**MINUTES OF SAKU NG-CDF COMMITTEE MEETING HELD ON 19TH NOVEMBER 2018 AT THE CDFC BOARD ROOM***.*

**PRESENT**

1. Guyo Bonaya…………..........................NG-CDF Chairman
2. Boru A. Jattani........................................NG-CDF Secretary
3. Japhet Ngui ..........................................Fund Account Manager
4. Babby Dominic.......................................Member
5. Christine Gumato.....................................Member
6. Samuel Gichohi......................................Member
7. Somo Guyo.............................................Member
8. Rukia Daudi …………………….……. Member
9. Angelina Renteyon ……………………Member

**AGENDA**

1. Introduction,
2. Projects Proposal for FY 2018/2019,
3. A.O.B.

**MIN.SAKU-NGCDFC-05/11/18 –PREAMBLE:**

The Chairman called the meeting to order at 10.25am with Angelina saying a word of prayer.

He welcomed and thanked members for attending this very crucial meeting of deliberating on project proposals for this financial year..

**MIN.SAKU-NGCDFC-06/11/18 –PROJECTS PROPOSAL FOR FY 2018/2019;**

The Chairman once more thanked members for the successful workshops conducted towards preparation the CDFC Strategic plan 2018-2023. He called upon the Secretary who led members through proposals and inputs of all stakeholders involved in the process of preparing the strategic plan. He also called upon the Fund Account Manager to guide members on modalities of prioritizing projects for submission to the CDF Board. The Manager then led them through the process of first setting aside the statutory provisions is funds for Administrative activities, Monitoring and Evaluation. Bursary and other statutory provisions, and the balance being for development projects where priority was to be given to on-going projects. He informed members that the CDFC had been allocated Sh.109,040,875.52 during this financial year.

The Fund Manager informed members that all the Managers had been appointed KRA withholding tax agents to all PMCs and forthwith all contractors will be required to pay VAT leading to slight increase in costs of construction.

Members then made lengthy deliberations on the proposals and resolved to undertake the following projects’-

|  |  |  |  |
| --- | --- | --- | --- |
| **S/No.** | **Project Name**  | **Project activity**  | **Amount Allocated** |
|  | **Administration and Recurrent Expenditure** |  |  |
|  | Employees Salaries | Payment of staff salaries and gratuity  | 2,750,000.00 |
|  | Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, office rent, telephone, travel and subsistence, office tea, etc.  | 1,587,300.70 |
|  | NSSF | Payment of NSSF Deductions | 24,000.00 |
|  | NHIF | Payment of NHIF Deductions | 48,000.00 |
|  | Committee Expenses | Payment of Committee sitting allowances, transport, conferences | 2,133,151.83 |
|  | **Monitoring and Evaluation**  |   |  |
|  | Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence, etc | 1,100,000.00 |
|  | Committee Expenses | Payment of NG-CDFs Monitoring and Evaluation allowances, transport, conferences | 1,271,226.27 |
|  | NG-CDFC/PMC Capacity Building | Undertake Training of the PMCs/NG-CDFCs on NG-CDF Related issues | 900,000.00 |
|  | **Education Bursary & Social security programmes** |  |  |
|  | Bursary Secondary Schools | Payment of bursary to needy students in secondary schools | 15,260,203.27 |
|  | Bursary Tertiary Schools | Payment of bursary to needy students in tertiary schools | 12,000,000.00 |
|  |  Emergency Reserve  | To cater for any unforeseen occurrences in the constituency during the financial year  | 5,738,993.45 |
|  | Constituency Sports Tournaments | Purchase of sports kits and organizing ward tournaments – Karare, Central and Sagante/Jaldesa | 1,000,000.00 |
|  | Environmental Activities  | Construction of concrete tank base and guttering of Garqasa Social Hall, Dub Goba Social Hall, Karare Pry School, Boru Haro Social hall, Goro Rukesa Social hall @Ksh.0.2m (water tanks purchased and supplied in 2017/18 Financial year). Purchase of five- 5,000 ltr plastic tanks/concrete tank bases @ Ksh.0.14m to Kubi qallo, Dokatu, Jaldesa, Willy and Songa boreholes for establishing tree nurseries. | 1,700,000.00 |
|  | **Primary Education Projects** |   |  |
|  | Manyatta Daba Primary School | Construction of one class to completion (1.3m), 15 desks @sh.8,000 (0.15m)  | 1,450,000.00 |
|  | Loruko Primary School | Construction of one class to completion (1.4m) , 15 desks @sh.8,000 @sh.8,000 (0.15m)  | 1,550,000.00 |
|  | Ilpus Primary School  | Construction of one class to completion (1.6m) , 15 desks @sh.8,000 (0.15m)  | 1,750,000.00 |
|  | Kubi Qallo Primary School | Construction of one class to completion (1.5m), 15 desks @sh.8,000 (0.15m) | 1,650,000.00 |
|  | Karare Primary School | Construction of one class to completion (1.5m), 15 desks @sh.8,000 (0.15m) | 1,650,000.00 |
|  | Lagdima Primary School | Construction of one class to completion (1.5m) , 15 desks (0.15m) @sh.8,000 | 1,650,000.00 |
|  | Komboni Primary School | Leveling of play ground/football field | 600,000.00 |
|  | St. Peters Primary School | Construction of 4-door pit latrine | 1,000,000.00 |
|  | Dokatu Primary School  | Construction of one class (1.6m) , 15 desks @sh.8,000 (0.15m)  | 1,750,000.00 |
|  | **SECONDARY SCHOOL PROJECTS** |   |  |
|  | Badassa Mixed Secondary School | Completion of Science Laboratory-internal finishes, doors/windows, Worktops, electricity (3m), purchase of Science Lab equipment & furniture (0.878m)-20 Bunsen Burners Lighters @ Kshs 700 = 14,000; 20 Dissecting Kits @ sh.800=16,000;1 Human Skeleton full size @ sh. 20,000;2 Periodic table charts @ sh.1,500 =3,000; 20 Meter rule@ sh. 300=6,000;40 Wash bottles@ sh.200=8,000; 1 Viking @ sh.1,000; 1 Freezer @ sh.25,000; 50 Thermometers @sh1,000=50,000; 50 Test tube racks @ sh.300 =15,000; 100 Hand Lenses @sh. 100=10,000; 3-13kg Gas Cylinders @ sh.15,000=45,000; 1 Digital Camera @sh.15,000; 3 Globe -big size @sh. 3,000=9,000;3 charts @ sh. 1,000=3,000; 15 Preservation bottles @600=9,000; 5 Fire extinguishers @sh.20,000=100,000; 2 First Aid box @SH. 8,000=16,000; 1 Electric bell @SH.15,000; 8 Gas pipes/regulators @ SH.4,000=32,000;1 Projector @SH.15,000; 5 Volumetric flasks @SH.2,000=10,000;1 Mathematical model set @SH. 16,000; 1 Oscilloscope @ sh. 55,000; 5 single drawer tables @sh. 18,000=90,000;50 Lab stools @sh.5,000=250,000; 5 Teachers chairs @sh. 6,000=30,000; | 3,878,000.00 |
|  | Marsabit Boys Secondary School | Construction of Administration block-slab, walling, roofing | 4,000,000.00 |
|  | Dakabaricha Mixed Secondary School | Electrifications of one class | 150,000.00 |
|  | Goro Rukesa Mixed Secondary School | Construction of Dining Hall and Kitchen -slab, walling, roofing | 4,000,000.00 |
|  | Karare Mixed Secondary School | Completion of Dining Hall and Kitchen-internal finishes, doors/windows, electricity, (3.4m), -Furnishing DH (25 no.-4'X8' tables @ sh.0.02m) & 50 benches @0.06m, 50 chairs @Sh.4000, one 100,000ltr masonry tank & guttering (1.8m)  | 6,200,000.00 |
|  | Saku High School | Completion of classroom-internal finishes, doors/windows, electricity (0.4m), Construction of one class (1.6m), 50 lockers & chairs (0.4m), Construction of Dorm (3m) , 50 double decker beds (0.75m) | 6,150,000.00 |
|  | St. Peters Mixed Secondary School | Rehabilitation of three classes (1.4m) , 50 lockers/chairs (0 4m) 3 teachers desks/chairs (0.2m) | 2,000,000.00 |
|  | Songa Mixed Secondary School  | Construction of two classes to completion (3m) , 50 lockers/chairs (0.4m) @sh.8,000; 5 teachers chairs and desks (0.3m) | 3,700,000.00 |
|  | **Tertiary Institution Projects** |   |  |
|  | Saku Technical & Vocational college | Fencing 5ha (2.5m), concrete posts, barbed wire and chain link, electrical connection (0.3m), Survey (0.3m) | 3,100,000.00 |
|  | **OTHERS** |   |  |
|  | CDF Offices | Completion of construction and equipping of CDF Office complex (Roofing Kshs 1,840,850; Doors sh. 540,820; Windows sh. 677,830; Finishes sh. 1,498,700; Electrical Works sh.1,149,600; Mechanical Works sh. 892,200; 20 chairs sh. 120,000; 12 tables sh 240,000; 5 cabinets sh. 150,000; 5 computer desk tops sh. 400,000; 2 laptops sh. 240,000; 10,000ltrs water tank-2No. Sh. 250,000) | 8,000,000.00 |
|  | **SECURITY PROJECTS**  |   |  |
|  | Deputy County Commissioner's Office | Rehabilitation of offices-floors, walls, windows, doors | 1,500,000.00 |
|  | Badasa Chiefs Office | Construction of office to completion | 2,500,000.00 |
|  | Songa Chiefs Office | Construction of Chiefs office to completion  | 2,500,000.00 |
|  | Nagayo Chiefs’ Office | Rehabilitation of Chiefs offices-doors, windows, floor | 300,000.00 |
|  | Jaldesa Administration Police Line  | Construction of 2 roomed units -AP line to completion | 1,000,000.00 |
|  | Leyai Police Line  | Construction of 3 roomed unit -Police line | 1,500,000.00 |
|  | **Total**  |  | **109,040,875.52** |

The Fund manager was advised to prepare the necessary schedules and documents for submission to the NG-CDF Board for approval.

There being no other business the Chair thanked all for the contributions and called off the meeting at 2.15pm.

Minutes taken by;- Confirmed by;-

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Boru Adhi Jattani Guyo Bonaya

**NG-CDFC Secretary NG-CDFC Chairman**