

MINUTES FOR SIGOR NG-CDFC MEETING HELD ON 16TH OCTOBER, 2019 AT NG-CDF OFFICE SIGOR STARTING AT 10.00AM.

Members Present

1. Christopher Ng'oleruk – Chairperson
2. Hon Peter Lochakapong – Area MP
3. Nicholas Molo - Secretary
4. Krop Merisia - Fund Account Manager
5. William Lonyalio - Member
6. Jacob Kedikou - Member
7. Roselyne Chepartul - Member
8. Susan Chepintany - Member
9. Carren Chebet – Member
10. Werre Simiyu – DCC Pokot Central
11. Joseph Sekete
12. Also in attendance was Hon Peter Lochakapong MP Sigor Constituency

AGENDA

1. Preliminaries
2. Reading of the Previous Minutes
3. Reallocation of ICT Hub funds
4. Change of project activities
5. 2018/2019 Financial Year Project Proposal
6. A.O.B

MIN01/130/01/10/2019/2020: Preliminaries

The chairperson called the meeting to order at 10:00a.m and asked Susan Chepindany to give the opening prayer, the chair requested members to actively contribute to the meeting agendas.


MIN02/130/01/10/2019/2020: Reading of the previous minutes

The secretary read through the minutes of the previous meeting. The minutes were confirmed to be the true copy of the deliberations proposed by Joseph Sekete and seconded by Nicholas Molo.

MIN03/130/01/10/2019/2020: Reallocation of ICT Hubs funds

The Fund Account Manager informed the committee that the request to reallocate funds that was sent to NGCDF Board is still in progress. He notified the committee that the reallocated amount to each project as earlier agreed were not captured in our minutes of 2nd September 2019. He further went through the minutes of 2nd September 2019 and advised the members to capture the reallocated amount against each project in the minutes.

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Project Name	Original activity	Amount to be reallocated	Reallocated to	New activity	Amount	Reason for reallocation
Constituency Innovation Hubs (CIH) Project	Installation of the system and services comprising of a Satellite Antenna, Router, Digital Access Kit and Digital Ruggedized Tablets, Wi-Fi with outdoor wireless devise complete with 12U cabinet complete with installation accessories by Telkom Kenya Ltd at NG-CDFC Office, Lomut Chiefs office, Mtelo girls secondary school and Masol secondary school @ Kshs 1,169,256.80 per site	4,677,027.20	1. Mosop Chief's Office	Constructi on of chief's office to completion	2,338,513.60	The project is not a priority ir the constituency. The Sigor NGCDFC agreed to have the projects funds reallocated until the public is properly sensitized and general acceptance from the public is realized.
			2. Porkoy o Chief's Office	Constructi on of chief's office to completion	2,338,513.60	

MIN04/130/01/10/2019/2020 CHANGE OF ACTIVITY

The Fund Account Manager informed the members about two schools that have requested for change of activity in their projects funded in financial year 2018/2019. The schools are:

Project name	Initial activity	Amount	Reason for change of activity	New activity	Amount
Weiwei Secondary School	Renovation of four classrooms, plastering, flooring,	500,000.00	Project funded ministry of education through repair, maintenance and	Renovation dinning plastering, flooring, repairs of	500,000.00

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	repairs of windows and doors		infrastructure fund	windows and doors	
Iyoon Primary School	Renovation of four classrooms, Flooring, Plastering, painting, repairing of Doors and Windows	500,000.00	Project has been funded by West Pokot County Government	Construction of one classroom to completion	500,000.00

The committee members through the chairman after a short deliberations resolved to allow the schools to change the project activities and tasked the FAM to forward the request to the NGCDF Board for approval.

MIN05/130/01/10/2019/2020: Financial Year 2019/2020 Project Proposal

The total allocation for Sigor National Government Constituency Development Fund for 2019/2020 financial year is kshs 137,367,724.14

The Sigor NG-CDFCs discussed on this item at length and resolved that the above amount be spent as follows;

- Administration and recurrent expenditure is 6% - kshs 8,242,063.45
- M&E and capacity building – 3% - kshs 4,121,031.72
- Emergency – 5% - kshs 7,198,241.38
- Sports activities - 2% - kshs 2,747,354.48
- Environment – 2% - kshs 800,000.00
- Bursary, mocks and continuous assessment tests –31% kshs 43, 011,678.63
- Primary School Projects – ksh 30,900,000.00
- Secondary School Projects –ksh 30,147,354.48
- Security Projects – kshs11,000,000.00

The Fund account manager briefed members on the guidelines and requirements on preparation and submission of constituency project proposals for the 2019/2020 financial year which among them include the following:

1. Basis of identification of project proposal
2. Eligible and ineligible projects under the Act
3. Project proposal co-funded with other agencies
4. Completion of ongoing projects before embarking on new ones
5. Labeling/branding of constituency projects

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6. Adherence to statutory ceilings
7. Preparation of constituency strategic plan
8. Budget provision for employment of NGCDFC staff
9. Construction of NG-CDFC Office
10. Procurement of NGCDFC Motor vehicle
11. Declaration of Appropriation In Aid
12. Project envisaged in 2019/2020 NGCDFC performance contract
13. Clearance of outstanding issues with regard to previous financial years' project proposal
14. Project submission
15. Project coding
16. Authentication of NG-CDFC Minutes
17. Timeline for submission of project proposal

The members deliberated on a number of issues including the challenges that are faced by PMC during the implementation of the projects. Through the chairman, Mr. Nicholas Molopointed out that there are projects situated in a very hardship areas. The members further discussed various challenges faced by PMCs in various parts of the constituency such as;

- Road and network inaccessibility
- Poor land terrain and formation
- Unavailability of technical officers in Pokot central sub county

Poor road network and lack of roads in some areas was highlighted as the main challenge in the constituency.

In line with these challenges, the committee resolved to allocate more funds in those areas with greater challenges of poor roads or no roads at all to compensate on transport. They further resolved to allocate funds depending on the challenges in those areas.

The fund account manager further advised the committee to put more funds in areas with no roads or with poor roads as recommended by internal auditors from the NGCDF Board as that will ensure completions of the funded projects.

It was further noted that the cost of constructing a classroom in Sigor Constituency ranges from Kshs 800,000 to Kshs 1,000,000 depending on the challenges experienced in those areas.

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Them FAM further advised the members to add more funds to Kokwotendwo secondary school and Cheptulel boys secondary school to enable the school to acquire the 51 seater school which its price as gone up significantly. He also requested the members to also add insurance cover premiums at the additional cost. The current price of a 51 seater bus is kshs 7,162,250 against the previously budgeted amount of ksh 6,500,000. The FAM requested to add kshs 662,250.00 to cater for the additional cost of the bus. The committee resolved to resort to one off payment through cash purchase in procuring the bus and not through asset financing which is very expensive to service.


The members after a long discussion resolved to approve the following projects to be funded in the Financial Year 2019/2020 in all the four wards of Sigor Constituency.

- | | | |
|------------------------------------|-----------------------------------|-------------------------------------|
| 1. Kapatet Primary School | 17. Yawyaw Primary School | 31. Cheptulel Boys Secondary School |
| 2. Arpollo Primary School | 18. Kaporon Primary school | 32. Katugh Secondary School |
| 3. Parkino Primary School | 19. Lokarkar Primary School | 33. Sangat secondary school |
| 4. Kokwositot Primary School | 20. Kokwokochiy Primary school | 34. Lomut Mixed Secondary School |
| 5. RCEA Marich Pass Primary School | 21. Simbol Primary School | 35. Wakor Secondary School |
| 6. Chemalei Primary school | 22. Soka primary school | 36. Chepkokogh |
| 7. Cheptokol Primary School | 23. Akiriamet Secondary school | 37. Chief's Office |
| 8. Molos Primary School | 24. Nyangaita Secondary school | 38. Sekerot Chief's Office |
| 9. Marus Primary School | 25. Chesta Girls Secondary school | 39. Pokot Central Police station |
| 10. Toghomo Primary School | 26. Kokwotendwo Secondary School | |
| 11. Mariny Primary School | 27. Lomut Mixed Secondary school | |
| 12. Mb ara Primary School | 28. Sostin Secondary School | |
| 13. Ki wakan Primary School | 29. Paroo secondary school | |
| 14. Chorwa Primary School | 30. Kokworitit Secondary School | |
| 15. Orwa Primary School | | |
| 16. Sigor mixed primary School | | |

The details for each of the projects are as below

Project Name	Project Activity	Amount (kshs)	Current status
ADMINISTRATION			
Employees' Salaries	Payment of staff salaries and gratuity	2,501,940.00	Ongoing
Committee Expenses	Payment of Committee sitting allowances, transport, conferences	1,748,000.00	Ongoing

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Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea.	2,969,123.44	Ongoing
Sigor NG-CDF Office Furniture and Equipment	Purchase of 10 wooden boardroom chairs at Ksh 25,000 each, one office table at kshs. 45,000, one Kyocera Taskalfa 300i photocopier at Kshs.100,000, 25 window curtains at Kshs.60,000 and Replacement of 13 ply wood made doors with hard wood made doors at Kshs.260,000	715,000	New
NSSF	Payment of NSSF Deductions	200,000.00	Ongoing
NHIF	Payment of NHIF Deductions	108,000.00	Ongoing
MONITORING AND EVALAUTION			
Goods And Services	Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence.	1,621,031.72	Ongoing
Committee Expenses	Payment of Committee sitting allowances, transport, conferences	1,500,000.00	Ongoing
NG-CDFC/PMC Capacity Building	Undertake Training of the PMCs/NG-CDFCs on NG-CDF Related issues	1,000,000.00	Ongoing
Emergency	To cater for any unforeseen occurrences in the constituency during the financial year	7,198,241.38	Ongoing
Constituency Sports Tournament	Carry out Constituency Sports tournament and the winning teams/schools to be awarded with trophies, balls, and games kits	2,747,354.48	Ongoing
BURSARY			
Bursary Secondary Schools	Payment of bursary to needy students	35,011,678.64	Ongoing

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Bursary Tertiary Institutions	Payment of bursary to needy student	8,000,000.00	Ongoing
PRIMARY SCHOOLS			
Kapatet Primary School	Construction of two classrooms to completion	2,500,000.00	New
Arpollo Primary School	Renovation of eight classrooms to completion; Flooring, Plastering, painting, fixing of Doors and Windows	1,000,000.00	New
Parkino Primary School	Renovation of eight classrooms and staff room to completion; Flooring, Plastering, painting, fixing of Doors and Windows	1,500,000.00	New
Kokwositot Primary School	Construction of a 40 pupils capacity dormitory to completion	1,400,000.00	New
RCEA Marich Pass Primary School	Construction of four classrooms to completion	4,000,000.00	New
Chemalei Primary school	Renovation of four classrooms to completion; Flooring, Plastering, painting, fixing of Doors and Windows	500,000.00	New
Cheptokol Primary School	Renovation of 100 pupils capacity dormitory and two classrooms to completion; Flooring, Plastering, painting, fixing of Doors and Windows	500,000.00	New
Molos Primary School	Construction of one classroom to completion	800,000.00	New
Marus Primary School	Construction of one classroom to completion	800,000.00	New
Toghomo Primary School	Construction of one classroom to completion	800,000.00	New
Mariny Primary School	Construction of one classroom to completion	800,000.00	New

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Mbara Primary School	Purchase of 51 seater school bus through cash purchase	7,162,250.00	New
Kiwakan Primary School	Construction of one classroom to completion	1,000,000.00	New
Chorwa Primary School	Construction of one classroom to completion	800,000.00	New
Orwa Primary School	Renovation of six classrooms to completion; Flooring, Plastering, painting, fixing of Doors and Windows	700,000.00	New
Sigor Girls Primary Secondary	Construction of five door pit latrine toilets to completion	551,000.00	New
Sigor mixed primary School	Renovation of Curriculum Support office to accommodate four officers and one boardroom to completion; Flooring, Plastering, painting, fixing of Doors and Windows	1,500,000.00	New
Yawyaw Primary School	Construction of two classrooms to completion	2,000,000.00	New
Kaporon Primary school	Construction of one classrooms to completion	1,000,000.00	New
Lokarkar Primary School	Construction of one classroom to completion	800,000.00	New
Kokwokochiy Primary school	Construction of one classroom to completion	800,000.00	New
Simbol Primary School	Construction of one classroom to completion	800,000.00	New
Soka primary school	Renovation of eight classrooms to completion; Flooring, Plastering, painting, fixing of Doors and Windows	1,000,000.00	New
Parek primary school	Completion of one classroom; plastering, flooring fixing of doors and windows and painting. The project was allocated kshs 400,000.00 in financial year 2017/18.	400,000.00	Ongoing
SECONDARY SCHOOLS			

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Akiriamet Secondary school	Construction of four classrooms to completion	4,000,000.00	New
Nyangaita Secondary school	Construction of four classrooms to completion	4,000,000.00	New
Chesta Girls Secondary school	Construction of school laboratory – single lab to serve 60 students at a time to completion	2,000,000.00	New
Kokwotendwo Secondary School	Additional funds for purchase of 51 seater school bus. The current cash price of the bus is Kshs. 7,162,250.00. The project was allocated Kshs.6.5 million which is less by Kshs 662,250.00	662,250.00	Ongoing
Sostin Secondary School	Construction of one classroom to completion	1,000,000.00	New
Paroo secondary school	Purchase of 51 seater school bus through cash purchase	7,162,250.00	New
Kokworitit Secondary School	Completion of school laboratory - twin lab to serve 80 students at ago; Plastering, painting, fixing of Doors and Windows and installation of laboratory tables. The project original cost was Kshs. 4 million project has been allocated 2.5 Million.	1,500,000.00	Ongoing
Cheptulel Boys Secondary School	Additional funds for purchase of 51 seater school bus. The current cash price of the bus is Kshs. 7,162,250.00. The project was allocated Kshs.6.5 million which is less by Kshs 662,250.00.	662,250.00	Ongoing
Katugh Secondary School	Construction of school laboratory single lab to serve 35 students at a time to completion.	1,000,000.00	New
Sangat secondary school	Construction of one classroom to completion	800,000.00	New

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Lomut Mixed Secondary School	Construction of school administration block containing three offices and one staffroom to completion	1,947,354.48	New
Wakor Secondary School	Construction of three classrooms to completion at Kshs.2,400,000 and Construction of four door pit latrine and urinal to completion at Kshs.400,000	2,800,000.00	New
Akiriamet secondary school	Construction of four door pit latrine and urinal to completion	400,000.00	New
SECURITY PROJECTS			
Chepkokogh Chief's Office	Construction of chief's office to accommodate four government officers and one boardroom to completion	4,500,000.00	New
Sekerot Chief's Office	Construction of chief's office to accommodate four government officers and one boardroom to completion to completion	4,500,000.00	New
Pokot Central Police station	Construction Pokot Central Sub County Police Commander's office to accommodate three officers and one Police cell to completion	2,000,000.00	New
TOTAL		137,367,724.14	

The committee members tasked the Fund Account Manager to do the necessary documentation with the help of the NG-CDFC chair and secretary and forward the Project proposal to the NG-CDF Board for approval.

The NG-CDFC members unanimously agreed and all together approved the above proposal for funding in Sigor NG-CDF kitty in 2019/2020 financial year.

MIN06/130/01/10/2019/2020: A.O.B

There being no other business, the meeting ended at 5:00pm by a word of prayer from Ms. RoselineChepartul.


Minutes Compiled by: Nicholas Molo

Minutes Confirmed by: Christopher Ng'oleruk

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30/10/2019

Christopher Ng'oleruk
17/10/2019

Signature  Date 17/10/2019
(The Secretary)

Signature  Date 30/10/2019
(The Chairman)

NEG-COF