**WEBUYE EAST NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND**

P.O BOX 404-50205, WEBUYE

**MINUTES FOR FULL NG-CDFC MEETING HELD ON 22NDAUGUST, 2023.**

**MEMBERS PRESENT**

 **NAME POSITION**

1. Mutali Fredrick Murunga Chairman
2. Mourine Lusenaka Secretary
3. Victor Maruti Member
4. Vitalis Wandera Soita Member
5. Pascalia Nyaboke Member
6. Nancy Wanyonyi Muronji Member
7. Patrick Walutila Wekesa Member
8. Peter Yegon Member
9. Phaustine Nafuna Wanyama Member
10. Kodii K. Duncan F.A.M

**IN ATTENDANCE POSITION**

1. Alexina Mawelele Deputy Constituency Office Manager

**AGENDA**

1. Preliminaries.
2. Previous Minutes and Matters arising.
3. Change of Bank/ Transfer of CDF Accounts from KCB to Equity.
4. Pre-qualification of Contractors/Service Providers.
5. Repairs of Office Noticeboards.
6. GKB 263M.
7. NG-CDFC Uniforms/Budges.
8. Request for Re-allocations
9. Approval of Re-allocations
10. Refund by Kirinyaga University
11. Commitment for Matching Fund
12. Formation of Recruitment Sub-committee
13. Outstanding payments.
14. Assorted Imprests : -Full NG-CDFC Committee Allowance, PMC training budget and Hospitality
15. Adjournment.

**MIN. NG-CDFC: 12/08/2023: PRELIMINARIES**

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

The Chairman called the meeting to order and thanked the members for availing themselves to the meeting on time.

**MIN. NG-CDFC: 13/08/2023: MATTERS ARISING FROM PREVIOUS MINUTES**

The previous minutes were read out by Victor, and proposed by Phaustine Wanyama and seconded by Patrick Walutila.

**Matters arising**

Members discussed that welfare money should be given to one person who will be managing from CDF committee members and staff. From CDF Victor was proposed by phaustine Wanyama and seconded by Patrick Walutila.

**MIN. NG-CDFC: 14/08/2023: Change of Bank/Transfer of CDF Account from KCB to Equity.**

The committee members sat discussed and resolved to move the Constituency accounts from KCB bank Webuye Branch, account number 1147722935, to Equity Bank, Bungoma Branch. The FAM was asked to prepare the documentation and forward the resolution of the committee to the Board to initiate the process of bank transfer.

**MIN. NG-CDFC: 015/08/2023: Pre Qualification of Contractors/Service providers**

 The members discussed and resolved to do pre-qualification of contractors/Service providers. As per the FAM’s work plan, pre-qualification is one of the key items that needs to be finalized at the onset of the financial year to ease operation.

It was resolved the FAM to liaise with the Constituency Supply Chain Management Officer (procurement) to initiate the process of pre-qualification.

**MIN. NG-CDFC: 016/08/2023 Repair of Office Notice board.**

The notice boards outside the office have been in a bad state for a while. The NG-CDFC deliberated and approved the repairs of the two notice boards outside the office at a budget of Kshs.17, 500.

Victor Maruti was proposed by Pascalia Makhakha and Seconded by Vitalis Wandera to be in charge of over sighting the repairs.

**MIN. NG-CDFC: 017/08/2023: GKB 26BM**

The NG-CDFC vehicle GKB 263M that was involved in an accident in May and has been at Precision garage awaiting repairs has finally received approval from Britam Insurance to start the repair process. The approval came vide repair authority letter dated 11th August 2023.

The authority letter came with the instruction that the insured should monitor the repair process and also make a contribution of 18,722.40 Vat inclusive directly to the garage as follows:

|  |  |
| --- | --- |
| **Part Name** | **Amount (Kshs)** |
| BATTERY | 9720.00 |
| BELT PULLEY | 6420.00 |
| Add: Vat | 2882.40 |
| **Total Amount Payable** | **18,722.40** |

This contribution is to be made because the excess protector benefit was fully utilized by the insurer.

**MIN. NG-CDFC: 018/08/2023: NG-CDFC Uniforms/Budges.**

For identification purposes, it is ideal for the NG-CDFC members and the staff to have uniforms and/or budges. The committee deliberated on working on the concept going forward. For the staff, because there was already a budget for it, the members agreed that arrangement for the staff to have identification budges shall be initiated.

The FAM together with the procurement officer to initiate request for quotation for the staff budges/name tags.

**MIN. NG-CDFC: 019/08/2023: Request for Re- allocation**

The NG-CDFC committee discussed on the utilization of the Education Bursary, Mocks and Social Security vote and noted that the Social Security (NHIF) allocation was not utilized because the constituency through the office of the Member of Parliament benefited from other government grants providing NHIF cover to the elderly and vulnerable. Owing to that, the NG-CDFC resolved to request to the board for re-allocation of the funds to partly to Bursary Secondary and partly to Bursary Tertiary. The NHIF was allocated Kshs.1,200,000 which is now to be re-allocated 50/50 between Bursary secondary and Bursary Tertiary to help those students joining first year and those in Secondary schools.

**MIN. NG-CDFC: 020/08/2023: Approval of Re- allocation requests**

The following re-allocation requests which were made in June have been approved by the Board as detailed;

|  |  |  |
| --- | --- | --- |
| **Project Name** | **Project Activity**  | **Amount (Kshs)** |
| Education Day | Funding of constituency Education stakeholders day to celebrate 2022 KCPE and KCSE performance geared towards spurring competition among the schools to give motivation and to improve performance as well as promote education in the constituency | 850,000 |
| Constituency Strategic Plan | Additional funds to facilitate in preparation, facts collection, designing, typesetting and printing of Webuye East NG-CDFC strategic plan for 2023-2027 | 1,500,000 |
| 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, purchase and installation of two 2,000 liters water tank for each block and construction to completion of a urinal for boys | 1,010,000 |
| 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, purchase and installation of two 2,000 liters water tank for each block and construction to completion of a urinal for boys | 1,200,000 |

For each of the approved projects, the committee now approved transfer of the funds to each of the respective activity. For the two toilets, PMCs to be formed and funds transferred to the PMC accounts.

**MIN. NG-CDFC: 021/08/2023: Refund by Kirinyaga University**

It was noted that a student by the name Morgan Nalianya had transferred from Kirinyaga University to Kenyatta University. His bursary money was sent to Kirinyaga University but the cheque was returned to Webuye East NG-CDF account as a refund of unutilized funds. The committee discussed and approved the transfer of the funds from NG-CDF account to Kenyatta University to benefit the said student.

**MIN. NG-CDFC: 022/08/2023: Commitment for Matching Fund Contribution**

Rural Electrification and Renewable Energy Corporation (REREC) commits to partner with willing constituencies through a matching fund to provide electricity to selected areas of the constituency. In light of this, Webuye East commits to set aside Kshs.5,000,000 in the next budget to be matched by REREC to provide electricity in the following areas of Webuye East Constituency: Lutacho(Namatore/Mukomari village), Sinoko (Masai in Malomonye area), Sulwe Dispensary area, Lufwindiri A & B and Likhova Dispensary area.

**MIN. NG-CDFC: 023/08/2023: Formation of Recruitment sub –committee.**

For the purposes of hiring staff, the committee discussed the need to have recruitment sub-committee. The membership of the sub-committee was suggested to be as follows-

* + - 1. Sub-county HRM Officer- Member
			2. Mutali F. Murunga- Chair
			3. The Fund Account Manager- Member
			4. Nancy Wanyonyi-Member
			5. Vitalis Wandera- Secretary

**MIN. NG-CDFC: 024/08/2023: Outstanding Payments.**

1. Nzoia Water Company- Kshs. 24,473.50, being water bill for the months of May to August
2. Assorted Imprests
3. Full NG-CDF meeting Allowances with snacks and lunches- Kshs.57,200
4. PMC Training budget at Kshs.199,200 and Catering Services LSO for the same function at Kshs.114,000

**MIN. NG-CDFC: 025/08/2023: ADJOURNMENT**

There being no other business, the meeting was adjourned at 04: 00 pm 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