**MINUTES OF NG-CDFC MEETING HELD ON SEPTEMBER 22ND, 2020 AT NG-CDF BOARDROOM**

**MEMBERS PRESENT**

1. PROF.PAUL TARUS CHAIRMAN
2. MR. JULIUS MAIYO DCC KEIYO NORTH
3. MILCAH SUGUT FUND MANAGER
4. KENNETH CHEROP SECRETARY
5. MAUREEN KEROR MEMBER
6. EVELYNE CHELAL MEMBER
7. DUNCAN KIMAIYO MEMBER
8. TEREZA KIYENG MEMBER
9. JOHN K. CHIRCHIR MEMBER
10. PENATETA KWAMBAI MEMBER

**ABSENT WITHOUT APOLOGY**

**-**

**IN ATTENDANCE**

**-**

**AGENDA**

1. Preliminaries
2. Reading and confirmation of previous minutes
3. Matters arising
4. Approval of project proposals for FY 2020/2021
5. NGCDFC and staff Training.
6. Emergency requests

**MIN 1/09/2020: PRELIMINARIES**

The Chairman called the meeting to order at 10.30am

The meeting started with a word of prayer by Penateta Kwambai.

The agenda was read and adopted after being proposed by Penateta Kwambai and seconded by Everlyne Chelal

**MIN 2/09/2020: READING AND CONFIRMATION OF PREVIOUS MINUTES**

The minutes of the previous meeting was read and confirmed as true deliberations of that day by John Chirchir and seconded by Maureen Keror.

**MIN 3/09/2020: MATTERS ARISING**

Project prioritization was done as scheduled and the exercise was successful. PMCs attended and participated actively in the exercise and project proposals for the two financial years prioritized.

Gratuity for the former accounts clerk is being processed.

Chelingwa Secondary School and Kamokos Primary schools visits could not be done as planned. M & E sub-committee to schedule another day to visit.

**MIN 4/09/2020: APPROVAL OF PROJECT PROPOSALS FOR FY 2020/2021**

The FAM tabled the ward reports of the proposed projects prioritized during public participation for financial year 2020/2021 and the budget estimates for each project.

The committee adopted the ward report and the following projects were approved for funding in FY 2020/2021.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project name** | **Project activity** | **Original Estimate cost (Kshs.)** | **Cumulative cost(Kshs)** | **Amount Allocated (Kshs.** | **Status** |
| **Administration** |  |  |  |  |  |
| Employee salaries | Payment of employees’ salaries and gratuity | 2,890,980 | - | 2,890,980 | New |
| N.S.S.F | Payment to NSSF deductions | 51,120 | - | 51,120 | New |
| N.H.I.F | Payment to NHIF deductions | 57,900 | - | 57,900 | New |
| Committee expenses | Payment of Committee sitting allowances and subsistence | 2,000,000 | - | 2,000,000 | New |
| Goods and services | Purchase of fuel, repairs and maintenance of motor vehicle and office buildings, Purchase of stationeries, telephone, travel and subsistence, office tea, and other office expenditure | 2,040,632.41 | - | 2,040,632.41 | New |
| **Monitoring and Evaluation** |  |  |  |  | New |
| NG-CDFCs/PMCs and staff Capacity building | Training of NG-CDFCs/PMCs and staff on NG-CDF related issues | 1,504,754 |  | 1,504,754 | New |
| Goods and services | Purchase of fuel, repairs and maintenance of motor vehicle and office buildings, Purchase of stationeries, telephone, travel and subsistence, office tea, and other office expenditure | 1,000,000 | - | 1,000,000 | New |
| Committee allowances | Payment of Committee sitting allowances, transport, conferences | 1,000,000 | - | 1,000,000 | New |
| **Emergency** | To cater for unforeseen occurrences within the constituency during the financial year | 7,192,206.90 | - | 7,192,206.90 | New |
| Bursary Secondary schools | Payment of bursary for needy students | 19,000,000 | - | 19,000,000 | New |
| Bursary Tertiary Institutions | Payment of bursary for needy students | 18,015,348 | - | 18,015,348 | New |
| Sports | Organizing sports tournament in the constituency and the winning teams to be awarded with trophies, balls and games, and purchase of uniforms, kits to schools and active teams. | 1,370,938 | - | 1,370,938 | New |
| **Environment** |  |  |  |  | New |
| Bugar Day Secondary School | Purchase and installation of 2 energy saving jikos of 300 litres | 480,000 | - | 480,000 | New |
| Muno Day Secondary School | Purchase and installation of 2 energy saving jikos of 150 litres | 300,000 | - | 300,000 | New |
| Mindililwo Special school | Purchase and installation of 1 energy saving jiko of 150 litres | 140,000 | - | 140,000 | New |
| Kessup Day secondary school | Purchase and installation of 2 lightening arresters | 160,000 | - | 160,000 | New |
| Kibargoiyet Day Secondary school | Purchase and installation of 1 energy saving jiko of 100 litres | 140,000 |  | 140,000 | New |
| Kokwao Secondary school | Purchase and installation of 1 energy saving jiko of 150 litres | 150,000 | - | 150,000 | New |
| **Primary schools** |  |  |  |  |  |
| Anin Primary School | Renovation of 3 classrooms; Re-plastering, re-flooring, tiling, walling and roof painting to completion. | 450,000 | - | 450,000 | New |
| Berese Primary School | Construction of classroom to completion | 700,000 | - | 700,000 | New |
| Bugar Primary School | Renovation of 3 classrooms; Re-plastering, re-flooring, tiling, walling and roof painting to completion. | 450,000 | - | 450,000 | New |
| Bugar Special School | Construction of 20 student capacity dormitory to completion | 1,000,000 | - | 1,000,000 | New |
| Chebokokwa Primary School | Renovation of 3 classrooms; Re-plastering, re-flooring, tiling, walling and roof painting to completion. | 450,000 | - | 450,000 | New |
| Chebonet Primary School | Renovation of 4 classrooms; Re-roofing and flooring. | 650,000 | - | 650,000 | New |
| Chegilet Primary School | Renovation of 3 classrooms; Re-plastering, re-flooring, tiling, wall and roof painting to completion. | 450,000 | - | 450,000 | New |
| Chelingwa Primary School | Construction of one classroom to completion | 700,000 | - | 700,000 | New |
| Chepkogin Primary School | Renovation of 3 classrooms; Re-plastering, re-flooring, tiling, wall and roof painting to completion. | 450,000 | - | 450,000 | New |
| Cheptarit Primary School | Renovation of 3 classrooms; Re-plastering, re-flooring, tiling, wall and roof painting to completion. | 450,000 | - | 450,000 | New |
| Chesitek Primary School | Renovation of 3 classrooms; Re-plastering, re-flooring, tiling, wall and roof painting to completion. | 450,000 | - | 450,000 | New |
| Iten Primary School | Construction of 3 door pit latrine for teachers to completion | 150,000 | - | 150,000 | New |
| Iten School for the Deaf. | Construction of classroom to completion | 700,000 | - | 700,000 | New |
| Kabore Primary School | Renovation of 3 classrooms; Re-plastering, re-flooring, tiling, wall and roof painting to completion. | 450,000 | - | 450,000 | New |
| Kabulwo Primary School | Renovation of 3 classrooms; Re-plastering, re-flooring, tiling, wall and roof painting to completion. | 450,000 | - | 450,000 | New |
| Kamariny Primary School | Renovation of 3 classrooms; Re-plastering, re-flooring, tiling, wall and roof painting to completion. | 450,000 | - | 450,000 | New |
| Kameza Primary School | Renovation of 3 classrooms; Re-plastering, re-flooring, tiling, wall and roof painting to completion at Kshs.450,000 and Construction of 4 door pit latrine with urinal to completion at Kshs.200,000 | 650,000 | - | 650,000 | New |
| Kapchelal Primary School | Renovation of 3 classrooms; Re-plastering, re-flooring, tiling, wall and roof painting to completion. | 450,000 | - | 450,000 | New |
| Kapkei primary School | Renovation of 3 classrooms; Re-plastering, re-flooring, tiling, wall and roof painting to completion. | 450,000 | - | 450,000 | New |
| Kapkessum Primary School | Construction of 8 door pit latrine with a urinal to completion | 400,000 | - | 400,000 | New |
| Kapkoi Primary School | Renovation of 3 classrooms; Re-plastering, re-flooring, tiling, wall and roof painting to completion. | 450,000 | - | 450,000 | New |
| Kaplamai Primary School | Renovation of 3 classrooms to completion; Re-plastering, re-flooring, tiling, wall and roof painting. | 450,000 | - | 450,000 | New |
| Kapsio Primary School | Additional funding for Purchase of land-1/4 of an acre to completion  The project was allocated Kshs.1 million in 2019/20 for purchase of one acre land. However, the area was placed under municipality by the county government hence the current rates for land are higher. | 1,600,000 | 1,000,000.00 | 600,000 | Ongoing |
| Kapsisi Primary School | Renovation of 3 classrooms; Re-plastering, re-flooring, tiling, wall and roof painting to completion. | 450,000 | - | 450,000 | New |
| Kapsoiyo Primary School | Renovation of 3 classrooms; Re-plastering, re-flooring, tiling, wall and roof painting to completion. | 450,000 | - | 450,000 | New |
| Kaptel Primary School | Construction of one classroom to completion | 700,000 | - | 700,000 | New |
| Kapteren Primary School | Renovation of 7 classrooms; Re-roofing and gutters to completion | 600,000 | - | 600,000 | New |
| Kaptum Primary School | Construction of one classroom at Kshs.700,000 to completion and completion of one classroom; flooring and painting at Kshs.150,000 | 850,000 | 600,000 | 850,000 | New |
| Katalel Primary School | Construction of one classroom to completion. | 700,000 | - | 700,000 | New |
| Kayoi Primary School | Renovation of administration block comprising of 4 offices and 1 staffroom to completion; Fitting of doors and painting. | 200,000 |  | 200,000 | New |
| Kendur Primary School | Completion of one classroom; tiling and painting. | 750,000 | 600,000.00 | 150,000 | Ongoing |
| Kermuk Primary School | Renovation of 3 classrooms; Re-plastering, re-flooring, tiling, wall and roof painting to completion. | 450,000 | - | 450,000 | New |
| Kessup Primary School | Renovation of 3 classrooms; Re-plastering, re-flooring, tiling, wall and roof painting to completion. | 450,000 | - | 450,000 | New |
| Kewapsos Primary School | Renovation of 3 classrooms; Re-plastering, re-flooring, tiling, wall and roof painting to completion. | 450,000 | - | 450,000 | New |
| Kibargoiyet Primary School | Construction of 8 door pit latrine with urinal to completion | 400,000 | - | 400,000 | New |
| Kibendo Primary School | Renovation of 3 classrooms; Re-plastering, re-flooring, tiling, wall and roof painting to completion. | 450,000 | - | 450,000 | New |
| Kiboi Primary School | Completion of administration block comprising of 3 roomed offices and 1 staffroom; Plastering, flooring and painting. | 1,500,000 | 900,000.00 | 600,000 | Ongoing |
| Kipchawat Primary School | Renovation of 3 classrooms; Re-plastering, re-flooring, tiling, wall and roof painting to completion. | 450,000 | - | 450,000 | New |
| Kipkenda Primary School | Renovation of 3 classrooms; Re-plastering, re-flooring, tiling, wall and roof painting to completion. | 450,000 | - | 450,000 | New |
| Kipkulot Primary School | Construction of one classroom to completion | 700,000 | - | 700,000 | New |
| Kipsabu Primary School | Renovation of one classroom; Re-plastering, re-flooring, tiling, wall and roof painting at Kshs.150,000 and construction of 6 door pit latrine with urinal to completion (Kshs.300,000) | 450,000 | - | 450,000 | New |
| Kiptingo Primary School | Renovation of 3 classrooms; Re-plastering, re-flooring, tiling, wall and roof painting to completion. | 450,000 | - | 450,000 | New |
| Kiptoit Primary School | Construction of one classroom to completion | 700,000 | - | 700,000 | New |
| Kiptoro Primary School | Renovation of 3 classrooms; Re-plastering, re-flooring, tiling, wall and roof painting to completion. | 450,000 | - | 450,000 | New |
| Kipyeigor Primary School | Renovation of 3 classrooms; Re-plastering, re-flooring, tiling, wall and roof painting to completion. | 450,000 | - | 450,000 | New |
| Kobil Primary School | Renovation of 9 classrooms to completion; Re-roofing | 600,000 | - | 600,000 | New |
| Kokwao Primary School | Renovation of 3 classrooms; Re-plastering, re-flooring, tiling, wall and roof painting to completion. | 450,000 | - | 450,000 | New |
| Kokwap Sitet Primary School | Construction of one classroom to completion | 700,000 | - | 700,000 | New |
| Kolol Primary School | Purchase of 1 acre of land inclusive of processing of title deed. | 600,000 | - | 600,000 | New |
| Komotony Primary School | Construction of administration block with a book store and 2 offices; foundation, walling and roofing. | 1,600,000 | - | 1,000,000 | New |
| Korkitony Primary School | Renovation of 3 classrooms; Re-plastering, re-flooring, tiling, wall and roof painting to completion. | 450,000 | - | 450,000 | New |
| Lamaon Primary School | Construction of one classroom to completion | 700,000 | - | 700,000 | New |
| Matany Primary School | Construction of one classroom to completion | 700,000 | - | 700,000 | New |
| Mindililwo Primary School | Renovation of 3 classrooms; Re-plastering, re-flooring, tiling, wall and roof painting to completion. | 450,000 | - | 450,000 | New |
| Mindililwo Special School | Renovation of 3 classrooms; Re-plastering, re-flooring, tiling, wall and roof painting to completion. | 450,000 | - | 450,000 | New |
| Moi Tambach Primary School | Construction of 150 student capacity dormitory in co-funding with PTA; walling and roofing. | 8,000,000 | - | 2,000,000 | New |
| Msekekwa Primary School | Renovation of 3 classrooms to completion; Re-roofing of 6 classrooms. | 450,000 | - | 450,000 | New |
| Muno Primary School | Renovation of 3 classrooms; Re-plastering, re-flooring, tiling, wall and roof painting to completion. | 450,000 | - | 450,000 | New |
| Nyalil Primary School | Construction of one classroom to completion | 700,000 | - | 700,000 | New |
| Rimoi Primary School | Renovation of 3 classrooms; Re-plastering, re-flooring, tiling, wall and roof painting to completion. | 450,000 | - | 450,000 | New |
| Salaba Primary School | Renovation of 3 classrooms; Re-plastering, re-flooring, tiling, wall and roof painting to completion. | 450,000 | - | 450,000 | New |
| Singore Primary School | Renovation of 3 classrooms; Re-plastering, re-flooring, tiling, wall and roof painting to completion. | 450,000 | - | 450,000 | New |
| Siroch Primary School | Renovation of 2 classrooms to completion; Re-plastering, re-flooring, tiling, painting of walls (Kshs.300,000) and painting of roofs for 6 classrooms to completion(Kshs.300,000) | 600,000 | - | 600,000 | New |
| St. Andrews Simotwo Primary School | Renovation of 3 classrooms; Re-plastering, re-flooring, tiling, wall and roof painting to completion. | 450,000 | - | 450,000 | New |
| **Secondary schools** |  |  |  |  |  |
| Anin Day Secondary School | Construction of one classroom to completion at Kshs.700,000 and 10 door pit latrine for girls and boys to completion at Kshs.500,000 | 1,200,000 | - | 1,200,000 | New |
| Anin Girls Secondary School | Co-funding of a 300 student capacity dormitory; tiling and plumbing works of the ablution block in wing C.  When was this project started –FY 2018/2019 | 3,000,000 | 2,000,000.00 | 1,000,000 | Ongoing |
| Bugar Secondary School | Re-routing of the power lines within the school compound | 400,000 | - | 400,000 | New |
| Chebonet Secondary School | Purchase of 52 seater school bus  The amount allocated will ensure one-off purchase of the bus and does not include cost of insurance | 7,000,000 | - | 7,000,000 | New |
| Chelingwa Secondary School | Construction of one classroom to completion at Kshs.700,000 and completion of one classroom; tiling and painting at Kshs.100,000 | 1,400,000 | 600,000.00 | 800,000 | New |
| St.Peter’s Iten Day Secondary School | Completion of 2 storey tuition block comprising of 7 offices, 4 classrooms, 1 library, 1 boardroom and 6 washrooms (Construction of ramp, Painting and plumbing works) at Kshs.2,000,000  and Purchase of 51 seater school bus at Kshs7,000,000  The amount allocated will ensure one-off purchase of the bus and does not include cost of insurance | 19,700,000 | 10,700,000.00 | 9,000,000 | Ongoing/New |
| Kabore Secondary School | Construction of 400 student capacity dining hall; Foundation, walling and roofing. | 3,000,000 | - | 1,500,000 | New |
| Kabulwo Secondary School | Construction of 100 student capacity dormitory to completion | 3,000,000 | - | 3,000,000 | New |
| Kamariny Secondary School | Construction of one classroom to completion | 700,000 | - | 700,000 | New |
| Kapchelal Secondary School | Renovation of 20 student capacity laboratory; installation of gas, water systems and concrete tables. | 1,000,000 | - | 1,000,000 | New |
| Kapkessum Secondary School | Completion of 400 student capacity dining hall; Plastering, flooring, painting and wiring.  The project was allocated additional Kshs.2 million in 2019/20 financial year for completion. However, the amount could not complete the project due to variations during excavation and roofing. | 4,000,000 | 3,000,000.00 | 1,000,000 | Ongoing |
| Kapkoi Secondary School | Construction of 400 student capacity dining hall and kitchen; foundation, walling and roofing | 3,000,000 | - | 1,500,000 | New |
| Kapkong'a Day Secondary School | Construction of one classroom to completion | 700,000 | - | 700,000 | New |
| Kaptum Secondary School | Construction of one classroom to completion | 700,000 | - | 700,000 | New |
| Kibargoiyet Secondary School | Construction of two classrooms to completion | 1,400,000 | - | 1,400,000 | New |
| Kibendo Secondary School | Completion of 400 student capacity dining hall and kitchen; Plastering, flooring, painting. | 3,500,000 | 2,500,000 | 1,000,000 | Ongoing |
| Kokwao Secondary school | Construction of one classroom to completion | 700,000 | - | 700,000 | New |
| Korkitony Secondary School | Construction of one classroom to completion | 700,000 | - | 700,000 | New |
| Sergoit Secondary School | Completion of 8 door ablution block; plumbing works and construction of septic tank. | 1,300,000 | 800,000.00 | 500,000 | Ongoing |
| Singore Girls' Secondary School | Construction of 40 students capacity twin laboratory in co-funding with parents; foundation and walling.- | 5,000,000 | - | 1,500,000 | New |
| St. Francis Kimuroon Secondary School | Completion of administration block comprising of 5 offices ,1 staffroom,3 washrooms and 1 kitchen; plastering, flooring and painting | 2,500,000 | 1,500,000.00 | 1,000,000 | Ongoing |
| **Security** |  |  |  |  |  |
| Chegilet Assistant Chief's Office | Construction of 2 roomed assistant chief's office to completion at Kshs.900,000 and 2 door pit latrine to completion at Kshs.100,000 | 1,000,000 | - | 1,000,000 | New |
| Chelingwa Assistant chief's office | Construction of 2 roomed assistant chief's office to completion at Kshs.900,000 and 2 door pit latrine to completion at Kshs.100,000 | 1,000,000 | - | 1,000,000 | New |
| Chesitek Assistant chief's office | Construction of 2 roomed assistant chief's office to completion at Kshs.900,000 and 2 door pit latrine to completion at Kshs.100,000 | 1,000,000 | - | 1,000,000 | New |
| Irong Chief's office | Completion of the 3 roomed chief's office at Kshs.900,000-plastering,flooring and painting  and construction of 2 door pit latrine to completion at Kshs.100,000 | 2,400,000 | 1,400,000.00 | 1,000,000 | Ongoing |
| Kibendo Assistant Chief's Office | Purchase of 2 office tables at Ksh.40,000, one executive chairs at Kshs.20,000, seven visitor chairs at Kshs.25,000, 30 plastic chairs at Kshs.15,000, one cabinet at Kshs.40,000 and electricity connection at Kshs.60,000 | 200,000 | - | 200,000 | New |
| Mindililwo Assistant Chief's Office | Construction of 2 roomed assistant chief's office to completion at Kshs.900,000 and 2 door pit latrine to completion at Kshs.100,000 | 1,000,000 | - | 1,000,000 | New |
| Mutei Chief's office | Completion of 4 roomed chief's office- Electrical Wiring of the office. | 2,300,000 | 2,250,000.00 | 50,000 | Ongoing |
| Rimoi Assistant Chief's Office | Construction of 2 roomed assistant chief's office to completion at Kshs.900,000 and 2 door pit latrine to completion at Kshs.100,000 | 1,000,000 | - | 1,000,000 | New |
| Tambach Assistant County Commisioner's office | Renovation of 2 roomed office to completion; Re-roofing | 600,000 | - | 600,000 | New |
| Tambach Police station | Completion of OCS's office comprising of 10 rooms; roofing, plastering and flooring. | 4,000,000 | 1,550,000.00 | 1,500,000 | New |
|  | **TOTAL** | **180,543,879.31** | **30,200,000** | **137,093,879.31** |  |

**Original costs and cumulative costs reviewed**

**The new adjustments highlighted in green**

**MIN 5/09/2020: TRAINING OF NG-CDFC AND STAFF.**

In line with the annual work plan it was resolved that the training for the committee and staff to be conducted before the PMC training is done. The Manager indicated that the topics to be covered will include ethics and corruption prevention, financial management and cross cutting issues. The constituency staff also to be trained.

It was resolved that the Fund Manager request for quotations from prequalified from hotels providing conference and seminars and also source for the facilitators.. The budget to be drawn from the capacity building vote.

**MIN 6/09/2020: EMERGENCY REQUESTS**

1. Iten School for the Deaf- request for funds to construct a three door pit latrine to replace the one which collapsed during the recent heavy rains. The committee approved Ksh.150,000/- to construct three door pit latrine.

2. Kamokos Primary School- the school requested for funds to construct a six door pit latrine and urinal for the boys to replace the one which collapsed during the recent heavy rains. The committee approved Ksh.300,000 to construct 6 door pit latrine.

**Adjournment**

The meeting ended with a word of prayer from Tereza Kiyeng at 1.30pm

Minutes prepared by

Name : Kenneth Cherop Designation: Secretary Sign: Date:……….

SS

Confirmed for circulation

Name Designation Sign Date……..