**WEBUYE EAST NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND**

P.O BOX 404-50205, WEBUYE

**MINUTES FOR FULL NG-CDFC MEETING HELD ON 25TH APRIL, 2023.**

**MEMBERS PRESENT**

**NAME POSITION**

1. Mutali Fredrick Murunga Chairman
2. MourineLusenaka Secretary
3. Victor Maruti Member
4. Vitalis WanderaSoita Member
5. PascaliaNyaboke Member
6. Nancy WanyonyiMuronji Member
7. Patrick WalutilaWekesa Member
8. Peter Yegon Member
9. PhaustineNafuna Wanyama Member
10. Kodii K. Duncan F.A.M

**IN ATTENDANCE POSITION**

1. Ben Kakalukha Constituency Office Manager
2. Alexina N. Mawelele Deputy Constituency Office Manager

**AGENDA**

1. Preliminaries.
2. Previous minutes and Matters arising.
3. Monitoring and Evaluation Activities
4. Training/Capacity Building: NGCDFC, COC, Staff, PMC.
5. Project prioritization for AIE No. 6
6. Requisition for Project Re-allocation
7. Outstanding Payments
8. Adjournment

**MIN. NG-CDFC:031/04/2023: PRELIMINARIES**

The meeting started at 11:00 am with a word of prayer from Vitalis Wandera.

The Chairman welcomed all to the meeting and apologized for the delay in starting the meeting. He confirmed that the delay was caused by another assignment a substantive number of the members turned up to earlier in the day. He however appreciated the members for turning up for the meeting on time.

The day’s Agenda was read to the members by the Chairman, appreciated and accepted by all the members.

**MIN. NG-CDFC: 032/04/2023: MATTERS ARISING FROM PREVIOUS MINUTES**

Previous minutes were read out by the secretary, proposed by Phaustine Wanyama and seconded by Vitalis Wandera.

**Matters arising**

1. **Monitoring and Evaluation Sub-committee report**

The members discussed on the issue of stalled projects that had been raised in previous minutes. It was noted that little progress had been made since the last follow up with default notices served to the contractors. Some of the projects that are still stalled include:

1. Njata CEB Primary School: Construction of a 4 No. door exhaustible pit latrine; stalled at the painting and fitting of mechanical and plumbing works.
2. Khamoto FYM Primary School: Construction of 2 classrooms; stalled at painting and finishes works. Faults noted on the building in roofing where iron sheets have a lot of holes from poor roofing, ventilation, substandard window frames and incomplete door fittings.
3. Mitukuyu FYM Primary School: Construction of 2 blocks exhaustible pit latrines consisting of 4 no. doors each with a urinal for boys; stalled at painting, mechanical and plumbing works and urinal finishes.
4. Ndivisi Girls Secondary School: Construction of a dormitory; stalled at floor finishes, painting and other finishes.
5. Ndivisi Boys Secondary School: Construction of a dormitory; stalled at floor finishes, painting and other finishes.
6. Friends Secondary School Muji: Renovation works on the twin laboratory and 9 no. classrooms; still unfinished thus so behind schedule.

It was noted that these projects were unnecessarily all far behind schedule. Default notices had been served to the contractors and since they are still unresponsive, action to be taken to remove from site and the works to be given to other contractors to complete the projects. It was unanimously agreed that the engineer together with the procurement officer to follow the due process to give other contractors the work. This was with exception of FSS Muji where the members agreed to serve the contractor with a final warning to which failure to act on will result to automatic termination of the contract.

1. **Bursary**

The members raised a number of nettlesome issues regarding bursary award process that was just concluded. It was agreed that a lot had to be learnt from the mistakes noted and in future find better ways of handling the whole process.

Victor Maruti brought to the attention of the members the issue of sports token that was to be awarded in form of bursary to winners of sports tournament. It was noted that some of the earmarked beneficiaries did not receive the token while others did. The FAM requested some time to probe further into the issue and find actual data on those that benefited and those that did not so that in the next meeting actual solid data is presented and the decision on how to handle the case be decided on.

The FAM also brought to the attention of the members a number of expired cheques that are still un-presented in the bank reconciliation. It was discussed and agreed that the cheques should be replaced. The expired cheques are as below:

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **CHQ NO** | **PAYEE** | **AMOUNT** |
| 09/02/2022 | 15609 | Animal Health and Industry T.I | 10,000 |
| 09/02/2022 | 15667 | KMTC Eldoret | 10,000 |
| 09/02/2022 | 15677 | KMTC Port Reitz | 10,000 |

**MIN. NG-CDFC: 033/04/2023: Monitoring and Evaluation Activities**

Following from the above discussed high number of projects that are still pending and being the desire of the NG-CDFC to complete all projects in due time as stipulated by the regulations; projects to be completed within 3 years, the members deliberated and agreed to do field visits of all the pending projects to determine appropriate actions to be taken in each so that they are all finalized. The list of pending projects includes the above mentioned 6 among others. The full list is as below:

|  |  |
| --- | --- |
| **S/NO** | **PMC** |
| 1 | Friends Secondary School Muji |
| 2 | Khamoto FYM Primary School |
| 3 | Magemo FYM Primary School |
| 4 | Mitukuyu FYM Primary School |
| 5 | Ndivisi Boys Secondary School |
| 6 | Ndivisi Girls High School |
| 7 | Njata DEB Primary School |
| 8 | St. John's RC Savanna Secondary School |
| 9 | Wabukhonyi Assistant Chief's office |

The M &E exercise was also to include projects being audited for the regular audit for financial year 2021/22 and to verify projects defended before the Decentralized Fund Accounts Committee of parliament, for projects between the financial years 2013/14 to 2015/16.

**MIN. NG-CDFC: 034/04/2023: TRAINING/CAPACITY BUILDING: NGCDFC, COC, STAFF**

The FAM informed the members of upcoming trainings and capacity building for NGCDFC, COC, Staff and PMC. The dates for the Capacity building of staff, constituency oversight committee and PMC is not yet decided but is earmarked for dates after the NG-CDF training that is scheduled from 2nd May 2023 to6thMay 2023. The training will take place at Starbucks Hotel, Eldoret.

The training is meant for all the members of NG-CDFC and National Sub County Accountant. The board will cater for full board accommodation while the constituency shall bear the travel expenses for the participants and allowances/per diem during the training.

**MIN. NG-CDFC: 035/04/2023: PROJECT PRIORITIZATION FOR AIE NO. B205933**

The constituency has received a total of 45 million as at 31st March, 2023. Additional 12 million was received on 6th April 26, 2023 with the accompanying AIE No. B205933. The members discussed and prioritized the AIE for projects as below;-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/NO.** | **Project Number** | **Project Name** | | **Project Activity** | **Amount Allocated** |
|  | **ADMINISTRATION AND RECURRENT EXPENDITURE (6%)** | | | |  |
| 1 | 4-039-221-2210303-100-2022-2023-6 | Daily Subsistence Allowance | | Payment of Daily Subsistence Allowance | 220,000 |
| 2 | 4-039-221-2211101-100-2022-2023-8 | General Office Supplies | | Purchase of General Office Supplies(papers, pens, forms, small office equipment) | 200,000 |
| 3 | 4-039-221-2220101-100-2022-2023-13 | Maintenance Expenses-Motor Vehicle | | Payment of Maintenance Expenses-NGCDF Motor Vehicles | 120,000 |
| 4 | 4-039-221-2210802-100-2022-2023-18 | Other Committee Expenses | | Payment of other committee expenses | 130,600 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 5 | 4-039-221-2211201-100-2022-2023-22 | Refined Fuels and Lubricants for Transport | | Purchase of refined fuels and lubricants for Transport of GK vehicles | 100,000 |
| 6 | 4-039-221-2211102-100-2022-2023-26 | Supplies and Accessories for Computers and printers | | Purchase of supplies and accessories for computers and printers | 50,000 |
| 7 | 4-039-221-2210301-100-2022-2023-29 | Travel Costs (airlines, bus, railway, mileage allowances) | | Payment of transport expenses | 200,000 |
| 8 | 4-039-221-2110201-100-2022-2023-4 | Contractual Employees | | Payment of ten staff basic salaries for 9 months. | 1,342,020 |
| 9 | 4-039-221-2110301-100-2022-2023-10 | House Allowance | | Payment of house allowances to ten NGCDF staff | 241,200 |
| 10 | 4-039-221-2210811-100-2022-2023-16 | NGCDFC allowance | | Payment of NGCDFC allowances | 200,000 |
| 11 | 4-039-221-2210314-100-2022-2023-28 | Transport Allowance | | Payment of Transport allowances to NGCDFC staff | 228,000 |
| 12 | 4-039-221-2210101-100-2022-2023-7 | Electricity |  | Payment of Electricity charges | 50,000 |
| 13 | 4-039-221-2220202-100-2022-2023-14 | Maintenance of Office Furniture and Equipment | | Payment of maintenance of office furniture and equipment | 50,000 |
| 14 | 4-039-221-2210904-100-2022-2023-15 | Motor Vehicle Insurance | | Payment of motor vehicle insurance | 170,000 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 15 | 4-039-221-2211103-100-2022-2023-23 | Sanitary and Cleaning Materials, Supplies and Services | | Purchase of sanitary and cleaning materials, supplies and services | 30,000 |
|  | **MONITORING, EVALUATION AND CAPACITY BUILDING (3%)** | | | |  |
| 16 | 4-039-221-2210710-111-2022-2023-1 | Accommodation Allowance | | Payment of accommodation allowance of NG-CDFC, NG officers and PMC- Regional training | 200,000 |
| 17 | 4-039-221-2210302-111-2022-2023-2 | Accommodation Allowance-Domestic Travel | | Payment of accommodation on domestic travel | 400,000 |
| 18 | 4-039-221-2210801-111-2022-2023-3 | Catering services (Receptions, accommodation, gifts, food and drinks) | | Payment of catering services, receptions, gifts, food and drinks | 200,000 |
| 19 | 4-039-221-2210303-111-2022-2023-4 | Daily Subsistence Allowance | | Payment of daily subsistence allowance | 900,000 |
| 20 | 4-039-221-2210704-111-2022-2023-5 | Hire of Training Facilities and Equipment | | Hire of training facilities and equipment for training-Regional, PMC and NGCDFC staff training | 300,000 |
| 21 | 4-039-221-2220101-111-2022-2023-6 | Maintenance Expenses-Motor Vehicle | | Payment of maintenance expenses –NGCDFC vehicle | 104,273 |
| 22 | 4-039-221-2210811-111-2022-2023-7 | NGCDFC Allowance | | Payment of NGCDFC allowance | 316,000 |
| 23 | 4-039-221-2210710-111-2022-2023-8 | Other Committee Expenses | | Payment of other committee expenses | 220,000 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 24 | 4-039-221-2211201-111-2022-2023-9 | Refined Fuels and Lubricants for Transport | | Purchase of refined fuels and lubricants for transport of GK vehicles | 100,000 |
| 25 | 4-039-221-2210701-111-2022-2023-10 | Travel Allowance on training | | Payment of travel allowance of NGCDFC, NG officers and PMC | 200,000 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **EDUCATION BURSARY AND SOCIAL SECURITY PROGRAMS (35%)** | | | |  |
| 26 | 4-039-221-2640101-103-2022-2023-1 | Bursary Secondary School | | Payment of bursary to needy students in secondary school | 159,452 |
| 27 | 4-039-221-2640106-103-2022-2023-3 | Bursary Special Institutions | | Payment of bursary to needy students in special institutions | 1,268,455 |
|  | **OTHER PROJECT** |  |  |  |  |
| 28 | 4-039-221-2211310-108-2022-2023-001 | Webuye East Constituency NG-CDF Strategic Plan | | To facilitate preparation, fact collection designing, typesetting and printing of Webuye East Constituency NG-CDF Strategic plan for the period between 2023-2027 | 2,000,000 |
|  | **CONSTITUENCY OVERSIGHT COMMITTEE EXPENSES (1%)** | | | |  |
| 29 | 4-039-221-2210802-100-2022-2023-19 | Other Committee Expenses | | Payment of other committee expenses | 550,000 |
| 30 | 4-039-221-2210801-100-2022-2023-6 | Catering Services (reception), Accommodation, Gifts, Food and Drinks | | Payment of catering services (reception), Accommodation, gifts, food and drinks | 50,000 |
| 31 | 4-039-221-2210303-100-2022-2023-7 | Daily Subsistence Allowance | | Payment of daily subsistence allowance | 300,000 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 32 | 4-039-221-2211202-100-2022-2023-23 | Refined Fuels and Lubricants for Transport | | Purchase of refined fuels and Lubricants for transport of GK vehicles | 100,000 |
| 33 | 4-039-221-2210201-100-2022-2023-28 | Telephone, Telex, Facsimile and Mobile phone service | | Payment of telephone expenses | 50,000 |
| 34 | 4-039-221-2210701-100-2022-2023-11 | Travel Allowance on training | | Payment of Travel allowance | 250,000 |
|  | **PRIMARY SCHOOL PROJECTS** | |  |  |  |
| 35 | 4-039-221-2630209-263-2022-2023-6 | | Nabuyole PEFA Primary School | Completion of construction of a storey building of 6 No. Classrooms and an ablution block (7 no. door): landscaping, plastering, painting and branding | 1,000,000 |
| **TOTAL** |  |  |  |  | **12,000,000** |

**MIN. NG-CDFC: 036/04/2023: Project Re-allocations**

The members identified some projects that merited review and consideration for funding. Fully aware that the board and NG-CDFCs are currently undertaking the preparation of Strategic plan 2023-2027, Webuye East NG-CDFC is keen on starting the process. However, the budget that was approved by the Board as per the code list 4-039-221-2211310-108-2022-2023-001 is not sufficient to complete the preparation of the strategic plan. The amount approved isKshs. 2 Million. The board in consultation with members of parliament revised and approved 3.5 Million as the right budget for the preparation of Strategic plan. The constituency is thus under-funded for this project by 1.5 Million.

In addition, the members also deliberated and approved funding of Education day from the savings from Bursary Special.

Further, the members adopted other re-allocation of projects from previous meeting to be forwarded anew additionally to the new proposals. The complete details for requisition for re-allocation as thus as presented below;-

**RE-ALLOCATION OF FUNDS FROM THE COMPLETE PROJECTS SAVINGS ON THE NG-CDF MAIN ACCOUNT**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **PROJECT TITLE** | **AMOUNT ALLOCATED** | **AMOUNT DISBURSED** | **BALANCE** | **UNSPENT TO BE RE ALLOCATED** |  | **PROJECT TO BE RE ALLOCATED TO** |
| 1 | Froi DEB Primary school | 200,000 | 2,600,000 | 200,000 | 200,000 |  | Misemwa FYM Primary School |
| 2 | Kakimanyi SDA Primary school | 200,000 | 125,000 | 75,000 | 75,000 |  |
| 3 | Katumi CEB Primary School | 200,000 | 160,000 | 40,000 | 40,000 |  |
| 4 | Khamoto FYM Primary School | 200,000 | 170,000 | 30,000 | 30,000 |  |
| 5 | Mahanga PEFA Primary School | 200,000 | 100,000 | 100,000 | 100,000 |  |
| 6 | Manafwa FYM Primary School | 200,000 | 80,000 | 120,000 | 120,000 |  |
| 7 | Mihuu FYM Primary School | 2,200,000 | 1,900,000 | 300,000 | 300,000 |  |
| 8 | Murumba RC Primary School | 200,000 | 180,000 | 20,000 | 20,000 |  |
| 9 | Nzoia RC Primary School | 200,000 | 75,000 | 125,000 | 125,000 |  |
| 10 | Webuye PAG Primary School | 200,000 | 105,000 | 95,000 | 95,000 |  |
| 11 | Sinoko Primary School | 2,800,000 | 2,705,000 | 95,000 | 95,000 | **1,200,000** |
| 12 | Namarambi Secondary School | 1,526,586 | 1,126,586 | 400,000 | 400,000 |  | Manafwa FYM Primary School |
| 13 | Ndivisi Girls High School | 9,000,001 | 8200001.38 | 800,000 | 800,000 | **1,200,000** |
| 14 | Sinoko PCU Primary School | 200,000 | 180,000 | 20,000 | 20,000 |  | .  Musa FYM Primary |
| 15 | St. Teresa's Special School | 2,800,000 | 2,600,000 | 200,000 | 200,000 |  |
| 16 | Maraka PEFA Primary School | 200,000 | 175,000 | 25,000 | 25,000 |  |
| 17 | Wabukhonyi FYM Primary Sch | 200,000 | 100,000 | 100,000 | 100,000 |  |
| 18 | Webuye ACK Primary School | 6,000,000 | 5,820,000 | 180,000 | 180,000 |  |
| 19 | Friends Secondary School Sipala | 5,500,000 | 5,200,000 | 300,000 | 300,000 |  |
| 20 | Friends Secondary School Wabukhonyi | 2,800,000 | 2,775,000 | 25,000 | 25,000 |  |
| 21 | Lugulu PAG Primary School | 2,800,000 | 2,539,137 | 260,863 | 260,863 |  |
| 22 | Misemwa FYM Primary School | 3,603,209 | 3,580,083 | 23,126 | 23,126 |  |
| 23 | St. Mathew’s ACK Secondary School | 5,425,868 | 5,421,380 | 4,488 | 4,488 |  |
| 24 | Webuye PAG Primary School | 2,600,000 | 2,585,390 | 14,610 | 14,610 |  |
| 25 | Manafwa Primary School | 2,600,000 | 2,589,149 | 10,851 | 10,851 |  |
| 26 | Maraka PEFA Primary School | 2,600,000 | 2,578,553 | 21,447 | 21,447 |  |
| 27 | Murumba RC Primary School | 2,600,000 | 2,588,202 | 11,798 | 11,798 |  |
| 28 | Webuye East Sub County DCC's Office | 950,000 | 945,800 | 4,200 | 4,200 | **1,201,383** |
| 29 | Malomonye Primary School | 1,500,000 | 1,393,984 | 106,016 | 106,016 |  | Strategic Plan 2023-2027 |
| 30 | Sinoko PCU Primary School | 5,380,000 | 5,194,718 | 185,282 | 185,282 |  |
| 31 | Sambu Central Primary School | 11,000,000 | 10,619,012 | 380,988 | 380,988 |  |
| 32 | Misimo Primary School | 800,000 | 720,083 | 79,917 | 79,917 |  |
| 33 | Masindu Friends Secondary | 2,500,000 | 2,344,428 | 155,572 | 155,572 |  |
| 34 | St. Cecilia Girls Secondary | 3,000,000 | 2,882,898 | 117,102 | 117,102 |  |
| 35 | Muji Primary School | 2,000,000 | 1,974,028 | 25,972 | 25,972 |  |
| 36 | Sinoko Secondary School | 2,800,000 | 2,771,809 | 28,191 | 18,626 |  |
| 37 | Mihuu Secondary School | 3,562,532 | 3,469,140 | 93,392 | 93,392 |  |
| 38 | Magemo Friends Secondary | 3,000,000 | 2,920,290 | 79,710 | 79,710 |  |
| 39 | Sinoko Secondary School | 2,850,604 | 2,822,413 | 28,191 | 28,191 |  |
| 40 | Nzoia RC Primary School | 2,600,000 | 2,398,682 | 1,398 | 1,398 |  |
| 41 | Katumi CEB Primary School | 4,960,000 | 4,732,166 | 227,834 | 227,834 | **1,500,000** |
| 42 | Bursary Special Institutions | 2,000,000 | 1,150,000 | 850,000 | 850,000 | **850,000** | Education Day |
|  | **TOTAL** | **37,976,587** | **36,472,387** | **6,131,633** | **5,951,633** |  |  |

The details for the projects to benefit from the re-allocation of funds are as below:-

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S/No.** | **Project Number** | **Project Name** | **Project Activity** | **Original Cost** | **Cumulative Allocation** | **Amount Allocated** | **Current Status** |
| 1 | 4-039-221-2630209-104-2021-2022-24 | Misemwa FYM Primary School | Construction to completion of 2 blocks of exhaustible pit latrines (3 doors per block) with one door each to accommodate persons with disability @Kshs.1,020,000 purchase and installation of two 2000litres water tank for each block @Kshs.80,000 and construction to completion of a urinal for boys @Kshs.100,000 | 1,200,000 |  | 1,200,000 | New |
| 2 | 4-039-221-2630209-104-2021-2022-25 | Manafwa FYM Primary School | Construction to completion of 2 blocks of exhaustible pit latrines (3 doors per block) with one door each to accommodate persons with disability @Kshs.1,020,000 purchase and installation of two 2000litres water tank for each block @Kshs.80,000 and construction to completion of a urinal for boys @Kshs.100,000 | 1,200,000 |  | 1,200,000 | New |
| 3 | 4-039-221-2630209-104-2021-2022-26 | Musa FYM Primary School | Construction to completion of 2 blocks of exhaustible pit latrines (3 doors per block) with one door each to accommodate persons with disability @Kshs.1,020,000 purchase and installation of two 2000litres water tank for each block @Kshs.80,000 and construction to completion of a urinal for boys @Kshs.100,000 | 1,201,383 |  | 1,201,383 | New |
| 4 | 4-039-221-2640104-103-2022-2023-04 | Education Day | To facilitate celebration of Education Day at the Constituency. Awards and Trophies to best performing schools and students for both primary and Secondary. | 850,000 |  | 850,000 | New |
| 5 | 4-039-221-2211310-108-2022/2023-001 | Webuye East Constituency NG-CDF Strategic Plan | To facilitate in preparation, facts collection designing, typesetting and printing of Webuye East Constituency NG-CDF Strategic plan for the period between 2023-2027 | 1,500,170 |  | 1,500,170 | New |
|  | **TOTAL** |  |  |  |  | **7,335,718** |  |

**MIN. NG-CDFC: 037/04/2023: OUTSTANDING PAYMENTS**

The members discussed and approved the following payments;-

1. M/s Rocammbs Limited-Kshs. 119,000 being payment of supply of a 6 ft high steel cabinet and shelves at the National Sub County Treasury office.
2. Britam General Insurance Company (KENYA) LTD-Kshs. 62,132/= being payment for renewal of NGCDF motor vehicle insurance.
3. Postal Corporation of Kenya- Kshs. 65,170 being payment for services rendered in the month of March.
4. Nabuyole PEFA Primary School- Kshs. 1 Million being project money for project activity for 2022-2023, project code 4-039-221-2630209-263-2022-2023-6
5. Assorted Imprests: Training allowances and travel allowances. The imprest is as per the budget below:
6. Committee Allowances/per diem- Kshs. 230,000
7. Travel Expenses and allowance-Kshs. 110,000

**MIN. NG-CDFC: 036/04/2023: ADJOURNMENT**

There being no other business, the meeting was adjourned at 14:00 hrs with a prayer by Patrick Walutila.

Signed: …………………. Date: ………………………

Mr. Mutali Fredrick Murunga-Chairman

Signed: …………………. Date: ………………………

Ms. Mourine N. Lusenaka- Secretary

Signed: …………………. Date: ………………………

Mr. Kodii K. Duncan- Fund Account Manager