**Members Present Designation**

1. Victor Kimaiyo Chairman
2. Caren Jeruto F.A.M
3. Wilson Kosgei Member
4. Sarah Kibinge Member
5. Jeremiah Chirchir A.G Secretary
6. Michael Maiyo Member
7. Salome Kiptum Member
8. Johnstone Chemweno Member

**Absent With Apology Designation**

1. Charles Wesonga DCC
2. Purity Koima Secretary

**Agenda**

1. Preliminaries
2. Reading and confirmation of previous minutes
3. CSR projects
4. Strategic plan
5. Project proposal approval
6. Stale bursary cheques
7. Monitoring & Evaluation
8. NG-CDF Staff
9. Environment
10. PMC ‘s Training
11. Handing over of completed projects

**MIN 1/11/09/20: Preliminaries**

The meeting started at 11:30 am with a word of prayer from Mrs. Sarah Kibinge.

The chairman gave thanks to members for attending the meeting on time and brief them the agenda of the day. He then requested the secretary to read through the previous minutes.

**MIN 2/11/09/20: Reading and confirmation of the previous minutes**

Secretary read through the previous minutes and were proposed to be a true record by Mr. Michael Maiyo and seconded by Mrs. Salome Kiptum.

**Matters arising**

There was no arising matter.

**MIN 3/11/09/20 CSR PROJECTS FUNDED BY THE BOARD.**

Members were informed of approval status of Board CSR projects. Members committed to monitor the two CSR projects St. Benedict Teber (Construction of two classrooms) and Koptega Secondary school (construction and equipping of Laboratory) during the implementation of the projects and will facilitate the Public works officers during supervision/inspection of the projects until the projects are completed. Member clarify that the proposed laboratory at Koptega secondary will have capacity of 40 students.

**MIN 4/11/09/20: Strategic plan**

Members noted that they are in the midway of implementation of strategic plan and there was need to review it. Members resolved to allocate Ksh 500,000 for review of strategic plan.

**MIN 5/11/09/20: Project proposal approvals**

Members were informed of the receipt of the fy 2020/21 constituency allocation table. They were informed that each constituency has been allocated kshs 137,088,879.31; there is additional Ksh 20,000 to the constituency which was revenue collection after discussion members resolve to allocate funds to statutory votes as indicated below;

* Bursary 26% Ksh. 35,569,954.53
* Administration And Recurrent 6% Kshs 8,226,532.76
* Emergency 5% Kshs 7,192,206.90
* Monitoring & Evaluation 2.5% Kshs 3, 520,185.65
* Environment 1.3% Kshs 1,700,000.00

Members made reference to ward reports submitted by each ward during public participation and visited the six wards to affirm their proposals. Each ward submitted their proposals through minutes done by every ward. Members adopted the ward project proposals without any amendments.

On environment members resolved to allocate Ksh 1,700,000.00 to environment for purchase of additional water tanks of 5000L, purchase of gutters and construction water tank base for schools with water challenges

On sports after long discussion members resolve not allocate funds to sports, members noted sports funds for last two financial years have not been utilized. The funds will be utilized in the current financial year.

AIA -members resolved to allocate ksh 20,000 to use of goods and services under administration for purchase of stationery.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Project Name** | | **Project activity** | **Original Cost Estimate** | **Cumulative Allocation** | **Amount Allocated** | **Current Status** |
|  | **ADMINISTRATION** | | |  |  |  |  |
|  | Employees’ Salaries | | Payment of staff salaries and gratuity | 3,340,000.00 |  | 3,340,000.00 | 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 | 2,284,532.76 |  | 2,284,532.76 | New |
|  | NSSF | | Payment of NSSF Deductions | 72,000.00 |  | 72,000.00 | New |
|  | NHIF | | Payment of NSSF Deductions | 78,000.00 |  | 78,000.00 | New |
|  | Committee Expenses | | Payment of Committee sitting allowances, transport, conferences | 2,052,000.00 |  | 2,052,000.00 | New |
|  | NGCDF Office | | Fixing of in-built filing cabinets in 4 offices at NG-CDF office | 400,000.00 |  | 400,000.00 | new |
|  | **MONITRING AND EVALUATION** | | |  |  |  |  |
|  | Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence and other office expenses. | | 520,185.65 |  | 520,185.65 | New |
|  | Committee Expenses | Payment of Committee sitting allowances, transport, conferences | | 2,000,000.00 |  | 2,000,000.00 | New |
|  | CDFC,PMC and STAFF Capacity Building | Undertake Training of the PMCs/CDFCs & staff on CDF Related issues | | 1,000,000.00 |  | 1,000,000.00 | New |
|  | **BURSARY** |  | |  |  |  |  |
|  | Bursary Secondary Schools | Payment of bursary to needy student | | 20,069,954.00 |  | 20,069,954.00 | New |
|  | Bursary colleges and university | Payment of bursary to needy student | | 15,000,000.00 |  | 15,000,000.00 | New |
|  | Bursary special Schools | Payment of bursary to needy student with special needs | | 500,000.00 |  | 500,000.00 | New |
|  | **EMERGENCY** |  | |  |  |  |  |
|  | Emergency | To cater for any unforeseen occurrences in the constituency during the financial year | | 7,192,206.90 |  | 7,192,206.90 | New |
|  | Environment | Purchase and installation 5000l PVC water tanks at ksh 100,000 ( Purchase of 5000l tank at ksh 40,000 each, purchase &installation gutters and other fittings such as tank connectors and tap at ksh 40,000 and construction of tank base ksh 20,000 ) for each of the following schools   1. Kapchorwa primary 2. Sitmotwo primary 3. Kocholwo primary 4. Kiptabach primary 5. Kalwa primary 6. Ketigoi sec. 7. Chepketeret primary. 8. Lolgarini primary. 9. St. Patrick Kabirisus sec. 10. Kombatich sec. 11. Chebulbul primary school. 12. Mokwo primary. 13. St. Mary’s secondary- Kitany 14. Kapkut primary school. 15. Toroplongon primary 16. Matungen Primary. 17. Kipsanai primary. | | 1,700,000.00 |  | 1,700,000.00 | New |
|  | **PRIMARY** |  | |  |  |  |  |
|  | Kamelil Primary School | Construction of one classroom to completion at ksh 1,000,000 and purchase of 40 desk at ksh 100,000 | | 1,100,000.00 |  | 1,100,000.00 | New |
|  | Chebirei Primary School | Renovation of 10 No. classrooms and two offices to completion(replacement of 3no wooden doors with steel doors and windows, glazing, floors tiling, erection of verandah works with support pavement keying, roofing &wall painting and purchase& fixing of gutters) | | 2,300,000.00 |  | 2,300,000.00 | New |
|  | Kaptarkok Primary School | Construction of 1no.classroom to completion | | 1,000,000.00 |  | 1,000,000.00 | New |
|  | Kaptagat Primary School | Construction of boy’s dormitory of capacity of 50 students to completion. | | 1,000,000.00 |  | 1,000,000.00 | New |
|  | Kapkenda Primary School | Purchase and installation of solar system for pumping water.  Grunfos Sp2a-23 | | 400,000.00 |  | 400,000.00 | New |
|  | Lolgarini Primary School | Construction of 2 door pit latrine to completion | | 250,000.00 |  | 250,000.00 | New |
|  | Kipkabus forest Primary School | Construction of1no.classroom to completion at ksh 1,000,000 and purchase of 40 desk at ksh 100,000 | | 1,100,000.00 |  | 1,100,000.00 | New |
|  | Kimwogo Primary School | Renovation of 4no. classrooms to completion( replacement of 4no timber doors with steel doors, cutting of all grills in windows, glazing, floors tiling, eave filling, pavement, keying roof and wall painting) | | 1,100,000.00 |  | 1,100,000.00 | New |
|  | Tulwobei Primary School | Renovation of 3no classrooms to completion (floor tiling) | | 300,000.00 |  | 300,000.00 | New |
|  | Tinone Primary School | Construction of 1no classrooms at ksh 1,000,000 to completion and purchase of 40 desks at ksh100,000 | | 1,100,000.00 |  | 1,100,000.00 | New |
|  | Kogibor Primary School | Construction of 1no. classrooms at ksh 1,000,000 to completion and purchase of 40 desks at ksh100,000 | | 1,100,000.00 |  | 1,100,000.00 | New |
|  | Kipchorwa Primary School | Construction of 1no.classroom at ksh 1,000,000 to completion, purchase of 40 desks at ksh100,000 and construction of 6 door pit latrine to completion at ksh 600,000 | | 1,700,000.00 |  | 1,700,000.00 | New |
|  | Kamwosor Primary School | Construction of 3no classrooms at ksh 3,000,000 to completion and purchase of 120 desks at ksh300,000 | | 3,300,000.00 |  | 3,300,000.00 | New |
|  | Kapchorwa Primary School | Construction of 1no classrooms at ksh 1,000,000 to completion, purchase of 40 desks at ksh100,000 and construction of 6 door pit latrine to completion at ksh 600,000 | | 1,700,000.00 |  | 1,700,000.00 | New |
|  | Turesia Primary School | Construction of 6 door toilets and plumbing works at ksh 850,000 to completion and Bio digester, soak pit and plumbing works at ksh 650,000 to completion. | | 1,500,000.00 |  | 1,500,000.00 | New |
|  | Kewapmwen Primary School | Construction of 3 door pit latrine to completion. | | 300,000.00 |  | 300,000.00 | New |
|  | Chemoibon Primary School | Construction of 4 door Pit latrine to completion | | 400,000.00 |  | 400,000.00 | New |
|  | Chepsirei Primary School | Construction of 4 door Pit latrine to completion | | 400,000.00 |  | 400,000.00 | New |
|  | Koimur Primary School | Construction of 2 door Pit latrine to completion | | 250,000.00 |  | 250,000.00 | New |
|  | Kapsegut Primary School | Construction of 1no.classroom to completion. | | 1,100,000.00 |  | 1,100,000.00 | New |
|  | Kocholwo Primary School | Construction of 1no.classroom at ksh 1,000,000 to completion and purchase of 40 desk at ksh 100,000 | | 1,100,000.00 |  | 1,100,000.00 | New |
|  | Molol Primary School | Construction of 1no. classroom at ksh 1,000,000 to completion and purchase of 40 desks at ksh100,000 | | 1,100,000.00 |  | 1,100,000.00 | New |
|  | Setano Primary School | Construction of 4 door Pit latrine to completion | | 400,000.00 |  | 400,000.00 | New |
|  | Chemurgui Primary school | Construction of administration block of 4 Offices to completion of capacity. | | 2,100,000.00 |  | 2,100,000.00 | New |
|  | Epke Primary school | Construction of 1no. classroom to completion | | 1,100,000.00 |  | 1,100,000.00 | New |
|  | Changach primary School | Construction of 2no. classrooms at ksh 2,600,000 to completion and purchase of 40 desks at ksh100,000  The school is located at Elgeyo escarpments with topography and poor road network | | 2,700,000.00 |  | 2,700,000.00 | New |
|  | Kewane Primary School | Construction of 2no. classrooms to completion.  The school is located at Elgeyo escarpments with topography and poor road network | | 2,600,000.00 |  | 2,600,000.00 | New |
|  | Kiptabach Primary School | Construction of dormitory of capacity 100 students to completion. | | 2,000,000.00 |  | 2,000,000.00 | New |
|  | Sesia primary | Completion of 1no. classroom started by parents (plastering, floor tiling, wiring, glazing and painting) | | 400,000.00 |  | 400,000.00 | New |
|  | Kipchiloi primary school | Completion of Administration block of 4 offices started by parents (partitioning plastering, floor tiling, fixing of windows and doors, glazing ceiling works, keying, wiring, fixing of fascia board and painting) | | 1,000,000.00 |  | 1,000,000.00 | New |
|  | Kamosong primary school | Renovation of 10no of Classrooms to completion (replacement of 11no timber doors with steel doors, cutting of grills in all the classrooms to the required standard, glazing, floor tiling, erection of verandah works with support, pavement, roof and wall painting) | | 1,500,000.00 |  | 1,500,000.00 | New |
|  | Mutugen Primary school | Renovation of 10no. Classrooms and two offices to completion (replacement of timber doors with steel doors, glazing, floor tiling, eave fillings, pavement, keying roof and wall painting) | | 1,500,000.00 |  | 1,500,000.00 | New |
|  | **SECONDARY** |  | |  |  |  |  |
|  | Atnas Kandie Secondary School | Construction of 2no. classrooms at ksh 2,000,000 to completion and Purchase of 100 lockers &chairs at ksh 500,000 | | 2,500,000.00 |  | 2,500,000.00 | new |
|  | Chebirei Mixed Day Secondary School | Construction of 1no. classroom at ksh 1,000,000 to completion and purchase of 40 desk at 200,000 | | 1,200,000.00 |  | 1,200,000.00 | New |
|  | St. Mary’s Kitany Secondary School | Construction of 1no classroom at ksh 1,000,000 to completion and Purchase of 40 lockers &chairs at ksh 200,000 | | 1,200,000.00 |  | 1,200,000.00 | New |
|  | Biwott Mixed Day Secondary School | Construction of 1no. Classroom at ksh 1,000,000 to completion and Purchase of 40 lockers &chairs at ksh 200,000. | | 1,200,000.00 |  | 1,200,000.00 | New |
|  | Kaptilol Secondary School | Construction of 1no. classroom to completion | | 1,000,000.00 |  | 1,000,000.00 | New |
|  | Kapkenda Secondary School | Construction of 2no. Classrooms to completion. | | 2,000,000.00 |  | 2,000,000.00 | New |
|  | St. Gregory mixed day Secondary School | Construction of 1no. classrooms at ksh 1,000,000 to completion and Purchase of 40 lockers &chairs at ksh 200,000 | | 1,200,000.00 |  | 1,200,000.00 | New |
|  | Ketigoi Mixed Day Secondary School | Construction of 5 door pit Latrine to completion | | 500,000.00 |  | 500,000.00 | New |
|  | Kapkitony Girls Secondary School | Construction of 4 Bathrooms with soak pit to completion | | 500,000.00 |  | 500,000.00 | New |
|  | St. Patrick kabirisus Mixed Day Secondary School | Construction of 2no. classrooms to completion | | 2,000,000.00 |  | 2,000,000.00 | New |
|  | St. Benedict Teber Mixed day Secondary School | Construction of 4 Door pit latrine to completion. | | 400,000.00 |  | 400,000.00 | New |
|  | Soy Secondary School | Construction of 1no. classroom at ksh 1,000,000 to completion and Purchase of 40 lockers &chairs at ksh 200,000 | | 1,200,000.00 |  | 1,200,000.00 | New |
|  | Lolgarini Mixed Day Secondary school | Construction of laboratory of 40 students to completion  Equipping to be done in the next financial year. | | 3,000,000.00 |  | 3,000,000.00 | New |
|  | Biwott secondary | Construction of 1no.classroom at ksh 1,000,000 to completion and Purchase of 40 lockers &chairs at ksh 200,000 | | 1,200,000.00 |  | 1,200,000.00 | New |
|  | Kaptilol Mixed Day Secondary school | Purchase of 51 seater school bus (one off payment exclusive insurance) | | 7,200,000.00 |  | 7,200,000.00 | New |
|  | Kimwogo Mixed Day Secondary School | Purchase of 51 seater school bus school bus (one off payment exclusive insurance) | | 7,200,000.00 |  | 7,200,000.00 | New |
|  | **TERTIARY** |  | |  |  |  |  |
|  | Chepsirie TTI | Construction Plinth and pannel to mount four phase transformer KPLC to mount the transformer. | | 400,000.00 |  | 400,000.00 | New |
|  | **SECURITY** |  | |  |  |  |  |
|  | Cherota Assistant Chief’s Office | Construction of chief’s office of 2 rooms at ksh 1,300,00 to completion. construction of two door pit latrine with urinal to completion at ksh 300,000  Purchase of office furniture 2 office desk at 50,000, 2 executive office chairs at 50,000 and 10 visitors office chairs at ksh50,000 and purchase & installation of curtain rods and curtains for four windows at ksh 50,000  Wiring ksh100,000 | | 1,900,000.00 |  | 1,900,000.00 | New |
|  | Kapkenda Police post | construction of one police staff house of three rooms to completion | | 1,000,000.00 |  | 1,000,000.00 | New |
|  | Koimur Assistant Chief’s Office | Purchase of 2 acres of land at ksh 250,000 per acre. | | 500,000.00 |  | 500,000.00 | New |
|  | Kapkwoni Chief’s Office | Purchase of office furniture (2 office desk at ksh 50,000, two executive office desks at ksh50,000 chairs and 10 visitors chairs at ksh50,000, purchase and fixing of window rods & curtains for two windows at ksh20,000 and purchase of desktop at ksh 80,000 and printer ksh 50,000 | | 300,000.00 |  | 300,000.00 | New |
|  | Kabiemit Chief’s Office | Fencing works, purchase & installation of steel gate wiring of three office (fencing of 0.5 acres using concrete poles and wire mesh at ksh 200,000, purchase and installation of steel gate 50,000 and wiring ksh 50,000) | | 300,000.00 |  | 300,000.00 | New |
|  | Kabiemit ward resource centre | Renovation of the resource centre comprising of 4 offices and a hall with a capacity of 200 people to completion (Tiling) at Kshs.400,000 and Purchase of office furniture 2 office desk at ksh 50,000, 2 executive office chairs at ksh 50,000 for chief and assistant chief. | | 500,000.00 |  | 500,000.00 | New |
|  | Sego Assistant Chief’s office | Construction of chief’s office of 2 rooms to completion at ksh 1,300,00, construction of two door pit latrine with urinal to completion at ksh 300,000,  Purchase of office furniture 2 office desk at ksh 50,000, 2 executive office chairs at ksh 50,000 and 10 visitors office chairs at ksh 50,000 and purchase and installation of curtain rods and curtains at ksh 50,000 wiring ksh 100,000 | | 1,900,000.00 |  | 1,900,000.00 | New |
|  | Soy assistant Chief’s office | Construction of two door Pit latrine to completion | | 200,000.00 |  | 200,000.00 | New |
|  | Soy division ACC Residential house | Construction of Assistant County commissioner staff house 3 rooms to completion | | 1,000,000.00 |  | 1,000,000.00 | New |
|  | **OTHERS** |  | |  |  |  |  |
|  | Strategic plan | Review of strategic plan | | 500,000.00 |  | 500,000.00 |  |
|  | TOTAL |  | | **137,108,879.31** |  | **137,108,879.31** |  |

**MIN 6/11/09/20 STALE CHEQUES**

Members were informed of stale bursary cheques, this was caused by closure of schools due Covid 19. Members resolved to reverse all stale bursary cheques ksh 6,419,664 and shall be renewed to the same beneficiaries when the schools reopen.

**MIN 7/11/09/20: NG-CDFC STAFF**

Members were informed of expiry period of Mr. Winfred Chesire who has been working as an intern for one year. Since he had been interviewed initially members confirmed the employment of Mr Winfred Chesire to the position of accounts assistant job group H With starting salary of ksh 19,323 for period of three year contract and will be entitled to 31% gratuity on basic salary, house allowance of ksh 3,500 and Commuter allowance ksh3,500. His job description will be to manage all the PMC’S accounts and PMC’s expenditure returns.

Members adopted minutes from staff appraisal committee that recommended that Jane Kipyego and Paul Kiptoo salary to increase by10% on the basic effective from 1st September, 2020.

**MIN 8/11//09/20: MONITORING AND EVALUATION.**

Each member reported on ongoing projects within his or her area of jurisdiction. The implementation the ongoing projects are progressing well and projects are in different stages of implementation as indicated in the various reports submitted by respective ward representatives.

**MIN 9/11//09/20: ENVIRONMENT**

Members were informed of Chepsirei TVC request to support during tree planting day; members approved disbarment of ksh 50,000 to Chepsirei Technical Vocational College for purchase and planting of 300 mango tree seedlings. Members agreed to participate during the tree planting day on 25/09/2020.

**MIN 10/11//09/20: PMC TRAINING**

Members approved training to be done for all the PMC‘s who have received funds this will enable us to achieved the social distance policy as recommended by ministry of Health. Members approved invitation of relevant Government head of departments to facilitate the training; Public works (project management), Sub county Accountant (Finance management), Sub County procurement officer (Government Procurement procedures), Internal Auditor (Risk Management & integrity issues) and Fund account manager (Overview of NG-CDF and record keeping, minute writing and PMC’s returns)

Members approved facilitation allowance of ksh 5,000 for each trainer and transport allowance ksh 1,000 for invited PMC Members.

FAM was tasked to prepare a budget for the training which shall include Mask, Sanitizer water tea and lunch and ensure availability of the same during training.

**MIN 11/11//09/20: HANDING OVER OF COMPLETED PROJECTS.**

Members resolved that all completed projects to be commissioned, the MP to be invited to commission and handover the projects officially. Members further approved that the commissioning of projects to be made public through social Media official (website, twitter & Facebook) and also through the popular local radio stations.

There being no other business, the meeting was adjourned at 1:30p.m with a word of prayer by Mrs Salome Kiptum

**Minutes written by;**

**Secretary.........................................................Sign.............................................Date.........................**

**Confirmed by;**

**Chairman.........................................................Sign.............................................Date.........................**

**Fund Manager.................................................Sign...........................................Date.............................**