**WEBUYE WEST NGCDF MEETING HELD 16TH APRIL 2021 AT THE NGCDF BOARDROOM AT 2.00PM**

PRELIMINARIES

MEETING 5

1. Prayer
2. Introduction
3. Apologies
4. Chairman’s remarks

**AGENDA**

1. introduction
2. Reading and confirmation of previous minutes
3. Matters arising
4. Committee paper summary
5. Risk report
6. Project progress report
7. Additional prequalification report
8. Bursary forms issue status
9. Bursary returns status
10. Disbursement
11. Staff matters
12. Payments
13. Reallocation
14. Adjournment

**MEMBERS PRESENT**

1. Peter Amutallah chairman
2. Esther Simiyu Member
3. George Shibanda FAM
4. Beneah Ngoya secretary
5. Dorcus N. Munyole Member
6. Mary Butasi Member
7. Benson Chebolio Member
8. Julian N. Wanjala Member
9. Ben Munyasi Member

**IN ATTENDANCE**

1 ANDREW NGEYWA COM

2. PETER SIFUNA SUBCOUNTY ACCOUNTANT

3. ISAAC MANG’ENI PUBLIC WORKS

**NGCDF WBY.W/MIN/01/016/04/21 PRELIMINARIES**

The meeting began with a word of prayer from Mary Butasi at 2.00pm.the chairman welcomed all the members to the meeting having taken a while due to covid. He acknowledged Mr. Mang’eni the Public Works Officer who was present during the meeting.

The agenda of the day was unanimously adopted by the committee after proposal by Mr. Ben Munyasi and seconding from Mary Butasi.

**NGCDF WBY.W/MIN/02/016/04/21 READING AND CONFIRMATION OF PREVIOUS MINUTES**

Minutes of the previous minutes were read by the secretary. They were proposed by Esther Simiyu who was seconded by Dorcus N. Munyole as a true record.

**NGCDF WBY.W/MIN/03/016/04/21 MATTERS ARISING**

Members insisted that M&E committee should ensure that a quality report is done and filed immediately after every M&E activity

**NGCDF WBY.W/MIN/04/016/04/21 COMMITTEE PAPER SUMMARY**

A summary of inspection of projects, lands projects, contract signing meeting, emergency audit as well as project implementation report was tabled to members. The risk subcommittee was asked to meet the various BOMs of various schools with lands projects and come up, with a final solution to the lack of title deeds.

**NGCDF WBY.W/MIN/05/016/04/21 RISK REPORT**

The purpose of CDF is to use the funds efficiently and thus risk committee identified the risk events that need to be mitigated at. They include;

1. M&E without reports.
2. Delayed payment to contractors.
3. Conflict of interest in projects and bursary.
4. Projects not started after disbursement.
5. Percentage of funds utilized
6. Lack of title deed on lands projects.
7. Lack of school infrastructure plans.
8. Lack of site visits before BQs are prepared.
9. Incomplete bills of quantities.

**NGCDF WBY.W/MIN/06/016/04/21 PROJECT PROGRESS REPORT**

The project manager said he has thirteen active projects. Two are complete and handed over;

1. Bokoli Chiefs office which is under defects liability period. A saving should be used to do septic tank.
2. Manani Rc primary school handed over and under the defects liability period.

Others are:

1. Miendo Chiefs office up to roofing level, contract period expired.
2. Cheng’oli primary school; erection and completion of storey block of 6 classrooms.
3. Proposed erection and completion of a storey block of 6 classrooms at Lugulu Friends secondary school.
4. Mwembula primary school 6 classrooms (1st phase).
5. Matisi SA primary school; 6 classrooms (1st phase)
6. St. Mary’s Bokoli secondary school 3 classrooms
7. Malaha primary school 3 classrooms.
8. Khalumuli primary school 3 classrooms
9. Khalala primary school 3 classrooms
10. Kuywa primary school administration block
11. Sirende ACK secondary school dormitory.

**NGCDF WBY.W/MIN/07/016/04/21 BURSARY STATUS**

A section of beneficiaries collects cheques but don’t present them to the bank while others didn’t collect them at all. Names of such beneficiaries are being compiled and will be presented to the committee at a later date.

**NGCDF WBY.W/MIN/08/016/04/21 STAFF MATTERS**

The contracts to the staff is ending on 1st of August 2021 and a letter has been send to them to apply for renewal. A date will be set to look at their applications. The issue of salary increment will be looked at the time of contract renewal and at the time the budget for the new financial year will be done.

**NGCDF WBY.W/MIN/010/016/04/21 PAYMENTS**

The following payments were approved;

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Payee** | **Description** | **Amount** |
| 1 | Mechanical and Transport Fund | For inspection of vehicle gkb503g | 2,600 |
| 2 | George Shibanda | Cash for office use | 25,000 |
| 3 | Chengoli Primary School | For completion of storey classroom block comprising of 6 classrooms with 1.5m wide ramp | 500,000 |
| 4 | Kuywa Ersf Primary School | Emergency repair of blown off roof | 300,000 |
| 5 | Webmar Investment Limited | Supply of fuel for office use | 100,000 |
| 6 | Muafrika Printers | Printing of bursary forms booklet | 135,000 |
| 7 | Central Farmers Garage | For repair and maintenance of GKB 503g vehicle | 38,903 |
| 8 | Manani Rc Primary School | For completion of storey classroom block comprising of 6 classrooms with 1.5m wide ramp | 1,759,166 |
| 9 | Sirende Ack Secondary School | Construction of 80 capacity dorm | 900,000 |
| 10 | Matisi Primary School | Construction of 6 classroooms storey block phase 1 up to 1st slab excavation concrete floor slab walling and suspended slab | 3,000,000 |
| 11 | Miendo Chiefs Office | Completion of chiefs office with 3 offices and one boardroom, roofing installation of windows and doors fitting | 1,400,000 |
| 12 | Sirende Ac Primary School | Emergency repair of blown off roof | 1,000,000 |
| 13 | Malaha Primary School | Completion of 3 no classrooms plaster works installation of window door ceiling board painting to completion | 1,500,000 |
| 14 | Khalala Primary School | Completion of 3 no classrooms plaster works installation of window door ceiling board painting to completion | 1,000,000 |
| 15 | Chengoli Primary School | For completion of storey classroom block comprising of 6 classrooms with 1.5m wide ramp | 2,000,000 |
| 16 | Miendo Chiefs Office | Completion of chiefs office with 3 offices and one boardroom, roofing installation of windows and doors fitting | 1,00,000 |
| 17 | Matulo Girls Secondary School | Completion of 320 capacity dormitory 1st floor slab concrete reinforcement and casting roofing and installation of windows and door and internal plaster works | 9,000,000 |
| 18 | Khalumuli Secondary School | Completion of administration block comprises of 2 offices , 2 toilet, 25 staffs room and 1m wide front veranda | 2,175,947 |
| 19 | Kuywa Ersf Primary School | Completion of administration block comprises of 4 offices , 30 capacity staffs room and installation of window and doors and internal plaster | 500,000 |
| 20 | Misikhu Friends Secondary | Completion of 80 capacity dormitory plaster, mechanical works external sewer drainage sink toilet fitting upto completion | 366,759 |
| 21 | Lugulu Friends Secondary School | For completion of storey classroom block comprising of 6 classrooms with 1.5m wide ramp | 2,000,000 |
| 22 | Mwembula Primary School | For completion of storey classroom block comprising of 6 classrooms with 1.5m wide ramp | 2,000,000 |
| 23 | Mahanga Primary School | For completion of storey classroom block comprising of 6 classrooms with 1.5m wide ramp | 1,000,000 |
| 24 | Timaka Enterprises Limited | Purchase of material for Line lying and water transmission readjustment at webuye west CDF office | 25,000 |
| 25 | Webmar Investment Limited | Supply of fuel for office use | 50,000 |
| 26 | Central Farmers Garage | For repair and maintenance of GKB 503G vehicle | 50,858 |
| 27 | George Shibanda  Standing Impresst | To facilitate monitoring and evaluation on the funded project, committee expenses, cash for office use, inspection and acceptance on funded projects | 500,000 |
| 28 | George Shibanda | For NGCDFC meeting facilitation | 5,000 |
| 29 | Peter Amutala | For NGCDFC meeting allowances | 7,000 |
| 30 | Beneah Ngoya | For NGCDFC meeting allowances | 5,000 |
| 31 | Mary Butasi | For NGCDFC meeting allowances | 5,000 |
| 32 | Esther Simiyu | For NGCDFC meeting allowances | 5,000 |
| 33 | Dorcas Nabayi | For NGCDFC meeting allowances | 5,000 |
| 34 | Lotiatia Kipkech | For NGCDFC meeting allowances | 5,000 |
| 35 | Chebolio Benson | For NGCDFC meeting allowances | 5,000 |
| 36 | Nasambu Julian | For NGCDFC meeting allowances | 5,000 |
| 37 | Munyasi Ben | For NGCDFC meeting allowances | 5,000 |
| 38 | Peter Sifuna | For NGCDFC meeting allowances | 5,000 |
| 39 | Andrew Ngeiywa | For NGCDFC meeting allowances | 1,000 |
| 40 | Isaac Mangeni | For NGCDFC meeting allowances | 1,500 |
| 41 | George Shibanda | For NGCDFC meeting facilitations refreshment | 5,000 |
| 42 | George Shibanda | to facilitate distribution of projects cheque s for the funded project | 25,000 |
| 43 | Peter Amutala | to facilitate distribution of projects cheque s for the funded project | 3,000 |
| 44 | Beneah Ngoya | to facilitate distribution of projects cheque s for the funded project | 3,000 |
| 45 | Mary Butasi | to facilitate distribution of projects cheque s for the funded project | 3,000 |
| 46 | Esther Simiyu | to facilitate distribution of projects cheque s for the funded project | 3,000 |
| 47 | Dorcas Nabayi | to facilitate distribution of projects cheque s for the funded project | 3,000 |
| 48 | Chebolio Benson | to facilitate distribution of projects cheque s for the funded project | 3,000 |
| 49 | Nasambu Julian | to facilitate distribution of projects cheque s for the funded project | 3,000 |
| 50 | Munyasi Ben | to facilitate distribution of projects cheque s for the funded project | 3,000 |
| 51 | Peter Sifuna | to facilitate distribution of projects cheque s for the funded project | 3,000 |
| 52 | Geoffrey Livasia | to facilitate distribution of projects cheque s for the funded project | 3,000 |
| 53 | Peter Barasa | to facilitate distribution of projects cheque s for the funded project | 1,000 |
| 54 | Stephen Simiyu | to facilitate distribution of projects cheque s for the funded project | 1,000 |
| 55 | Philis Namaswa | to facilitate distribution of projects cheque s for the funded project | 1,000 |
| 56 | Saul Wefwafwa | domestic travel to bring office stationeries for office use | 25,200.00 |
| 57 | Peter Amutala | to facilitate monitoring and evaluation in the constituency on the funded projects | 3,000.00 |
| 58 | Beneah Ngoya | to facilitate monitoring and evaluation in the constituency on the funded projects | 3,000.00 |
| 59 | Esther Simiyu | to facilitate monitoring and evaluation in the constituency on the funded projects | 5,000.00 |
| 60 | Mary Butasi | to facilitate monitoring and evaluation in the constituency on the funded projects | 3,000.00 |
| 61 | Dorcus Munyole | to facilitate monitoring and evaluation in the constituency on the funded projects | 3,000.00 |
| 62 | Julian Nasambu | to facilitate monitoring and evaluation in the constituency on the funded projects | 3,000.00 |
| 63 | Peter Sifuna | to facilitate monitoring and evaluation in the constituency on the funded projects | 3,000.00 |
| 64 | Benson Chebolio | to facilitate monitoring and evaluation in the constituency on the funded projects | 3,000.00 |
| 65 | Ben Munyasi | to facilitate monitoring and evaluation in the constituency on the funded projects | 3,000.00 |
| 66 | George Shibanda | to facilitate monitoring and evaluation in the constituency on the funded projects | 40,000.00 |
| 67 | Peter Amutala | to facilitate site meeting at mahanga primary school | 3,000.00 |
| 68 | Beneah Ngoya | to facilitate site meeting at mahanga primary school | 3,000.00 |
| 69 | Esther Simiyu | to facilitate site meeting at mahanga primary school | 3,000.00 |
| 70 | Peter Sifuna | to facilitate site meeting at mahanga primary school | 3,000.00 |
| 71 | George Wafula | to facilitate site meeting at mahanga primary school | 3,000.00 |
| 72 | Anthony Muhindi | to facilitate site meeting at mahanga primary school | 1,000.00 |
| 73 | Stephen Simiyu | to facilitate site meeting at mahanga primary school | 1,000.00 |
| 74 | George Shibanda | to facilitate site meeting at mahanga primary school | 15,000.00 |
| 75 | George Shibanda | domestic travel to kakamega to attend projects module post go live refresher training and ICT cross cutting issues | 21,000.00 |
| 76 | Peter Sifuna | cash for office use | 6,000.00 |

**NGCDFWBY.W/MIN/011/016/04/21 REALLOCATION**

The committee reallocated the following amount from the emergency kitty

Table 1: Reallocation of emergency funds

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name** | **F/Year** | **Activity** | **Amount** | **Remarks** |
| Kuywa ERSF primary school | 2020/2021 | Repair of 3 no. classroom roof | 300,000 | The roof of three classroom block was blown off by a storm |
| Sirende AC Primary school | 2020/2021 | Part payment for repair-re roofing of 6 no. classrooms that were blown off | 1,000,000 | The roof of six classroom block was blown off by a storm |
| Khalumuli primary school | 2019/2020 | Completion of 3 classroom block roofing, and fittings | 1,000,000 | The project was funded Ksh 2,000,000 f/y 19/20 from emergency which was to fund the project up to ring beam the 1,000,000 from f/y 19/20 being allocated will push the project to roofing and fittings. The remaining balance will be allocated in the next financial year 21/22 |

Further the committee reallocated the following projects

Table 2: Reallocation of funds from other projects

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project name** | **F/Y** | **Original Activity** | **Amount** | **Reallocate to new activity** | **Reasons for reallocation** |
| Bokoli Boys sec school | 2017/18 | Installation of constituency innovation hub hub at bokoli | 1,169,256.80 | Reallocate to construction of one classroom up to completion at Bokoli Boys sec school | The PMC felt the project is not a priority and also the service provider failed to honor the agreement to install in time. |

**Table 3: Resubmission of declined Projects**

The committee approved resubmission of declined projects as below

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project name** | **F/Y** | **Declined Activity** | **Amount** | **Resubmitted for** | **Reasons for reallocation** |
| Review of strategic plan | 2020/21 | Mid-term review of the strategic plan | 500,000 | Reallocate to Fabrication of 100 lockable school desks and lockers at Webuye S.A primary school | The initial project was declined by the board |

**Distribution of AIE**

**The committee approved distribution of AIE and Disbursements as follows**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AIE Date** | **AIE no** | **Project name** | **Focus** | **Amount** |
| 27-4-21 | B126038 | Khalala Pr. Sch |  | 500,000 |
|  |  | Kuywa Pr. Sch |  | 1,500,000 |
|  |  | Mahanga Pry Sch |  | 1,314,547 |
|  |  | Mahanga Pry Sch |  | 200,000 |
|  |  | Malaha Pry Sch |  | 500,000 |
|  |  | Matisi Pry Sch |  | 2,000,000 |
|  |  | Mwembula Pri Sch |  | 2000,000 |
|  |  | Lugulu Fr Secondary |  | 900,000 |
| 17-5-21 | B126330 | Chengoli Pry Sch |  | 3,085,453 |
|  |  | C Chengoli Pry Sch |  | 149,247 |
|  |  | Tertiary Bursary |  | 1,350,753 |
|  |  | Matisi Primary Sch |  | 2,000,000 |
|  |  | Mwembula Pry Sch |  | 2,000,000 |
|  |  | Chiefs’ office Miendo |  | 1,500,000 |
| 21-5-21 | B105125 | Matulo girls |  | 3,500,000 |
|  |  | Shool Bus Miendo |  | 7,500,000 |
|  |  | Total |  | 30,000,000 |

**NGCDF WBY.W/MIN/012/016/04/21 ADJOURNMENT**

There being no other business the NGCDF chairman read out a letter of appointment from NGCDF Board to Mr. Benson Wafula Chebolio appointing him as a co-opted member to the NGCDF. The meeting ended with a prayer from Mr. Benson Chebolio.

**MINUTES SIGNED FOR CIRCULATION**

**NG- CDFC CHAIRMAN……………………………………DATE…………………….**

**NG – CDFC SECRETARY …………….……………. DATE……………………...**