**NG – CDFC MEETING HELD AT MARIGAT CDF OFFICES ON 23/04/2021 STARTING AT 1400HRS.**

**MEMBERS PRESENT.**

1. SAMUEL K. BUNGEI - CHAIRMAN
2. ZAKIA JEMUGE KIPTUISANG - SECRETARY
3. BUNGALE MASUDI - FUND MANAGER
4. JACOB ANUNDA - DCC
5. GEOFFREY KOSGEI KEBUT - MEMBER
6. MARIAMU LEKISEMOI - MEMBER
7. HELLEN CHEPTOO - MEMBER
8. CHRISTINE JEPKEMOI KANDIE - MEMBER
9. RENSON LERANTEI OLEMATILO - MEMBER
10. JACKSON TARUS - OVERSIGHT
11. JULIANA LETANGULE - OVERSIGHT
12. EUNICE KIPROTICH - OVERSIGHT

 **MEMBERS ABSENT WITH APOLOGY**.

13. JUSTINE K. CHEBII - MEMBER

**AGENDAS:**

1. PRELIMINARIES
2. READING AND CONFIRMATION OF PREVIOUS MINUTES
3. BURSARY PROCESSING FY 2020/2021
4. Approval and Voting of received AIEs B119738(7.8M)B132093(6M)B128348(10M)B119698(12M),
5. MONITORING AND EVALUATION OF NG-CDF PROJECTS.
6. EMERGENCY
7. A.O.B

**MIN 1/23/04/2021- PRELIMINARIES.**

The meeting was put to order at 14OOhrs with a word of prayer by madam Juliana Letangule.

The Chairman welcomed members to the meeting and commended their punctuality. In his remarks he appreciated the committee members for their dedications towards meeting the objectives of NG-CDF .He encouraged the members to continue with the same zeal and spirit in their service delivery to the people of Baringo South.

**MIN 2/23/04/2021- READING AND CONFIRMATION OF PREVIOUS MINUTES.**

The secretary took members through the minutes of the previous meeting. They were proposed by Geoffrey Kosgei Kebut and seconded by Hellen Cheptoo as the true reflections of what was previously discussed.

**MIN 3/23/04/2021- BURSARY PROCESSING FY 2020/2021.**

The chairman informed members that the money allocated for bursary is already in the CDF account and therefore the bursary sub-committee should draw a roadmap to ensure that the bursary process starts as soon as possible. The bursary sub-committee communicated that they will place timelines for the bursary process after they schedule for a meeting in the first week of May and discuss the way forward in details. However, the committee through their chairman had the following recommendations to make concerning the bursary process from lessons learnt last year;

* The waiting bay/room downstairs to be renovated and converted in order for it to act as the registry and bursary office.
* The bursary sub-committee wish to hold a meeting with POSTA KE in order to train them on how to dispatch the bursary cheques following the right procedures and ensuring minimum to no errors in the process.

**MIN 4/23/04/2021-APPROVAL AND VOTING OF RECEIVED AIES B119738 (7.8M)B132093(6M)B128348(10M)B119698(12M),**

The manager informed the team of the received AIES from head office and advised them to discuss at length and prioritise on expenditures to respective votes. The chairman advised the committee to put precedence to on-going projects during the exercise. After in depth and harmonious discussion the AIEs were voted as follows

 **2ND TRANCHE B119698 12,000,000**

 **ADMIN AND RECURRENT**

|  |  |
| --- | --- |
| Employees’ Salaries | 335,000.00 |
| Goods and Services | 500,000.00 |
| NSSF | 4,500.00  |
| NHIF | 10,500.00  |
| Committee Expenses  | 700,000.00 |
|  **M&E/CAPACITY BUILDING** |  |
| Goods and Services | 300,000.00 |
| Committee Expenses  | 300,000.00 |
| NG-CDFC/PMC/Staff capacity Building | 300,000.00 |
| **EMERGENCY** |  |
| Emergency  | 3,000,000.00 |
| **INFRASTRUCTURE** |  |
| Chemorongion primary school | 200,000.00 |
| Tuyono primary school | 200,000.00 |
| Lamalok primary school | 700,000.00 |
| Iti primary school | 200,000.00 |
| Barngelech primary school | 450,000.00 |
| Kimalel primary school | 500,000.00 |
| Parkarin primary school | 200,000.00 |
| Kimoigut primary school | 500,000.00 |
| loldama primary school | 400,000.00 |
| Yatoi Primary School | 1,000,000.00 |
| Kampi ya samaki primary school | 1,000,000.00 |
| Kapkoibai primary school- | 300,000.00 |
| Emarech primary school | 500,000.00 |
| Marigat intergrated day secondary school | 400,000.00 |

**3RD TRANCHE**

|  |  |  |
| --- | --- | --- |
| **S/No** | **Project Name** |  **3RD TRANCHE**  |
|   |  |  **B119738**  |
|  | **ADMIN AND RECURRENT** |  |
| 1 | Employees’ Salaries |  335,000.00  |
| 2 | Goods and Services |  1,000,000.00  |
| 3 | NSSF |  4,500.00  |
| 4 | NHIF |  10,000.00  |
| 5 | Committee Expenses  |  700,000.00  |
| **TOTAL** |  |
|   | **M&E/CAPACITY BUILDING** |   |
| 6 | Goods and Services |  300,000.00  |
| 7 | Committee Expenses  |  600,000.00  |
| 8 | NG-CDFC/PMC/Staff capacity Building |  350,500.00  |
| **TOTAL** |  |
|   |   |   |
|   | **INFRASTRUCTURE** |   |
| 60 | Patkawanin day and boarding secondary school |  4,500,000.00  |
|  |  |  **7,800,000.00**  |

**FOURTH TRANCHE**

|  |  |  |
| --- | --- | --- |
| **S/No** | **Project Name** |  **4TH TRANCHE**  |
|   |  |  **B132093**  |
|  | **ADMIN AND RECURRENT** |  |
| 1 | Employees’ Salaries |  1,000,000.00  |
| 2 | Goods and Services |  500,000.00  |
| 3 | NSSF |  -  |
| 4 | NHIF |  10,000.00  |
| 5 | Committee Expenses  |  248,000.00  |
| **TOTAL** |  |
|   | **M&E/CAPACITY BUILDING** |   |
| 6 | Goods and Services |  412,000.00  |
| 8 | NG-CDFC/PMC/Staff capacity Building |  349,500.00  |
| **TOTAL** |  |
|   | **BURSARY** |   |
| 11 | Bursary Tertiary Schools |  3,480,500.00  |
| **TOTAL** |  |
|  |  |  **6,000,000.00**  |

5TH TRANCHE

|  |  |  |
| --- | --- | --- |
| **S/No** | **Project Name** |  **5TH TRANCHE**  |
|   |  |  **B128348**  |
|  | **ADMIN AND RECURRENT** |  |
| 1 | Employees’ Salaries |  430,000.00  |
| 3 | NSSF |  3,000.00  |
| 4 | NHIF |  13,300.00  |
| **TOTAL** |  **-**  |
|   | **EMERGENCY** |   |
| 9 | Emergency  |  1,253,700.00  |
| **TOTAL** |  |
|   |   |   |
|   | **INFRASTRUCTURE** |   |
| 30 | Yatoi Primary School |  1,400,000.00  |
| 37 | Kapchumo primary school |  400,000.00  |
| 56 | Eldume secondary school |  400,000.00  |
| 59 | Maoi secondary school- |  400,000.00  |
| 65 | Kineroi secondary school |  3,000,000.00  |
| 69 | Marigat intergrated day secondary school |  400,000.00  |
|  |  |  |
|   | **ENVIRONMENT** |   |
| 73 | Sogon Assistant chiefs office |  400,000.00  |
| 74 | Sogon primary school |  400,000.00  |
| 89 | Marigat police station |  1,500,000.00  |
|  |  |  **10,000,000.00**  |

**6TH TRANCHE**

|  |  |  |
| --- | --- | --- |
| **S/No** | **Project Name** |  **6TH TRANCHE**  |
|   | **BURSARY** |   |
| 11 | Bursary Tertiary Schools |  1,000,000.00  |
| **TOTAL** |  |
|  |  |  **1,000,000.00**  |

**MIN 5/23/04/2021-CHANGE OF PROJECT ACTIVITY**

The committee reviewed some requests by institutions and approved their concerns to change the projects activities as follows

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PROJECT NAME** | **INITIAL PROJECT ACTIVITY** | **REQUESTED PROJECT ACTIVITY)CURRENT)** | **AMOUNT AWARDED** | **REASON FOR CHANGE OF ACTIVITY** | **FINANCIAL YEAR** |
| Marigat Prison | Fencing of marigat prison (5 acres) with metal welded posts and chain link | Construction of Administration block comprising of 8 offices, boardroom, toilets. pending funds for completion | 1,000,000.00 | Land dispute( there are unlawful occupants to be evicted before fencing is done) | 2020/2021 |
| Ngambo Girls Secondary School | Completion Of Administration Block | Construction Of One Classroom To Completion | 7,00,000 | The school relocated to new site after being affected by floods from rising waters of Lake Bogoria. | 2019/2020 |
| Salabani Secondary school | Construction of school library | Construction of new classroom to lintel level pending funds for completion | 500,000 | The school was submerged by swelling waters of lake baringo | 2018/2019 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**MIN 6/23/04/2021- EMERGENCY PROJECTS.**

The members raised concerned that some schools and critical institutions lacked toilets. They proposed that the following schools and institutions to be considered in the emergency kit to aid in the construction of toilets;

Kasiela primary, Lokarkar primary, Ole Depe Sinya primary, Alice Ingham primary, Losampurpur primary, Chepkotoyan Primary, Ntepes Primary and the DCC’s office toilets.

**MIN 7/23/04/2021: MONITORING AND EVALUATION.**

 The members brought forward samples of projects from their respective wards and regions that have been completed and needed to be monitored and evaluated. Members planned a three days exercise of monitoring and evaluation to start on Tuesday 4/05/2021 and end on Thursday 6/05/2021.The exercise to include the district treasury technical team, Quantity surveyor from the county public works department and the office clerk of works. Report writing of the progress of the monitoring and evaluation was agreed by members to be done on Friday 7/05/2021.

After in-depth discussion the members approved ksh 5,000 NGCDFC and The technical team respectively. Ksh2, 000 for the office clerk of works and the drivers. Ksh, 24,000 for meals, refreshments and writing materials for the 4 days exercise. Below is the approved program

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **PROJECT NAME** | **ACTIVITY** | **AMOUNT ALLOCATED** | **FINANCIAL YEAR** |
|  | **DAY ONE OF 4/05/2021** |  |
| **MARIGAT WARD**  |
| 1 | kimalel primary school | Renovation of 3. no classroom | 500,000 | 2020/21 |
| 2 | Yatoi Primary school  | Construction of 1 classroom | 1,200,000 | 2020/21 |
| 3 | Marigat police station | Renovation of police administration block  | 1,500,000 | 2020/21 |
| 4 | Endao primary School | Completion of girls’ dormitory |  300,000 | 2020/21 |
| 5 | Ap line | Fencing of ap line |  1,200,000  | 2020/21 |
| 6 | barkipi primary school | Completion of 1.no. classroom | 400,000 | 2020/21 |
| 7 | Kapchumo primary school | Completion of 1.no classroom | 400,000 | 2020/21 |
| 8 |  |  |  |  |
|  | **DAY TWO OF 5/05/2021** |  |
| **ILCHAMUS WARD**  |
| 1 | Eldume secondary school | Completion of 2 classroom  | 400,000 | 2020/21 |
| 2 | Lakarkar Primary School | completion of 1 classroom  |  700,000  | 2020/21 |
| 3 | Ngambo girls’ secondary school | Construction of 1. No classroom |  1,200,000  | 2019/20 |
| 4 | Loldama primary school | Completion of 1.no. classroom | 400,000 | 2020/21 |
| 5 |  |  |  |  |
| **DAY THREE OF 6/05/2021****MARIGAT WARD**  |
| 1 | Tuluongoi secondary school | Completion of 2. No. classroom | 600,000 | 2019/2020 |
| 2 | Tebei primary School | Completion of administration block  |  150,000 | 2020/21 |
| 3 | Kibonjos secondary school | Completion of 1 classroom |  300,000  | 2019/20 |
| 4 | Sosion chief’s office | Completion of chief’s office and construction of toilets |  1,400,000  | 2019/20 |

**MIN 8/23/04/2021: AOB**

The chairman notified the members that the launching of projects will be suspended until further notice due to covid-19.

 He also informed the members that the interviews for the four candidates who applied for the positions of NG-CDF staffs has been done and successful candidates will be reporting on early May. Members requested that before the new staff report they should meet the committee members and be trained well so that to ensure effectiveness in delivering their mandates.

Christine Kandie who represents the disability group in the committee informed the members that the disability groups are requesting for a meeting with the committee members. She also requested that NG-CDF should construct at least two classrooms for the blind students. There was a further request that some members of the disability group to be paid for NHIF.

The manager raised a concern over the Driver who has been serving as a casualty for almost 3 years. He advised the committee to absorb him on normal contract terms as recommended by the auditors because it was against the employment and labour laws. The committee unanimously agreed to contract the driver on 2 years contract terms and directed the manager to do serious scrutiny of his documents with the assistance of the relevant authorities from the County.

There being no other business the meeting adjourned at 1700hrs with a word of prayer from Zakia Kiptuisang.

**Minutes by;**

Ms Zakia Jemuge Kiptuisang

NG-CDF Secretary Baringo south constituency

Signature-------------------------------------------date----------------------------

**Mr. Samuel Bungei**

NGCDF CHAIRMAN

Signature------------------------Date------------------------------------