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| **NG-CDF Sigowet/Soin** | **National Government Constituencies Development Fund Board**Sigowet/Soin ConstituencyP.O Box 1837-20200Kericho, KenyaCell: 0720-472 066**Email**: cdfsigowetsoin@ngcdf.go.ke **Website:** [www.ngcdf.go.ke](http://www.ngcdf.go.ke) |

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**MINUTES OF SIGOWET/SOIN NG-CDFC MEETING HELD ON MONDAY 7TH JUNE, 2021 AT NG-CDF BOARD ROOM, SIGOWET FROM 10:00 AM.**

**MEMBERS PRESENT.**

1. Mr. Alinoor Duba Deputy County Commissioner
2. Mr. Francis Lemuna Fund Account Manager
3. Mrs. Mary Yebei NG-CDFC Chairperson
4. Mr. Owen Kimutai NG-CDFC Secretary
5. Mr. Jonathan Bett Member
6. Mr. Stantly Cheruiyot Member
7. Mrs. Stella Chepkemoi Member
8. Mrs. Joyline Chepkorir Member
9. Mrs. Joseah Langat Member
10. Mr. Lawrence Bii Member

**AGENDA.**

1. Reading and Confirmation of Previous Meeting Minutes.
2. Project progress report
3. Monitoring and Evaluation
4. Re-Allocation of Bursary fund
5. Payment of allowances
6. A.O.B.

**PREAMBLE.**

The Chairlady called the meeting to order after an opening prayer from Mr. Jonathan Bett at 10:00 Am. The Chairperson thanked the members for their participation during all activities which shows the constituency implementing all the projects approved in the financial year 2020/2021

**MIN.01.NG-CDFC-07-06-2021 READING AND CONFIRMATION OF PREVIOUS MEETING MINUTES.**

The Chairperson welcomed all members and thanked them for being punctual. She urged members to contribute to the meeting’s agenda. The secretary read through the minutes of the previous meeting. The minutes were confirmed to be the true copy of the deliberations held as proposed by Mr. Lawrence Bii and seconded by Mr. Joseah Langat.

**MIN.02.NG-CDFC/07/06/2021 PROJECTS PROGRESS REPORT**

The Chairman invited the clerk of works to the meeting so as to brief the NG-CDFC on the status of the projects in the constituency, clerk of works went through a number of project and informed the members on their status, NG-CDFC members from their respective wards confirm the report as briefed by clerk of works.

**MIN.03.NG-CDFC-07-06-2021 – MONITORING AND EVALUATION**.

Since the last M & E exercise that was carried out in May 2021, there are many projects that have been implemented to the standard required as per performance contract. It’s because of this that the members agreed to schedule for another two day M & E exercise to cover a number of projects which has not been visited recently or has not been visited at all, some of the projects to be visited are;-

1. KMTC Sigowet campus
2. Sondu Secondary School
3. Nyaberi Day Secondary School
4. Soliat Boys Secondary School
5. Matero day Secondary School
6. Kaitui Primary School
7. Sosur Primary School
8. Kipsitet Chief;s office
9. Simbi Primary School
10. Kolyongwet Secondary School.

**MIN 04-NG-CDFC-07-06-2021 RE-ALLOCATION OF BURSARY FUNDS.**

 It came to the attention of the members that Ksh. 12,215,500.00 which was re-allocated to Soliat Girls Secondary School from Kshs. 27,000,000.00 meant for bursary FY 2019/2020 was not approved by NG-CDF Board. The NG-CDFC therefore after lengthy discussion resolved to re-allocate the bursary funds (**Ksh.10,000,000.00**) to the projects listed below;-

The NG-CDFC thereafter requested the Fund Account Manager to prepare the required schedules and submit the request to the board for approval. The members later agreed that the money will be re-allocated as follows;

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| **OLD PROJECT NAME** | **ACTIVITIES** | **AMOUNT (Kshs.)** | **NEW PROJECT NAME** | **ACTIVITIES** | **AMOUNT (Kshs.)** |
| Bursary | Payment of bursary to needy students in Secondary Schools, Tertiary Institutions and Univerities. | 10,000,000.00 | Cheptuiyet Day Secondary SchoolItibet Day Secondary SchoolNyaberi Day Secondary SchoolKoilsir Day Secondary SchoolChepkemel Primary SchoolKebeneti Primary SchoolChesiche Primary SchoolKamaget ‘B’ Primary SchoolBaregeiwet Primary SchoolChemangat Primary SchoolKipranye Primary School | Purchase of **100** Students’ lockers and desks @ Kshs. **5,500.00** each to completion. Construction of **8** door pit latrine to completion for boys.Construction of **6** door pit latrine for girls to completion.Fencing of **2.8** Acre land with treated poles, barbed wire and Chain link and construction of gate to completion to completion.Purchase of **10** Teachers’ Tables and Chairs to completion @ Kshs. **7,500.00** each.Purchase of **100** students’ lockers and chairs to completion @ Kshs. **5,500.00** each.Construction of **8** door pit latrine to completion for boys.Purchase of **10** Teachers’ Tables and Chairs to completion @ Kshs.**7,500.00**.Purchase of **100** Students’ lockers and desks @ Kshs. **5,500.00** each to completion. Purchase of 10 Teachers’ Tables and Chairs to completion @ Kshs.**7,500.00** each.Construction of **8** door pit latrine to completion. Construction of **two** Classrooms to completion. Purchase of **100** Students’ lockers and desks @ Kshs. **5,500.00** each to completion. Renovation of three classrooms; roof replacement, floor replacement, window panes replacement, plastering and painting to completion.Renovation of three classrooms; roof replacement, floor replacement, window panes replacement, plastering and painting to completion.Completion of one classroom; glazing and painting to completion. (Allocated Kshs. **700,000** in 2019/2020 FY) Renovation of three classrooms; roof replacement, floor replacement, plastering and painting to completion.Completion of one classroom; glazing and painting to completion. (Allocated Kshs. **700,000** in 2019/2020 FY) Completion of one classroom; glazing and painting to completion. (Allocated Kshs. **700,000** in 2019/2020 FY) Completion of one classroom; glazing and painting to completion. (Allocated Kshs. **700,000** in 2019/2020 FY)  | 550,000.00800,000.00600,000.001,500,000.0075,000.00550,000.00800,000.0075,000.00550,000.0075,000.00800,000.002,000,000.00550,000.00750,000.00750,000.00200,000.00750,000.00200,000.00200,000.00225,000.00 |
|  |  | **12,000,000.00** |  |  | **12,000,000.00** |

**MIN-05-NG-CDFC-07-06-2021 PAYMENT OF ALLOWANCE**

The committee approved today’s sitting allowance of Kshs. **52,000.00** from admin vote head for committee allowances.

**MIN-06-NG-CDFC-07-06-2021-A.O.B**

There being no other business the meeting was adjourned at 2:00 PM with a word of prayer from Miss. Stella Chepkemoi.

Minutes confirmed by Mrs Mary Yebei

Chairman Sign………………………………………...Date………………………………………

Minutes confirm by Mr.Francis Lemuna

 FAM Sign…………………………………………….Date………………………………………

Minutes prepared and sign by Mr .Owen Kimutai

Secretary Sign……………………………………….Date…………………**.**…………………