**NG-CDF KITUI SOUTH CONSTITUENCY**

**COMMITTEE MEETING HELD ON WEDNESDAY 31/1/2018 AT CDF OFFICE MUTOMO**

**PRESENT**

1. Florence Martin- chairperson.
2. Samuel Mutisya- FAM
3. Kenneth Kitonyo- Secretary
4. Muthama Kieti- Member
5. Evelyn Mutua- member
6. Christopher Ngumbi- member
7. Jonathan Muthangya- Member
8. Mary Mulwa - member
9. Jeremiah Tumo Member

**ITEMS OF AGENDA**

1. Preliminaries
2. Reading of the previous meeting minutes
3. Matters arising
4. Preparation of project proposal 2017/2018
5. Projects tendering
6. Ilusya primary –fencing
7. Kivandeni borehole-equipping
8. Mutomo educational office –construction of office
9. Kyatune Girls High school –construction of a classroom
10. Nzeeu foot bridge – foot bridge
11. Kisiio Irrigation Scheme
12. Overview of 2016/2017
13. Project information letters
14. BQ to be prepared
15. PMCs to be constituted
16. Opening of Bank Accounts

7. NG-CDF Staff Issues

1. Watch man
2. Clerk of works
3. Contracts and salary reviews
4. Re-allocations

* Resubmission of un-approved projects-2014/15

1. A.O.B
2. Adjournment

**NG-CDF KS/MIN 01/31/01/2018 PRELIMINARIES**

**OPENING PRAYER**

The meeting was opened with a word of prayer from Florence Martin. The Fund Account Manager, took members through the agenda of the day.

**NG-CDF KS/MIN 02/31/01/2018 READING OF PREVIOUS MEETING MINUTES**

The Fund Account Manager- Who was the secretary in the previous meeting , took members through the minutes of the previous minutes and they were all confirmed as a true record of the day’s deliberations.

**NG-CDF KS/MIN 03/31/01/2018 MATTERS ARISING**

There was no matters arising from the previous meeting minutes. Members were satisfied with the previous deliberations.

**NG-CDF KS/MIN 04/31/01/2018 PREPARATION OF PROJECT PROPOSAL 2017/2018**

Members were informed the FAM that the constituency has been allocated **ksh 86,810,344.82 for the FY**2017/2018 for projects in the constituency. After lengthy deliberations and guided by the Act and operational circulars, the NG-CDFC shared out the allocation as follows: ksh 40,761,509.96 going to statutory while the balance of Ksh46,048,834.86 is left for the other projects.

**The Statutory Projects as agreed are:**

1. Emergency Ksh4,568,965.52
2. Administration & Recurrent Ksh5,208,620.69
3. Monitoring & Evaluation Ksh2,604,310.34
4. Environment Ksh1,000,000.00
5. Bursary Ksh21,702,586.21
6. ICT Innovation Hubs Ksh4,677,027.20

Members have agreed to carry out public participation through ward meetings on project identification to enable the NG-CDFC get public opinions on what projects they need .

The committee proposed to liaise with chiefs and other opinion leaders in the constituency to help in planning for the meetings. It was agreed, with at least two Meetings per ward in the six wards, the program would run from the 2nd February to the 16th February after which the committee will meet to deliberate on the views, collate them and prioritize for onward submission to the NG-CDF Board.

**NG-CDF KS/MIN 05/31/01/2018 PROJECTS TENDERING**

Members have authorised for the project tendering process to start immediately to facilitate implementation of the following projects:

1. Ilusya primary –fencing
2. Kivandeni borehole-equipping
3. Mutomo educational office –construction of office
4. Kyatune Girls High school –construction of a classroom
5. Nzeeu foot bridge – foot bridge
6. Kisiio Irrigation Scheme

FAM to advertise the above projects.

**NG-CDF KS/ MIN 06/31/01/2018 OVERVIEW OF 2016/17 PROJECTS AS SUBMITTED**

The Manager took members through the list of projects for 2016/17 submitted to the NG-CDF Board to familiarize themselves as the proposals were submitted by a different committee. He informed them the projects read have since been approved by the Board but only money meant for emergency had been received from the 2016/17 allocations.

It was therefore agreed, in preparation for implementation of the projects once the AIE is received, the FAM would start engaging the PMCs to update their data, communicating officially and facilitating the opening of bank accounts.

**NG-CDF KS/MIN 07/31/01/2018 NG-CDF STAFF ISSUES**

Members were informed that there were gaps in staff that needed to be filled; security and clerk of works. The committee asked the manager to advertise the positions and advise them accordingly.

On the issue of staff contracts and salary reviews, members have mandated the FAM, Chairperson and the Secretary to review the contracts and salaries and with the guidance of the circulars and Act, advise on the way foreward.

**NG-CDF KS/MIN 08/31/01/2018 RE-ALLOCATION**

The FAM informed the members that, of the project proposals submitted for the financial year 2014/15, project worthy Ksh 1,000,000.00 were declined and had to be resubmitted to the NG-CDF Board for approval.

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| --- | --- | --- | --- | --- | --- |
| **Name of project to be re-allocated/ Resubmitted** | **Amount**  **ksh** | **To be re-allocated to** | **Ward** | **Amount allocated**  **Ksh** | **Activity** |
| Kathungu adjudication | 600,000 | Kaluluini primary | Mutha | 500,000 | Completion of classroom |
| Kivyuni adjudication | 200,000 | Nzeveni primary | Ikutha | 500,000 | Completion of administration |
| Mwala adjudication | 200,000 |  |  |  |  |
| Total | .00 |  |  |  |  |

**NG-CDF KS/MIN 09/31/01/2018 A.O.B**

Members expressed their appreciation for the well-co-ordinated meeting.

Mary Mulwa wanted know the venue and date for Mutomo ward meeting. She was informed that the same will be communicated to when agreed upon.

Muthama Kieti proposed that Athi ward to be sub-divided since it is very big.

Florence Martin wanted to know the fate of Ikanga Mortuary. She was informed that the office was waiting for the procurement documents.

**ADJOURNMENT**

There being no other business the meeting ended in a word of prayer from

**MINUTES TAKEN BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CONFIRMED BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SIGNATURE :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**