**MEETING NO.3**

**MINUTES OF EMUHAYA NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND COMMITTEE HELD ON 02ND FEBRUARY, 2018 AT THE NG-CDFC OFFICE’S BOARDROOM**

**PRESENT**

1. MR. CHARLES OMUCHILO ONYANGO - CHAIRMAN
2. MRS. GEDION OYALO - SECREATARY
3. MRS. ROSELINE AKISO OCHONYA - MEMBER
4. MR. JOEL AKAKI ATIELI - MEMBER
5. MS.FRIDAH AYOTI - MEMBER
6. MR. BENJAMIN OPANDE - MEMBER
7. MR. BERTHA ONYANGO (ACC) - MEMBER
8. MR. PAUL CHARLES MOGENDI (FAM) - EX-OFFICIO MEMBER

**APOLOGY**

1. MR.KENNETH OMUKAYA -MEMBER

The meeting was called to order by the chairman at 11:30am with a word of prayer from Mrs. Roseline Akiso Ochonya.

Thereafter he welcomed all members present to the meeting.

1. **CONFIRMATION OF THE QUORUM**

Members noted that the meeting was quorate to transact the business of the committee. Only one apology was registered from Mr. Gedion Oyalo.

1. **AGENDA**

The Agenda for the meeting was proposed by Mrs. Roseline Akiso Ochonya, seconded by Mr. Joel Akaki Atieli and adopted as follows;

1. Opening prayer
2. Attendance
3. Adoption of the Agenda
4. Budget proposal for 2017/2018 financial year
5. Approval of Administration expenditure [ Urgent expenses/expenditures]
6. Closing prayer
7. **MIN. 01: EMU/NG-CDFC/MIN. 02/FEB./2018;**

**BUDGET PROPOSAL FOR 2017/2018 F/Y**

The Fund account manager informed the meeting that, initially Emuhaya NG-CDFC had been allocated a total of Kshs. 101,416,090.34 for 2017/2018 financial year but was revised downwards to Kshs.86,810,344.**82** a figure that is also given by NG-CDFB across all the constituencies. This figure is Inclusive of Kshs.4, 568,965.52 reserved for emergency and Kshs.4,677,027.20 earmarked for Constituency Innovation Hubs projects to four sites across the constituency. In view of that, the meeting prioritized projects for funding and came up with the following budget for 2017/2018 financial year for onward submission to the NG-CDF Board for consideration and funding.

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| **Project Name** | **Activity** | **Amount (Kshs)** |
| **Administration/Recurrent** | | |
| Employees Salaries | Payment of Staff salaries and gratuity | 2,910,795.30 |
| Goods & Services | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea etc. | 1,179,197.75 |
| NSSF | Payment of NSSF deductions | 192,000.00 |
| NHIF | Payment of NHIF deductions | 64,800.00 |
| Committee Expenses | Payment of Committee sitting allowances, transport, conferences | 861,827.63 |
| **Sub-Total** | | **5,208,620.68** |

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| **Monitoring & Evaluation/Capacity Building** | | |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, airtime, travel and subsistence etc | 873,261.71 |
| Committee Expenses | Payment of Committee allowances, transport, conferences | 826,370.00 |
| NG-CDFC/ PMC Capacity Building | Undertake Training of the PMCs/ NG-CDFCs on NG-CDF related issues | 904,678.63 |
| **Sub-Total** | | **2,604,310.34** |

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| **Bursary/Social Security** | | |
| Bursary for Secondary Schools | Payment of bursary to needy students | 17,000,000.00 |
| Bursary for Tertiary Institutions | Payment of bursary to needy students | 10,300,000.00 |
| Bursary for special schools | Payment of bursary to needy students | 1,000,000.00 |
| **Sub-Total** | | **27,300,000.00** |

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| **Primary Schools Projects** | | |
| Esalwa Primary School | Construction of 1 classroom to completion | 500,000.00 |
| Ebututi Primary School | Construction of Administration Block | 800,000.00 |
| Assebu Primary School | Purchase Of Land | 500,000.00 |
| Ebucheli Primary School | Construction of Administration Block | 800,000.00 |
| Elununi Primary School | Purchase of Land | 800,000.00 |
| Emwatsi Primary School | Completion of 3 classrooms- wiring/Painting | 300,000.00 |
| Ebukobelo Primary School | Purchase Of Land | 288,400.00 |
| Ebukobelo Primary School | Fencing of the Compound | 200,000.00 |
| Ebukobelo Primary School | Construction of 1 classroom to completion | 500,000.00 |
| Ebukobelo Primary School | Construction of Pit Latrines | 200,000.00 |
| Ebulamba Primary School | plaster/ flooring/ painting/ shutters of 1 classroom | 300,000.00 |
| Ebusiratsi C of G Primary School | Fitting of ceiling board and painting of the building | 500,000.00 |
| Ebukoolo Primary School | Construction of 1 classroom to completion | 500,000.00 |
| Ebukhaya Primary School | Construction of 1 classroom to completion | 500,000.00 |
| Ebukanga Primary School | Construction of 1 classroom to completion | 500,000.00 |
| Ebbitsi Primary School | Construction of 1 classroom to completion | 500,000.00 |
| Emmukunzi Primary School | Construction of 1 classroom to completion | 500,000.00 |
| Esikhuyu Primary School | Construction of 1 classroom to completion | 500,000.00 |
| Ikumu Primary School | Construction of 1 classroom to completion | 500,000.00 |
| Emanyinya Primary School | Construction of Administration Block | 800,000.00 |
| Essunza Primary School | Construction of Administration Block | 500,000.00 |
| Ilungu Primary School | Construction of Pit Latrines | 250,000.00 |
| Itumbu Primary School | Construction of Pit Latrines | 250,000.00 |
| **Sub-Total** | | **10,988,400.00** |

| **Secondary Schools Projects** | | |
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| Mungoye Secondary School | Construction of 4No. Classrooms/Administration block (storey) casting of 1st floor & general finishes at ground floor | 2,000,000.00 |
| Ebukoolo Secondary School | Completion of general science laboratory; Painting/wiring/ceiling | 600,000.00 |
| Ebukanga Secondary School | Completion of dining/kitchen, Plaster/render/Painting/Fitting doors & Windows/Glazing/Wiring | 750,000.00 |
| Essaba Secondary School | Renovation of 4 No. Classrooms ;Re-roof and painting | 1,000,000.00 |
| Ebusiloli Secondary School | Construction of dining/kitchen(Storey)casting 1st floor slab/general finishes at ground floor | 1,400,000.00 |
| Emmukunzi Secondary School | Completion of laboratory; Plaster/render/floor/doors/Windows/Painting/Glazing/Ceiling | 800,000.00 |
| Essunza Secondary School | Purchase of Land approximately 1.1Ha | 800,000.00 |
| **Sub-Total** | | **7,350,000.00** |

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| **Tertiary Institutions Projects** | | |
| Bunyore Teachers Training College | Construction of 8No. Classrooms, Administration block, External Pit Latrines. | 11,265,814.19 |
| Bunyore Teachers Training College | Purchase of Land | 1,200,000.00 |
| **Sub-Total** | | **12,465,814.19** |

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| **Security Projects** | | |
| Emuhaya Admin. Centre | Construction of the sub-county offices storey | 5,000,000.00 |
| Emuhaya Admin. Centre | Completion of 6No units police houses/Armory/Wiring/Fencing/Installation of gate | 500,000.00 |
| Embali Police Patrol Base | Construction of Administration block for regular Police/Plaster/Render/Flooring/Doors/Glazing/Painting/Wiring | 500,000.00 |
| Ebusiratsi AP Camp | Completion of 6No Units of AP Staff Houses /Plaster/Render/Flooring/Doors/Glazing/Painting/Wiring | 500,000.00 |
| Emanyinya AP Camp | Completion of staff houses/Assistant Chief's Office/Wiring/Power supply/Painting/Purchase Installation of water tank/Pit Latrines | 300,000.00 |
| Emuhaya Divisional Police Headquarter | Purchase of Land approximately 0.44Ha | 111,000.00 |
| **Sub-Total** | | **6,911,000.00** |

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| **Emergency Reserve** | | | |
| Emergency Reserve | | To cater for any unforeseen occurrences in the Constituency during the financial year. | 4,568,965.52 |
| **Sub-Total** | | | **4,568,965.52** |
| **Constituency Innovation Hubs** | | | |
| Constituency Innovation Hubs | | Construction of 4 Constituency Innovation Hubs to Completion. | 4,677,027.20 |
| **Sub-Total** | | | **4,677,027.20** |
| **Strategic plan** | | | |
| Strategic plan for Emuhaya NG-CDFC | | Preparation of strategic plan for 2019-2022 | 3,000,000.00 |
|  | **Sub-Total** | | **3,000,000.00** |
| **Sports Activities** | | | |
| Constituency Sports Tournament | Carry out constituency sports tournament and the winning team to be awarded with trophies, ball and playing kits | | 1,736,206.89 |
| **Sub-Total** | | | **1,736,206.89** |
| **TOTALS** | | | **86,810,344.82** |

The committee approved the above budget as one for the financial year 2017/2018 and instructed the Fund Account Manager to expedite and forward it the NG-CDF Board.

1. **MIN. 02: EMU/NG-CDFC/MIN.02/FEB./2018;APPROVAL OF EXPENDITURES [URGENT EXPENSES/EXPENDITURES]**

The Meeting approved the following expenditures for payment;

1. Staff salaries –Kshs. 360,725.5.36 [Months of November,December-2017 and January-2018]
2. Emirate Enterprises-Kshs. 163,792.00 towards supply of toners and service for the computer
3. Postal Corporation of Kenya-Kshs.10, 960.00 for renewal of postal Address.
4. Casuals-Kshs. 43,900.00 for the months October,November,December-2017 and January-2018
5. Scylla Enterprises-Kshs.9, 600.00 for supply of goods for office tea.
6. Electricity bill-Kshs.15,000.00
7. Internet Services [Safaricom Ltd]-Kshs.5,001.15
8. Pending Bills for NG-CDFC Meetings-Kshs.259,500.00 [Inauguration meeting,

Handing over meeting and meeting for preparation for budget.

1. Service for NG-CDF vehicle GKB 466F
2. Service for NG-CDF motorbike GKB 307G

Payment for services of both motor vehicle and motorbike to made upon receipt of the respective invoices

**ADJOURNMENT**

The meeting adjourned at 1:45 pm, with a closing prayer from Mr. Gedion Oyalo.

CHAIRMAN……………………………………………… DATE………………………………

SECTRETARY……………………………………………. DATE……………………………….