



NG-CDF KAPSERET

National Government Constituencies Development Fund
Kapseret Constituency,
P.O Box 2449-30100,
Eldoret, Kenya.

Tel: | Cell: 0725411354

Email: cdfkapseret@ngcdf.go.ke | Website: www.ngcdf.go.ke

**NG-CDF COMMITTEE MEETING HELD ON 3RD JUNE 2021 AT NG-CDF BOARDROOM
OUTSPAN AT 10:00 AM**

MEMBERS PRESENT

- | | | |
|-----|-----------------------|-------------------------------------|
| 1. | Sammy Kipchumba Rutto | Chairman |
| 2. | Mamka Sainare | Fund Account Manager (FAM) |
| 3. | Stella Jemutai Tanui | Secretary |
| 4. | Evans Manga Ogoti | Member |
| 5. | Jasper Sammy Kurgat | Member |
| 6. | Lilian Jepkemboi | Member |
| 7. | Daniel Kiptanui Kemei | Member |
| 8. | Emma Naswa | Assistant County Commissioner (ACC) |
| 9. | Julius Katam | Member |
| 10. | Susan Murei | Member |

IN ATTENDANCE

- | | | |
|----|----------------|---------------|
| 1. | Gladys Jemutai | Bursary Chair |
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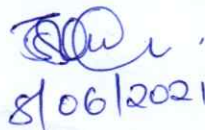
AGENDA

1. Preliminaries.
2. Confirmation of previous minutes.
3. Matters arising.
4. Disbursement of financial year 2020/2021 Kshs. 11,600,000million
5. Recruitment of staff.
6. Adoption of bursary report and approval of bursary beneficiaries.
8. Change of activity
9. Approval of payments.
10. A.O. B
11. Adjournment.

MIN .78/03/06/21: PRELIMINARIES

The meeting started at 10.00 am with a word of prayer from Julius Katam opening remarks by Sammy Rutto. He also condoled with Jasper Kurgat for the passing on of his son.


8/6/2021


8/06/2021

MIN. 79/03/06/21: CONFIRMATION OF PREVIOUS MINUTES

The previous minutes 12th May 2021 were read by Evans Ogoti, proposed by Daniel Kemei and seconded by Julius Katam.

MIN. 80/03/06/21: MATTERS ARISING

FAM informed members that the AIE for Kshs. 7,000,000 has been received and amount posted to bursary tertiary to enable make payments for needy students.

Members agreed to give the extra seats in office to various institution that are less privileged especially new constructed institutions following the right procedure upon consultation with sub-county procurement officer.

MIN 81/03/06/21: DISBURSEMENT OF FINANCIAL YEAR 2020/2021 KSh1,600,000 MILLION.

The FAM informed members that NG-CDF Board has disbursed Kshs 11,600,000 for financial year 2020/2021. Further, Kapseret NG-CDF committee members agreed the posting and disbursement of funds to the projects to be as follows;

- 1. Bursary tertiary.....4,707,616.50
- 2. Bursary Secondary.....400,000
- 3. Social security.....3,000,000
- 4. Primary projects.....1,500,000
- 5. Secondary projects.....1,430,000
- 6. M&E (PMC Staff, NGCDFC)845,031.72
- 7. Emergency117,351.78


The following primary and secondary projects were considered respectively;


- 1. Jasho primary school- renovation of 8 classrooms to completion; flooring, fixing of door frame, window panes and painting @kshs 1,250,000 and purchase and installation of a steel gate, including construction of gate pillars @kshs 250,000.
- 2. Tuiyo secondary school -Completion of 100 student's capacity dormitory. (Paving slab, ramp, glazing, painting and decoration, gutters, ceiling, wiring and labelling.)
- 3. ACK. ST. Barnabas Kipkenyo secondary school -Additional funds for purchase of one acre land to completion.

Members agreed to the posting of 11,600,000 that they had received.

MIN.82/03/06/21: RECRUITMENT OF STAFF

F.A.M informed members that clerk of works position has been vacant for a while now and needs to be occupied through advertisement. She added that currently, Eliud Tabut has been of great assistance to the organization as an intern and worked diligently with a lot of determination and focus in this line of duty and unfortunately his tenure is ending soon hence the need to advertise for the position as soon as possible. All members were pleased with the work of the intern and unanimously agreed to advertise for the position of clerk of works upon consultation with the Sub-County Human Resource Management Officer to ensure the right procedure is followed to the latter.


8/6/2021


8/06/2021

MIN.83/03/06/21: ADOPTION OF BURSARY REPORT/APPROVAL OF BURSARY BENEFICIARIES

Bursary chairperson presented bursary report to members and they recommended to be a good report whereby they unanimously agreed to adopt the it. In addition, list of all beneficiaries totaling to **1773** under bursary secondary ,**380** under special bursary and **1090** under bursary tertiary was presented to members were members approved beneficiaries and agreed to make payments to the institutions for the beneficiaries.

However, it was noted that demand for bursary secondary was higher than bursary tertiary due to increased number of beneficiaries compared to last financial year

Further, fund account manager informed members that bursary committee had vetted 135 applicants for driving school and 13 applicants for motorbike. After a lengthy discussion members agreed that due to the funds available sponsoring the applicants to AA driving school will be difficult since they charge so high. The fund account manager informed members that the best way to approach this and enable the applicants benefit is to sponsor the applicants in a good driving school with good facilities and can be attained through quotations. Members were in agreement and urged the F.A.M to seek advice from the procurement officer and facilitate the process. They unanimously agreed that once the qualified bidder has been identified and process finalized, the applicants can be enrolled and start learning.

The NG-CDFC chairperson together with other members congratulated bursary committee members for the good work and for transparency in the vetting process.

The bursary chairperson made her remarks about the whole process and she thanked the whole team for their support.

MIN .84/03/06/21: CHANGE OF ACTIVITY


The F.A.M informed members that bursary allocation for financial year 2020/2021 was as follows; Kshs 19,512,526.50 to bursary tertiary, Kshs 800,000 special bursary and Kshs 17,227,070.34 to bursary secondary. After bursary vetting process, the bursary committee noted that beneficiaries under secondary were so many compared to tertiary and special school and the amount allocated to benefit needy students under bursary secondary is not sufficient. After a lengthy discussion members agreed to re-allocate Kshs 2,500,000 from bursary tertiary and Kshs. 250,000 from special bursary for financial year 2020/2021 to bursary secondary so that all needy students that were vetted under the category can benefit and go to school since the economy is really hitting hard on citizens.

MIN.85/03/06/21: APPROVAL OF PAYMENT

The fund account manager told members that she had incurred expenses under administration and Monitoring vote and bursary which requires their approval. Members approved the following payments made as follows:

1. Payment of fees to fully sponsored students to The Eldoret National Polytechnic Kshs 869,700, Cheptarit polytechnic Kshs 692,800, Mugundoi vocational training centre Kshs 105,100.


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2. Payment of Postal services-Kshs 9,450
3. Purchase and installation of profile boards to Hebra enterprise-Kshs 58,000
4. Purchase of furniture to Fairdeal furniture-Kshs 493,475
5. Payments of bursary to needy students under secondary, tertiary and special institutions totaling to Kshs 32,811,472.00
6. Admin committee expenses to cater for sitting allowances and lunch allowances Kshs 215,200)
7. M&E committee expenses to cater for sitting allowances, lunch during flagship of bursary cheques and per diem Kshs 79,090

In addition, the fund account manager informed members about benchmarking activity to constituencies in Coast region that is to commence on 15th June 2021 and end on 18th June 2021. She told members that the activity is going to take seven (7) days inclusive of travelling days and members need to agree on some logistics involving the activity. After a wider discussion members approved budget of Kshs. 1,300,000 meant for benchmarking activity whereby: members allowance will be Kshs. 10,000 per person which is closer to the fund account manager's daily subsistence allowance since booking of good hotels will be on higher cost as per funds available.

The F.A.M, staff and staff from relevant departments who will accompany members will be paid per diem in accordance to their job groups. The transport will be catered for; office vehicle will be used to and from Eldoret-Mombasa, and hire transport will in the region. In addition, members also approved for refreshments and other cost expenses that may occur during the activity.

MIN.86/03/06/21: A.O.B

A member asked the FAM to help in registration of our new schools e.g Nganiat i.e. to fast track the registration so that they aren't blocked in government allocation.
A member lost his child and we agreed as members to support in going to his home and at least prepare for the fundraiser.

MIN.87/03/06/21: ADJOURNMENT

There being no any other business, the meeting ended at 2.00pm with a word of prayer from Lilian Jepkemboi.

PREPARED BY:

SECRETARY: STELLAH TANU
Date: 8/06/2021

SIGN: [Signature]

CONFIRMED BY:

CHAIRPERSON: Sammy - K. Purro
Date: 8/6/2021

SIGN: [Signature]