**MINUTES OF KITUI WEST NATONAL GOVERNMENT CDFC MEETING HELD ON 14TH APRIL 2022 AT NG-CDF OFFICE BOARDROOM-KABATI**

**MEMBERS PRESENT**

1. **Mr. Wilfred N. Keli Chairman**
2. **Mr. Nicholas N. Kimanzi FAM**
3. **DCC Kitui West Member**
4. **Mr. Andrew M Masila Secretary**
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. Commitment of Funds in the Books of Account.
5. Outstanding balances for the F/Y 2020/2021 of Kshs.12,088,790.00.
6. Resignation of Mr. Joshua Mbaluka, Senior Support Staff**.**
7. Review of NG-CDFC/Staff Training in Embu.
8. Re allocation of Funds for Mutulu Secondary School Bus
9. Approval of Emergency Requests
10. A O B

**MIN. KW/46/04/2022: PRELIMINARIES.**

The Chairman called the meeting to order at 11:50 am. The meeting was opened with a word of prayer by Mr. Andrew M. Masila. The Chairman welcomed all the members to the meeting. The Secretary took the members through the items of agenda which were adopted without amendments.

**MIN.KW/47/04/2022: READING AND CONFIRMATION OF THE PREVIOUS MINUTES.**

The minutes of the previous meeting held on 25th March, 2022 were read by the secretary. They were proposed as true record of the day’s deliberation by Ms. Rosa Muema who was seconded by Mr. Francis Ndoi.

**MIN.KW/48/04/2022: CONFLICT OF INTEREST.**

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

**MIN.KW/49/04/2022: COMMITMENT OF FUNDS IN THE BOOKS OF ACCOUNT.**

It was reported that an AIE of Kshs. 39, 088,879.00 had been received and the same amount had been wired in to the Kitui West NG-CDF bank account. The NG-CDFC deliberated the AIE and prioritized the projects as follows: -

**AIE No. B 164418 of Kshs. 39,088,879.00**

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT NAME** | **PROJECT CODE** | **PROJECT ACTIVITIES** | **AMOUNT (KSHS.)** |
| **EMERGENCY** |  |  |  |
| Emergency | 4-0015-070-2640200-101-2021-2022-1 | To cater for any unforeseen occurrence in the constituency during the financial year. | **3,597,101.42** |
| **EDUCATION** |  |  |  |
| **PRIMARY SCHOOLS** |  |  |  |
| AIC Kiuwani Primary School | 4-0015-070-2630204-104-2021-2022-1 | Construction of one (1) classroom to completion | 1,000,000.00 |
| Emivia Primary School | 4-0015-070-2630204-104-2021-2022-2 | Renovation of six (6) classrooms; Re-roofing, installation of doors and windows | 1,000,000.00 |
| Kaanzoni Primary School | 4-0015-070-2630204-104-2021-2022-3 | Construction of one (1) classroom to completion | 1,000,000.00 |
| Kalimani Primary School | 4-0015-070-2630204-104-2021-2022-4 | Construction of one (1) classroom to completion | 1,000,000.00 |
| Kangungi Primary School | 4-0015-070-2630204-104-2021-2022-5 | Construction of one (1) classroom to completion | 1,000,000.00 |
| Kilimu Primary School | 4-0015-070-2630204-104-2021-2022-6 | Fencing of a 675 Meter School compound: - Concrete Posts, barbed wire, chain link and installation of a Gate | 700,000.00 |
| Kitamwiki Primary school | 4-0015-070-2630204-104-2021-2022-8 | Construction of one classroom to completion | 1,000,000.00 |
| Kiukuni Primary School | 4-0015-070-2630204-104-2021-2022-11 | Renovation of Five (5) classrooms: - raising of walls from ring beam, re-roofing and installation of window panes | 1,000,000.00 |
| Kyambevo Primary School | 4-0015-070-2630204-104-2021-2022-14 | Fencing of a 945 Meter School compound: - Concrete Posts, barbed wire and chain link | 800,000.00 |
| Kyeni Primary School (Kauwi) | 4-0015-070-2630204-104-2021-2022-01 | Completion of an Administration block comprising of two (2) room Offices and one (1) staffroom: - Flooring, plastering, painting and installation of windows and doors. | 800,000.00 |
| Mutanda Primary School | 4-0015-070-2630204-104-2021-2022-19 | Renovation of six (6) classrooms: - Raising of walls from ring beam, roofing, plastering and painting | 1,000,000.00 |
| Mwatate Primary School | 4-0015-070-2630204-104-2021-2022-20 | Construction of one (1) classroom to completion | 1,000,000.00 |
| Nzemeli Primary School | 4-0015-070-2630204-104-2021-2022-25 | Construction of one (1) classroom to completion | 1,000,000.00 |
| St. Marys Kavole Primary School | 4-0015-070-2630204-104-2021-2022-27 | Construction of one (1) classroom to completion | 1,000,000.00 |
| **SECONDARY SCHOOLS** |  |  |  |
| Kalinditi Secondary School | 4-0015-070-2630205-104-2021-2022-4 | Construction of a 45 capacity Science Laboratory: - Foundation and walling | 1,000,000.00 |
| Katutu Girls Secondary School | 4-0015-070-2630205-104-2021-2022-8 | Completion of a 500 capacity Multipurpose Hall: - Flooring, plastering, painting, installation of doors and windows. | 1,000,000.00 |
| Kitunduni Secondary School | 4-0015-070-2630205-104-2021-2022-11 | Fencing of a 675 Meter School compound: - Concrete Posts, barbed wire, chain link and installation of a Gate | 700,000.00 |
| Mithiikwani Secondary School | 4-0015-070-2630205-104-2021-2022-15 | Fencing of a 1,080 Meter School compound using concrete Posts, barbed wire and chain link | 1,000,000.00 |
| Muthale Mixed Secondary School | 4-0015-070-2630205-104-2021-2022-16 | Construction of one (1) classroom to completion | 1,000,000.00 |
| **SPORTS ACTIVITIES** | 4-0015-070-2640509-112-2021-2022-1 | **Purchase of 3 sets of football and 4 sets of volleyball uniforms @ 45,696.30 for the following teams: -** | **2,741,777.58** |
| Mitaani Football Club | - |
| Mikuyuni Football Club | - |
| Kiuani Football Club | - |
| Kalimani Football Club | - |
| Kalindilo Football Club | - |
| Kitituni Football Club | - |
| Kwa Mulungu Football Club | - |
| Maselele Football Club | - |
| Syokithumbi Football Club | - |
| Kalimbevo Football Club | - |
| Syokithumbi Football Club Ladies | - |
| Malukwete Football Club | - |
| Ngomango Football Club | - |
| Kombu Football Club | - |
| Kilimu Football Club | - |
| Kyeni Junior Football Club | - |
| Kamulaani Junior Football Club | - |
| Kathuma Football Club | - |
| Kathetheoni Football Club | - |
| Kunikila Junior Football Club | - |
| Kakumi Football Club | - |
| Kasaini Football Club | - |
| Makolo Football Club | - |
| Kwamukoo Football Club | - |
| Mateta Football Club | - |
| Uvaani Football Club | - |
| Kitamwiki Football Club | - |
| Utoo DC Football Club | - |
| Misyini Football Club | - |
| Boi Football Club | - |
| Malondo Football Club | - |
| Kiamani Football Club | - |
| Kamunyu Ladies Football Club | - |
| Kathangathini Ladies Football Club | - |
| Kataa Football Club Men | - |
| Emivia Football Club Men | - |
| Ngengekani Football Club | - |
| Kyeng’e Football Club | - |
| Matinga Men Football Club | - |
| Kangungi Men Football Club | - |
| Sangala Men Football Club | - |
| Makongo Men Football Club | - |
| Mwatate Football Club | - |
| Kyambiwa Football Club | - |
| Kalinditi Football Club Men | - |
| Kiseveni Football Club Men | - |
| Kwanyingi Men Football Club | - |
| Kaluni Men Football Club | - |
| Mutini Football Club Boys | - |
| Kwa Nyingi Ladies Volleytball Club | - |
| Mbingoni Volleyball Men Club | - |
| Kithuiani Volleyball Men Club | - |
| Kathivo Volleyball Men Club | - |
| Kyeni Ladies Volleyball Club | - |
| Syomasango Junior Volleyball Club | - |
| Mbavae Ladies Volleyball Club | - |
| Mumbua Volleyball Club | - |
| Manzieitumo Volleyball Men Club | - |
| Syokithumbi Volleyball Ladies Club | - |
| Kwa Mboya Volleyball Men Club | - |
| **SECURITY PROJECTS** |  |  |  |
| Kathivo Assistant County Commissioner's Office | 4-0015-070-2640507-113-2021-2022-2 | Renovation of a two (2) room Office: - installation of Ceiling and window panes @ Kshs.400,000 and furnishing of office (1 Executive Chair @ 25,000, 1 Executive table @ 42,000, 1 Steel Cabinet @ 20,000, 1 Conference Desk 35,000, 6 Conference Chairs @ 30,000, 1 Metallic Link Chair @ 35,000 & Assorted Curtains @ 13,000) @ Kshs.200,000 | 600,000.00 |
| Kauma Chief's Office | 4-0015-070-2640507-113-2021-2022-4 | Renovation of a two roomed Office: - Re-roofing, flooring, plastering and painting @ Kshs.300,000 and Office furnishing (1 Executive Chair @ 25,000, 1 Executive table @ 42,000, 1 Steel Cabinet @ 20,000, 1 Conference Desk 35,000, 6 Conference Chairs @ 30,000, 1 Metallic Link Chair @ 35,000 & Assorted Curtains @ 13,000) @ Kshs.200,000. | 500,000.00 |
| Kivani Chief's Office | 4-0015-070-2640507-113-2021-2022-5 | Construction a two roomed Office @ Kshs.800,000, furnishing (1 Executive Chair @ 25,000, 1 Executive table @ 42,000, 1 Steel Cabinet @ 20,000, 1 Conference Desk 35,000, 6 Conference Chairs @ 30,000, 1 Metallic Link Chair @ 35,000 & Assorted Curtains @ 13,000) @ Kshs.200,000 and construction of a two (2) door pit latrine (1 door for Persons with Disabilities) @ Kshs.250,000. | 1,250,000.00 |
| Kwa Mutonga Assistant Chief's Office | 4-0015-070-2640507-113-2021-2022-7 | Construction a two roomed office @ Kshs.800,000, furnishing of the office (1 Executive Chair @ 25,000, 1 Executive table @ 42,000, 1 Steel Cabinet @ 20,000, 1 Conference Desk 35,000, 6 Conference Chairs @ 30,000, 1 Metallic Link Chair @ 35,000 & Assorted Curtains @ 13,000) @ Kshs.200,000 and construction of a two-door pit latrine (1 door for Persons with Disabilities) @ Kshs.250,000 | 1,250,000.00 |
| Kyondoni Assistant Chief's Office (Matinyani) | 4-0015-070-2640507-113-2021-2022-9 | Fencing of a 405 Meter Office Compound using concrete posts, barbed wire and chain link @ Kshs.350,000 and Construction of a three-door pit latrine (1 door for Persons with Disabilities) @ Kshs.250,000 | 600,000.00 |
| Maselele Assistant Chief's Office | 4-0015-070-2640507-113-2021-2022-10 | Construction a two roomed office @ Kshs.800,000, furnishing of the office (1 Executive Chair @ 25,000, 1 Executive table @ 42,000, 1 Steel Cabinet @ 20,000, 1 Conference Desk 35,000, 6 Conference Chairs @ 30,000, 1 Metallic Link Chair @ 35,000 & Assorted Curtains @ 13,000) @ Kshs.200,000 and construction of a two (2) door pit latrine (1 door for Persons with Disabilities) @ Kshs.250,000. | 1,250,000.00 |
| Matinyani Chief's Office | 4-0015-070-2640507-113-2021-2022-11 | Renovation of three (3) room Office: - Re-roofing, flooring and painting | 800,000.00 |
| Mikuyu Mikya Assistant Chief's Office | 4-0015-070-2640507-113-2021-2022-12 | Fencing of a 405 Meter Office Compound: - Concrete Posts, barbed wire, chain link @ Kshs.300,000 and Office furnishing (1 Executive Chair @ 25,000, 1 Executive table @ 42,000, 1 Steel Cabinet @ 20,000, 1 Conference Desk 35,000, 6 Conference Chairs @ 30,000, 1 Metallic Link Chair @ 35,000 & Assorted Curtains @ 13,000) @ Kshs.200,000 | 500,000.00 |
| Mithini Assistant Chief's Office | 4-0015-070-2640507-113-2021-2022-14 | Construction a two roomed office (to completion) @ Kshs.800,000, furnishing of the office (1 Executive Chair @ 25,000, 1 Executive table @ 42,000, 1 Steel Cabinet @ 20,000, 1 Conference Desk 35,000, 6 Conference Chairs @ 30,000, 1 Metallic Link Chair @ 35,000 & Assorted Curtains @ 13,000) @ Kshs.200,000 and construction of a two-door pit latrine (1 door for PWDs) @ Kshs.250,000 | 1,250,000.00 |
| Miwongoni Assistant Chief's Office | 4-0015-070-2640507-113-2021-2022-15 | Fencing of a 135 Meter Office Compound: - Concrete Posts, barbed wire, chain link @ Kshs.300,000 and Office furnishing (1 Executive Chair @ 25,000, 1 Executive table @ 42,000, 1 Steel Cabinet @ 20,000, 1 Conference Desk 35,000, 6 Conference Chairs @ 30,000, 1 Metallic Link Chair @ 35,000 & Assorted Curtains @ 13,000) @ Kshs.200,000 | 500,000.00 |
| Musosya Assistant Chief's Office | 4-0015-070-2640507-113-2021-2022-17 | Completion of 2 roomed Office started by the community: - flooring, painting and shutters | 400,000.00 |
| Mutanda Chief's Office | 4-0015-070-2640507-113-2021-2022-18 | Construction a two roomed Office @Kshs.800,000 (to completion?), furnishing of the office (1 Executive Chair @ 25,000, 1 Executive table @ 42,000, 1 Steel Cabinet @ 20,000, 1 Conference Desk 35,000, 6 Conference Chairs @ 30,000, 1 Metallic Link Chair @ 35,000 & Assorted Curtains @ 13,000) @ Kshs.200,000 and construction of a two-door pit latrine (1 door for PWDs) @ Kshs.250,000 | 1,250,000.00 |
| Mutonguni Chief's Office | 4-0015-070-2640507-113-2021-2022-19 | Completion of three (3) room Office: - Walling from ring beam, roofing, eaves filling, plastering and painting | 500,000.00 |
| Mutonguni Police Station | 4-0015-070-2640507-113-2021-2022-20 | Completion of a Police Station consisting of Report office, crime office, two (2) cells and a store: -plastering, flooring, painting, installation of windows and doors | 1,000,000.00 |
| Mutulu Administration Police Line | 4-0015-070-2640507-113-2021-2022-21 | Fencing of a 135 Meter Office Compound using concrete posts, barbed wire and chain link @ Kshs.350,000 and Construction of a 2-door pit latrine (1 door for Persons with Disabilities) with a bathroom @ Kshs.250,000 | 600,000.00 |
| Ndolos Police Station | 4-0015-070-2640507-113-2021-2022-22 | Completion of a Police Administration Block comprising of Officer Commanding Station office, Report office, Crime office, Armory, four (4) Cells and Toilets: gable walling, roofing, plastering, painting, flooring and shutting. | 2,500,000.00 |
|  |  | **Total Allocation** | **39,088,879.00** |

**MIN.KW/50/04/2022:** **OUTSTANDING BALANCES OF F/Y 2020/2021 OF KSHS. 12,088,790.00**

The Members wanted a clarification on the outstanding balances for the Financial Year 2020/2021 of Kshs.12,088,790.00. The FAM informed them that the money is yet to be disbursed from the NG-CDF Board and requested them to be patient as the Board had promised to disburse the funds once released from the National Treasury.

**MIN.KW/51/04/2022:** **RESIGNATION OF JOSHUA MBALUKA; SENIOR SUPPORT STAFF**

It was reported that Mr. Joshua Mbaluka, a Senior Support Staff tendered his resignation letter to the FAM through a letter dated 25th February 2022. According to the letter, he had resigned to work for the County Government of Kitui. The issue was deliberated at length where the Committee approved his resignation and mandated the FAM to compute and pay his service gratuity for the period served as NG-CDFC Staff.

**MIN.KW/52/04/2022:** **REVIEW OF NG-CDFC/STAFF TRAINING IN EMBU**

Every member reacted and commented the FAM for sourcing one of the best places (Mountain Breeze Hotel Ltd) in Embu for their training. The members were in agreement that the training was resourceful and were able to bond with the staff during the training and team building activities.

**MIN.KW/53/03/2022: REALLOCATION OF FUNDS FOR MUTULU SECONDARY SCHOOL BUS**

The Committee had received a request from **Mutulu Secondary School PMC** to reallocate the unutilized funds for the **School Bus Project** to another project. The project had been allocated Kshs. 9,762,300 in 2021/2022 financial year. However, the cost of **Isuzu FRR90 46-seater Semi- Luxury Institution Bus** is approximately Kshs. 7,300,000. The request was deliberated at length where it was finally resolved to reallocate the balance of Kshs. 2,462,300 to **Bursary- Secondary Schools.**

**MIN.KW/54/03/2022: APPROVAL OF EMERGENCY REQUESTS**

The committee deliberated and approved 9 emergency requests as indicated below: -

|  |  |  |  |
| --- | --- | --- | --- |
| **NO.** | **Project Name** | **Activity** | **Amount** |
| 1 | Kangii Primary School | Construction of a 4 door Pit Latrine | 400,000 |
| 2 | Kitundumo Primary School | Renovation of 5 Classrooms | 600,000 |
| 3 | Kyeni Primary School (Kauwi) | Construction of a 3 door Pit Latrine | 300,000 |
| 4 | Mbuini Primary School | Installation of a School Gate | 150,000 |
| 5 | Kyambusya Primary School | Renovation of 5 Classrooms - Flooring | 600,000 |
| 6 | Emivea Secondary School | Installation of a School Gate | 150,000 |
| 7 | Kavoo Primary School | Construction of a 3 door Pit Latrine | 300,000 |
| 8 | Ngong’u Primary School | Construction of a 3 door Pit Latrine | 300,000 |
| 9 | Matinyani Police Station |  | 200,000 |
|  | **TOTAL** |  | **3,000,000** |

**MIN.KW/55/03/2022: A.O.B.**

There being no other business to transact, the meeting adjourned with a word of prayer by Ms. Rhodester Muthui at 1.25 pm.

**SIGNED BY:**

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**Mr. Andrew Mwandikwa**

**NG-CDFC SECRETARY**

**………………………………. DATE………………………**

**Mr. Wilfred N. Keli**

**NG-CDFC CHAIRMAN**