



**KITUI EAST NG-CDF**

**Kitui East N-G Constituency Development Fund**

Chuluni Market

Near Nzambani DCCs Office

Kitui Mutomo Road

P.O Box 1199-90200 Kitui

0726464606

**Email:** [cdfkituieast@cdf.go.ke](mailto:cdfkituieast@cdf.go.ke) | **Website:** [www.cdf.go.ke](http://www.cdf.go.ke)

**KITUI EAST NG-CONSTITUENCY DEVELOPMENT FUND  
P.O BOX 1199-90200 KITUI**

**MINUTES FOR KITUI EAST NG-CDFC MEETING HELD AT THE DCC OFFICE AT ZOMBE ON  
25/10/2019**

**MEMBERS PRESENT**

1. Edward I. Kitheka	Chairman
2. Reinhard N. Munyoto	Secretary
3. Mercy Wamalwa	DCC
4. Rev. Bretta M. Simba	Member
5. Joyce M. Mumo	Member
6. Petronic M. Mutie	Member
7. Pauline Ngala	Member
8. Muia Mulatya	Member
9. Aron Kasele	Member
10. Patterson Munyao	FAM

**AGENDA**

1. Reading of previous minutes
2. Matters arising
3. Project proposal for 2019/2020
4. Report after visit by the board
5. On-going projects
6. AOB

**PREAMBLE**

The Chairman called the meeting to order at 11:10am and requested Rev Bretta Simba to offer a word of prayer. The Chairman then said in a brief statement that the main agenda was discussion of project proposal that has timeline.

**MIN 1/25/10/2019 READING AND CONFIRMATION OF PREVIOUS MINUTES**

The previous minutes were read by the secretary. They were confirmed a true record of what transpired.

Pauline Ngala proposed and was seconded by Petronic Mwambi



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### **MIN 2/25/10/2019 MATTERS ARISING**

There were no matters arising.

### **MIN 3/25/10/2019 PROJECT PROPOSAL FOR 2019/2020**

The FAM read a circular on project proposal preparation from the NG-CDF Board which outlined guidelines for FY 2019/2020. The circular clearly outlined that since the last ward consultative forum were held during the 201/2018 F/Y, considering that two years have since lapsed the NG-CDF committees are required to hold ward consultative forums during the 2019/2020 F/Y therefore there was need for ward consultative meetings. It was also noted that the board had reminded the constituencies with ongoing projects to allocate funds towards completion of the projects in line with their commitment. CDF'S have also been reminded to ensure that the cost of project branding is in-corporated in the bill of quantities for each project. Pertaining procurement of motor-vehicles the committee was advised to procure and maintain one 4WD motor vehicle to assist in monitoring of projects. Further each CDF committee is required to purchase one motor cycle of engine capacity 125CC to enhance mobility of the clerk of works. The FAM reported that the constituency allocation was ksh **137,367,724.14** and that emergency was a constant figure allocated ksh **7,198,241.38**.

Members agreed on statutory figures as follows:

Admin	6.00%	8,242,063.44
M&E	3.00%	4,121,031.72
Environment	2.00%	2,747,354.48
Sports	2.00%	2,747,354.48
Emergency	5.00%	7,198,241.38
<b>Subtotal- statutory</b>		<b>25,056,045.5</b>
Bursary		40,711,678.68
<b>Sub-totals</b>		<b>65,767,724.18</b>
Balance for other projects is KSH. <b>71,599,999.96</b>		

Members then prioritized the projects as follows:

<b>Project Name</b>	<b>Project Activity</b>	<b>Amount</b>	<b>Status</b>
<b>ADMINISTRATION</b>			
Employees' Salaries	Payment of staff salaries and gratuity	4,500,000.00	On-going



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Project Name	Project Activity	Amount	Status
Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea.	1,000,000.00	On-going
Committee Expenses	Payment of Committee sitting allowances, transport, conferences	2,592,063.44	On-going
NSSF	Payment of NG-CDFC staff NSSF	50,000.00	On-going
NHIF	Payment of NG-CDFC staff NHIF	100,000.00	On-going
<b>TOTAL</b>		<b>8,242,063.44</b>	
<b>M&amp;E</b>			
Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence.	500,000.00	On-going
Committee Expenses	Payment of Committee sitting allowances, transport, conferences	1,000,000.00	On-going
NG-CDFC/PMC Capacity Building	Undertake Training of the PMCs/NG-CDFCs and staff on NG-CDF related matters	2,621,031.07	On-going
<b>TOTAL</b>		<b>4,121,031.72</b>	
<b>EMERGENCY (5%)</b>			
Emergency (5%)	To cater for any unforeseen occurrences in the constituency during the financial year	7,198,241.38	On-going
<b>Total</b>		<b>7,198,241.38</b>	
<b>BURSARY</b>			
Bursary Secondary Schools	Payment of bursary to needy students	25,710,317.24	On-going
Bursary Tertiary Schools	Payment of bursary to needy students	15,001,361.44	On-going
		<b>40,711,678.68</b>	
<b>PRIMARY SCHOOLS</b>			
Kisayani Primary School	Construction of one classroom to completion	1,000,000.00	New
Kyaimu Primary School	Renovation of three classrooms: Reroofing, shutters, Plastering, flooring, and painting	1,500,000.00	New
Imale Primary School.	Renovation of three classrooms: Reroofing, shutters, Plastering, flooring, and painting	1,500,000.00	New





**KITUI EAST NG-CDF**

Project Name	Project Activity	Amount	Status
Mitaani Primary School	Construction of one classroom to completion	1,000,000.00	New
Malatani Primary School	Construction of one classroom to completion	1,000,000.00	New
Kandongo Primary School	Construction of one classroom to completion	1,000,000.00	New
Kyangeni Primary School	Construction of one classroom to completion	1,000,000.00	New
Makutano Primary School	Construction of one classroom to completion	1,000,000.00	New
Katitika Primary School	Purchase of Land 3 acres for expansion of the school.	200,000.00	New
Matundu Primary School	Purchase of Land 5 acres for expansion of the school.	500,000.00	New
Kyanika child Development Centre	Construction of a 200 students Dinning hall up to lintel	1,000,000.00	New
Malembwa Primary School	Purchase of Land 3 acres: For school Expansion	300,000.00	New
	<b>TOTAL</b>	<b>11,000,000.00</b>	
<b>SECONDARY SCHOOL PROJECTS.</b>			
Thua Secondary School	Purchase of School Bus a 51 seater.	7,200,000.00	New
Kaliku Secondary School	Completion of payment of a 51 seater school bus	700,000.00	On-going
Kathande Secondary School	Construction of one classroom to completion	1,000,000.00	New
Nzilani Secondary School	Construction of one classroom to completion	1,000,000.00	New
Kimangau Secondary School	Construction of one classroom to completion	1,000,000.00	New
Ngungi Secondary School	Completion of 40 student Laboratory: Walling, Plastering, Roofing, Flooring, Shutters & Painting	900,000.00	On-going
Kyululu Secondary School	Construction of one classroom to completion	1,000,000.00	New
Kikuu Secondary School	Construction of one classroom to completion	1,000,000.00	New



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Project Name	Project Activity	Amount	Status
Musukini Secondary School	Construction of one classroom to completion	1,000,000.00	New
Manyoeni Secondary School	Completion of 40 student laboratory: Walling, Plastering, Flooring, Shutters, Roofing & Painting	1,000,000.00	On-going
Kakame Secondary School	Construction of one classroom to completion	1,000,000.00	New
Makuka Secondary School	Construction of one classroom to completion	1,000,000.00	New
Syou Secondary School	Construction of one classroom to completion	1,000,000.00	New
Twaambui Secondary School	Construction of one classroom to completion	1,000,000.00	New
Katumbi Secondary School	Construction of one classroom to completion	1,000,000.00	New
Kinanie Secondary School	Construction of two classrooms to completion	2,000,000.00	New
Kamwiu Secondary School	Construction of one classroom to completion	1,000,000.000	New
Kyuukuni Secondary School	Construction of one classroom to completion	1,000,000.00	New
Masikalini Secondary School	Construction of one classroom to completion	1,000,000.00	New
Kasangu Secondary School	Construction of one classroom to completion	1,000,000.00	New
Kithanake Secondary School	Construction of one classroom to completion	1,000,000.00	New
Kalalani Secondary School	Construction of one classroom to completion	1,000,000.00	New
Itiko Secondary School	Completion of 40 students laboratory: Walling, Plastering, Flooring, Shutters, Roofing & Painting.	1,000,000.00	On-going
Mwitika Boys School	Construction of 200 student dormitory to completion @1,500,000 Construction of 4 door pit latrine @500,000, Purchase of beds @300,000 (40 beds each @7,500) and Construction of one classroom to completion @1,000,000	3,300,000.00	New
Ngaaka Yakwa Secondary School	Construction of one classroom to completion	1,000,000.00	New
Kwa Wewa Secondary School	Construction of one classroom to completion	1,000,000.00	New
Kyanzai Secondary School	Construction of one classroom to completion	1,000,000.00	New
Kabati Secondary School	Construction of one classroom to completion	1,000,000.00	New





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Project Name	Project Activity	Amount	Status
Kaliku Boys Secondary School	Renovation of one classroom: Reroofing, shutters, Plastering, flooring, and painting	500,000.00	New
Kiangini Secondary School	Construction of one classroom to completion	1,000,000.00	New
Kalulu Secondary School	Renovation of one classroom: Reroofing, shutters, Plastering, flooring, and painting.	500,000.00	New
Kitho Secondary school	Construction of one classroom to completion.	1,000,000.00	New
Kaliku Boys Secondary School	Purchase of Land 5 acres: For school expansion.	2,000,000.00	New
Kithanake Secondary School	Purchase of Land 3 acres: Purchase of land for school expansion	250,000.00	New
Mwitika Boys Secondary School	Purchase of Land 5 acres: Land for school expansion.	500,000.00	New
Kawea Secondary School	Purchase of Land 5 acres: For school expansion.	1,000,000.00	New
Chuluni Girls Secondary school	Construction of kitchen: to completion	500,000.00	ongoing
Voo secondary school	Construction of administration block to completion.	500,000.00	ongoing
		<b>44,850,000.00</b>	
<b>SECURITY</b>			
Mutitu Deputy County Commissioner office	Construction of Mutitu District Deputy County Commissioner office to completion (Reception, Hall and five offices)	6,500,000.00	New
Mutitu Deputy County Commissioner office	Purchase of office furnitures (2 Executive tables, four executive seats and three cabinets)	500,000.00	New
Zombe Assistant County Commissioner Office	Fencing of Zombe Assistant County Commissioner office @1,500,000 (Fencing of 3 acres and purchase of office furniture's @500,000(2 executive tables, four executive seats and three cabinets)	2,000,000.00	New
Matia Police Post	Purchase of Land 5 acres.(land for expansion of police post)	750,000.00	New
		<b>9,750,000.00</b>	
<b>SPORTS</b>			
Constituency Sports Tournament	Carry out Constituency Football Sports tournament and the winning teams/schools to be awarded with trophies, balls, goal nets and games kits	<b>2,747,354.48</b>	New

Project Name	Project Activity	Amount	Status
		<b>2,747,354.48</b>	
<b>ENVIRONMENT</b>			
Kwangwenze Sand Dam	Construction of sand dam at Kaluli	747,354.48	New
Kakame Sand Dam	Construction of Sand Dam at Kakame	686,838.62	New
Ngelani-Kwa Nzeeka Sand Dam	Construction of Sand Dam at Ngelani	686,838.62	New
Katikoni-Ny'ethau Sand Dam	Construction of Sand Dam at Katikoni	686,838.62	<b>New</b>
		<b>2,747,354.48</b>	
NG-CDF OFFICE			
NG-CDF Vehicle	<b>Purchase of a NG-CDF vehicle</b>	6,000,000.00	<b>New</b>
		<b>6,000,000.00</b>	
	<b>Grand Total</b>	<b>137,367,724.14</b>	

#### MIN 4/25/10/2019: REPORT AFTER VISIT BY THE BOARD

The board had declined to approve the following projects which included excavation of earth dams in the following schools;

- i) Ikisaya Primary School
- ii) Kaluasi Primary School
- iii) Makuka Primary School
- iv) Masungu Primary School

The board had directed the CDF to carry out an environmental assessment in all the sites which the CDF had done, therefore the board had visited to ascertain whether the process had been completed.

The board led by the Chief program officer madam Elizabeth Kitundu visited all the sites and were satisfied with what the CDF had done. The board had now been left to compile the report to give full approval to the above projects.

#### MIN 5/25/10/2019 ON-GOING PROJECTS

The CDF committee noted that the Kitui East Technical and Training institute had already started however the CDF had not given their contribution of Ksh. 10,000,000. The committee unanimously agreed that this money would be forwarded to the institution once we receive the next disbursement of the remaining amount.

It was noted that the Zombe ACC office had been completed.



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It was also noted that the following projects were ongoing and had good progress;

- i) Thua Division ACC office
- ii) Kanguu AP line
- iii) Kivaki Primary School
- iv) Malatani Mixed Secondary school

**MIN 8/23/11/2018 AOB**

There being no any other business, the meeting ended with a word of prayer from Rev Brettah Simba at 3:40pm.

Minutes taken by,

Reinhard Munyoto

Secretary

Sign.  .....

Minutes Confirmed by,

Edward Kitheka

Chairman

Sign.  .....