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|  **NG-CDF KAPSERET** |  **National Government Constituencies Development Fund**  **KapseretConstituency** **P.O Box 2449-30100,** **ELDORET. Kenya.** **Cell: 0725411354** **Email**: cdfkapseret@ngcdf.go.ke | **Website:** [www.](http://www.cdf.go.ke)ngcdf.go.ke |
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**NG-CDFC COMMITTEE MEETING HELD ON 7TH OCTOBER 2019 AT NGCDF BOARDROOM OUTSPAN AT 8:30AM.**

**MEMBERS PRESENT**

1. SAMMY RUTTO-CHAIRMAN
2. MAMKA SAINARE-FUND ACCOUNT MANAGER(FAM)
3. EVANS OGOTI-MEMBER
4. DANIEL KEMEI-MEMBER
5. LILIAN JEPKEMBOI-MEMBER
6. JULIUS KATTAM-MEMBER
7. SUSAN JERUTO MUREY-MEMBER
8. JASPHER KURGAT-MEMBER

**ABSENT WITH APOLOGY**

1. FLORENCE MULATI- DCC

**IN ATTENDANCE**

1. HON OSCAR SUDI MEMBER OF PARLIAMENT KAPSERET
2. AMON LETTING CONSTITUENCY MANAGER

**AGENDAS.**

1. Preliminaries
2. Confirmation of previous minutes
3. Matters arising
4. Budget approval of FY 2019/2020
5. Preparation of annual work plan
6. Emergency projects
7. Progress report on project management committees(PMCs) training
8. A.O.B
9. Adjournment

**MIN 1/7/10/2019: PRELIMINARIES.**

Meeting started at 8:30am, with an opening prayer from Jasper Kurgat. Thereafter the Chairman Mr. Sammy Rutto welcomed all members present and thanked them for keeping town.

**MIN 2/7/10/2019: CONFIRMATION OF THE PREVIOUS MINUTES.**

Minutes of the previous meeting were read by Stella Tanui, proposed by Daniel Kemei seconded by Evans Manga.

**MIN 3/7/10/2019: MATTERS ARISING**

The members applauded the launching of the strategic plan done on September 2019 and the issuance of cheques for development projects. The chairman thanked the members for their tireless effort in projects identification through public participation conducted in various wards and recognized the turn out for Ngeria and Megun wards very impressive.

The Fund account manager informed the members that they have signed the required documents for the commitment of fuel with total petrol station as earlier agreed.

The FAM informed the members that since the term of one of the attachees ended the office has further engaged two more interns and after end of any attachee or intern will recruit more.

**MIN 4/7/10/2019: BUDGET APPROVAL OF FY 2019/2020**

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| **PRIMARY EDUCATION** |   |   |   |
| **PROJECT NAME** | **PROJECT ACTIVITY** |  **ALLOCATION**  | **STATUS** |
| Langas primary School | Construction of A storey Building Of 12 Classrooms (Phase 1); Construction Of 6 Classrooms On Ground Floor, Construction Of Columns & Beams And Suspension First Floor Slab At Kshs.10,000,000; And Renovation Of 12 Classrooms (Laying Of Terrazzo) At Kshs.1,526,100. | 11,526,100.00 | New |
| Kipkaren Road primary school | Construction of a storey building of 12 classrooms (phase 1); Construction of 6 classrooms on ground floor, construction of columns & beams and suspension first floor slab | 10,000,000.00 | New |
| St Anne primary school | Construction of four classrooms to completion. | 3,400,000.00 | New |
| Konetik primary school | Construction of one classroom to completion. | 850,000.00 | New |
| Songoliet primary school  | Renovation of 8 classrooms (flooring, roofing, fixing of doors and window panes, painting and labeling.) | 1,000,000.00 | New |
| Kimalel primary school | Renovation of 8 classrooms and ablution block (roofing-complete change of asbestos roofs to pre-painted iron sheets) | 1,000,000.00 | New |
| Kapkenduiywo primary school | Purchase of one acre of land | 3,500,000.00 | New |
| Nairiri primary school | Construction of a 4door boys pit latrine with urinal (kshs.500, 000), construction of a 3door girls pit latrine (Kshs 300,000) and construction of two classrooms to completion (Kshs 1,700,000) | 2,500,000.00 | New |
| Kosyin ngara primary school | Construction of a 4door girls pit latrine | 400,000.00 | New |
| St. Marys Chelabal primary school | Purchase of two acres of land | 2,000,000.00 | New |
| Kipkaren airport primary school | Construction of one classroom to completion. | 850,000.00 | New |
| Kapkagaron primary school  | Construction of one classroom to completion. | 850,000.00 | New |
| St.Johns kabongo primary  | Construction of one classroom to completion. | 850,000.00 | New |
| St.Johns kabongo primary  | Additional funds for purchase of two acres of land. | 600,000.00 | Ongoing funded in 2018/19 financial year. |
| St.James leberio primary | Renovation of 7 classrooms; i.e. installation of steel doors, screening and plastering of verandah, plastering of external walls, panting and decoration. | 850,000.00 | New |
| Deb Mutwot primary school | Construction of one classroom to completion. | 850,000.00 | New |
| Kabongwa primary school | Renovation of 8 classrooms (roofing, glazing , painting and labeling) | 1,000,000.00 | New |
| Legetet primary school | Renovation of three classrooms (roofing , flooring and plastering of walls, painting and labeling) | 600,000.00 | New |
| Kibabet primary school | Renovation of 11 classrooms (roofing, flooring, glazing and painting) | 1,300,000.00 | New |
| Tuiyobei primary school | Renovation of twelve (12) Classrooms i.e. changing of roof to pre-painted box profile roofing sheets, floor screeding and plastering to 4 classrooms, wiring of all the 12 classrooms and painting  | 1,500,000.00 | New |
| Nganiat primary school | Constructions of 4door boys pit latrine with urinal to completion. | 500,000.00 | New |
| **Secondary school education** |   |   |   |
| Kipkaren secondary school | Construction of a science laboratory (kshs 3,000,000.00), purchase of 200 lockers & chairs (kshs.1,100,000), construction of three door girls pit latrine (kshs.300,000.00) and 2door for teachers (kshs.300 000). |  4,700,000.00  | New |
| Kipkaren secondary school  | Completion of VIP pit latrine (roofing, plastering of walls, laying of tiles, installation of hand wash sinks, painting and labeling) |  457,045.00  | Ongoing Funded in 2018/19. |
| Davies secondary school | Construction of administration block |  3,000,000.00  | New |
| Mwiruti secondary school | Construction of two classrooms to completion. |  1,700,000.00  | New |
| AIC Chepyakwai secondary school | Construction of one classroom to completion. |  850,000.00  | New |
| AIC Chepyakwai secondary school | Completion of laboratory (work tops, mechanical works, plastering of walls and painting.) |  759,140.00  | Ongoing |
| Deb Mutwot secondary school | Construction of two classrooms to completion. |  1,700,000.00  | New |
| Songoliet secondary school  | Completion of a co-funded administration block; ceiling at Kshs. 650,000, plastering of walls, fixing doors and windows at kshs.1,492,955.00 |  2,142,955.00  | Ongoing |
| Koros secondary school | Purchase of one acre of land. |  1,000,000.00  | New |
| St. Barnabas Kipkenyo secondary | Purchase of two acres of land. |  3,000,000.00  | New |
| St. Barnabas Kipkenyo secondary | Completion of administration block (flooring and painting) |  500,000.00  | Ongoing |
| Ngarafalls secondary school | Completion of dormitory (bathrooms and pit latrines, mechanical works) |  823,310.00  | Ongoing |
| Kiambaa secondary school  | Construction of one classroom to completion. |  850,000.00  | New |
| **Security** |   |   |   |
| Megun assistant chiefs office | Purchase of one acre of land. |  1,000,000.00  | New |
| Pioneer chiefs office | Completion of chief’s office (roofing, painting and labeling) |  521,985.66  | Ongoing |
| Megun chiefs office | Completion 5 staff houses; tiling, painting and labeling. |  280,800.00  | Ongoing |
| Langas police station |  Construction of sewer line |  813,124.00  | New |
| **NG-CDF office** |   |   |   |
| NG-CDF office  | Construction of NG-CDF car shade (kshs.329, 516.50), refurbishment of NG-CDF office (partitioning and installation of sinks to kitchen, laying of tiles to the floor, construction of external office store) at 1,520,000 and reinforcement of 220m chain link fence using new chain link and concrete posts at Kshs 400,000 |  2,249,516.50  | New |
| NG-CDF office | Purchase of 10Executive office chairs  | 400,000.00 | New |
| **Administration**  |   |   |   |
| Employees’ salaries | Payment of employees’ salaries and gratuity |  3,200,000.00  | Ongoing |
| Goods and service | Purchase of stationery, printing, branding, asset tagging telephone, travel and subsistence, office, tea, water, internet, electricity, posta services, bank charges, insurance costs, conferences and other operating expenses |  3,000,000.00  | Ongoing |
| NSSF | Payments of NSSF deductions  |  155,520.00  | Ongoing |
| NHIF | Payments of NHIF deductions |  65,400.00  | Ongoing |
| Committee expenses | Payments of committee sitting allowances |  1,821,143.45  | Ongoing |
| **Monitoring and evaluation**  |   |   |   |
| Committee expenses | Payments of committee, sitting allowances, transport, conferences and travel and subsistence allowances etc  |  1,900,000.00  | Ongoing |
| Goods and service | Purchase of fuel, repairs and maintenance of office vehicle, survey works, valuation, insurance costs etc |  700,000.00  | Ongoing |
| PMC,NG-CDFC and staff capacity building | Undertake training of PMC/NG-CDFC and staff on NG-CDF related issues  |  1,521,031.72  | Ongoing |
| **Emergency** |   |  |   |
| Emergency | To cater for unforeseen occurrence in the constituency during the financial year. |  7,198,241.38  | Ongoing |
| **Bursary** |   |   |   |
| Bursary secondary schools | Payments of bursary to needy students  |  20,078,705.45  | Ongoing |
| Bursary tertiary institutions | Payments of bursary to needy students |  19,200,000.00  | Ongoing |
| Special bursary | Payments of bursary to needy and special students  |  800,000.00  | Ongoing |
| **Sports** |   |   |   |
| Sports activity | Organizing sports tournament within the constituency where winning teams will be awarded with balls, nets, sportswear and trophies  |  2,747,354.48  | Ongoing |
| **Environment** |   |   |   |
| Environment | Purchase and installation of 10,000 litres tanks for each of the following institutions at KSHS.127,090.10 per institution:Kosirai primary school, Davis primary school, Megun chiefs office, Kibabet primary school, songoliet primary school, chepyakwai primary school, Kiambaa police station, kimuri primary school, kipsamoo primary school, Simat primary school, Kapkagaron primary school, St.James leberio primary school, Inder primary school, St. Joseph’s primary school and Tuiyobei primary school. |  1,906,351.50  | New |
| **Others** |  |  |  |
| Sub County Education Office | Purchase of 2 Special executive chairs (Kshs 38,000), 2 Executive desks (Kshs13,000), 4 Executive Cabinets (Kshs 116,000), 6 Ordinary cabinets (Kshs114,000), 4 Executive chairs (Kshs 52,000), 14 Visitors Chairs (Kshs 42,000) and an executive table.(Kshs 25,000) |  400,000.00  | New |
| **TOTAL**  |  | **137,367,724.14** |  |

**MIN 5/7/10/2019 PREPARATION OF ANNUAL WORK PLAN**

The fund account manager pointed the need of having annual and procurement plans which will be used in the implementation of various projects in the constituency within the financial year 2019/2020.The plans will also work as a guiding tool in the realization of NGCDF Kapseret objectives as stated in the strategic plan. Members brainstormed on the preparations of the two plans and agreed on the following issues.

1. Periodic monthly monitoring and evaluation
2. Quarterly monitoring and evaluation
3. Payment rates for monitoring and evaluation
4. Payment rates of launching of projects

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| **NAME** | **ACTIVITY** | **PERIOD** | **AMOUNT** |
| **NG-CDFC members** |  Monitoring and evaluation/Launch of projects | Monthly/anytime | 2,000 |
|  | Monitoring and evaluation | Quarterly | 5,000 |
| **NG-CDFC staff** | Monitoring and evaluation/Launch of strategic plan |  Monthly/anytime | 1,500 |
|  | Monitoring and evaluation/Training/any field work | Anytime | 2,000 |
| **NG-CDFC interns/attachees** | Monitoring and evaluation/Training/any field work | Anytime | 1,000 |
|  | Monitoring and evaluation/Training/any field work | Anytime | 1,000 |

Further the fund account manager informed members of the training plan whereby members agreed as follows;

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| **Trainings** | **Quarter 1** | **Quarter 2** | **Quarter 3** | **Quarter 4** |
| **PMC**  |  |  |  |  |
| **NGCDFC** |  |  |  |  |
| **Staff** |  |  |  |  |

She added that this will be effective and efficient upon disbursement of funds to the constituency by the NGCDF Board.

**MIN 6/7/10/2019 EMERGENCY FUNDING**

Members discussed on the emergency cases submitted to the NGCDFC office with attached evidence required and letters from public health department and agreed to consider the following projects under emergency

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| **PROJECT NAME** | **PROJECT ACTIVITY** | **AMOUNT ALLOCATED** |
| Aturei Adventist Primary School | Construction of dormitory(1,200,000),four(4) door ablution block ,three(3) door showrooms (1,000,000) and purchase of 200 desks(600,000) | 2,800,000 |
| St Marys Chebarus Primary School | Construction of 4 door boys pit latrine with urinal | 400,000 |
| Chepyakwai Primary School | Construction of 4 door girls toilets | 400,000 |
| Kiambaa Police Station | Construction of 4 door pit latrines with bathrooms | 500,000 |
| Ngarafalls Primary School | Construction of 2 door teachers toilets | 300,000 |
| **Total** |  | **4,400,000** |

**MIN 7/7/10/2019 PROGRESS REPORT ON PROJECT MANAGEMENT COMMITTEES (PMCS) TRAINING**

The chairman informed the members that the PMCs training held at Winstar Hotel on October 2, 2019 was a success and they promised to implement the projects according to the required standards. He also stated the fact that all the projects awaiting disbursement have since received their allocations and that the schools were directed to prepare the relevant documentations and thereafter implement their respective projects.

**MIN 8/7/10/2019 A.O.B**

FAM informed members interview for the driver will be conducted soon since the deadline for submission of application was closed on 2nd October 2019.

Members agreed that the Clerk of works airtime allowance be raised to Kshs.3000 per month for efficient and effective communication with the relevant stakeholders.

The Fund account Manager informed members that Patricia Koros contract as an intern had expired and she requested the office in writing for an extension. Members were in agreement and agreed that the contract be extended for a period of six (6)months starting November 1,2019.

**MIN 9/7/10/2019 ADJOURNMENT**

The meeting ended at 1.00pm with a word of prayer from Julius katam.

PREPARED BY:

SECRETARY…………………………………………………SIGN…………………….

DATE………………………………….

CONFIRMED BY:

CHAIRPERSON………………………………………….SIGN………………………..

DATE……………………………………………………..