**REPUBLIC OF KENYA**

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 **NG-CDF**

**MINUTES OF THE SAMBURU NORTH CONSTITUENCY DEVELOPMENT FUND COMMITTEE MEETING, HELD AT NG- CDF OFFICE ON THE 18th OCTOBER 2019 AT 9.45AM TO 4.30PM.**

**Members Present**

 1. Wilson Leshore -Chairman

 2. Saipi Lengewa -Secretary

 3 .Simon kipaika-fund Mananger

 4 .Nemayian karesy -member

1. Bosco Lolopeta -Member
2. Lenamarle Abdi -Member

7. Michellina Ayanae- Member

 8 Samson Lentimalei-Members

9.Ann lalantare

**In attendance**

1. Peter rarun lengaldayo- Constituency office Manager

**AGENDA**

1. Preliminaries
2. Reading and confirmation of the previous minutes
3. Project Proposals and Funding for F/Y 2019/2020
4. Driver job advertisement
5. A.O.B
6. Adjournment

**MIN 001/SECDFC/18/10/2019: PRELIMINARIES**

The meeting started exactly at 10.15am with a word of prayer from Mrs. Michellina Ayanae and later on the Board chairman officiated the meeting by welcoming the members for the meeting

**MIN.002/SECDFC/18/10/2019: READING AND CONFIRMATION OF PREVIOUS MINUTES.**

The chairman tusked the board secretary to read the previous minutes for the last meeting where by the minutes were read and found that they are the true copy of the previous meeting; minutes were seconded by Naomi and confirmed by Janet Akiru

**MIN.003/SECDFC/18/10/2019: PROJECT PROPOSALS AND FUNDING FOR F/Y 2019-2020**

The committee reviewed the summarized list of Samburu East proposals shortlisted in the previous meeting with the community. After a lengthy deliberation, the members agreed that the following criteria for the final project list be used.

* Priority to be given to ongoing incomplete projects.
* Equality and fair distribution across the constituency i.e. all administrative locations/wards to be considered.
* Projects should be funded to completion based on the BQ

The fund account manager informed the members that our allocation is a total of ksh **137,367,724.10** that we are limited to utilization.

The committee agreed that the following projects be presented to the CDF board for approval, being the fair and final copy of the projects authorized by the Samburu East CDFC.

| **Project Name** | **Project Activity** | **Amount Allocated** | **Current Status** |
| --- | --- | --- | --- |
| Employees salaries | Payment of staff salaries and gratuity  | 4,600,000 | Ongoing  |
| Goods and services  | Payment of NSSF deductions | 2,042,063.00 | Ongoing  |
| NSSF | Payment of NHIF deductions | 350,000.00 | Ongoing  |
| NHIF | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea,  |  250,000.00  | Ongoing  |
| Committee Expenses | Payment of Committee sitting allowances, transport, conferences | 1,000,000.00 | Ongoing |
| Goods and services  | Purchase of fuel, repairs and maintenance, printing, stationery, airtime, travel and subsistence |  1,121,031.72  | Ongoing |
| Committee Expenses | Payment of committee sitting allowances, transport, conferences  |  1,000,000.00  | Ongoing |
| NG CDFC /PMC Capacity Building | Undertake training of PMCs/NG- CDFCs On NG-CDF Related issues |  2,000,000.00  | Ongoing |
| Samburu north ng cdf office | Completion of ng cdf office, roofing, doors,windows painting and fixing of tiles(kshs1300,000) Wiring and installation of assorted items to the ng-cdf office (kshs500,000) | 1,800,000 | Ongoing |
| Samburu north ng cdf office | 20 gutters installation @1,000 , acquisition of 2-10,000 litres water tanks**@** 100,000 and , 10curtains @ 2000 ,5 office metallic cabinet@20,000,1 office printer nashutec @ ksh100,000 model1 nikkon camera@80,000,3 laptops @ ksh. 80,000 | 760,000 | New  |
| Ng cdf office motor cycles | Purchase of 2 ng cdf office boxer motor cycles @ ksh. 180,000 | 360,000.00 | New  |
| Emergency  | To cater for any unforeseen occurrences in the constituency during the financial year  | 7,198,241.00 | Ongoing |
| Bursary Secondary schools | Payment of bursary to needy students | 17,255,500.10 | Ongoing |
| Bursary to Tertiary institutions | Payment of bursary to needy students | 20,000,000.00 | Ongoing |
| Soit Pus Primary School | classroom completion i.e painting, flooring, fixing steel doors and windows | 200,000 | Ongoing |
| Soit Pus Primary School | Acquisition of 20 desks @ Ksh. 5,000 | 100,000 | New |
| Louwa Primary School | classroom completion i.e painting, flooring, fixing steel doors and windows | 200,000 | Ongoing |
| Louwa Primary School | Acquisition of 20 desks @ Ksh. 5,000 | 100,000 | New |
| Nomboroi Primary School | classroom completion i.e painting, flooring, fixing steel doors and windows | 200,000 | Ongoing |
| Nomboroi Primary School | Acquisition of 20 desks @ Ksh. 5,000 | 100,000 | New |
| Nomboroi Primary School | Administration block construction to roofing | 1,000,000 | New |
| Lchakwai Primary School | classroom completion i.e painting, flooring, fixing steel doors and windows | 200,000 | Ongoing |
| Lchakwai Primary School | Acquisition of 20 desks @ Ksh. 5,000 | 100,000 | New |
| Nachola Primary School | classroom completion i.e painting, flooring, fixing steel doors and windows | 200,000 | Ongoing |
| Nachola Primary School | Acquisition of 20 desks @ Ksh. 5,000 | 100,000 | New |
| Sererit Primary School | classroom completion i.e painting, flooring, fixing steel doors and windows | 200,000 | Ongoing |
| Sererit Primary School | Acquisition of 20 desks @ Ksh. 5,000 | 100,000 | New |
| Sererit Primary School | construction of 1 classroom to completion | 1,100,000 | New |
| Lkitagesi Primary School | classroom completion i.e painting, flooring, fixing steel doors and windows | 300,000 | Ongoing |
| Lkitagesi Primary School | Acquisition of 20 desks @ Ksh. 5,000 | 100,000 | New |
| Urah Primary School | classroom completion i.e painting, flooring, fixing steel doors and windows | 200,000 | Ongoing |
| Urah Primary School | Acquisition of 20 desks @ Ksh. 5,000 | 100,000 | New |
| Ngilai pry school | Dining hall completion i.e. roofing, flooring, plastering, fixing doors and windows | 900,000 | Ongoing |
| Masikita Primary School | Kitchen and Store completion i.e. flooring, plastering, fixing doors and windows | 200,000 | Ongoing |
| Masikita Primary School | fencing of the school with cedar posts, barbed wire and chain link an area of 6hactares | 600,000 | New |
| Simiti Primary School | Administration block completion i.e plastering, fixing doors and windows | 300,000 | Ongoing |
| Simiti Primary School | fencing of the school with cedar posts, barbed wire and chain link an area of 6hactares. | 600,000 | New |
| Leirr Primary School | teachers house completion i.e. roofing, flooring, plastering, fixing doors and windows | 600,000 | Ongoing |
| Loikumkum Primary School | classroom completion i.e painting, flooring, fixing steel doors and windows | 200,000 | Ongoing |
| Loikumkum Primary School | Acquisition of 20 desks @ Ksh. 5,000 | 100,000 | New |
| Suyian Primary School | classroom completion i.e painting, flooring, fixing steel doors and windows | 200,000 | Ongoing |
| Suyian Primary School | construction of teachers house to completion | 1,000,000 | New |
| Kasipo Primary School | classroom completion i.e painting, flooring, fixing steel doors and windows | 300,000 | Ongoing |
| Kasipo Primary School | Acquisition of 20 desks @ Ksh. 5,000 | 100,000 | New |
| South Horr Primary School | Construction of 2 classrooms to completion | 2,200,000 | New |
| South Horr Primary School | Acquisition of 60 desks @ Ksh. 5,000 | 300,000 | New |
| Baragoi Primary School | Construction of Administration block to roofing | 2,400,000 | Ongoing |
| Lesirikan Primary School | Construction of 2 classrooms to completion | 2,200,000 | New |
| Lesirikan Primary School | Acquisition of 40 desks @ Ksh. 5,000 | 200,000 | New |
| Latakweny Primary School | Construction of 2 classrooms to completion@ksh1100,000 | 2,200,000 | New |
| Latakweny Primary School | Administration block completion i.e plastering, fixing doors and windows | 200,000 | Ongoing |
| Tuum Primary School | Construction of 50 Boys capacity dormitory to completion | 2,400,000 | New |
| Bendera Primary School | Construction of 2 classrooms to completion@ksh1100,000 | 2,200,000 | New |
| Bendera Primary School | Acquisition of 40 desks @ Ksh. 5,000 | 200,000 | New |
| Morijo Primary School | Construction of 3 classrooms to completion@ksh 1,100,000 | 3,300,000 | New |
| Morijo Primary School | Acquisition of 40 desks @ Ksh. 5,000 | 200,000 | New |
| Barsaloi Primary School | fencing of the school with cedar posts, barbed wire and chain link an area of 6hactares | 600,000 | New |
| Barsaloi Primary School | Installation of4 solar powered lighting system and its assorted items | 500,000 | New |
| Barsaloi Primary School | 3 door pit latrine construction to completion | 500,000 | New |
| Nkorika Primary School | Construction of 1 classroom to completion | 1,100,000 | New |
| Nkorika Primary School | Acquisition of 40 desks @ Ksh. 5,000 | 200,000 | New |
| Sunoni Primary School | Construction of 1 classroom to completion | 1,100,000 | New |
| Lpusi primary school | Renovation of of 3 classrooms ie plastering ,flooring,painting fixing of windows and doors | 800,000 | New |
| ntepes pry school | Construction of 1 classroom to completion | 1,100,000 | New |
| Muruankai Primary School | Construction of 50 boys capacity Dormitory to lintel level | 1,000,000 | New |
| Baawa Primary School | Acquisition of 20 double decker beds @Ksh. 10,000 and 40 mattresses @ Ksh. 3,000 | 320,000 | New |
| Lenkima Primary School | fencing of the school with cedar posts, barbed wire and chain link an area of 5hactares | 500,000 | New |
| Natiti Primary School | Construction of 1 classroom to completion | 1,100,000 | New |
| Natiti Primary School | Acquisition of 20 desks @ Ksh. 5,000 | 100,000 | New |
| Marti Primary School | Dormitory completion i.e. plastering, painting and fixing doors and windows | 600,000 | New |
| Sumuruai Primary School | Acquisition of 50 desks @ Ksh. 5,000 | 250,000 | New |
| Uaso Rongai Primary School | Construction of 2 classrooms to completion@ksh1100,000 | 2,200,000 | New |
| Seren Primary School | Construction of 1 classroom to completion | 1,100,000 | New |
| Tangar Primary School | fencing of the school with cedar posts, barbed wire and chain link an area of 5hactares. | 500,000 | New |
| Illaut Primary School | Construction of Teachers house to completion | 1,100,000 | New |
| Arsim Lutheran Primary School | Construction of Administration block to completion | 1,100,000 | New |
| Loodua Primary School | Construction of 1 classroom to completion | 1,100,000 | New |
| Keleswa Primary School | Construction of 1 classroom to completion | 1,100,000 | New |
| Keleswa Primary School | Acquisition of 20 desks @ Ksh. 5,000 | 100,000 | New |
| Lemolog Primary School | fencing of the school with cedar posts, barbed wire and chain link an area of 10hactares  | 800,000 | New |
| Lemolog Primary School | Construction of 2 door pit Latrines to completion | 400,000 | New |
| Tangar B primary school | Construction of 1 classroom to completion | 1,100,000 | New |
| Tangar B primary school | fencing of the school with cedar posts, barbed wire and chain link. An area of 6 hactares | 600,000 | New |
| Tangar B primary school | Construction of 2 door pit Latrines to completion | 400,000 | New |
| Nteremuka Primary School | Construction of 1 classroom to completion | 1,100,000 | New |
| Nteremuka Primary School | Acquisition of 20 desks @ Ksh. 5,000 | 100,000 | New |
| Loruko Primary School | classroom completion i.e. roofing, flooring, plastering and fixing door and windows | 600,000 | New |
| Loruko Primary School | Acquisition of 20 desks @ Ksh. 5,000 | 100,000 | New |
| St. Peters and Paul Secondary School | Laboratory completion i.e. roofing and walling | 1,500,000 | Ongoing |
| Nalingangor Mixed Sec School | Construction of 1 classroom to completion | 1,100,000 |  |
| Nalingangor Mixed Day Sec School | classroom completion i.e painting, flooring, fixing steel doors and windows | 200,000 | Ongoing |
| Nyiro Girls secondary school |  Kitchen with a store construction to completion  | 2,000,000 | New |
| Marti Mixed Day & Boarding Sec School | Construction of 60 girls capacity dormitory to roofing  | 1,000,000 | New |
| Opiroi Mixed Day Sec School | Construction of 2 classrooms to completion @ksh 1100,000 | 2,200,000 | New |
| Opiroi Mixed Day Sec School | Acquisition of 30 lockers and chairs @ Ksh. 7000 | 210,000 | New |
| Baawa Mixed Day Sec School | Construction of 2 classrooms to completion | 1,100,000 | New |
| Baawa Mixed Day Sec School | Acquisition of 30 lockers and chairs @ Ksh. 7000 | 210,000 | New |
| Morijo Mixed Day Sec School | construction of 1 classroom to completion | 1,100,000 | New |
| Morijo Mixed Day Sec School | classroom completion i.e painting, flooring, fixing steel doors and windows | 300,000 | Ongoing |
| Ndoto Boys Sec School | Construction of 1 classroom to completion | 1,100,000 | New |
| Baragoi Boys High School | construction of teachers house to completion | 1,100,000 | New |
| Baragoi Boys High School | Furnishing of administration block i.e. acquisition of 20 chairs @ Ksh 6,000, 10 tables @3,000, 10 Desk drawers @ 10,000, 7 metallic cabinet drawers @ 20,000 | 390,000 | New |
| Tuum Police Post | Construction of office to completion | 2,500,000 | New |
| Lesirikan Police Post | Construction of office to completion | 2,500,000 | New |
| Lesirikan Assistant Chief Office | Construction of office to completion | 1,000,000 | New |
| South Horr Police Post | Construction of office to completion | 2,500,000 | New |
| Sports | carry out constituency sports tournament and the winning teams/schools to be awarded with trophies, balls and game kits | 2,147,354.483 | Ongoing  |
| Ntasate Environmental project | Construction of 75 gabions @ksh 20,047 to prevent sheet erosion in ntasate area at baragoi objective being to control the flow of water that causes cut offs,destruction of roads in those areas | 1,503,533.463 | Ongoing |
| Lemolog environmental project | Construction of 50 gabions @ksh 20,000 to prevent sheet erosion in lemolog area at baragoi objective being to control the flow of water that causes cut offs,destruction of roads in those areas | 1,000,000 | Ongoing |
| Totals  | **137,367,724.10** |  |

* The project should be monitored fully.
* Local bidders should be in consideration of contracts award but they must have a registered company to make smooth running of the project and to avoid Audit Queries
* The chairman urges the Board members that let us not promise people tenders before even the reception of funds .
* CDF will train PMCs on the new rules and opening of the current account.

**MIN.004/SECDFC/18/10/2019: CHANGE OF NGCDF ACCOUNT**

 The members revisited the issue of the account transfer which was discussed in the previous meeting but was not effected.

After a lengthy deliberations, member’s unanimously resolved to change the constituency NGCDF Account from KCB Maralal Branch to Equity Bank Ltd Maralal Branch. This is because they noted that the bank charges at KCB are numerous which consume some of the administration funds thereby affecting the committee’s activities.

It was also noted that Equity bank has a strong Corporate Social Responsibility in the development of the Constituency, especially in education through their Wings To Fly Programme which supports education of our children, where a big number of them have benefited thus transforming livelihoods through enhanced literacy levels. This is in line with our vision of ensuring quality education standards to our constituents. Equity is also more accessible as it has a number of agents in Baragoi making access for funds easier.

However the bank has been authorizing the project management committee’s transaction without confirmation schedules from ng-cdf office

The Fund Account Manager was tasked by the committee to engage the NGCDF board soonest for quick changes.

**MIN.005/SECDFC/18/10/2019: A.O.B**

 The chairman reminded the Board that togetherness is the key to success and every member should know that this is the board that you belong to. The chairman also informed the members that we will have committee training immediately after getting money. additionally the fundmanger presented a proposed annual workplan,procurement plan,training plan,and monitoring plan for discussion and approval ,after extensive discussion on key elements the committee adjusted the few elements the committee endorsed the plans.

**MIN.007/SECDFC/18/10/2019: ADJOURNMENT**

Having no any other business, the meeting was declared officially closed by the Chairman and a word of prayer from the Secretary.

The date of the nextmeeting will be communicated in the usual way

Compiled by confirmed by

(Secretary) (chairman)

Signature………………….. signature……………………….

 Date……………………. Date ………………………