



Kangundo National Government Constituency Development Fund  
Behind Kangundo Sub County Office complex  
P.O Box 1035-90115  
Kangundo, Kenya  
Cell No:0724 781 421  
Email: [cdfkangundo@ngcdf.go.ke](mailto:cdfkangundo@ngcdf.go.ke) | Website: [www.ngcdf.go.ke](http://www.ngcdf.go.ke)

**REF: KANG/NG-CDF/MAR 2023/NG CDFC MEETING**

**DATE: 15<sup>th</sup>Mar, 2023**

**Purpose: NG CDFC Meeting Minutes**

**TIME: 09.10 a.m. – 10.42 a.m.**

**VENUE: Boardroom**

**Members Present**

- |                               |                               |
|-------------------------------|-------------------------------|
| 1. Mr. Ahmed K. Mohamud       | 6. Mr. Stephen W. Mutua       |
| 2. Mr. Wesley Kibet Ngeno     | 7. Mr. Julius M. Mwangangi    |
| 3. Mr. John K. Nzuki          | 8. Mr. Patrick Kilungu Mweu   |
| 4. Mrs. Mary Catherine Ngila  | 9. Mrs. Belita M. Mutie       |
| 5. Ms. Jackline Katunge Kombo | 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. Disbursement of Kes 12 million AIE
5. Approval of Short Courses Training Payment
6. Approval of Boarding Secondary Bursary Cheques distributions.
7. Approval of Emergency fund project.
8. Administration reports adoption;
  - a) OAG auditors exercise
  - b) Approval of Clerk of Works recruitment report
9. Budget Approvals.
10. A.O.B and Adjournment

**MIN NO. 001/15<sup>th</sup> Mar, 2023 PRELIMINARIES**

- The meeting began at 09.10 a.m. with a word of prayer led by MS. Berita Mutie.

**MIN NO. 002/15<sup>th</sup> Mar, 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.

***MS. Jackline Kombo***  
***Proposer***

***MS Berita Mutie***  
***Seconder***

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**MIN NO. 003/15<sup>th</sup> Mar, 2023 MATTERS ARISING FROM THE PREVIOUS MEETING MINUTES:**

**There was no matters arising.**

**MIN NO. 004/15<sup>th</sup> Mar, 2023; DISBURSEMENT OF FY 2022/23 KES 12 MILLION AIE # B206375.**

Members informed that Kes 12,000,000 has been received for FY 2022/2023. Members resolved to disburse the funds as follows:

No:	Approved Project Activity	Amount in Kes
1.	NG CDFC Allowance	100,000.00
2.	Adm-Goods & Services	129,860.00
3.	Staff Salaries	120,140.00
	<b>Bursary fund Vote</b>	
3.	Bursary- Tertiary School	10,500,000.00
4.	Bursary-Special needs	150,00.00
	<b>Emergency Reserve Vote</b>	
4.	Emergency Fund- Kwakathule Sec School	1,000,000.00
	<b>GRAND TOTALS IN KES</b>	<b>12,000,000.00</b>

**Members Resolutions**

Members approved the AIE disbursement as above and funds be disbursed immediately.

**MIN NO. 005/15<sup>th</sup> Mar, 2023; APPROVAL OF SHORT COURSE TRAINING PAYMENT**

Through the contribution of the FAM, he informed members that 511 students are being trained on the following courses; Hair Dressing, Beauty Therapy, Barbering and Nail Technology. The procurement process has been successful, but due to delayed funding, the services provider M/S BEAUTY POINT COLLEGE has not been paid to date. The service provider has requested to be paid Kes 10,220,000.00 vide invoice dated 14<sup>th</sup> March, 2023 .

Members through the contribution of Patrick Mweu informed members that he is a beneficiary of the training and the training is progressing well.

**Members Resolutions**

Members approved the disbursement of the funds be disbursed immediately.

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**MIN NO. 006/15<sup>th</sup> Mar, 2023; APPROVAL OF BOARDING SECONDARY BURSARY CHEQUES DISTRIBUTIONS.**

Members through the contributions of Mr. Kituku, the Chairman, informed members that After the successful distribution of Day schools bursaries by members, the constituents appreciated it very much and urge members to continue that way always. He also reported that Boarding schools secondary cheques are ready for distribution from Monday. He proposed the following programs;

No.	Name of Venue	Day and Date & Time	Ward
1.	Kawethei AIC Church	Monday, 20 <sup>th</sup> Mar, 23 at 10am	West
2.	Kakuyuni Redeemed Gospel Church	Tuesday, 21 <sup>st</sup> Mar, 23 at 10am	West
3.	Imilini Salvation Army	Tuesday, 21 <sup>st</sup> Mar, 23 at 10amm	East
4.	Kikambuani AIC Church	Wednesday, 22 <sup>nd</sup> Mar, 23 at 10am	North
5.	Kangundo Catholic Church	Thursday, 23 <sup>rd</sup> Mar, 2023 at 10am	Central

**Members Resolutions**

Members approved the exercise to kick off as planned, further they approved DA, DIA and Constituency Oversight Committee be invited to participate. Also the Public address system will be used during the event.

DCC was tasked to ensure that the Area chief, Assistant chiefs be informed officially to coordinate the functions in various locations.

Further member approved Kes 3,000.00 per student for the PLWD beneficiaries.

**MIN NO. 007/15<sup>th</sup> Mar, 2023. APPROVAL OF KWAKATHULE SECONDARY SCHOOL EMERGENCY FUNDING.**

Members through contributions of Mr. Kituku informed members that the situation of Kwakathule Secondary School Sanitation as witnessed during the various NG CDFC visit to the school has worsen and need for urgent attention. He proposed that Kes 1million out of emergency reserve vote be expedited toward alleviating that sanitation issue in the school

**Members Resolutions**

Members approved disbursement.

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**MIN NO. 008/15<sup>th</sup> Mar, 2023. ADMINISTRATION REPORTS ADOPTION.**

**(i) Approval of Clerk of Works Recruitment Report:**

Members through the contribution of the FAM, informed members that after the lapse of the previous clerk of Work's employment contract, and the subsequent none performance of Mr. Emmanuel Mutua, the process of his replacement has been completed and the recruitment report is table for adoption and approval.

No	Name of Staff	Sal Scale	Basic Pay	House Allow	Transport Allow	Gross Pay
1.	Daniel Mutuku	CSG 10	37,070.00	4,200.00	4,000.00	45,270.00

**Members Resolutions**

Members adopted the report and approved recruitment with above terms and 31% gratuity on Basic pay for one year work but subject to Kenya Government taxes.

**ii) OAG Auditors exercise**

Members were informed by the FAM that officers from OAG has just concluded the audit of FY 2021/22 on Friday and the exercise went well and the office is awaiting the Management letter.

**MIN NO. 009/15<sup>th</sup> Mar, 2023; BUDGET APPROVALS**

**a) NG CDFC Meeting 15<sup>th</sup> Mar, 2023**

NO:	Item name	Pax	Qty	Amount in Kes
1.	NG CDFC Members Allow	9	1	45,000.00
2.	NG CDFC Chair Allow	1	1	7,000.00
3.	Lunches and Refreshments			10,000.00
				<b>62,000.00</b>

**b) NG CDC-Executive Auditor Meeting 07<sup>th</sup> and 10<sup>th</sup> Mar, 2023**

NO:	Item name	Pax	Qty	Amount in Kes
1.	NG CDFC Members Allow	3	2	30,000.00
2.	NG CDFC Chair Allow	1	2	14,000.00
3.	Lunches			10,000.00
				<b>54,000.00</b>

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c) NG CDFC Meeting-Boarding Sec Bursary Distributions 20<sup>th</sup> - 23<sup>rd</sup> Mar, 2023

NO:	Item name	Pax	Qty	Amount in Kes
1.	NG CDFC Members Allow	9	4	180,000.00
2.	NG CDFC Chair Allow	1	4	28,000.00
3.	Technical Teams-DA & DIA	2	4	40,000.00
4.	NG CDFC Staff	2	4	20,000.00
5.	Lunches and Refreshments			60,000.00
6.	Public Address System			40,000.00
				<b>348,000.00</b>

d) NG CDFC Meeting-procurement of services

NO:	Item name	Pax	Qty	Amount in Kes
1.	NG CDFC Members Allow	4	2	40,000.00
2.	Lunches			10,000.00
				<b>50,000.00</b>

**MIN NO. 010/15<sup>th</sup> Mar, 2023: ANY OTHER BUSINESS AND ADJOURNMENT**

- There being no other business to transact the meeting adjourned at 10:42 a.m. with prayers led by Ms Jackline Kombo.

**Prepared by;**

Name: Catherine Mary Ngila  
 (NG CDFC Secretary)

Sign *CM Ngila* Date *15/3/2023*

**Signed for circulation & Approvals by;**

Name: John K. Kituku  
 (NG CDFC Chairperson)

Sign *John K. Kituku* Date *15/3/2023*

**Signed for confirmation by;**

Name: Wesley Kibet Ng'eno  
 (Fund Account Manager)

Sign *Wesley Kibet Ng'eno* Date *15/3/2023*

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