|  |  |
| --- | --- |
|  **SHINYALU CONSTITUENCY** | **National Government Constituency Development Fund** **Shinyalu Consitituency****P.O.Box 405 - 50100** **Kakamega****Email**: cdfshinyalu@ngcdf.go.ke |

**MINUTES OF SHINYALU NG-CDFC MEETING HELD ON 16TH JUNE, 2021 AT THE NG-CDF BOARDROOM**

**MEMBERS PRESENT**

1. Jamin Lumiti Secretary
2. Perez Anyango Fund Account Manager
3. Adelaide Mbuya Member
4. Jaune Achesa Member
5. Faith Gitira Member
6. Rael Ramcat DCC

**ABSENT WITH APOLOGY**

1. Bernard Shitiabayi Chairman

**AGENDA**

1. Preliminaries
2. Reading and confirmation of the previous minutes
3. Matters arising from the previous minutes
4. Unappropriated AIEs
5. Pending approvals
6. NGCDFC/Staff Capacity building
7. Project Monitoring and Evaluation
8. Bursary
9. Payments
10. A.O.B

**MIN1: 16/06/2021 - PRELIMINARIES**

The meeting was called to order at 10;30 a.m with a word of prayer from Ms. Faith Gitira. The committee was informed that the Chairman, Mr. Shitiabayi had sent hi apologies and would not attend the meeting

Thus, members mandated Mr. Jamin Lumiti to chair the meeting and Ms. Faith Gitira to take minutes.

**MIN 2: 16/06/2021 - READING AND CONFIRMATION OF THE PREVIOUS MINUTES**

Ms. Adelaide Mbuya read through minutes of the previous meeting, which were seconded by Jaune Achesa and adopted by the committee as a true record of the deliberations of 25th May, 2021.

**MIN 3: 16/06/2021 - MATTERS ARISING FROM THE PREVIOUS MINUTES**

* The Fund Account Manger informed the Committee that she had fully assumed office.
* The Committee was informed that signatories to the NGCDFC Bank Account had been changed as per the resolution of 25th May, 2021.
* The Committee was informed that the Co-operative Bank Account balance had not been transferred to the main Account as resolved in the previous meeting because the window period for clearance of cheques (six months since the new Account was opened) is not yet over since.

The Account will however be closed and Funds transferred to the new Account after the closure of the current Financial Year and the final reconciliations done.

**MIN 4: 16/06/2021 – UNAPPROPRATED AIES**

The Fund Account Manager informed the members that two AIEs Nos B126288 and B105083 of Kshs 7,100,000.00 and Kshs 10,000,000.00 respectively were received in May, 2021 and had not been appropriated.

After lengthy deliberations, the Committee appropriated the two AIEs as follows:

|  |  |  |
| --- | --- | --- |
| **AIE No.** | **Project**  | **Amount** |
| B 126288 | Lubao Primary School | 2,000,000.00 |
| B 126288 | Lunyu Primary School | 5,000,000.00 |
| B 126288 | Bursary – Secondary Schools | 100,000.00 |
| **Totals** | **7,100,000.00** |

|  |  |  |
| --- | --- | --- |
| **AIE No.** | **Project** | **Amount** |
| B105083 | Bukhaywa Primary School | 3,000,000.00 |
| B105083 | Ebukaburu Primary School | 3,000,000.00 |
| B105083 | Makuchi Primary School | 3,000,000.00 |
| B105083 | Dr. Kisia Secondary School | 1,000,000.00 |
| **Totals** | **10,000,000.00** |

The Committee was also informed that an additional amount of Kshs 12,000,000.00 had been credited to the NGCDFC Account though the AIE had not yet been received.

The Committee resolved to appropriate the Funds as well so that when the AIE is received the Project activities can flow smoothly.

|  |  |  |
| --- | --- | --- |
| **AIE No.** | **Project** | **Amount** |
|  | Shihuli Primary School | 1,479,344.00 |
|  | St. Pauls Shibuye Primary School | 3,000,000.00 |
|  | Bishop Sulumeti Secondary School | 3,000,000.00 |
|  | Ivakale Secondary School | 2,000,000.00 |
|  | Singila Primary School | 630,164.00 |
|  | Maluna Primary School | 630,164.00 |
|  | Luvini Primary School | 630,164.00 |
|  | Dr. Kisia Secondary School | 630,164.00 |
| **Total** | **12,000,000.00** |

The Committee agreed to disburse Funds to the respective PMCs for Funds whose AIEs had been received and for the Kshs 12,000,000.00, funds will be disbursed once the AIE is received.

The Fund Account Manager further elaborated that a total of Kshs 92,000,000.00 had been received during the Financial Year (2020/2021), against a budget of Kshs 137,088,879.31, leaving a balance of Kshs 45,088,879.31, that is yet to be disbursed by the Board.

**MIN 5: 16/06/2021 – PENDING APPROVALS**

The Fund Account Manager informed the Committee that the undelisted Projects had not been approved by the Board and required the Committee’s input before the final submission is made to the Board:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FY** | **PROJECT** | **AMOUNT** | **ACTIVITY** | **ISSUES RAISED** |
| 2020/2021 | St. Annes Munasio secondary school | 1,500,000.00 | Completion of No 4 classrooms- roofing, plastering, windows, doors and painting to completion. | When was the change of activity from construction of 6 No. classrooms in 2018/19 approved to 4 No. classrooms  |
| 2019/2020 | Shilongo Primary School | 3,000,000.00 | Additional funding for completion of 8 No classrooms. (Roofing, painting, fittings and paintworks). | NGCDFC to revise cost if not storeyedPayment has already been made though approval is yet to be given |
| Lirhanda Girls Primary School  | 2,500,000.00 | Additional funding for completion of 4 No classrooms. (Roofing, painting, fittings and finishes).  | NGCDFC to revise cost |
| 2018/2019 | Kakamega Forest  | 50,000.00 | Planting of trees seedlings – Declined. It would also be a challenge to verify the trees planted during audit and monitoring and evaluation | Declined |
| 2017/2018 | Shamiloli Primary School –  | 3,500,000.00 | Construction of 4km road to virhembe – Bush clearing, Grading and Gravelling  | NG-CDFC to submit a letter from KeRRA confirming that the Roads are National Government Roads and that they are not in KeRRA’s annual work programme.NG-CDFC to indicate the estimated cost of the road and the proper name of the road |
| Chirobani Primary School | 3,000,000.00 | –Construction of 4.7km road to Kisia – Bush clearing, grading and gravelling  | NG-CDFC to submit a letter from KeRRA confirming that the Roads are National Government Roads and that they are not in KeRRA’s annual work programme.NG-CDFC to indicate the estimated cost of the road and the proper name of the road |
| 2016/2017 | Mukango Primary School | 600,000.00 | Construction of 2 new standard classroom upto roofing  | NG-CDFC to allocate adequate funds for the project  |
| 2013/2014 | Land for Tertiary Institution | 6,200,000.00 | Purchase of land and construction  | CDFC to specify which tertiary institution to be constructed and the no. of acres to be purchased. Estimated cost for the construction of the institution to be specified.  |

After lengthy deliberations, the Committee resolved as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FY** | **PROJECT** | **AMOUNT** | **ACTIVITY** | **NGCDFC RESOLUTION / INPUT** |
| 2020/2021 | St. Annes Munasio secondary school | 1,500,000.00 | Completion of No 4 classrooms- roofing, plastering, windows, doors and painting to completion. | Construction of 6 classrooms as proposed and approved in 2018/2020 would require additional funding which is not possible at the moment due to Budget constraints. A total of Kshs 4,000,000.00 that has been allocated to the Project is enough to construct 4 classrooms to completion and not 6 classrooms as envisaged in the initial proposal.Fund Account Manager to apply for change of Project Activity. |
| 2019/2020 | Shilongo Primary School | 3,000,000.00 | Additional funding for completion of 8 No classrooms. (Roofing, painting, fittings and paintworks). | The PMC was advised against constructing a storeyed building by Public Works because of the loose soil.FAM to liase with Public Works for the revised Project cost and communicate to the Board |
| Lirhanda Girls Primary School  | 2,500,000.00 | Additional funding for completion of 4 No classrooms. (Roofing, painting, fittings and finishes).  | The PMC was advised against constructing a storeyed building by Public Works because of the loose soil.FAM to liase with PW for the revised Project cost and communicate to the Board |
| 2018/2019 | Dr. Kisia Secondary School | 50,000.00 | Construction of 3-door pit latrine for Girls | Allocate to new Project - Dr. Kisia Secondary School |
| 2017/2018 | Bursary - Secondary Schools | 3,500,000.00 | Payment of Bursary for needy students in Secondary Schools | Allocate to new Project - Bursary for Secondary Schools |
| Bursary – Secondary Schools | 3,000,000.00 | Payment of Bursary for needy students in Secondary Schools | Allocate to New Project -Bursary for Secondary Schools |
| 2016/2017 | Dr. Kisia Secondary School | 600,000.00 | Construction of 3-door pit latrine for girls @ Kshs 300,000.00, to completion and construction of 2-door pit latrine and urinal for Boys @300,000.00, to completion | Allocate to new project – Dr. Kisia Secondary School |
| 2013/2014 | Khayega Primary School | 6,200,000.00 | Construction of 32No. classrooms | Already allocated to Khayega Primary School for construction of 32No. classrooms.Awaiting the Board’s approval. |
| **Total** | 20,350,000.00, |  |  |

**MIN 6: 16/06/2021 – NGCDFC/STAFF CAPACITY BUILDING**

Members were concerned that the Financial Year was almost coming to an end yet they had not been trained despite having been promised by the FAM.

The FAM committed to giving them a feedback on availability of Funds in the next meeting so that the necessary arrangements can be made for the activity to take place.

**MIN 7: 16/06/2021 – PROJECT MONITORING AND EVALUATION**

The M&E Report for the month of May 2021 was tabled before the Committee and adopted together with the recommendations therein.

**MIN 8: 16/06/2021 – BURSARY**

It was reported that many students had been sent home due to school fees arrears, yet most of them are dependent on the NGCDFC Bursary Scheme. Members regretted that the allocation for Bursary this Financial Year was not adequate to cater for the huge number of beneficiaries. They however noted that measures are being undertaken to allocate more funds to the to the Bursary vote.

Members however singled out some needy cases from the University of Nairobi who had appealed for help by the NGCDF . They approved a payment of Kshs 100,000.00.

**MIN 9: 16/06/2021 – PAYMENTS**

The following payments were approved by the Committee:

* NGCDFC Allowances for the meeting of 16th June, 2021 – Kshs 30,000.00
* Monitoring and Evaluation Expenses – Kshs 150,000.00
* Office running expenses – Kshs 50,000.00
* Fund Manager’s Per Diem to Nairobi – Kshs 60,000.00
* Fuel – Kshs 120,000.00

**MIN 9: 16/06/2021 – AOB**

There being no other business, the meeting ended at 1.30 p.m with a word of prayer from Mr. Jamin Lumiti.

Signed:

Chairman:

……………………………………………………………. Date: ………………………..

Secretary:

…………………………………………………………... Date: ……………………......