

MINUTES OF TAVETA NG-CDFC MEETING HELD ON 05/10/2019 AT THE TAVETA NG-CDF OFFICE BOARDROOM.

MEMBERS PRESENT

- | | |
|---------------------------|----------------------|
| 1. Julita Baby Mbelle | -Chairperson |
| 2. Jacinta Ndinda Mwendwa | - Secretary |
| 3. Erick Nturuai | - Dcc Representative |
| 4. Daniel Kasyoka Mwaluko | - FAM |
| 5. Kirimi Morris | - Member |
| 6. Johanna Tekewu Athuman | - Member |
| 7. Julita Pendo Magomero | - Member |
| 8. Amiri Masumay Sengasu | - Member |
| 9. Getrude Mwemba Chombo | - Member |
| 10. Patrick J. Mrisha | -Member |

In-attendance

- | | |
|--------------------------|-----------------------------------|
| 1. Hon. Dr. Naomi Shaban | - Chairperson Oversight Committee |
| 2. Jackson Sakimba | -Secretary Oversight Committee |
| 3. Khadija Salim | -Member Oversight Committee |
| 4. Jacob Norman Ochola | -Member Oversight Committee |
| 5. Margret Kadege | -Member Oversight Committee |
| 6. Raphael Kihara | -Clerk of Works |

Preliminaries

The meeting was called to order at 9.00 a.m with a word of prayer from Getrude Chombo.

Agenda

1. Reading and confirmation of previous meeting minutes and matters arising
2. Approval of first quarter returns PC for 2019/2020 financial year
3. Approval of student internship and employment of two NG-CDFC staff
4. Approval project proposals for financial year 2019/2020
5. A.O.B

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MIN TVT/NG-CDF/575/10/2019- Reading and Confirmation of Previous Meeting Minutes and Matters Arising.

The secretary took members through the minutes of NG-CDFC meeting held on 29/08/2019 at the NG-CDF office and were confirmed as a true record of that days deliberation proposed by Johanna Teddy Athuman and seconded by Amiri Masumay Sengasu. There were no matters arising.

MIN TVT/NG-CDF/576/10/2019- Approval First Quarter Returns Performance Contract Financial Year 2019/2020

The Fund Account Manager briefed members on the performance targets for the performance contract between NG-CDFC Taveta and NG-CDF Board. Members appreciated the importance of performance contracting in measuring output and improving effectiveness and efficiency in serving the people of Taveta Constituency.

In addition the Fund Account Manager informed members that the following reports as presented were ready for onward submission to the NG-CDF Board, namely;

1. Monitoring and Evaluation reports for the months of July, August and September 2019
2. Expenditure returns for July, August and September 2019
3. Bank Reconciliation Statements for July, August and September 2019
4. Resolution of public complaints
5. Environment report
6. Asset register
7. Report on HIV prevention
8. Audit and Risk management
9. Ward reports

Members unanimously approved the reports.

MIN TVT/NG-CDF/577/10/2019- Approval of Student Internship and Confirmation of Employment on Two Year Contract for NG-CDF Staff

- Members approved the internship of two students for a period of one year starting on 5/10/2019 with upkeep allowance of KShs. 15,000 (Fifteen Thousand Only) per month subject to statutory deductions as indicated below;

No.	Name of Student	Course	University	ID No.
1.	Jomo Rashid Haron	Bachelor of Business Management (Finance & Banking)	Rongo University	32184879
2.	Emmanuel Kyengo Kioko	Bachelor of Business Administration (Finance And IT)	Maseno University	34981498

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- Members approved employment of two NG-CDFC Staff on a two year contract from 05/10/2019 after successfully serving as casuals for a long period of time as indicated below;


NO.	Name of Staff	Designation	ID No.	Gross Pay (KShs.)
1	Ernest Juma Mnene	Office Clerk Incharge of Education Bursary	8946836	32,000
2.	Irine Chao Margret	Messenger	30847823	25,000

MIN TVT/NG-CDF/578/10/2019- Approval Project Proposals Financial Year 2019/2020

The Fund Account Manager briefed members on the content of the circular reference number NG-CDF/CEO/Board Circulars Vol. 11 (014) dated 24/09/2019 on preparation and online submission of constituency project proposals for the 2019/2020 financial year highlighting the following key areas namely:-

- i. Basis of identification of project proposals- members were taken through the five year strategic plan and ward report for project proposals 2019/2020 and 2020/2021 financial years
- ii. Eligible projects under the NG-CDF Act
- iii. Project proposals Co-Funded with other agencies
- iv. Priority of funding ongoing projects
- v. Labeling/branding of constituency projects
- vi. Adherence to statutory ceilings
- vii. Preparation of strategic plan
- viii. Budgetary provision for employment of NG-CDFC staff
- ix. Construction of NG-CDFC office
- x. Procurement of NG-CDF committee motor vehicle
- xi. Declaration of appropriation in aid
- xii. Projects engaged in 2019/2020 NG-CDFC performance contract
- xiii. Clearance of outstanding issues with regard to previous financial years project proposals- Taveta Constituency has no outstanding issues
- xiv. Project proposal submission
- xv. Project proposal coding
- xvi. Authentication of NG-CDFC minutes
- xvii. Timeline for submission of project proposals- deadline 31/10/2019

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Members noted that the constituency had only two ongoing projects Sowene Secondary School laboratory project and KMTC Taveta Campus Project. After consultation and deliberation taking into account the Five year strategic plan, projects proposed during ward meetings, members unanimously approved the funding of the following projects indicated below during the 2019/2020 financial year.

NO.	NAME OF PROJECT	WARD	ACTIVITY TO BE DONE	AMOUNT KES
1	Employee salaries	Constituency	Payment of staff salaries and gratuity	5,313,003.45
2	Goods and services	Constituency	Purchase of fuel, repairs and maintenance, printing stationery, telephone, travel and subsistence and office tea	1,400,000
3	NSSF	Constituency	Payment of NSSF deductions	196,560
4	NHIF	Constituency	Payment of NHIF deductions	84,500
5	Committee expenses	Constituency	Payment of committee sitting allowances, transport and conferences, cross constituency benchmarking.	1,248,000
6	Goods and services	Constituency	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence	500,000
7	Committee expenses	Constituency	Payment of committee sitting allowances, transport and conferences.	2,621,031.72
8	NG-CDFC/PMC Capacity building	Constituency	Undertake training of PMC'S/NG-CDFC on NG-CDF related issues	1,000,000
9	Sports activities	Constituency	Organizing vote for tournament. Purchase of uniforms and balls for 11 The Teams are as named below: 1. Kitoghoto FC (Mboghoni Ward)	199,900 209,100

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			2. Njoro FC (Bomeni Ward)	209,100
			3. Udhiani FC (Chala Ward)	209,100
			4. Malukiloriti FC (Mahoo Ward)	209,100
			5. Mwangaa FC (Mata Ward)	209,100
			6. Red Stars Queens FC (Mboghoni Ward)	209,100
			7. Taveta Sisal Queens FC (Bomeni Ward)	209,100
			8. Gicheha Queens FC (Chala Ward)	209,100
			9. Kibo Queens FC (Mahoo Ward)	209,100
			10. Mata Queens FC (Mata Ward)	209,100
			11. Taveta Queens FC (Taveta Combined)	209,100
10	Emergency	Constituency	To cater for all emergencies which may occur during the financial year	7,198,241.38
11	Bursary Secondary Schools	Constituency	Assist needy students in secondary schools	11,000,000
12	Bursary Tertiary Institutions	Constituency	Assist needy students in tertiary institutions.	4,000,000
	EDUCATION SECTOR			
	(a) Tertiary institution projects			
13	Kenya Medical Training College Taveta Project	Bomeni	1. Completion of girls hostel (roofing, Plastering, Plumbing works, flooring, ceiling,	30,000,000

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			painting & wiring.	
			2. Construction of 3 bedroom self-contained principals residence (BQ attached)	5,000,000
	(b)PRIMARY SCHOOL PROJECTS			
14	Mshekesheni primary School Project	Bomeni	Construction of one classroom	1,100,000
15	Ulawani Primary School Project.	Chala	Construction of one classroom	1,100,000
16	Machungwani Primary School Project	Chala	Construction of one classroom	1,100,000
17	Chala Primary School Project	Chala	1. Renovation of 2 classrooms (roofing, flooring, veranda, wiring and painting) 2. Construction of ablution block for girl's dormitory.	1,000,000 1,200,000
18	Grigan Primary School Project	Mata	Construction of 6 girls door pit latrine	800,000
19	Lotima Primary School Project	Mboghoni	Construction of Boys dormitory	3,500,000
20	Khadija Muna Primary School Project.	Mata	1. Construction of 1 classroom. 2. Construction of 6 door girls pit latrine.	1,100,000 800,000
21.	Salaita Primary School	Mata	1. Construction of 1 classroom 2. Construction of 6 door girls pit latrine	1,100,000 800,000
22.	St. Norberts Tangini Primary School	Mata	1. Construction of 5 door boys pit latrine. 2. Construction of 6 door girls pit latrine	700,000 800,000
23.	Abori Primary School	Bomeni	Construction of administration block	2,000,000
24.	Riata Primary School	Mboghoni	Construction of one classroom	1,100,000

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25.	Choka Primary School	Chala	Construction of 1 classroom	1,100,000
26.	Mahoo Primary School	Mahoo	Construction of administration block	2,000,000
27.	Patani Hill Primary School	Mboghoni	Construction of one classroom	1,100,000
28.	Njoro Springs Primary School	Mata	Construction of 1 classroom	1,100,000
29.	Taveta Primary School	Bomeni	Wiring of 5 classrooms	200,000

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Signature.....*A*.....Date.....5/10/2019.....

Signature.....*J*.....Date.....5/10/2019.....

Signature.....*D*.....Date.....5/10/2019.....

	(c) SECONDARY SCHOOL PROJECTS			
30.	Lumi Secondary School Project	Chala	Renovation of one classroom (wiring, fixing doors and windows, plastering and painting)	300,000
31.	Kitobo Secondary School Project	Mboghoni	Renovation of 1 classroom (Walling, wiring, Roofing, fixing doors and windows, plastering and painting)	700,000
32	Mahandakini Secondary School Project	Chala	Construction of laboratory	3,000,000
33.	Njoro secondary school project	Bomeni	Construction of 1 classroom	1,100,000
34	Sowene secondary school project	Bomeni	1. Completion of Laboratory (wiring, fixing doors and windows, plastering and painting) 2. Construction of 2 classrooms	2,200,000 2,200,000
35.	Kiwalwa secondary school project	Mboghoni	i) Construction of laboratory ii) Renovation of 2 classroom (Walling, wiring, Roofing, fixing doors and windows, plastering and painting).	3,000,000 1,200,000
36.	Ngutini secondary school project	Mata	Construction of 1 classrooms	1,200,000
37.	Malukiloriti secondary school project	Mahoo	1. Construction of 1 classrooms 2. Purchase of 50 lockers and chairs	1,100,000 400,000
38.	Njukini secondary school project	Chala	1. Construction of 1 classrooms 2. Purchase of 50 lockers and chairs	1,100,000 400,000
39.	Timbila Boys High School	Mata	Construction of dormitory	5,000,000

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SECURITY				
40.	Taveta Sub county police headquarters	Bomeni	1. Fencing (concrete posts and chain link) 2. Tiling of two storey office block 3. Pavement slabs, and fire exit door 4. Construction of parking (cabro paved and car shed) 5. Construction of three door public pit latrine	1,406,387.59 1,200,000 500,000 1,000,000 500,000
				4,606,387.59
41.	Mata chiefs office project	Mata	Construction of chiefs office	2,000,000
42.	Nakruto Chiefs office	Mahoo	Construction of chiefs office	2,000,000
43.	Mboghoni chiefs office	Mboghoni	Construction of chiefs office	2,000,000
44.	Timbila chiefs office	Mata	Construction of chiefs office	2,000,000
45.	Taveta Prisons	Bomeni	Construction of women wing prison(letter attached)	500,000
ENVIRONMENT				
46.	Chala Secondary School	Chala	Construction of 3 door staff pit latrine	500,000
47.	Taveta Deputy County Commissioners official residence	Bomeni	1. construction of 3 door pit latrine 2. purchase of tree seedlings and landscaping	500,000 50,000
48.	Riata Primary School	Mboghoni	1. Rain water roof water harvesting (38mts gutters, tank base and purchase of 10,000 liters water tank)	300,000
49.	Lotima Primary School	Mboghoni	1. Rain water roof water harvesting (38mts gutters, tank base and purchase of 10,000	300,000

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
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			liters water tank	
			2. Fencing (concrete poles and chain link) of girls dormitory	300,000
			3. Purchase of tree seedlings and landscaping	50,000
50.	Timbila Boys High School	Mata	Purchase of tree seedlings	50,000
51.	Bishop Njenga Secondary School	Chala	Purchase of tree seedlings	50,000
	Taveta NG-CDF Office.	Constituency	1. Completion of NG-CDF office extension to accommodate Fund Manager, Clerk of Works, ICT Clerks, Account Clerk, Reception, Committee Room, Records Clerk, Store, Waiting Bay & Wash Rooms. (one storey building)	2,500,000
			2. Purchase of Furniture	
			i) coffee table 1 pc @ 21,800 (HILM)	21,800.00
			ii) Executive desk 2mts 1 pc @ 108,000 (HILM)	108,000.00
			iii) visitors chair 2 PCS @ 15,000 (F57)	30,000.00
			iv) Office chair HB 1 pc @ 40,000 (F57)	40,000.00
			v) Office chair HB 6 PCS @ 19,800 (F57)	118,800.00
			vi) vis mesh chair BLK 16 pcs @ 9,500 (FOS)	152,000.00
			vii) Office chair vis mesh 12 pcs @ 15,000 (FOS)	180,000.00
			viii) link chair 3pax pad 3 PCS @ 40,000 (ANJI)	120,000.00

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			viii) Conference table 2.4 mtrs 2 pcs @ 63,700 (F3)	127,400.00
			x) Office table 1.5 mtrs 6 pcs @ 17,000 (VS)	102,000.00
	TOTAL			137,367,724.14

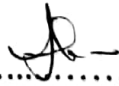
MIN TVT/NG-CDF/579/10/2019- A.O.B


There being no other business meeting ended at 5:30 pm with a word of prayer from Johanna Tekewu Athuman.

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