 

**NG-CDF MEETING HELD ON 18/05/2021 AT KONOIN NG-CDF OFFICE BOARDROOM AS FROM 9:00 A.M.**

**MEMBERS PRESENT**

1. Caroline Cheres FAM
2. Eric Kirui Chair
3. Philiph Koibasut Secretary
4. W.C Kimaiyo DCC
5. Catherine Langat Member
6. Caroline Chebet Member
7. Anneth Chepkorir Member
8. Beatrice Tonui Member
9. Gilbert Rono Member
10. David Maritim Member

**IN ATTENDANCE**

* None

**AGENDA**

1. Opening prayers & remarks;
2. Reading and confirmation of previous minutes and discuss matters arising;
3. Reallocation of bursary fund;
4. Additional information of Mosoriot Primary school and Kaptebengwet Lapaa Taa Girls Secondary school;
5. Approval of bursary lists;
6. Reallocation and Resubmission of Kshs. 2,700,000;
7. PMC Training;
8. Outstanding payments
9. A.O.B.

**MIN 01/18/05/2021: OPENING PRAYERS & REMARKS**

The meeting was opened with a word of prayer from Beatrice Chepngetich and the Chair welcomed all the members present.

**MIN 02/18/05/2021: READING AND CONFIRMATION OF PREVIOUS MINUTES**

The chair welcomed the secretary who read through minutes of previous meeting and it was proposed a s true record of what was deliberated on by Gilbert Rono and seconded by David Maritim.

**MIN 03/18/05/2021: ADDITIONAL INFORMATION FOR MOSORIOT AND LAPAA TAA GIRLS SECONDARY SCHOOL**

The chairman informed members that NGCDFB on letter date 20th November 2020 NGCDF BOARD/KONOIN/VOL.2/4 Deferred the two projects . committee agreed that resubmission of reallocation for the following projects should be made to NG-CDF Board for necessary additional information.

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| **PROJECT**  | **FY**  | **AMOUNT**  | **TO** | **NEW ACTIVITY**  | **Deferred**  | **Additional information** |
| Kaptebengwet Lapaa Taa Girls School- Construction of 1 classroom  | 2018/19. | 700,000 | Kaptebengwet Lapaa Taa Girls School, Kshs. 700,000- Construction of 3 storey building | The infrastructural development plan of the school has changed and they now intend to construct a 3 storey building with two classrooms in the ground floor and some office | NG-CDFC to provide a clear description of the project and specify its estimated cost.NG-CDFC to submit a plan on how they intend to fund the project in three financial years NG-CDFC to submit correct 1st schedule | The project is a 2 storey comprising of ground floor classrooms 2no, 1st floor constitute administration block comprising of; 1st floor principals’ office & secretary. and 2nd floor classrooms 2no. The building is estimated to cost 19million to completion. Funding will be done under three financial years. F/Y 2020/21 allocation of Kshs. 4,000,000, F/Y 2019/20 Kshs. 3,000,000 year and request for this reallocation of Kshs. 700,000 will cumulate to Kshs. 7,700,000. Balance of Kshs. 11,300,000 will be made in the next financial year 2021/2022.NGCDFC has provided the correct 1st schedule  |
| Mosoriot Primary School- construction of one classroom to completion | 2016/17 | 400,000 | Mosoriot Primary School, Kshs. 400,000- Purchase of 0.4 acres. | - | **Deferred**NG-CDFC to provide reason(s) for the change of activityNG-CDFC to submit correct 1st schedule | The valuation report for the land is Kshs 750,000. the NGCDFC allocated Kshs 400,000 in 2016/17 for purchase of land. The owner has transferred the land to school and demanding the balance of kshs 350,000, balance of kshs 50,000 will be used to pay for pending valuation, survey, lawyer payment and cost for land Board process. NGCDFC have attached valuation report, land agreement and school land title deed.NGCDFC has submitted the correct 1st schedule |

**MIN 04/18/05/2021: REALLOCATION OF BURSARY FUND**

The chair briefed members that through the education bursary, mock examinations and continuous assessment tests committee; The list for secondary school bursary beneficiaries was totalling to kshs.23,192,000 and the approved amount in the code list was Kshs.21,000,000. The committee noted that most parents during public vetting prefer secondary school bursary funding than tertiary bursary with the main reason being that most tertiary students can get helb loan and that also few students are in tertiary institutions compared to secondary schools. The members after lengthy deliberation agreed to request the NGCDF Board to reallocate kshs.1,700,000 from bursary tertiary to bursary secondary.

**MIN 05/18/05/2021: APPROVAL OF BURSARY LIST**

The chairman table pending bursary list of Kshs 800,000 for secondary school. The members after going through it approved it and requested FAM to process the same immediately as per attached list.

**MIN 06/18/05/2021: REALLOCATION & RESUBMISSION**

**RESUBMISSION.**

The fund account manager explained to members that funds amounting to Kshs 2,700,000 in FY 2019/20 was conditionally approved; Kshs 1,000,000 for Kapkemo-Terek road leading to school, Kshs.500,000 for Chenacho road leading to school and Kshs.1,200,000 for Nyamarenda road leading to school. The members noted that the valuation and survey reports have delayed since the land in question are in succession process. The members after lengthy deliberations agreed to resubmit the funds to other projects and to allocate funds to the projects in future when reports will be available. The members agreed to resubmit project to NGCDF Board for the following projects;

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| **From Project Name** | **Activity** | **F/Y** | **Amount** | **To Project Name** | **Amount** | **Activity** |
| Nyamarenda road leading to school | Purchase 0f 0.7 acres of land for road leading to Nyamarenda primary and kirimose secondary school for easy access to schools | 2019/20 | 1,200,000 | Simotwet primary school | 1,200,000 | Renovation of six classrooms-Floor works, window panes, veranda, tiling and general painting to completion. |
| Kapkemo-Terek road leading to school | Purchase of 0.3 acres of land for road leading to Kiptenden primary, Kimuta primary and Terek primary and secondary schools for easy access  | 2019/20 | 1,000,000 | Bursary to Secondary schools | 800,000 | Payment of bursary to needy students in secondary schools. |
| Michira primary school | 200,000 | Renovation of 2 more classroom- Floor works, window panes, veranda, tiling and general painting to completion. The school consists of a total of 13 classrooms. Previously renovation was done to only 8 classrooms F/Y 2020/21. |
| Chenacho primary school | Purchase of 0.25 acres of land to road leading to Chanacho primary, sitonik primary school and Simoti Secondary for better access | 2019/20 | 500,000 | Michira primary school | 500,000 | Renovation of 3 more classrooms. -Floor works, window panes, veranda, tiling and general painting to completion.The school consists of a total of 13 classrooms. Previously renovation was done to only 8 classrooms F/Y 2020/21. |

**REALLOCATION**

The members also deliberated that some institutions; Koroitik Secondary School, Cheptabach Chief’s office and Kikonor primary school have been allocated funds for purchase of land but have not been in a position to secure land for purchase. The members deliberated that it was necessary to reallocate funds to other projects which needs land and are ready with documentation. The said institutions will be funded when they have secured land for purchase.

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| **From Project Name** | **Activity** | **F/Y** | **Amount** | **To project Name** | **Amount** | Activity |
| Koroitik secondary school Reallocation dated 20th July 2016 | Purchase of 0.2 acres of land. | 2016/17 | 500,000 | Terek Secondary school | 100,000 | Lightning arrestor mast; It is purchase of a mast, installation has been done but a mast was not budgeted for. |
|  |  |  |  | Sotit primary school | 125,000 | School field metal goal post and football nets Installation of two metal goal posts Kshs. 85,000 and two football nets @20,000 |
|  |  |  |  | Satiet primary school | 125,000 | School field metal goal post and football netsInstallation of two metal goal posts Kshs. 85,000 and two football nets @Kshs. 20,000 |
|  |  |  |  |  | Mogogosiek water spring | 150,000Water harnessing Kshs. 120,000 and planting of 10,000 seedlings indigenous tree seedlings @Kshs. 30 totaling to 30,000 |
| Cheptabach chief’s office | Purchase of 0.2 acres of land | 2019/20 | 500,000 | The chief has not been in a position to get land for purchase since 2019. | Kapchelogam primary school | 500,000Purchase of 0.2 acres of land |
| Kikonor primary school F/Y 2017/18 in the codelist | Purchase of land-0.3 acres of land | 2017/18 | 400,000 | The school has not been in a position to get land for purchase since 2017. | Kimugul primary school | 400,000Purchase of land-0.2 acres of land |

**MIN 07/18/05/2021: PMC TRAINING**

The members’ after lengthy deliberation agreed to train PMC AND NGCDFC staff. NGCDFC training to come later after consultation with south rift regional office. The members greed that PMC be train in three days in order to meet MOH guideline on COVID-19. The members came up with the following estimated budget;

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| **No** | **Rate** | **Amount** |
| 3PMC for 52 project transport 3x 52 =156 | 500 | 78,0000 |
| NGCDFC STAFF 9 | 2000 | 18,000 |
| NGCDFC 9 FOR 3 DAYS = 9X 3= 27 | 5000 | 135,000 |
| NGCDF CHAIR FOR 3 DAYS  | 7,000 | 21,000 |
| FOOD FOR AROUND 200 people  | Estimated 2000 | 400,000 |
| PA System for 3 days  | 5000 | 15000 |
| Sanitisers and masks  |  | 20,000 |
| **TOTAL** |  | **687,000** |

**PROGRAM**

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| **TIME** | **TOPIC/ACTIVITY** | **FACILITATOR** | **SESSION CHAIR** |
| 7:00 AM-8:00 AM | Registration of participants | NG-CDF Staff | FAM |
| 8:00 AM-8:30 AM | Introduction/welcome remarks | Chairman NG-CDF | FAM |
| 8:30 AM-9:00 AM | * Official opening
* Corruption Eradication and Ethics, National cohesion and National Values Disaster Preparedness
 | DCC | NG-CDF Chair |
| 9:00 AM-10:00 AM | * Overview of NG-CDF Act, functions of NG-CDF’s, PMC’s and communication
* NG-CDF project identification, project implementation PMC manual
 | FAM | NG-CDF Chair |
| 10:00 AM-10:30 AM | * Monitoring & Evaluation exercise
* Safety and security Measures and Risk Mitigation
 | FAM | NG-CDF Chair |
| 10:30 AM-11:00 AM |  **TEA BREAK** |  |  |
| 11:00-12:00 PM | * Public procurement procedures and other laws
 | Procurement Officer | NG-CDF Chair |
| 12:00 PM-1:00 PM | * Technical departments involved in NG-CDF operations. Development of BQ
 | Works Officer | NG-CDF Chair |
| 1:00 PM-2:00 PM |  **LUNCH BREAK** |  |  |
| 2:00 PM-3:00 PM | * Accounting procedure, public Finance management act and other laws. Audit Queries Returns, Financial returns & procedures
 | Sub-county Accountant  | NG-CDF Chair |
| 3:00 PM-4:00 PM | * Disability and gender mainstreaming, HIV and AIDS, Youth affairs and PWD’s Alcohol and Drug Abuse.
 | CACC Officer | NG-CDF Chair |
| 4:00 PM-4:30 PM | * Services provided and interactive session with PMC banking at KCB
 | KCB Rep | NG-CDF Chair |
| 4:30 PM-5:00 PM |  Closing Remarks & Departure |  | NG-CDF Chair |

**MIN 08/18/05/2021: OUTSTANDING PAYMENTS**

* Public Health officer allowances Kshs. 12,000.
* Today NGCDF allowance Kshs. 52,000

**MIN 09/18/05/2021: A.O.B**

There being no other business, the meeting ended at 3:00 pm with a prayer from Catherine Langat.

Philip Koibasut Secretary Sign ……………………. Date………...................

Eric Kirui Chairman Sign………………………Date………………….