

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

- | | |
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| 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;

- a) M&E without reports.
- b) Delayed payment to contractors.
- c) Conflict of interest in projects and bursary.
- d) Projects not started after disbursement.
- e) Percentage of funds utilized
- f) Lack of title deed on lands projects.
- g) Lack of school infrastructure plans.
- h) Lack of site visits before BQs are prepared.
- i) 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;

- a) Bokoli Chiefs office which is under defects liability period. A saving should be used to do septic tank.

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b) Manani Rc primary school handed over and under the defects liability period.

Others are:

- i. Miendo Chiefs office up to roofing level, contract period expired.
- ii. Cheng'oli primary school; erection and completion of storey block of 6 classrooms.
- iii. Proposed erection and completion of a storey block of 6 classrooms at Lugulu Friends secondary school.
- iv. Mwembula primary school 6 classrooms (1st phase).
- v. Matisi SA primary school; 6 classrooms (1st phase)
- vi. St. Mary's Bokoli secondary school 3 classrooms
- vii. Malaha primary school 3 classrooms.
- viii. Khalumuli primary school 3 classrooms
- ix. Khalala primary school 3 classrooms
- x. Kuywa primary school administration block
- xi. 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	For repair and maintenance of GKB 503g	38,903

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	Garage	vehicle	
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 classrooms storey block phase 1 up to 1st slab excavation concrete floor slab walling and suspended slab	3,000,000
11	Miendō 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	Miendō 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 1 st 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

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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

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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

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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 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

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		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..... *Benson Wafula Chebolio*DATE..... *31/05/2021*

NG - CDFC SECRETARY *[Signature]* DATE..... *31/5/21*