

NAKURU TOWN WEST CONSTITUENCY NG-CDF MEETING HELD ON 5TH MAY 2021, AT 10:30 A.M. AT THE CDF BOARD ROOM.

PRESENT

- | | |
|--------------------|------------|
| 1. Wilfred Omariba | -Chairman |
| 2. Dorcah Gwako | -Secretary |
| 3. Jane Alfonzo | -Member |
| 4. Elphas Museve | -Member |
| 5. Douglas Sengera | -Member |
| 6. Faith Kathambi | -FAM |
| 7. Michael Lesimam | -Dcc |
| 8. Mathew Kirui | -Member |
| 9. Hannah Wambui | -Member |
| 10. Patrick Chege | -Member |

AGENDA

1. Prayers & Preliminary
2. Reading & Confirmation of previous minutes
3. Matters Arising
4. Funds Disbursement
5. Prioritization of funds
6. Payment approval and project report
7. Corporate Social Responsibility (CSR) Report
8. Monitoring & Evaluation of CSR Project
9. Reallocation of Project
10. A.O.B

Complied by

Secretary

Dorcah Gwako:

Sign.....
Dorcah Gwako

Date.....
5/5/2021

Witnessed by

Chairman

Wilfred Omariba:

Sign.....
Wilfred Omariba

Date.....
5/5/2021

MIN 001 PRAYERS & PRELIMINARY

The meeting started at 10:35 a.m. with a word of prayer from Mr. Sengera.

MIN 002 READING AND CONFIRMATION OF PREVIOUS MINUTES

The Secretary went through the minutes of the previous meeting which was confirmed as a true record of what was deliberated. The minutes were confirmed by Mr. Maina and seconded by Mr. Kirui.

MIN 003 MATTERS ARISING

- It was reported that payment for construction of 3 roomed Chief / Ass chief office for Parkview was disbursed to the PMC account.
- It was reported that Kiptenden primary school project funded under emergency, implementation is ongoing.

MIN 004 FUNDS DISBURSEMENT

The manager tabled an AIE No: B 138954 of kshs 13,000,000.00 (thirteen million) to the members. It was noted that the funds had been disbursed from the NG-CDF Board to the Nakuru town west NG-CDF account at Family Bank Account No 018000049795

The funds disbursed for FY 2020/2021 is as follows: -

AIE NO	Amount
1. B 124629	9,000,000.00
2. B119598	10,000,000.00
3. B119988	13,000,000.00
4. B128229	6,900,000.00
5. B129191	6,000,000.00
6. B132285	6,000,000.00
7. B 138954	<u>13,000,000.00</u>
Total	<u>63,900,000.00</u>

Complied by

Secretary
Dorcah Gwako:

Sign.....*Aurh*.....

Date.....*5/5/2021*.....

Witnessed by

Chairman
Wilfred Omariba:

Sign.....*Wilfred Omariba*.....

Date.....*5/5/2021*.....

MIN 005 PRIORITIZATION OF FUNDS

The chairman requested the manager to give a report on the projects funded, projects awaiting funding and the status of the amount funded to the NG-CDF account.

The manager tabled a list of projects funded by kshs. 50,900,000.00 received from NG-CDF board.

The list of projects funded with previous AIE's was tabled as follows: -

Project Prioritized for payment

S/No	Project Name	Activity	Amount
1.	Salaries	Paying Staff salaries	3,240,000.00
2.	M&E Committee Expenses	To cater for monitoring and Evaluation of CDF projects and capacity.	1,000,000.00
3.	M&E Goods & services	Purchase of fuel, repairs and maintenance, printing stationery, air, travel and subsistence	638,000.00
4.	Administration Goods & Services	Purchase of fuel, repairs and maintenance, printing stationery, air time & office bundles, travel and subsistence, office tea, office rent.	1,902,000.00
5.	Admin committee expenses	Payment of committee sitting allowance, transport, conferences.	566,610.70
6.	NG-CDFC/PMC Capacity building	Undertake training of the PMCs/NG-CDFC's on NG-CDF Related issues	1,000,000.00
7.	Sports	Support sports clubs in the constituency in sports uniforms, balls and other accessories.	2,741,777.59

Complied by

Secretary

Dorcah Gwako:

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8.	DCC	Additional Funding for Completion of 2 storey Sub-County Headquarter Offices Comprising of Ground Floor ;- Painting, installation of Tiles in 1 boardroom, 1 waiting bay, 1 accounts office, 1 General office, 1 Deputy County Commissioner (DCC) office, 2 secretary offices, 4 Departmental offices, 1 reception, 1 urinal, 2 PWD WCs, 6 WCs, to completion (Ksh 1,005,470) First floor ;- Construction of 1 General office, 1 accounts office, 2 secretary offices, 2 lobby, 7 Departmental offices, 1 urinal, 6 WCs to completion (Kshs 7,968,810) Second floor ;- Construction of 1 boardroom, 1 accounts office, 2 secretary offices, 2 lobby, 6 Departmental offices, 1 urinal, 6 WCs, to completion (Kshs 8,275,720). General preliminaries Ksh 150,000 , Particular Preliminary Ksh. 200,000 , Provisional Sum Ksh. 4,200,000 .	4,846,222.41
8.	Kapkules –keben Hill Academy Access Roads	Heavy grading without watering and compaction, fill in hard material and compact heavy bush clearing, culvert installation ,culvert cleaning gravel patching wit watering and compaction of 3km Access road	4,374,500.00
9.	Sub-County Commander (SCPC) office at Kaptembwo	Purchase of office furnitures; Executive Office Chairs 4 pcs, Executive Office Table 4 pcs, Boardroom Chairs 20 pcs, Boardroom Tables 6 pcs, Steel Cabinets 10 pcs, Reception Waiting Bench 6 pcs, Office Desks 21 pcs, Office Chairs 38 pcs.	1,500,000.00
10.	St luke Mwariki Police Post	Purchase of office furnitures; Executive office chair 1 pc, Executive Office table Office Tables 1 pc, Cabinets 6 pcs, Visitors waiting chairs 3 pcs, Lab table 1 pc, Office Tables 9 pcs, Office chairs 20 pcs	500,000.00

Complied by

Secretary

Dorcah Gwako:

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11.	Kiptenden Primary School	Construction of 2 Classrooms to completion, labeling Ksh. 2,100,000 and Furnishing with 80 lockers Ksh. 300,000, Renovation of 2 classrooms plastering, flooring, painting, installation of steel doors and windows Labeling and re-roofing to completion	1,010,898.30
12.	Emergency	To cater for any unforeseen occurrences in the constituency during the financial year falling under NG-CDF and National Government projects.	3,400,000.00
16.	Bursary Tertiary Schools	Payment of bursary to needy students in Tertiary institutions.	4,000,000.00
17.	Parkview Assistant Chief Office	Completion of 3 roomed Assistant chief Office, Lintel, Roofing, Plastering, installation of Doors and windows, Flooring, wiring and Painting to completion	1,000,000.00
19.	Mogoon Secondary School - Ingobor Police Post Access Roads	Heavy Grading without watering and compaction, Heavy Bush Clearing, Fill in Hard Material and compact, Gravel Patching with watering and compaction of 3.5km Access Roads.	4,230,000.00
20.	Bursary secondary	Payment of bursary to needy students in Secondary schools	10,000,000.00
21.	Kapkules Health Centre Soimet Access Roads	Heavy grading with watering and compaction, gravel patching with watering and compaction of 4km Access Roads	3,750,000.00
22.	Kaptembwo chief/ Ass chief office	Construction of 3 roomed chief / assistance chief offices to completion	1,200,000.00
	TOTAL		50,900,009.00

It was noted that the following projects awaiting funding for FY 2020/2021 is as follows: -

PROJECTS AWAITING FUNDING FOR FY 2020/2021

Complied by

Secretary

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PROJECT NAME	OROGINAL COST	CUMULATIVE ALLOCATION	PRO JECT ACTIVITY	AMOUNT ALLOCATED	CURRENT STATUS
ADMINISTRATION AND RECURRENT COSTS					
Goods and Services	3,529,332.72	0.00	Purchase of fuel, repairs and maintenance, printing, stationery, airtime and office bundles, travel and subsistence, office tea, office rent	1,627,332.72	New
Committee Expenses	1,456,000.00	0.00	Payment of Committee sitting allowances, transport, conferences.	889,398.30	New
MONITORING AND EVALUATION				0	
Goods and Services	1,260,666.38	0.00	Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence.	622,666.38	New
Committee Expenses	1,352,000.00	0.00	Payment of Committee sitting allowances, transport, conferences.	352,000.00	New
CDFC/PMC Capacity Building	1,500,000.00	0.00	Undertake Training of the PMCs/NG-CDFCs on NG-CDF Related issues	500,000.00	New
EMERGENCY				0	
Emergency	7,192,206.90	0.00	To cater for any unforeseen occurrences in the constituency during the financial year falling under NG-CDF and	3,792,206.90	New

Complied by

Secretary

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			National Government projects.		
ENVIRONMENT				0	
Kaptembwo Chief/ Assistant Chief Office	500,000.00	0.00	Construction of 2 Doors Male and 2 Doors Female public septic toilet block with urinal to completion and labeling.	500,000.00	New
Mwariki Chief/ Assistant Chief Office	500,000.00	0.00	Construction of 2 Doors Female and 2 Doors Male public septic toilet block with urinal to completion and labeling.	500,000.00	New
Parkview Assistant Chief Office	541,777.59	0.00	Construction of 2 Doors Female and 2 Doors Male public septic toilet block with urinal to completion and labeling.	541,777.59	New
Muslim Primary School	1,200,000.00	0.00	Construction of 12 Doors Girls toilet block: 90 Cubic Meters (m3), 90,000 LTRS septic pit wall construction from pit bottom and reinforcing the corners using columns due to loose soil and labeling.	1,200,000.00	New
BURSARY				0	
Bursary Secondary Schools	30,272,219.8 3	0.00	Payment of bursary to needy students in Secondary schools	15,274,219.83	New
Nakuru town west NG-CDF social security programme	4,998,000.00	0.00	Payment of NHIF medical insurance cover	4,998,000.00	New

Complied by

Secretary

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Date... *5/5/2021*

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Date... *5/5/2021*

			to 833 vulnerable in the constituency		
PRIMARY SCHOOL PROJECTS				0	
Uhuru Primary School	2,400,000.00	0.00	Construction of 2 Classrooms to completion, labeling Ksh. 2,100,000 and Furnishing with 80 lockers Ksh. 300,000,	2,400,000.00	New
Mogoon Primary School	2,400,000.00	0.00	Construction of 2 Classrooms to completion, labeling Ksh. 2,100,000 and Furnishing with 80 lockers Ksh. 300,000,	2,400,000.00	New
Lalwet Primary School	2,400,000.00	0.00	Construction of 2 Classrooms to completion, labeling Ksh. 2,100,000 and Furnishing with 80 lockers Ksh. 300,000,	2,400,000.00	New
Kiptenden Primary School	2,400,000.00	0.00	Construction of 2 Classrooms to completion, labeling Ksh. 2,100,000 and Furnishing with 80 lockers Ksh. 300,000,	2,400,000.00	New
Mama Ngina Primary School	2,400,000.00	0.00	Construction of 2 Classrooms to completion, labeling Ksh. 2,100,000 and Furnishing with 80 lockers Ksh. 300,000,	2,400,000.00	New

Complied by

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Koinange Primary School	2,000,000.00	0.00	Renovation of 16 No. Classrooms to completion and labeling as indicated below; Re-roofing of 4 No. Classrooms, Replacement of 12 No. wooden doors to steel doors, Flooring, Re-roofing, Brandering and Ceiling, Electrical Conducting, Keying 2 No. classrooms and painting of 2 No. classrooms.	2,000,000.00	New
Milimani Primary School	3,700,000.00	0.00	Renovation of 16 Classrooms, 1 No. Staffroom, 1 No. Administration Office and 2 No. Stores; Flooring Ksh. 742,000.00, Window panes installation Ksh. 314,000.00, Re-roofing 7 Classrooms Ksh. 410,000.00, Replacement of 21 wooden doors to steel doors Ksh. 189,000.00, Brandering and Complete Ceiling works Ksh. 900,000.00, Stanchions 11 classrooms Ksh. 60,000.00, electrical installation Ksh. 250,000.00, Internal and external paint works Ksh. 650,000.00, Provisional Sum Ksh. 185,000.00 to completion and labeling	3,700,000.00	New

Complied by

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Mwariki Primary School	2,400,000.00	0.00	Construction of 2 Classrooms to completion, labeling Ksh. 2,100,000 and Furnishing with 80 lockers Ksh. 300,000,	2,400,000.00	New
Ingobor Primary School	2,400,000.00	0.00	Construction of 2 Classrooms to completion, labeling Ksh. 2,100,000 and Furnishing with 80 lockers Ksh. 300,000,	2,400,000.00	New
Muslim Primary School	2,400,000.00	0.00	Construction of 2 Classrooms to completion, labeling Ksh. 2,100,000 and Furnishing with 80 lockers Ksh. 300,000.	2,400,000.00	New
Kibowen Komen Primary School	1,200,000.00	0.00	Construction of 1 Classrooms to completion, labeling Ksh. 1,050,000 and Furnishing with 40 lockers Ksh. 150,000,	1,200,000.00	New
Eileen Ngochoch Primary School	2,400,000.00	0.00	Construction of 2 Classrooms to completion, labeling Ksh. 2,100,000 and Furnishing with 80 lockers Ksh. 300,000.	2,400,000.00	New
SECONDARY SCHOOL ROJECTS				0	
Kenyatta Secondary School	2,500,000.00	0.00	Removal of asbestos and re-roofing 22 classrooms to completion and labeling	2,500,000.00	New

Complied by

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Mwariki Secondary School	2,400,000.00	0.00	Construction of 2 Classrooms to completion, labeling Ksh. 2,100,000 and Furnishing with 80 lockers Ksh. 300,000.	2,400,000.00	New
SECURITY PROJECTS					
Deputy County Commissioner (DCC) Sub-County Headquarter Offices at Kapkures Ward	32,800,000.00	11,000,000.00	Additional Funding for Completion of 2 storey Sub-County Headquarter Offices Comprising of Ground Floor ;- Painting, installation of Tiles in 1 boardroom, 1 waiting bay, 1 accounts office, 1 General office, 1 Deputy County Commissioner (DCC) office, 2 secretary offices, 4 Departmental offices, 1 reception, 1 urinal, 2 PWD WCs, 6 WCs, to completion (Ksh 1,005,470) First floor ;- Construction of 1 General office, 1 accounts office, 2 secretary offices, 2 lobby, 7 Departmental offices, 1 urinal, 6 WCs to completion (Kshs 7,968,810) Second floor ;- Construction of 1 boardroom, 1 accounts office, 2 secretary offices, 2 lobby, 6 Departmental offices, 1 urinal, 6 WCs,	16,953,777.59	Ongoing

Complied by

Secretary

Dorcah Gwako:

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Date.....5/5/2021.....

Witnessed by

Chairman

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Date.....7/5/2021.....

			to completion (Kshs 8,275,720). General preliminaries Ksh 150,000, Particular Preliminary Ksh. 200,000, Provisional Sum Ksh. 4,200,000.		
Mwariki Chief/ Assistant Chief Office	1,200,000.00	0.00	Construction of 3 roomed Chief/ Assistant chief Offices to completion	1,200,000.00	New
Full Gospel Church - Merissa Academy - Lalwet Borehole Access Roads	3,837,500.00	0.00	Heavy Grading without watering and compaction, Fill in Hard Material and compact, Heavy Bush Clearing, Gravel Patching with watering and compaction, Ditch/Meter drain/Catch water drain excavation of 4km Access Roads.	3,837,500.00	New
TOTAL				86,188,879.31	

It was noted that the NG-CDF board are yet to disburse funds of kshs 86,188,879.31

The AIE No: B 138954 of kshs 13,000,000.00 was not prioritized. The members went through the list of projects awaiting funding and approved the projects to be funded for AIUE as follows
AIE No: of kshs **B 138954** 13,000,000.00

S/NO	Project Name	Activity	Amount
.1.	Bursary Secondary	Payment of bursary to needy students in Secondary schools	13,000,000.00
	Total		13,000,000.00

Complied by

Secretary

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Date.....*5/5/2021*.....

Witnessed by

Chairman

Wilfred Omariba:

Sign.....*Wilfred Omariba*.....

Date.....*5/5/2021*.....

MIN 006 PAYMENT APPROVAL AND PROJECT REPORT

The manager informed members that the Circular ref NG-CDFB/CEO/CSR/Vol.1 (56) about the Corporate Social Responsibility programme the Nakuru Town West was allocated kshs. 4,000,000 for FY 2019/2020 as indicated in the Circular.

The manager informed members that time is not in their side and requested the members to act with speed to ensure the project is implemented before the end of financial year.

The members deliberated on the approved projects and the funded projects.

The members went through the list of bursary beneficiaries approved the payment of bursaries secondary school for various students as attached list of beneficiaries.

MIN 007 CORPORATE SOCIAL RESPONSIBILITY (CSR) REPORT

It was reported that the NG-CDF had submitted to the board the CSR of Mwariki Secondary School for the construction of the multipurpose hall and kitchen which was submitted as confirmed by letter dated 26th June 2020 and ref NKR T.W/NG-CDF Board/002/19-20

It was reported that according to the NG –CDF for construction of the multipurpose hall and kitchen was not able to furnish the building hence it was rejected by the board and the manager advised to advise the committee to settle on another project.

The members deliberated on the issue, It was noted that the message was communicated and the public participation done which approved to the corporate social responsibility done at Moi Primary School which have a high population of N. 2310 students.

It was agreed to construct a modern 3 classrooms fully furnished and water harvesting with a 10,000 liters' tank as per the bills of quantities from public works and draining and design.

MIN 008 MONITORING AND EVALUATION OF (CSR) PROJECT

The manager informed members that the project of Corporate Social Responsibility (CSR) funded by the NG-CDF board is yet to go through the approval stage.

Complied by

Secretary

Dorcah Gwako:

Sign... 

Date... 5/5/2021

Witnessed by

Chairman

Wilfred Omariba:

Sign... 

Date... 5/5/2021

The chair noted that the Members need to do all they could to ensure the project is implemented in good time.

It was reported that the CSR project is to be constructed at Moi Primary school as changes have been made. It was noted that the project of construction of three (3) classroom with a capacity of at least 120 students.

The manager tabled the bill of quantity which was prepared by the public works officer for the approval. Members noted that the construction of three (3) classrooms was to be used to help to decongest the school which has a high population. Members approved the BQ for the purpose of construction of the 3 classrooms occupied by 60 students and more at Moi primary school at 120 capacities of each classroom.

It was reported that the NG-CDF to commit on how to monitor the project, how to facilitate the Sub-county works officer logistic requirements toward supervision of the project.

After deliberation the members agreed to ensure the project is monitored and inspected at all stages. It was reported that CSR projects do not have the 5% administration for the project expenses. The manager informed the members that the CDFC monitoring and evaluation funds are supposed to be used to facilitate the monitoring of the project and facilitate the Sub-county works officer during supervision of the project.

Members deliberated on the issue and unanimously agreed to have the Sub-county works officer facilitated for the logistics during Project supervision from the monitoring and evaluation committee expenses kitty.

Members agreed that the project will be monitored by the following members

- Fund Account Manager
- NG-CDF Representative of the area
- Sub-county Public works officer
- Any other member whenever called upon

Complied by

Secretary

Dorcah Gwako:

Sign... .....

Date... 5/5/2021.....

Witnessed by

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Wilfred Omariba:

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The members agreed to use the normal rates of facilitating the committee allowance @ kshs 5000 to the sub-county public works officer for his logistics since the project is within the town where the works officer is located.

The members appreciated for the project and thanked the NG-CDF Board for considering the constituency with a CSR project.

MIN 009 REALLOCATION OF PROJECT

REALLOCATION OF NAKURU TOWN WEST NG-CDF SOCIAL SECURITY PROGRAMME

The chairman informed the members that they had deliberated with the area member of parliament about the issue of bursary. It was noted that due to covid 19 impact many of the parents had an economic crisis and are not able to raise fund for the fee for the students. It was noted it's a crisis for the constituents who are lining up in the office seeking for help to pay fees for the students.

It was noted that there was need for more funds. The members after deliberation approved reallocation of funds meant for Nakuru town west NG-CDF social security programme of kshs 4,998,000.00 for payment of NHIF medical Insurance Cover to 833 vulnerable in the constituency to the funding of bursary secondary schools to pay for bursary to needy students in secondary schools.

1. Reallocation from

Reallocation to

S/no	Project Name	Activity	Amount	Project Name	Activity	Amount
1.	Ng-cdf Social security programme	Payment of NHIF Medical insurance cover to 833 vulnerable in the constituency	4,998,000.000	Bursary Secondary School	Payment of bursary to needy students in secondary school	4,998,000.00

Complied by

Witnessed by

Secretary

Chairman

Dorcah Gwako:

Wilfred Omariba:

Sign.....*Dorcah*.....

Sign.....*Wilfred*.....

Date.....*5/5/2021*.....

Date.....*5/5/2021*.....

2. *Reallocation of Milimani Pry School*

The reallocation of Milimani Primary school of renovation of 16 classrooms at kshs 3,700,000 to construction of Moi Primary school boarding section abolition block for boys and girls and renovation and extension of administration block. The manager tabled the bills of quantity to members who approved the following.

Reallocation from

Reallocation to

S/no	Project Name	Activity	Amount	Project Name	Activity	Amount
1.	Milimani Pry School	Renovation of 16 classroom 1 staff room 1 admin block 2 stores window pane installation re-roofing of 7 classroom replacement of 21 wooden class rooms	3,700,000.00	Moi primary school	1. Girls abolition block - construction of 6 door toilet block 2. Boys Abolution block- construction of 6 door boys toilet with urinal 3. Renovation & extension of administration block- floor replacement with tiles, painting extension of the staff to hold a capacity of 120 persons.	800,000.00 900,000.00 2,000,000.00

Complied by

Witnessed by

Secretary

Dorcah Gwako:

Sign... *Dorcah*

Date... *5/5/2021*

Chairman

Wilfred Omariba:

Sign... *Wilfred*

Date... *5/05/2021*

Members deliberated on the proposal and approved the reallocation of all the projects deliberated above. The chairman requested the manager to follow up the reallocation process to the NG-CDF board for approval to ensure the projects are implemented on time.

MIN 010 AOB

Members appreciated the Manager and the CDFC staff for the good work done towards ensuring that bursary beneficiaries received bursary cheques.

The meeting ended at 2:45 p.m with prayers from Mr. Omariba.

Complied by

Secretary

Dorcah Gwako:

Sign.....

Date.....5/5/2021

Witnessed by

Chairman

Wilfred Omariba:

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