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| CDF logo 4 MsWord**NG-CDF**  | **National Government Constituencies Development Fund** **Kapseret** **Constituency****P.O Box 2449-30100,****ELDORET. Kenya.****Cell: 0725411354****Email**: cdfkapseret@cdf.go.ke | **Website:** [www.](http://www.cdf.go.ke)cdf.go.ke |

**MINUTES OF NGCDFC MEETING HELD ON 9TH NOVEMBER 2018 AT CDF BOARDROOM.**

**MEMBERS PRESENT.**

1. MAMKA SAINARE FUND ACCOUNT MANAGER

2. DANIEL KEMEI MEMBER

3. SAMMY RUTTO CHAIRMAN

4. STELLA TANUI SECRATARY

5. SUSAN JERUTO MEMBER

6. LILIAN JEPKEMBOI MEMBER

7. EVANS OGOTI MEMBER

8. JULIUS KATAM MEMBER

9. JASPER KURGAT MEMBER

**MEMBERS ABSENT WITH APOLOGY**

1. FLORENCE MULATI DEPUTY COUNTY COMMISSIONER.

**IN ATTENDANCE**

1. AMON LETTING CONSTITUENCY MANAGER
2. HON. OSCAR SUDI MEMBER OF PARLIAMENT KAPSERET CONSTITUENCY
3. GLADYS JEMUTAI BURSARY CHAIRLADY

**AGENDA**

1. Preliminaries.

2. Confirmation of previous minutes.

3. Matters arising.

4. Preparation and approval of Budget Fy 2018/2019

5. Bursary vetting preparations

6. A.O.B

7. Adjournment

**MIN1/9/11/18: PRELIMINARIES**

The meeting started at 9.00am with a word of prayer from Lilian Jepkemboi. Thereafter, chairman welcomed the members and urged them to keep up the spirit of co-operation.

**MIN2/9/11/18: CONFIRMATION OF PREVIOUS MINUTES**

The minutes of previous meeting held on 30th October 2018, was read by Stellah Tanui and proposed by Daniel Kemei and seconded by Evans Ogoti.

**MIN3/9/11/18: MATTERS ARISING.**

There was no matters arising.

**MIN4/9/11/18: PREPARATION AND APPROVAL OF BUDGET FY 2018/2019.**

The chairperson informed members that the allocation table was released and that the constituency was allocated Kshs109, 040,875.52. He therefore welcomed the FAM to summarize on the guidelines of preparation of the 2018/2019 financial year budget. The FAM read out amount in Kenya shillings regards to the maximum ceiling per allocation as follows:

1. Administartion-6,542,452.53
2. Emergency-5,738,993.45
3. M&E -3,271,226.27
4. Sports- 2,180,817.51
5. Environment- 2,180,817.51
6. Bursary- 38,164,306.43

She went ahead explaining to members that first priority should be given to ongoing projects before budgeting for new projects which should be in accordance with the ward reports submitted to the Board. The budget was as follows;

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| **PROJECT NAME** | **ACTIVITY** | **AMOUNT** | **STATUS** |
| **PRIMARY EDUCATION** |  |  |   |
| NGANIAT PRIMARY SCHOOL | CONSTRUCTION OF FOUR CLASSROOMS TO COMPLETION.(2,600,000).PURCHASE OF 200 DESKS(500,000) | 3,100,000.00 | NEW |
| KIPSAMOO PRIMARY SCHOOL | CONSTRUCTION OF ONE CLASSROOM TO COMPLETION. | 650,000.00 | NEW |
| KIMURI PRIMARY SCHOOL | RENOVATION OF TEN CLASSROOMS(FLOORING,WALLING,ROOFING,DOORS,WINDOW PANES,PAINTING AND LABELLING) | 1,000,000.00 | NEW |
| BARNOTIK PRIMARY SCHOOL | CONSTRUCTION OF THREE DOOR BOYS PIT LATRINE TO COMPLETION. | 400,000.00 | NEW |
| NGERIA PRIMARY SCHOOL | RENOVATION OF FOUR CLASSROOMS FLOORING, PLASTERING PAINTING AND LABELLING. | 1,000,000.00 | NEW |
| ATUREI ADVENTIST DAY & BOARDING  | COMPLETION OF DINING HALL, ROOFING, PLASTERING AND PAINTING. | 406,160.00 | ONGOING |
| GITWE PRIMARY SCHOOL | LEVELING OF SCHOOL FIELD. | 600,000.00 | NEW |
| KAPKENDUIYWO PRIMARY SCHOOL | CONSTRUCTION OF LINED DRAINAGE SYSTEM TO COMPLETION. | 800,000.00 | NEW |
| KOYSIN PRIMARY SCHOOL | CONSTRUCTION OF ONE CLASSROOM (650,000)AND PIT LATRINES( 400,000)COMPLETION OF CLASSROOM ROOFING AND PLASTERING(150,000)PURCHASE OF 50 DESKS (125,000) | 1,325,000 | NEW |
| TUIYO PRIMARY SCHOOL | CONSTRUTION OF ONE CLASSROOM AND RENOVATION (PAINTING, FLOORING) AND PARTITIONING OF FOUR CLASSROOMS. | 1,100,000.00 | NEW |
| KERMETIO PRIMARY SCHOOL | CONSTRUCTION OF ONE CLASSROOM TO COMPLETION.(650,000)PURCHASE OF 25DESKS(62,500) | 712,500.00 | NEW |
| NANDI GAA PRIMARY SCHOOL | CONSTRUCTION OF ONE CLASSROOM (650,000)AND THREE DOOR BOYS PIT LATRINE(400,000)PURCHASE OF 30DESKS(75,000) | 1,125,000.00 | NEW |
| NGARAFALLS PRIMARY SCHOOL | CONSTRUCTION OF THREE CLASSROOMS TO COMPLETION | 1,950,000.00 | NEW |
| KOIBASUI PRIMARY SCHOOL | CONSTRUCTION OF ADMINSTRATION BLOCK TO COMPLETION. | 1,500,000.00 | NEW |
| KINGWAL PRIMARY SCHOOL | CONSTRUCTION OF ADMINISTRATION BLOCK TO COMPLETION. | 1,300,000.00 | NEW |
| OCHEMINA PRIMARY SCHOOL | CONSTRUCTION OF ADMINSTRATION BLOCK TO COMPLETION. | 1,300,000.00 | NEW |
| KIPKAREN PRIMARY SCHOOL | CONSTRUCTION OF FOUR CLASSROOMS TO COMPLETION(,1,950,000),COMPLETION OF ABULUTION BLOCK(ROOFING,PLASTERING,FLOORING,PAINTING AND LABELLING)(600000) | 2,550,000 | NEW |
| KIPKENYO PRIMARY SCHOOL | RENOVATION OF FIFTEEN CLASSES (FLOORING, GLAZING, PAINTING, LABELLING AND INSTALLATION OF PILLARS)(1,000,000) AND THREE DOOR BOYS PIT LATRINE.(400,000) | 1,400,000.00 | NEW |
| KAMUZEE PRIMARY SCHOOL | COMPLETION OF CLASSROOM (GLAZING,CEILING,PAINTING AND LABELLING(200,000)PURCHASE OF 25 DESKS(62,500) | 262,500.00 | ONGOING |
| KAPTINGA PRIMARY SCHOOL | COMPLETION OF CLASSROOM(GLAZING,PAINTING AND LABELLING,(158000)PURCHASE OF 25DESKS(62,500) | 220,500.00 | ONGOING |
| BELEKENYA PRIMARY SCHOOL | COMPLETION OF CLASSROOM( ROOFING AND PLASTERING .(250,000)PURCHASE OF 25DESKS(62,500) | 312,500.00 | ONGOING |
| LEGETET PRIMARY SCHOOL | COMPLETIONS OF ADMINISTRATION BLOCK PLASTERING, DOORS AND WINDOW FIXING. | 530,000.00 | ONGOING |
| ST.ANN PRIMARY SCHOOL | COMPLETION OF CLASSROOM ROOFING AND PLASTERING (1,000,000).PURCHASE OF 100DESKS(250,000) | 1,250,000.00 | ONGOING |
| CHEPKONGI PRIMARY SCHOOL | PAYMENT OF BALANCE FOR PURCHASE OF LAND | 800,000.00 | ONGOING |
| NAIRIRI PRIMARY SCHOOL | PAYMENT OF BALANCE FOR PURCHASE OF LAND | 400,000.00 | ONGOING |
| ST.JOHN KABONGO PRIMARY SCHOOL | COMPLETION OF CLASSROOM ROOFING AND PLASTERING. | 150,000.00 | ONGOING |
| ST.MARY CHELABAL PRIMARY SCHOOL | COMPLETION OF CLASSROOM ROOFING AND PLASTERING. | 150,000.00 | ONGOING |
| KANETIK PRIMARY SCHOOL | CONSTRUCTION OF TEACHERS PIT LATRINES THREE DOOR TO COMPLETION.(400000).PAYMENT OF BALANCE FOR PURCHASE OF LAND(500000).COMPLETION OF CLASSROOM ROOFING AND PLASTERING .(1950000)PURCHASE OF 75DESKS(187,500) | 3,037,500.00 | NEW |
| SIMAT PRIMARY SCHOOL | COMPLETION OF ADMINISTRATION BLOCK ,CEILING,PAINTING WIRING  | 200,000.00 | ONGOING |
| LANGAS PRIMARY SCHOOL | PURCHASE OF 360 DESKS | 900,000.00 | NEW |
| INDER PRIMARY SCHOOL | PURCHASE OF 25 DESKS | 62,500.00 | NEW |
| KIBABET PRIMARY SCHOOL | PURCHASE OF 20 DESKS | 50,000.00 | NEW |
| ST.MARYS CHEBARUS PRIMARY SCHOOL | PURCHASE OF 20 DESKS | 50,000.00 | NEW |
| KONYIT PRIMARY SCHOOL | PURCHASE OF 20 DESKS | 50,000.00 | NEW |
| ST JAMES LEBERIO PRIMARY SCHOOL | CONSTRUCTION OF ONE CLASSROOM | 650,000 | NEW |
| **SECONDARY EDUCATION** |  |  |   |
| KIAMBAA SECONDARY SCHOOL | CONSTRUCTION OF ONE CLASSROOM TO COMPLETION  | 650,000.00 | NEW |
| TUIYO SECONDARY SCHOOL | CONSTRUCTION OF DORMITORY TO COMPLETION. | 1,500,000.00 | NEW |
| DAVIES SECONDARY SCHOOL | CONSTRUCTION OF LABORATORY TO COMPLETION. | 2,000,000.00 | NEW |
| NGARAFALLS SECONDARY SCHOOL | RENOVATION OF FOUR CLASSROOMS(FLOORING,PAINTING,LABELLING AND EXTERNAL FINISHES) | 1,000,000.00 | NEW |
| ATUREI SECONDARY SCHOOL | CONSTRUCTION OF FOUR CLASSROOMS (2,600,000) AND 2 DOOR TEACHERS PIT LATRINE.(300,000)TO COMPLETION. | 2,900,000.00 | NEW |
| NGERIA GIRLS SECONDARY SCHOOL | PURCHASE OF 62SEATER SCHOOL BUS.(ISUZU MODEL) | 11,819,000.00 | NEW  |
| NGERIA GIRLS SECONDARY SCHOOL | COMPLETION OF MULTIPURPOSE HALL,ROOFING AND PAINTING | 2,325,061.82 | ONGOING |
| SONGOLIET SECONDARY SCHOOL | COMPLETION OF ADMINISTRATION BLOCK ,CEILING,PAINTING, PLASTERING  | 550,000.00 | ONGOING |
| LEMOOK SECONDARY SCHOOL | CONSTRUCTION OF DORMITORY (CO-FUNDING) | 1,000,000.00 | ONGOING |
| LEMOOK SECONDARY SCHOOL | COMPLETION OF CLASSROOM,ROOFING,WIRING AND PAINTING | 200,000.00 | ONGOING |
| CHEPYAKWAI SECONDARY SCHOOL | COMPLETION OF LABORATORY (WALLING,ROOFING,PLASTERING,PAINTING ,DOORS AND WINDOWS AND LABELLING) | 1,000,000.00 | ONGOING |
| DEB MUTWOT SECONDARY SCHOOL | COMPLETIONS OF ADMINISTRATION BLOCK PLASTERING, DOORS AND WINDOW FIXING. | 700,000.00 | ONGOING |
| **SECURITY** |   |   |   |
| LANGAS POLICE STATION | COMPLETION OF ABULUTION BLOCK.(PLASTERING ,PAINTING ,CONNECTION TO SEWER LINE.) | 224,040.00 | ONGOING |
| MEGUN CHIEFS OFFICE | COMPLETION OF FIVE STAFF HOUSES (FLOORING,PLASTERING,PAINTING,CEILING,WIRING) | 700,000.00 | ONGOING |
| NGERIA CHIEFS OFFICE | COMPLETION OF CHIEFS OFFICE.(FLOORINGTILES,WINDOWS GLASSES ,,PAINTING,WIRING.) | 250,000.00 | ONGOING |
| **BURSARY** |   |   |   |
| BURSARY SECONDARY SCHOOLS | PAYMENT OF BURSARY TO NEEDY STUDENTS. | 17,246,714.00 | ONGOING |
| BURSARY TERTIARY INSTITUTIONS | PAYMENT OF BURSARY TO NEEDY STUDENTS. | 13,164,306.43 | ONGOING |
| SPECIAL BURSARY | PAYMENT OF BURSARY TO NEEDY AND SPECIAL STUDENTS. | 603,286.00 | NEW |
| SPORTS ACTIVITY  | PURCHASE OF BALLS, NETS AND SPORTS WEAR AND TROPHIES FOR SCHOOLS WITHIN THE CONSTITUENCY.  | 2,180,817.51 | ONGOING |
| ENVIRONMENT | TREE PLANTING IN THE FOLLOWING INSTITUTIONS:

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|  Kingwal Primary School |
|  Ochemina Primary School |
| St Georges Sinendet Primary School |
| Simat Primary School |
|  Deb Mutwot Primary School |
|  Kiambaa Primary School |
| St James Leberio Primary School |
| .St Marys Chelabal Primary School |
| Jasho Primary School |
|  Kimalel Primary School |
| Tuiyobei Primary School |
|  Kanetik Primary School |
|  Nganiat Primary School |
| Ngeria Girls Secondary SchoolSt.Joseph Secondary SchoolAic Kosirai Secondary SchoolDeb Mutwot Secondary SchoolChepyakwai Secondary SchoolKiambaa Secondary SchoolKosyin Primary School,Each At Kshs 100,000Langas Police Station @90,000Pioneer Chiefs Office @90,817.51 |

 | 2,180,817.51 | ONGOING |
| **M&E** |   |   |   |
| COMMITTEE EXPENSES | PAYMENT OF COMMITTEE SITTING ALLOWANCES, TRANSPORT, CONFERENCES AND FIELD BURSARY VETTING AND PER DIEM ALLOWANCES,HOD ALLOWANCES. | 1,500,000.00 | ONGOING |
| GOODS AND SERVICES | PURCHASE OF FUEL,REPAIRS,AND MAINTENANCE OF GK VEHICLE,SURVEY WORKS,VALUATION ,NEMA ETC | 500,000.00 | ONGOING |
| PMC , NG-CDFC AND STAFF | UNDERTAKE TRAINING OF PMC/CDFC RELATED ISSUES AS PER PMC CONTRACT,STAFF TRAINING AND BENCH MARKING. | 1,271,226.27 | ONGOING |
| **EMERGENCY** |   |  |   |
| EMERGENCY (5% OF THE FUND) | TO CATER FOR UNFORESEEN OCCURRENCE IN THE CONSTITUENCY DURING THE FINANCIAL YEAR. | 5,738,993.45 | NEW |
| **ADM** |   |   |   |
| EMPLOYEES SALARIES | PAYMENT OF STAFF SALARIES AND GRATUITY  | 2,800,000.00 | ONGOING |
| GOODS AND SERVICES | PURCHASE OF STATIONERY,PRINTING,TELEPHONE,TRAVEL AND SUBSISTENCE,OFFICE,TEA,WATER,INTERNET,ELECTRICITY,POSTAL AND PARCELS,BANK CHARGES AND OTHER OPERATING EXPENSES. | 2,059,452.53 | ONGOING |
| NSSF | PAYMENT OF NSSF DEDUCTIONS | 129,600.00 | ONGOING |
| NHIF | PAYMENT OF NHIF DEDUCTIONS | 53,400.00 | ONGOING |
| COMMITTEE EXPENSES | PAYMENT OF COMMITTEE SITTING ALLOWANCES. | 1,500,000.00 | ONGOING |
|   | **TOTAL** | **109,040,875.52** |   |

Members agreed to reduce bursary allocation to Kshs.31,014,306.43, therefore increasing amount of both ongoing and new projects to Kshs.58,112,261.82. Members were in agreement and satisfied with the budgeting process and urged FAM to prepare and submit the budget proposal to Nairobi in good time for approval.

**MIN5/9/11/18: BURSARY VETTING PROCESS.**

The FAM suggested to members that there was need to start bursary vetting process early enough as we await funds to avoid last minute rush as students open school come January 2019. Members agreed and asked the chairlady together with the bursary committee members present through the FAM to organize for a meeting with the team for arrangements on the process. She added that process should start on 26th November 2018 even though they have challenge with the constituency vehicle since Board hasn’t approved purchase of a new vehicle.

**MIN6/9/11/18: A.O.B**

The Member of Parliament insisted on offering best service to the public. He asked the bursary chair to monitor all the beneficiaries and identify the needy students regularly to ease work during bursary vetting.

He also told members to be concerned with the elderly on issues of N.H.I.F. The Mp asked FAM to plan for purchase of at least 4laptops to enable the office has good, accurate and readily available records.

The FAM told members that she would want to have prequalified list of companies which should be through advertisement to enable her work well and ease work with PMCs, since the law requires any work, for example construction should be done through companies not individual. She added that by doing so the constituency will be complying with the executive order No.2.

**MIN7/9/11/18: ADJOURNMENT**

The meeting ended at 11.30 am with a word of prayer from Jasper Kurgat .

**PREPARED BY:**

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

DATE: …………………………………………………

**CONFIRMED BY:**

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

DATE: …………………………………………………