

MINUTES OF THE YATTA NG-CDFC MEETING HELD ON TUESDAY 24TH, NOVEMBER, 2020
AT YATTA CONSTITUENCY OFFICE CONFERENCE ROOM AT 10.00A.M

MEMBERS PRESENT

- | | |
|----------------------------|-----------|
| 1. Samuel Mwalali Makasi | Chairman |
| 2. Miriam Mbithe Mwamisi | Member |
| 3. Timothy Ndeleva Kivuva | Member |
| 4. Eunice Nthenya Mwanzia | Secretary |
| 5. Meshack Mumo Kamwana | Member |
| 6. Theresia Syokau Ngila | Member |
| 7. Samuel Muisyo Mutune | member |
| 8. Alexander Mutinda Mwini | member |

IN ATTENDANCE

- | | |
|-------------------|-----------------------------|
| 1. Lorna Njoroge | Fund Account Manager |
| 2. Joseph Lewa | DCC |
| 3. Benjamin Makau | Yatta Sub-County Accountant |

AGENDA

1. Preliminary
2. Reading and confirmation of previous minutes
3. Distribution of balls and uniform
4. Reallocation of Funds
 - Kangoko primary school
 - Tinganga secondary school
5. Internship/Industrial attachment
6. AOB
 - Ikombe Police land
 - Ilumanthi primary school project funded F/Y 2018-2019
 - Katangi Technical Training Institute-cabro works and sentry box project F/Y 2020-2021
 - Staff contracts renewal
 - bursaries
7. Payments

MIN 1/24/11/2020: PRELIMINARY

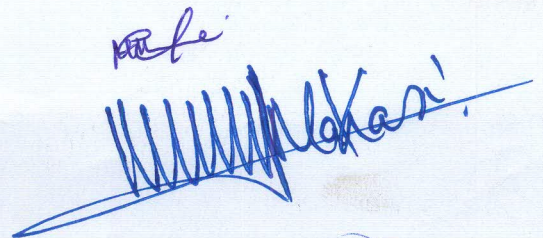
The meeting was opened by word of prayer by Theresia Ngila. The chairman, Samuel Makasi welcomed the members to the meeting and requested the fund account manager to take the committee through the agenda.

MIN 2/ 24/11/2020: READING AND CONFIRMATION OF PREVIOUS MINUTES

The minutes of the previous meeting were read by the secretary Eunice Mwanzia and Timothy Ndeleva confirmed to be a true copy of the proceedings seconded by Meshack Kamwana.

MIN 3/24/11/2020: DISTRIBUTION OF BALLS AND UNIFORM

It was agreed that the identified teams across Yatta constituency should be issued with balls and uniforms for players. It was agreed that each team will receive three balls and two pairs of uniforms to aid in the sporting activities across the constituency. However, it was realized that some of the teams presented during the proposal for Yatta NG-CDF FY 2019-2020 have been ascertained to be inactive. The teams therefore represented for replacement were as follows,

Samuel Makasi


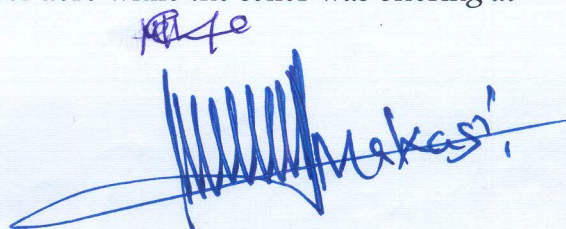
<u>MATUU WARD</u>	
<u>PROPOSED TEAM</u>	<u>NEW PROPOSED TEAM (REPLACEMENT)</u>
KWOSAU FC (MEN)	IVUMBUNI FC (MEN)
KILUNGU FC (MEN)	SCHEME FC (MEN)
MBINGONI JUNIOR FC	RIVERSIDE FC (MEN)
<u>KATANGI WARD</u>	
<u>PROPOSED TEAM</u>	<u>NEW PROPOSED TEAM (REPLACEMENT)</u>
KATANGI TOWNSHIP (MEN)	MOMBUNI FC (MEN)
KYUA FC (LADIES)	KISAANI FC (MEN)
MAKILA FC (LADIES)	NDIUNI FC (MEN)
SYOKISINGA FC (LADIES)	MALATANI FC (MEN)
KATANGI TOWNSHIP (LADIES)	TIGER FC (MEN)
<u>IKOMBE WARD</u>	
<u>PROPOSED TEAM</u>	<u>NEW PROPOSED TEAM (REPLACEMENT)</u>
KAVINGO FC (MEN)	KATHANGATHINI FC (MEN)
TULIMA FC (MEN)	KATHAMANI FC (MEN)
MANGWETI FC (MEN)	MAIUNI FC (MEN)
KIMUUNI FC (LADIES)	KIMUUNI FC (MEN)
TING'ANG'A FC (LADIES)	TING'ANG'A FC (MEN)
<u>KITHIMANI WARD</u>	
<u>PROPOSED TEAM</u>	<u>NEW PROPOSED TEAM (REPLACEMENT)</u>
KALUKUNI FC (FC)	KYUMBUNI FC (MEN)
<u>NDALANI WARD</u>	
<u>PROPOSED TEAM</u>	<u>NEW PROPOSED TEAM (REPLACEMENT)</u>
KWAKULU FC (LADIES)	KWAKULU FC (MEN)
KIVINGONI FC (MEN)	NDALANI FC (MEN)
KIIMANI FC (MEN)	NDALANI STARLETS
NGOMANO FC (MEN)	UVOUNI FC (MEN)
COOL BREEZE STARS FC	YOUNG SILANGA FC
KITHUIANI FC (MEN)	MACHINE FC

MIN 4/24/11/2020: REALLOCATION OF FUNDS

The Fund Account Manager informed members that we had received PMC letters and engineers report for change of activities for Tinganga secondary school and Kangoko primary school respectively and which needed NG-CDF Board approval.

Tinganga secondary school-the Fund Account Manager informed the committee that we had received a letter from Ting'ang'a PMC requesting re-allocation of kshs2.5m funded for purchase of 5acres land to construction of girls dormitory.

The Fund Account Manager expressed their interest for re-allocation was that after the valuation was done on the land it cost kshs250,000.00 per acre while the seller was offering at



kshs500,000.00 making it impossible for the land to be purchased since the amount of money the seller was requesting was higher than the land valuation.

The members after discussion therefore agreed to seek Boards approval through re-allocation of kshs2.5m funded for purchase of 5acre land to construction of girls' dormitories where the Fund Account manager was requested to write a letter to engineers seeking the cost estimates for the dormitory.

Kangoko primary school-the chairman Samuel Makasi reported to members that after the Regional Works Officers visited kangoko primary school for inspection in order to formulate the BOQ for renovation, it was found out that one block of four classroom funded kshs1.2m was beyond repair and thus impossible to renovate as indicated in the engineers report.

The members therefore, agreed to re-allocate ksh 1,200,000.00 reallocated for renovation of 4no.classrooms to construction of 1no.classroom ((plastering, flooring, windows and doors) to completion for the institution ksh 850,000 and construction of 4door pit latrine at kshs350,000 as per the engineers cost estimates.

MIN 5/24/11/2020: INDUSTRIAL ATTACHEMENT

During the meeting, the Fund Account Manager informed the members that it's necessary for the office to offer industrial attachment opportunities for at least three college/university students in a financial year since it's a requirement in the performance contract 2020/2021.

The Fund Account Manager notified members that we had received one application from Julie Mwiakli Mutinda, a Student at Machakos University pursuing a degree in Economics.

After deliberation the members requested the Fund Account Manager to give her the opportunity to be interned at Accounts department for six months as she had indicated in her application letter starting 1st December 2020 to 31st May 2021.

They also agreed kshs5,000.00 be paid monthly as transport allowance to all interns who will be attached in the office for this financial year.

MIN 6/24/11/2020: AOB

➤ Ikombe Police Land

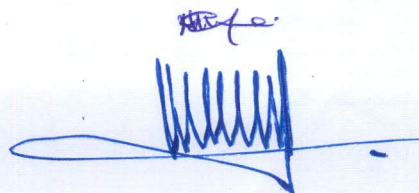
During the meeting, the Fund Account Manager informed the members that a new land was found for Ikombe proposed police post after the initial identified land was marred with challenges of transfer. It emerged during the meeting that the land survey had already been undertaken by the relevant authorities and valuation process was at advanced stages.

➤ Ilumanthi primary school project funds allocated In F/Y 2018/2019

It emerged during the meeting that Ilumanthi primary school in Ndalani ward was allocated ksh 300,000.00 during the financial year 2018/2019 under emergency to do renovation works (roofing) for classrooms and since the transfer of funds to the PMC account they never implemented the project and since then, the funds has not been utilized and no complaint was reported whatsoever. Therefore, due to non-utilization of funds, the committee unanimously agreed that the funds be reverted to the main NG-CDF Yatta Account and be reallocated to Kauukuni primary school for construction of 4door pit latrine which had sent its request letter dated 23rd November, 2020 requesting for emergency funding.

➤ Katangi Technical Training Institute-cabro works and sentry box project financial year and ablution block 2020-2021-the members deliberated to appoint members for Katangi technical training institute cabro works and sentry box project committee for opening and evaluation.

They agreed the following members from technical department be appointed for the opening and evaluation of tenders.



- i. Samuel makasi-chairman NGCDF
- ii. Caroline Muli-Yatta sub-county Procurement officer
- iii. Benjamin Makau-Yatta sub-county accountant.
- iv. Benjamin Ndung'u- Regional works officer-Embu
- v. Augustine Nyoike-Regional Works Officer-Embu

They also agreed the procurement process and works to begin.

➤ **Renewal of staff contracts of employment**

The Fund Account Manager brought to the attention that staff contracts were nearing expiry and they should deliberate on their renewals upon presenting their letters of interest for renewal of contracts.

Their dates of expiry was tabled as follows,

S/N	Name	Contract expiry date
1.	Beatrice Mutheu Josphat	01/01/2021
2.	Benjamin Wambua Mbongo	19/03/2021
3.	Francis Ndolo Mwanzia	01/04/2021
4.	Phylis Ntheo Mutuku	01/04/2021
5.	Celestine Kasiva Muia	01/04/2021
6.	Mutuku Muli	01/04/2021
7.	Alex Mutunga	01/04/2021
8.	Felix Ndolo Mwangela	01/04/2021
9.	Derrick Kyalo Mwaka	01/03/2022
10.	Cyrus Mutisya Kimanthi	30/06/2022
11.	Lucia Kanini Muthoka	30/06/2023
12.	Joseph Nthuku Malonza	30/06/2023

Alexander mwini gave an opinion that all staffs have been cooperative and submissive to their duties so it was of his wish their contracts to be renewed once their dates expire.

Samuel Muisyo Mutune also gave his opinion that those contracts expiring 2022 and 2023 be deliberated when the time comes but those expiring 2021 it was okay with him to be renewed once the time lapses.

After deliberation, it was therefore agreed staff contracts to be renewed for three (3) years for those expiring 2021 once their dates lapse and the others expiring 2022 and 2023 will be considered when their time reaches.

The members also agreed their service gratuity to be paid once it comes due.

➤ **Bursary**

After deliberation, it was agreed bursary funds for secondary school for the needy students to be disbursed coming the month of January 2021 since there were high chances schools to re-open and due to unavailability of funds, the committee agreed the bursary funds for secondary schools within Yatta constituency, total orphans and people living with disability be disbursed first where others will be disbursed later after the availability of funds.

MIN 7/24/11/2020: PAYMENTS

The committee approved the following payments to be effected immediately.

- Ksh 6,450 for office water bills to Yatta Water Services.
- Kshs2,318,145.00 to Mauna Kea Agencies for construction of Katangi Technical Training Institute Ablution block.
- Kshs180,000.00 as administration expenses for Katangi TTI ablution block project.
- Kshs20,469,000.00 being payment of bursaries to secondary schools within yatta, orphan and physically challenged needy students.

- Kshs200,000.00 for administration expenses for Katangi Police land.
- Kshs150,000.00 for office use.

There being no other business, the meeting ended at 3:30 PM with a prayer from Miriam mbihe mwamisi.

MINUTES TAKEN BY

SECRETARY EUNICE MUSAHA SIGN [Signature] DATE

CONFIRMED BY

CHAIRMAN Samuel Makasi SIGN [Signature] DATE