



NG-CDF KANGUNDO

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 | Website: www.ngcdf.go.ke

REF: KANG/NG-CDF/NOVEMBER 2023/NG CDFC MEETING

DATE: 1st November, 2023

Purpose: NG CDFC Meeting Minutes

TIME: 10.10 a.m. – 13.00 p.m.

VENUE: Boardroom

Members Present

- | | |
|--------------------------------|-------------------------------|
| 1. Mr. Charles Ocharo-DCC | 6. Mr. Stephen W. Mutua |
| 2. Mr. Wesley Kibet Ngeno -FAM | 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. Approval of Monitoring and Evaluation field visit.
5. Presentation and handing over of final strategic plan
6. Benchmarking
7. Opening of deposit account and appointment of signatories
8. Emergency reallocation
9. Budget Approvals.
10. A.O.B and Adjournment

MIN NO. 001/1st Nov, 2023; PRELIMINARIES

- The meeting began at 10.10 a.m. with a word of prayer led by Ms. Jackline Katunge Kombo

MIN NO. 002/1st Nov, 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.

Mrs Belita Mutie
Proposer

Mr. Stephen W. Mutua
Seconder

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MIN NO. 003/1st Nov, 2023; MATTERS ARISING FROM THE PREVIOUS MEETING MINUTES:

There was no matters arising.

MIN NO. 004/1st Nov, 2023; APPROVAL OF MONITORING AND EVALUATION EXERCISE

Members through the contributions of Chairperson, Mr. Kituku, informed members that several projects of last financial year 2022/2023 which were handed over to contractors are ongoing. Therefore, there is a need for members to visit and evaluate the progress.

Members deliberated and approved the activity of monitoring and evaluation to be carried out for four days from 6th November to 9th November, 2023 as per the schedule below. Further, Invited members will be the Constituency Oversight Committee, clerk of works, Sub county internal auditor, Sub county District accountant.

| S/NO | PROJECT NAME | ACTIVITY | WARD | DATE |
|------|-----------------------------|--|-------|-----------------------------|
| 1 | Kitwii Boys primary school | Construction of 4 No. classrooms | North | 6 th Nov,2023 |
| 2 | Kitwii Girls primary school | Renovation of 6 No. Classroom. | North | 6 th Nov,2023 |
| 3 | Kwambalu primary school | Construction of 3 No. classrooms | North | 6 th Nov,2023 |
| 4 | Mukuyuni Secondary School | Construction of an administration block | East | 7 th Nov,2023 |
| 5 | Kithuiani primary school | Construction of 3 No. classrooms to completion | East | 7 th Nov,2023 |
| 6 | Manyatta Primary school | Renovation of 6 No Classrooms | East | 7 th Nov,2023 |
| 7 | Kivaani ACCs Office | Construction of an administration block | East | 8 th Nov,2023 |

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| | | | | |
|----|---------------------------|---|---------|------------------------------------|
| 8 | Kakuyuni ACCs Office | Construction of an administration block | West | 8th Nov,2023 |
| 9 | Kawethei Primary School | Renovation of 5 No Classrooms | West | 8th Nov,2023 |
| 10 | Kikondeni Primary School | Renovation of 5 No. Classrooms | West | 9th Nov,2023 |
| 11 | Kyai Primary School | Construction of 2 Door pit Latrine | Central | 9th Nov,2023 |
| 12 | Kwa Mwenze Primary School | Construction of 2 Door pit Latrine | Central | 9th Nov,2023 |

MIN NO. 005/1st Nov, 2023: PRESENTATION AND HANDING OVER OF FINAL STRATEGIC PLAN

Members through the contribution of FAM, informed members that the party undertaking NG-CDF Kangundo strategic plan for the period 2023-2027 upon presentation of inception report and draft strategic plan has successfully completed the final draft strategic plan. The final strategic plan was presented to members and later in the day handed over.

Members' resolution

After a lengthy deliberation members approved payment of Kes.**399,944.80** to **STRATEGIC OUTCOMES** being final payment as per the agreement.

MIN NO. 006/1st Nov, 2023; BENCHMARKING ACTIVITY

The FAM informed members that, during the last financial year NGCDFC staff and Constituency Oversight Committee have not gone for capacity building. The committee deliberated and approved the activity of benchmarking to Gilgil constituency in Nakuru county, Belgut constituency in Kericho county, Narok South constituency in Narok county, Sotik constituency & Bomet East constituency in Bomet County from 20th November to 24th November 2023. The activity will take place as per the schedule below.

| Date | Constituency | County |
|------------|---------------------|---------------|
| 20/11/2023 | Gilgil constituency | Nakuru county |

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| | | |
|------------|--------------------------|----------------|
| 21/11/2023 | Belgut Constituency | Kericho County |
| 22/11/2023 | Sotik constituency | Bomet county |
| 23/11/2023 | Bomet East constituency | Bomet county |
| 24/11/2023 | Narok South Constituency | Narok county |

The members who will take place in the benchmarking activity are NGCDFC Members, Constituency oversight committee, technical officers and NGCDFC staffs.

Also, members approved procurement process for transport services during the process for Ksh.180,000 inclusive of VAT, that is, Kshs.36,000 per day for 5 days to be catered by travel costs vote from both Constituency Oversight committee and NGCDFC funds. Payment for the transport services will be paid immediately before the activity.

MIN NO. 007/1st Nov, 2023; OPENING OF NG-CDF KANGUNDO DEPOSIT BANK ACCOUNT – EQUITY BANK, TALA BRANCH AND APPOINTMENT OF SIGNATORIES

The Fund Account Manager informed the members that, the NGCDF Board has emphasized on the need for each constituency to open a deposit bank account. The NG-CDF Act 2015 section 12(1A) states that *each constituency shall open one deposit account for holding third parties' monies which shall so be designated and such an account shall be known by the name of the constituency for which it is opened.*

Members deliberated on the above matter and unanimously agreed to seek approval from NG-CDF Board to open a deposit bank account at Equity Bank-Tala Branch. The Fund Account Manager informed the members that bank signatories required are; The Sub-County Accountant and Fund Account Manager.

He further requested them to appoint one member. Mrs. Belita Mutie proposed Catherine Mary Ngila and seconded by Mr. Stephen Wambua. With no objection, the members confirmed Mrs. Catherine Mary Ngila to be signatory alongside the FAM and Sub- County Accountant.

The bank Signatories for NG-CDF Kangundo deposit account following were proposed as follows;

1. Sub-County Accountant - Everline O. Omungala
2. Fund Account Manager - Wesley Kibet Ng'eno
3. Secretary - Catherine Mary Ngila

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MIN NO. 008/1st Nov, 2023; EMERGENCY REALLOCATION

Given the close of financial year 2022/2023, the committee deliberated and proposed the reallocation of the balance of emergency vote, Kshs. 6,636,190 to the following project.

1. **Syanthi primary school**-Renovation of 7 no. classrooms.

The FAM is to write to the board to request the approval.

MIN NO. 009/1st Nov, 2023; BUDGET APPROVALS

a) NG CDFC Meeting 1st Nov, 2023

| <u>NO:</u> | <u>Item name</u> | <u>Pax</u> | <u>Qty</u> | <u>Amount in Kes</u> |
|------------|--------------------------|------------|------------|----------------------|
| 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 |

b) NG CDFC -Monitoring and Evaluations 6th to 9th Nov, 2023

| Allowances for the NGCDFC members, technical officers and staff for 4 days during M&E | Kshs |
|--|----------------|
| Allowance for 1 Chairperson @Kshs 7,000 for 4 days | 28,000 |
| Allowance for 9 members @ Kshs 5,000 each per day for 4 days | 180,000 |
| Allowance for 2 technical officers (DA &DIA) Kshs 5,000 each per day for 4 days | 40,000 |
| Allowance for 3 staffs (NGCDFC Driver, clerk of works, Driver DCC) @Kshs. 2,500 for 4 days | 30,000 |
| Lunch & refreshments @Kshs. 15,000 per day for 4 days | 60,000 |
| Total | 338,000 |

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c) Constituency Oversight Committee -M&E Activity budget

| Allowances for the COC members | Kshs |
|--|----------------|
| Allowance for 4 Members @Kshs 5,000 for 4 days | 80,000 |
| Lunches and refreshments for 4 members @kshs. 5,000 per day for 4 days | 20,000 |
| Total | 100,000 |

d) Budget for NGCDFC members, staff and technical officers during benchmarking

| Allowances for the NGCDFC, Technical officers and staff | Kshs |
|--|----------------|
| Allowance for 1 Chairperson @Kshs 7,000 for 5 days | 35,000 |
| Allowance for 9 members @Kshs. 5,000 for 5 days | 225,000 |
| Allowance for 2 technical officers @Kshs. 5,000 for 5 days | 50,000 |
| Allowance for 7 staffs@2,500 for 5 days | 87,500 |
| Accommodation allowance for 19 persons @2,500 for 4 days | 190,000 |
| Misceleneous expenses | 50,000 |
| Total | 637,500 |

e) Budget for Constituency Oversight Committee during benchmarking

| Allowances for the COC during benchmarking | Kshs |
|---|----------------|
| Allowance for 4 COC members @Kshs. 5,000 for 5 days | 100,000 |
| Accommodation allowance for 4 members @2,500 for 4 days | 40,000 |
| Total | 140,000 |

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MIN NO. 010/1st Nov, 2023: ANY OTHER BUSINESS AND ADJOURNMENT

- There being no other business to transact the meeting adjourned at 13.00 p.m. with prayers led by Mrs. Maureen Kanini.

Prepared by;

Name: Catherine Mary Ngila

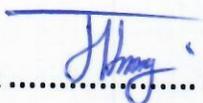
(NG CDFC Secretary)

Sign  Date 01/11/2023

Signed for circulation & Approvals by;

Name: John K. Kituku

(NG CDFC Chairperson)

Sign  Date 1/11/2023

Signed for confirmation by;

Name: Wesley Kibet Ng'eno

(Fund Account Manager)

Sign  Date 1/11/2023

