



NG-CDF BOARD

NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND

SEME CONSTITUENCY

Off Kosea – Maseno Next to Seme Sub County HQs

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SEME NG-CDF COMMITTEE MEETING HELD ON 21ST JANUARY, 2021 IN THE OFFICE BOARDROOM

PRESENT

1.	James Harry Adundo	Chairman
2.	Benard Dajo	Secretary
3.	Janet Jakoyo	Member
4.	Patrick Magana	Member
5.	Judith Juma	Member
6.	Lorna Odongo	Member
7.	Willy Onyango	Member
8.	Dr Ambrose Jagongo	Member
9.	Kipngetch Langat	Fund Account Manager
10.	Grace Ouma	Member (Deputy County Commissioner)

AGENDA

1. Preliminaries.
2. Reading and confirmation of previous Minutes.
3. Matters Arising.
4. Reports from Sub-Committee.
5. Apportionment of Funds Received from the Board.
6. Bursary
7. Staff matters.
8. Purchase of Land for Kombewa Pediatric Research Ward.
9. Procurement of works and services.
10. Office Repair and maintenance.
11. Approval of payments.
12. A.O.B.

MIN SEME NG-CDFC 33/21/01/2021 PRELIMINARY

The Chairperson called the meeting to order at 11:00 am followed by a word of prayer from Dr Ambrose Jagongo.

MIN SEME /NG-CDFC/34/21/01/2021 READING OF THE PREVIOUS MINUTES

Secretary read out the minutes of the meeting held on December 2020 the minutes were proposed by Miss Lona Odongo and Seconded by Mr Patrick Magana Londi as true records of the proceedings of that day.

MIN SEME /NG-CDFC/35/21/01/2021: MATTERS ARISING.

The following matters arouse from the previous minutes:

On MIN/SEME/NG-CDFC /24/16/12/2020 office management.

- Service charter.

The charter has been drafted, the Fund Account Manager to share with members for their input. Thereafter, it will be approved before production and dissemination.

On MIN/SEME /NG-CDFC /6/16/12/2020: Reports from Sub-Committees.

- Bursary forms.

It was noted that there is no order in receiving the form, no book to record and giving reference number. It was agreed that the Fund Account Manager to buy books and ensure compliance of all complains rose.

On MIN/SEME/NG-CDFC /26/16/12/2020 Handing Over/Taking Over Date.

- Handing Over.

The date has not been settled and the Chairman was tasked to meet with MP and agrees on the date.

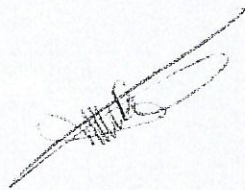
MIN SEME /NG-CDFC/36/21/01/ 2021 REPORTS FROM SUB-COMMITTEE.

a) Sport Committee.

The Fund Account Manager took members through the report on the concluded sports tournament. He reported that all the monies expended in the event were accounted for. The budget for the event was slightly exceeded because of the need to procure additional soccer balls that were used as awards for participating teams.

Members noted the challenges that were faced during the event and proposed as follows

- That the 2021 sports event will be planned out early enough to allow for proper planning
- The sports committee will be reviewed to ensure it incorporates other sportsdiscipline besides ball games. The NGCDF will form a sports committee that will then co-opt other members from the various sports fraternity in the constituency.



b) M&E Committee.

The chairperson of the M&E subcommittee informed members that the committee was unable to present a report due to time constraints. The chairman noted that it was important that the committee prepares a report on a timely manner to allow for members to deliberate on the same and make informed decisions. Members deliberated on this matter and recommended as follows;

- That the Fund Account Manager to work with the committee to develop a workplan for all the activities for the remainder of the year. The workplan will assist in budgeting
- The M& E team will have an officer to offer secretarial support to the committee and ensure field reports are ready on time.

MIN SEME /NG-CDFC/37/21/01/ 2021 APPORTIONMENT OF FUNDS RECEIVED FROM THE BOARD.

The Fund Account Manager reported that the constituency had received Ksh 9,000,000 from the NGCDF Board. The funds are part of the 2020/21 allocation. Members approve the apportionment of the funds as below

NO	PROJECT NAME	AMOUNT
1	Admin and Recurrent Expenditure	4,100,000.38
2	Monitoring and Evaluation	2,058,305.69
3	Emergency	1,400,000.00
4	Bursary	1,000,000.00
5	Sport	441,693.93
	TOTAL	9,000,000.00

MIN SEME /NG-CDFC/38/21/01/ 2021 BURSARY.

a) Training of Coxswain.

Members were informed of the coxswain training program that was spearheaded by the office of the Member of Parliament. The program will see 55 trainees taken through a 6 month course on riding, steering and navigating a boat. This training is critical since it's a requirement by the Marine Authorities for all boat riders to have the training and certification.

The Chairman of the bursary subcommittee reported that all the 55 identified trainees had submitted an application form. The 55 are drawn from the 11 beaches in Seme Sub County.

Members deliberated on the proposed training and tasked the Fund Account Manager to liaise with the Director of Kisumu Maritime Centre on the issue of the total fees payable. Members further recommended that the applications be considered alongside the other applications from the other categories (Secondary and Tertiary).

b) Bursary Cases submitted through the Office of the Member of Parliament

The Chairperson table a list of students who had submitted their applications for bursary and which the Office of the MP had deemed urgent. Members deliberated on the list and resolved that they be considered alongside the other applicants after close of the 2020/21 bursary application process after receipt of all applications. The current application process will close on February 26, 2021

c) Status of Application.

The Chairperson Bursary committee reported that as per 21st January 2021 a total of 1,184 applicants have been received with 856 being Secondary applicant and 328 Colleges and Tertiary Institution across all 4 wards.

d) Replacement of Cheques.

The chairman of the bursary subcommittee presented a list of cheques that requires replacement. The cheques were returned by Postal Corporation of Kenya because the beneficiaries couldn't be traced and the locations of the Institution.

The following cheques were reversed as follows:

NO	NAME OF OLD INSTITUTION	BENEFICIARY	NEW INSTITUTION	NEW BENEFICIARY	ADM	AMOUNT
1	Ngere High School	Elly Ogolla	Ngere High School	Elly Ogolla	8097	10,000
2	Usire Secondary School	Sidigu Letty Atieno	Usire Secondary School	Sidigu Letty Atieno	215	5,000
3	Lake View ECDE College	Muranga Linet Atieno	Great Lake University of Kisumu	Mary Nancy Achieng	D01/SO5/2019	4,000
4	St. Ursula Special School	Omondi Warren Otieno	AIRADS Kisumu	Sheila Evodias Amondi	CP/5472/21	4,000
5	Elim Theological Training Institute-Siaya	Odiwuor Christopher Amoll	Kit-Mikayi Secondary School	Josiah Odhiambo	1302	4,000
6	Sensei Institute of Technology	Odindo Peter Akumu	Buruburu Girls Secondary School	Whitney Silvia Omondi	6019	6,000
7	Balozi School	Oriyo Winston Ochoro	St.CeciliaAluor Girls Secondary School	Tracy Alwar	7083	4,000
				TOTAL		37,000

e) Formation of Bursary Committee.

The Fund Account Manager took members through the NGCDF Board Circular Ref NG-CDFB/CEO/BOARD CIRCULARS VOL II (021) Dated June 18, 2020. The circular sets out the Guidelines for administration of Education Bursary Schemes, Mock Examinations and Continuous Assessment Tests.

The Circular particularly sets out the composition, roles and mandates of the bursary subcommittee. The composition of the subcommittee excludes the Chairperson and Secretary of the NG-CDF committee. Members approved the composition of the subcommittee as follows

Sn	Name of Members	Designation	Locality
1.	Dr Ambrose Jagongo	Member	East Seme
2.	Patrick Magana	Member	West Seme
3.	Lorna Adongo	Member	North Seme
4.	Mrs. Willy Onyango	Member	Central Seme
5.	Sub county Education Officer – Seme	Member	Seme
6.	Fund Account Manager	Secretary	Seme

The committee in consultation with the office of the Member of National Assembly shall co-opt up to 4 members from the community of government

MIN SEME /NG-CDFC/39/21/01/ 2021STAFF MATTERS.

a) Staff Gratuity Payments.

The Fund Account Manager informed members that the staff contracts will be ending on 28th February 2021. The service gratuity shall be due by then and the office is preparing the schedules to support the same. Individual member of staff will be required to submit a written application for payment of the gratuity.

It was noted that following the demise of one of the members of staff in December 2020, there was a need to settle the gratuity due. The Fund Account Manager and the Secretary were tasked with the calculation and confirmation of the gratuity due. Upon confirmation, the same will be paid and ratified in the next meeting.

b) Employment of New Clerk of work.

It was noted that due to the current workload, the Clerk of Works was overwhelmed and there was a need to engage another officer to assist in the preparation of BQs, Plans, Reports and Payment certificates. The Fund Account Manager was asked to prepare an advertisement seeking for suitable and qualified persons to fill the position. The exercise should be done promptly.

c) Interns.

Members discussed the issue of Intern as tabled by Fund Account Manager that they need to be employed for 3 months as per performance contract signed last year. Members deliberated on this matter and resolved to engage 3 interns with training in building and Construction, Accounting and Records Management. The FAM was tasked to advertise for the 3 positions as soon as possible




MIN SEME /NG-CDFC/40/21/01/ 2021 PURCHASE OF LAND FOR KOMBWEA PEDIATRIC RESEARCH WARD.

Land Negotiation

The FAM presented a report of the meeting held between the land seller, DCC Seme, NGCDF Chairperson and the National Sub County Accountant. The team had been tasked with fast-tracking and reaching a consensus on the land for the paediatric Ward. It as reported that the land is adjacent to a development that was initiated by NGCDF Seme and it was the only land within the vicinity. The seller (Hellen Achieng) agreed to sell the parcel with all the improvements and developments at a cost of Ksh 3,250,000 (Three Million, Two Hundred and Fifty Thousand only). The FAM informed members that he had sought the services of a government land valuer who had valued the land at Ksh 3,500,000.

Members noted that the parcel critical for the future development of the research unit, further the office of the MP had through the NGCDF Chairman informed the meeting that he had secured a funding of KSh 50 million for the construction of the research unit.

The Fam was asked to move with speed and secure the necessary documentation to facilitate the purchase.

Clarification on the Land

It was clarified to the member that the land that NGCDF seeks to acquire is in fact 0.84 acres (or o.34Ha) and not 0.25Ha as was earlier indicated in the submission to the NGCDF Board. The FAM to inform the NGCDF Board about this change

MIN SEM /NG-CDF/41/21/01/2021 RELALOCATION OF FUNDS

i) Bishop Abiero Magwar Girls Secondary School

Members approved the change of activity from construction of dormitory to completion of dormitory started by the school BOM. The project was allocated Ksh 1,200,000 in the 2019/2020FY

ii) Additional Funds for Purchase of Land for the Paediatric Research Unit at Kombewa

Members approved reallocation of Ksh 1,500,000 from Unspent Emergency Funds for 2019/2020 FY towards the Purchase of Land. The Land is Valued at Ksh 3,500,000 and NGCDFC had allocated Ksh 2,000,000 in the 2019/2020 FY.

MIN SEME /NG-CDFC/41/21/01/ 2021 PROCUMENT OF WORKS AND SERVICES.

a) Procurement of Works at the PMC

Members approved the procurement of works for the funds that were sent to PMC accounts at the close of the 2nd quarter. The tender documents will be issued from the NGCDF offices at a cost of Ksh 1,000 to prospective bidders. The tender opening and evaluations will be done at the same office, the accounting officer will nominate the ad-hoc committee to undertake the exercises.

b) Procurement of Desks.

Members noted the glaring disparities in the quality of desks supplied to the various schools by different suppliers. Members emphasized the need to have uniformity and ensure quality desks are supplied to schools. To ensure this is done, members resolved that henceforth all desks and lockers will be procured centrally and suppliers sought from the prequalified list by the ministry of education and considering local entrepreneurs. The Fam to liaise with the procurement officer to ensure this becomes a reality

- c) NGCDF and staff T-shirts, shirts, badge and Diary.

Members approved the procurement of Diary and NGCDF branded Shirts and T-shirts for NGCDF staff and Committee Members. Each Staff and Committee member will be given 2 shirts and 2 t-shirts. The FAM to liaise with the procurement officer to get the specification and quality required.

- d) Purchase of additional Soccer Balls.

The FAM reported that 32 soccer teams that participated in the just concluded tournament were promised a soccer ball each as part of the prizes awarded on that day. Members approved the purchase of 32 soccer balls from the sports kitty to ensure the promises given were fulfilled.

MIN SEME /NG-CDFC/43/21/01/ 2021 OFFICE REPAIR AND MAINTENANCE

- a) Plumbing works at the office.

Members discussed and agree that the remaining works on plumbing and ceiling board in the board room be made.

- b) Internet Connection.

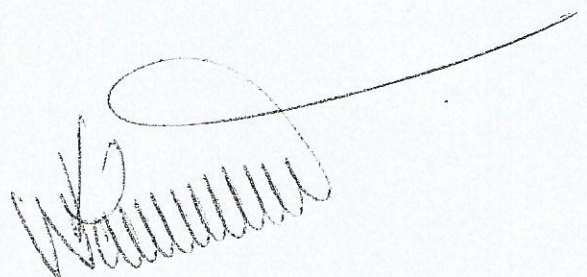
The Fund Account Manager reported that he had sought a quotation from the ICT ministry for the extension of the fibre optic cable from the DCC's Offices and had been given a quotation of Ksh 314,478.32. The fibre optic would be a would not require any monthly subscription. He also presented a quotation from Safaricom for the provision of internet, the quotation was for an outdoor router at a cost of Ksh 29,298 inclusive of installation. The Safaricom option would require monthly subscription at an average cost of Ksh 6,000 per month.

Members discussed the cost and benefit of the 2 options and settled on the Safaricom Option. The FAM was tasked with liaising with procurement to get the connection as soon as possible

MIN SEME /NG-CDFC/44/21/01/ 2021 APPROVAL OF PAYMENTS.

Members approved the following payments

- a) Standing office imprest of Ksh 60,000 for the month of January 202.
- b) Payment of Ksh 15,000 to Kenya Power and Lighting Company as per the bill presented to the committee
- c) Payment of Ksh 29,298 to Safaricom Limited for outdoor router and 5 months' subscription of Ksh 30,000.
- d) Payments of Land Valuation at Kombewa Paediatric ward at Ksh.40, 000.
- e) Payment of Members allowances as below



Date	Activity	No of persons	Days	Rate	Total cost
21.01.2021	NG-CDF committee meeting	10	1	1@7,000=7,000 9@5,000=45,000	52,000
21.01.2021	Communication allowance for the month of January.	10	1	3@5,000=15,000 7@1500=10,500	25,500
20.01.2021	Land Negotiation and Consultations	4	1	1@7,000 = 7,000 4@5,000 = 20,000	27,000
19.01.2021	Handing over of CDF newly constructed projects at Nyamisiri ,Korumba and Okode Primary School	10	1	2@1,250=2,500 1@7,000=7,000 7@5,000=35,000	44,500
18.01.2021	Handing over of CDF newly constructed projects at Got Agulu, Akonya Primary School and St. Paul Bar –Korwa Secondary.	10	1	2@1,250=2,500 1@7,000=7,000 7@5,000=35,000	44,500
17.01.2021	NG-CDF Consultative meeting with the Constituency Office	4	2	1@7,000*2=14,000 3@5,000*2=30,000	44,000
13.01.2021	Handing over of site of Emergency toilets and site meetings to Nduru Kadero, Amii, Omuya, Langi, Orando, Siala, Nyamboyo and Rabongi Primary Schools.	11	1	2@2,500=5,000 1@7,000=7,000 8@5,000=40,000	52,000
12.01.2021	Final Inspection of CDF projects at Asino,Korumba,Akonya, Nyamisiri and Ranen Primary Schools	10	1	1@3,500=3,500 2@1,250=2,500 7@2,500=17,500	23,500
7.01.2021	Final inspections of desks at Korumba, Odienea Kagai, Magwar and Akonya Primary Schools.	11	1	1@3,500=3,500 2@1,250=2,500 8@2,500=20,000	26,000
6.01.2021	Tender Evaluation of Emergency toilets for Emergency	4	1	1@1,250=1,250 3@2,500=7,500	8,750
4.01.2021	Tender Opening of Emergency toilets for Emergency	4	1	1@1,250=1,250 3@2,500=7,500	8,750
			TOTAL		356,000.

MIN SEME /NG-CDFC/45/21/01/ 2021 A.O.B.

- The FAM Manager to ensure that the bursary application forms being received are serialized and entered in a register for each ward.
- The NGCDF Committee to be provided with new files.

- The DCC is on transfer to Bunyala Sub County by the end of the month. Members reflected on her immense contribution in ensuring NGCDF work succeeded and wished her well in her new posting.

Adjournment

There being no other business the meeting ended with a word of prayer from Mrs. Willy Onyango at 4:00 pm. The date of the next meeting will be communicated.

Compiled by:

SECRETARY



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BENARD ONYANGO DAJO

Date: 04/02/2021

Confirmed by:

CHAIRMAN

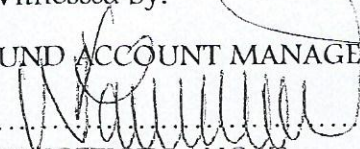


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JAMES HENRY ADUNDO

Date: 5/02/2020

Witnessed by:

FUND ACCOUNT MANAGER



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KIPNGETCH LANGAT

Date: 5/2/2021