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

**Members Present**

1. Francis Lemartile-Chairman

2. Stephen Lenengwesi -Secretary

3 .Simon kipaika-fund Mananger

4 .Naomi Lekisat -member

5 .Tereas lenamarker -Member

1. .Janet Akiru Loldepe-Member

7.Raphael Lesiyaloi-Member

8Moruo Lororua-Members

9.Jeniffer Lekalgitele

**In attendance**

1. Mr Samuel Leadismo 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 Mr Stephen lenengwesi 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 ofksh **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.

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| **Project Name** | **Project activity** | **Amount Allocated** | **Current Status** |
| --- | --- | --- | --- |
| **Administration and Recurrent** | |  |  |
| Employees Salaries | Payment of staff salaries and gratuity | 4,600,000 | Ongoing |
| N.S.S.F | Payment of NSSF deductions | 300,000 | Ongoing |
| NHIF | Payment of NHIF deductions | 105,000 | Ongoing |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea, | 2,237,063 | Ongoing |
| Committee Expenses | Payment of Committee sitting allowances, transport, conferences | 1,000,000 | Ongoing |
| **Monitoring and Evaluation/Capacity Building** | |  |  |
| 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 | Ongoing |
| Cdfc/pmc capacity building | Undertake Training of the PMCs/CDFCs on CDF Related issues | 2,000,000 | Ongoing |
| constituency motor cycle | Purchase of constituency motor cycle  (YAMAHA YBR 125G) | 296,534.2 | New |
| **Emergency** | To cater for any unforeseen occurrences in the constituency during the financial year | 7,198,241 | Ongoing |
| Bursary secondary Schools | Payment of bursary to needy student | 17,000,000 | Ongoing |
| Bursary Tertiary Schools | Payment of bursary to needy student | 20,000,000 | Ongoing |
| Nkaroni primary school | fencing completion i.e. gate installation and completion of remaining 150m by use of concrete poles,wire mesh with barbed wires | 532,500 | Ongoing |
| milgis primary school | acquisition of 45 desks @ksh 4000 | 180,000 | New |
| lerata primary school | acquisition of 15 desks @ksh 4000 | 60,000 | New |
| ntepes primary school | acquisition of 15 desks @ksh 4000 | 60000 | New |
| milimani primary school | acquisition of 15 desks @ksh 4000 | 60000 | New |
| matakwani primary school | construction of 2door pit latrine to completion | 250,000 | New |
| matakwani primary school | acquisition of 15 desks @ksh 4000 | 60000 | New |
| lempuranai primary school | acquisition of 15 desks @ksh 4000 | 60000 | New |
| lderkesi primary school | acquisition of 15 desks @ksh 4000 | 60000 | New |
| ndonyo wasin primary school | acquisition of 15 desks @ksh 4000 | 60000 | New |
| nalepobo primary school | acquisition of 15 desks @ksh 4000 | 60000 | New |
| muugur primary school | acquisition of 15 desks @ksh 4000 | 60000 | New |
| raraiti primary school | acquisition of 15 desks @ksh 4000 | 60000 | New |
| sereolipi primary school | acquisition of 15 desks @ksh 4000 | 60000 | New |
| wamba ccm primary school | acquisition of 200 desks @ksh 4000 | 800,000 | New |
| legarde primary school | construction of 2 room teachers house to completion | 1,000,000 | New |
| girgir primary school | construction of a classroom to completion | 900,000 | New |
| resim primary school | construction of a classroom to completion | 1,000,000 | New |
| sukuroi primary school | construction of a classroom to completion | 1,000,000 | New |
| lpus primary school | construction of a classroom to completion | 1,000,000 | New |
| kiltamany primary school | construction of 2 rooms teachers house to completion | 1,000,000 | New |
| kiltamany primary school | water piping from water source to school a distance of 1 km by use of plastic pipes | 1,500,000 | New |
| lempaute primary school | construction of 2 rooms teachers house to completion | 1,000,000 | New |
| lodungokwe primary school | construction of kitchen to completion | 1,000,000 | New |
| nairimirimo primary school | construction of 60 girls dormitory capacity to completion | 3,000,000 | New |
| ndonyo nasipa primary school | fencing of the school by use of concrete poles, wire mesh with barbed wires to completion an area of 14 hectares | 2,500,000 | New |
| ndume primary school | construction of 2 rooms teachers house to completion | 1,000,000 | New |
| pareu primary school | construction of a classroom to completion | 1,000,000 | New |
| noolotoro primary school | construction of a classroom to completion | 1,000,000 | New |
| ngilai primary school | construction of 2 rooms teachers house to completion | 1,000,000 | New |
| ngilai primary school | acquisition of 60 mattresses@kshs2500 | 250,000 | New |
| raraiti primary school | acquisition of 60 mattresses@kshs2500 | 250,000 | New |
| oromodei primary school | construction of a classroom to completion | 1,000,000 | New |
| kule primary school | construction of 2 rooms teachers house to completion | 1,000,000 | New |
| remot primary school | construction of a classroom to completion | 1,000,000 | New |
| uaso girls sec school | Fencing completion i.e.; remaining 300m length and modern gate construction using concrete poles, wire mesh with barbed wire | 2,500,000 | Ongoing |
| uaso girls sec school | acquisition of 30 double deckers@ksh 12,000 | 360,000 | New |
| uaso girls sec school | Acquisition of 60 mattresses@kshs2500 | 150,000 | New |
| uaso girls sec school | Acquisition of 40 lockers @ksh 5000 | 200,000 | New |
| uaso girls sec school | dormitory completion ie painting, windows and doors fixing, partitioning, walls reinforcement of a capacity of 100 students | 1,100,000 | Ongoing |
| tipito girls sec school | fencing completion i.e. gate installation and completion of remaining 150m to completion by use of concrete poles,wire mesh with barbed wires. | 1,000,000 | Ongoing |
| tipito girls sec school | acquisition of 40 [lockers/chairs@kshs.5000](mailto:lockers/chairs@kshs.5000) | 200,000 | New |
| tipito girls sec school | dormitory completion ie painting and 6 bathing units establishment of a capacity of 100 students | 900,000 | Ongoing |
| tipito girls sec school | acquisition of 30 double deckers @ksh 12,000 | 360,000 | New |
| tipito girls sec school | twin house completion ie a kitchen and painting completion of 2 bed room house | 500,000 | Ongoing |
| tipito girls sec school | Acquisition of 60 mattresses@kshs2500 | 150,000 | New |
| narasha boys sec school | dormitory completion ie roofing ,plastering,painting,windows and doors fixing of a capacity of 100 students | 4,100,000 | New |
| narasha boys sec school | teachers twin house completon ie roofing ,plastering,painting ,doorsand windows fixing of 2 bed room house | 2,400,000 | New |
| narasha boys sec school | acquisition of 50 lockers/chairs@kshs5000 | 250,000 | New |
| narasha boys sec school | acquisition of 30 double deckers beds @kshs 12000 | 360,000 | New |
| narasha boys sec school | acquisition of 60 mattresses@kshs2500 | 150000 | New |
| narasha boys sec school | 3 Classroom completion :ie flooring and fixing of tiles @ksh 166,666.67 | 500,000 | Ongoing |
| narasha boys sec school | 2no-4door pit latrine completion :ie flooring and fixing of tiles @ksh 150,000 | 300,000 | Ongoing |
| seiya boys sec school | dormitory completion ie roofing ,plastering,painting,windows and doors fixing of a capacity of 100 students | 4,100,000 | Ongoing |
| seiya boys sec school | teachers twin house completon ie roofing ,plastering,painting ,doorsand windows fixing of 2 bed room house | 2400000 | Ongoing |
| seiya boys sec school | acquisition of 50 lockers/chairs@kshs5000 | 250000 | New |
| seiya boys sec school | Acquisition of 30 double deckers beds @kshs 12000 | 360000 | New |
| seiya boys sec school | acquistion of 60 mattresses@kshs2500 | 150000 | New |
| seiya boys sec school | 3 Classroom completion :ie flooring and fixing of tiles @ksh 166,666.67 | 500,000 | Ongoing |
| seiya boys sec school | 2no-4door pit latrine completion :ie flooring and fixing of tiles @ksh 150,000 | 300,000 | Ongoing |
| wamba mix sec school | gate erection and guard house construction | 200,000 | Ongoing |
| lolokwe mix sec school | gate erection and guard house construction | 200,000 | Ongoing |
| girgir mix sec school | acquisition of 40 lockers/chairs@kshs5000 | 200,000 | New |
| gigir mix sec school | Fencing 14 hactares of the school by use of concrete poles,wire mesh with barbed wires to completion | 2,000,000 | New |
| wamba girls sec school | construction of the 60 girls dormitory capacity to completion | 2,500,000 | New |
| ngila mix sec school | lab completion ie roofing ,plastering,painting,doors and windows fixing of 40 students capacity. | 1,500,000 | Ongoing |
| lolokwe mix sec school | acquisition of 40 lockers/chairs@kshs5000 | 200,000 | New |
| lussen gap girls sec school | construction of 3 classrooms to completion@ksh 1200,000 | 3,600,000 | New |
| lussen gap girls sec school | construction of teachers twin house to roofing of 2 bedroom house | 2,000,000 | New |
| lussen gap girls sec school | construction of the 100 girls dormitory capacity to lintel | 3,000,000 | New |
| lussen gap girl sec school | 2no-3door pit latrine construction @ksh 500,000 to completion | 1,000,000 | New |
| lussen gap girls sec school | Fencing 14 hactares of the school by use of concrete poles,wire mesh with barbed wires to completion | 2,500,000 | New |
| nalele boys sec school | construction of 3 classrooms to completion @ksh 1200,000 | 3,600,000 | New |
| nalele boys sec school | 2no-3door pit latrine @ksh 500,000 to completion | 1,000,000 | New |
| nalele boys sec school | construction of teachers twin house to roofing 2 bed room | 2,000,000 | New |
| nalele boys sec school | construction of the 100 boys dormitory capacity to lintel | 3,000,000 | New |
| Lpus leluai police line | modern cell construction of 4 offices by constructing roofing | 600,000 | Ongoing |
| Samburu east constituency tournament | Organizing sports in constituency whereby winning teams will be awarded footballs , uniforms, & trophies | 1,547,354.45 | Ongoing |
| seiya environmental project | Construction of 50 gabions @ksh 20,000 to prevent sheet erosion in seiya area at swari objective being to control the flow of water that causes cut offs, destruction of roads in those areas | 1,000,000 | Ongoing |
| Sereolipi environmental project | Construction of 25 gabions @kshs 20,000 to prevent sheet erosion in ndonyo wasin area objective being to control the flow of water that causes cut offs, destruction of roads in those areas | 500,000 | 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: DRIVER JOB ADVERTISEMENT**

The chairman brief the members that following the demise of our driver we need to recruit a new driver so as to ensure continuous operation of the office in regard to vehicle logistic. Having listened to it the committee agreed with the proposal that the office need to iniate recruitment of the officer .and one of supportive staffin regard to general office cleaner

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

The chairman reminded the Board that togetherness is the key to success and every membershould 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 …………………………

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