitory:-Roofing, Flooring, Plastering, Shuttering and Painting |  1,500,000.00  | Ongoing |
| Mithiikwani Secondary School | Completion of Administration Block:- Raising of walls, roofing, flooring & painting |  1,000,000.00  | Ongoing |
| Mutonguni Girls' Sec. School | Completion of Fencing of school Compound (chain-link) and Ceiling of Science Laboratory |  700,000.00  | Ongoing |
| Mutulu Sec. School | Completion of 2 Staff houses:- Flooring, shuttering, Plumbing, electrification, Security Grills & Painting |  1,000,000.00  | Ongoing |
| St. Benedict Kwa Mutonga Sec. School | Completion of a Multi-Purpose Hall: - Shuttering, plastering, Flooring and painting. |  1,000,000.00  | Ongoing |
| St. Michael Kavumbu Sec. School | Completion of 1 classroom:- Plastering, Flooring, shuttering & Painting  |  200,000.00  | Ongoing |
| St. Pauls Kalinditi Secondary School | Completion of 2 classrooms:- Plastering, Flooring, shuttering & Painting  |  400,000.00  | Ongoing |
| St. Peters Ngengekani Sec. School | Construction of 1 classroom to completion |  1,000,000.00  | New |
| St. Philips Mutini Secondary School | Completion of a Dining Hall: - Roofing, window panes, plastering, Flooring and painting. |  1,200,000.00  | Ongoing |
| Utoo Mixed Day Secondary School | Completion of 2 classrooms:- Plastering, Flooring, shuttering & Painting  |  500,000.00  | Ongoing |
| **Tertiary Institutions** |  |  |  |
| Kauwi Resource Centre | Completion of Resource Centre: - Flooring, Plastering, ceiling, Pavement, Glass panes and Painting. |  500,000.00  | Ongoing |
| **Security Projects** |  |  |   |
| Kalimbevo Assistant Chiefs Office | Construction of office to completion @ Kshs. 800,000 and furnishing @ Kshs. 300,000 ( Chairs, tables, Waiting benches and curtains) |  1,100,000.00  | New |
| Kasakini Assistant Chief Office | Completion of Office: - Plastering, Flooring and Painting. |  100,000.00  | Ongoing |
| Katheuni Assistant Chiefs Office | Construction of office to completion @ Kshs. 800,000 and furnishing @ Kshs. 300,000 ( Chairs, tables, Waiting benches and curtains) |  1,100,000.00  | New |
| Kiseveni Assistant Chiefs office | Construction of office to completion @ Kshs. 800,000 and furnishing @ Kshs. 300,000 ( Chairs, tables, Waiting benches and curtains) |  1,100,000.00  | New |
| Kithuiani Assistant Chief Office | Construction of office to completion @ Kshs. 800,000 and furnishing @ Kshs. 300,000 ( Chairs, tables, Waiting benches and curtains) |  1,100,000.00  | New |
| Kyondoni AP- line | Completion of 4 AP Units: - Plastering, flooring, Shuttering & Verandah. |  250,000.00  | Ongoing |
| Matinyani Police Head Quarters | Completion of the Admin. Office:- Plastering, flooring, Shuttering, Partition & Painting  |  1,180,000.00  | Ongoing |
| Mutonguni Chiefs Office | Completion of Office:-Shutters, Plastering, Flooring, electrification and Painting |  300,000.00  | Ongoing |
| Mutulu AP- Line | Completion of 7 AP Houses: - Walling, Roofing, Plastering, flooring, Shuttering & Painting. |  1,500,000.00  | Ongoing |
| Nzakame Assistant Chiefs Office | Construction of office to completion @ Kshs. 800,000 and furnishing @ Kshs. 300,000 ( Chairs, tables, Waiting benches and curtains) |  1,100,000.00  | New |
| Nzinia Assistant Chief office | Completion of the Office:-Partition, Plastering, Flooring and Painting. |  200,000.00  | Ongoing |
| **Sports** | Constituency Sports Tournament: supply of balls, nets, Uniforms, boots, trophies & first aid kits to winning teams |  1,736,207.00  | Ongoing |
| **ENVIRONMENT** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Mutulu Secondary School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  | New |
| Kauma Secondary School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  | New |
| Kyaani Girls Secondary School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  | New |
| Matinyani Boys' Sec. School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  | New |
| Kalimani Secondary School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  | New |
| St. Johns Kwa Mulungu Sec. School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  | New |
| St. Benedict Kwa Mutonga Sec. School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  | New |
| St. Philips Mutini Sec. School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  | New |
| Katutu Girls Sec. School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  | New |
| Katheka Boys Sec. School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  | New |
| Kasue Secondary School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  | New |
| Ilako Mututa Sec. School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  | New |
| Kakeani Secondary School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  | New |
| Musengo Secondary School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  | New |
| Mutonguni Girls' Sec. School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  | New |
| Mutonguni Boys Sec. School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  | New |
| Muthamo Secondary School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  | New |
| Muthale Girls Sec. School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  | New |
| Kauwi Secondary School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  | New |
| Kyondoni Girls Sec. School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  | New |
| Kwa Mutonga Primary School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  | New |
| Kathivo Primary School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  | New |
| Kyondoni Primary School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  | New |
| Matinyani AIC Primary School | Supply and installation of 3 Litter bins and 3 Hand washing dispensers in the school compound. |  70,000.00  | New |
| Mutonguni Primary School | Supply and installation of 2 Litter bins and 2 Hand washing dispensers in the school compound. |  56,207.00  | New |
| **Total** |  |  **86,810,344.82**  |  |

**MIN.KW/09/01/2018: FORMATION OF KEY NG-CDFC SUB- COMMITTEES**

For smooth operation of NG-CDF, the following were regarded as key NG-CDFC Sub-Committee:- Bursary, Complaints Handling, Corruption Prevention, Monitoring & Evaluation and NG-CDFC Office Construction.

The following members were appointed to the various sub-committees:-

**Bursary Sub-Committee**

1. Mr. Francis Ndoi
2. Ms. Kathini Mariam
3. Ms. Rosa Muema
4. Mr. Ferdinard Musili

**Complaints Handling Sub-Committee**

1. Mr. Patrick Kimolo
2. Mr. Wilfred Keli
3. Ms. Rhodester Muthui

**Corruption Prevention Sub-Committee**

1. Mr. Patrick Kimolo
2. Mr. Boniface Kaleve
3. Mr. Shariff Mukulu

**Monitoring & Evaluation Sub-Committee**

1. Mr. Ferdinard Musili
2. Mr. Francis Ndoi
3. Ms. Kathini Mariam
4. Ms. Rosa Muema

**NG-CDF Office Construction Sub-Committee**

1. Mr. Wilfred Keli
2. Mr. Nicholas Kimanzi
3. Mr. Shariff Mukulu
4. Ms. Rhodester Muthui
5. Ms. Kathini Mariam

**MIN.KW/10/01/2018: APPOINTMENT OF MEMBERS TO KITUI WEST ROADS COMMITTEE (CRC)**

The FAM reported to the committee that he had received a letter, Ref: KeRRA/15/KTI/G/RM27/(68) dated 13th December, 2017 from the Regional Manager, Kenya Rural Roads Authority-Kitui requesting for four members to sit in the Kitui West CRC.

The letter was tabled for deliberation and appointment of the four members. The committee deliberated the letter and appointed the following members to the Kitui West Roads Committee:-

1. Mr. Wilfred Keli
2. Mr. Shariff David
3. Ms. Rhodester Muthui
4. Ms. Kathini Mariam

**MIN.KW/11/01/2018: AOB**

There being no other business to transact, the meeting adjourned at 3.20 pm with a word of prayer by Ms. Rosa Muema.

**SIGNED BY:**

.**........................................ DATE………………………**

**NG-CDFC SECRETARY**

**………………………………. DATE………………………**

**NG-CDFC CHAIRMAN**