

# 15<sup>TH</sup> NG-CDFC MEETING HELD ON 11<sup>TH</sup> NOVEMBER, 2018 AT NG-CDF OFFICE KABARTONJO

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## PRESENT

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|---------------------|-----------|
| 1. RODAH TOROITICH  | MEMBER    |
| 2. STANLEY AMDANY   | CHAIRMAN  |
| 3. MOSES KACHUMO    | MEMBER    |
| 4. STELLAH MARTI    | MEMBER    |
| 5. TABITHA CHESEREK | MEMBER    |
| 6. KENNEDY CHEBON   | SECRETARY |
| 7. MUSA KIPKOTI     | MEMBER    |
| 8. JOSEPH KESA      | MEMBER    |
| 9. JOSEPH OBWOCHA   | D.C.C     |
| 10. DAVID OKOMA     | F.A.M     |

## IN-ATTENDANCE

- |                     |       |
|---------------------|-------|
| 1. EVANS KAKOKO     | STAFF |
| 2. DORCAS KANGOR    | STAFF |
| 3. VINCENT KIPKULEI | STAFF |
| 4. SHEILA CHESANG   | STAFF |

## AGENDA

1. PREAMBLE
2. READING OF PREVIOUS MINUTES
3. MATTERS ARISING
4. PAYMENT
5. 2018/2019 BUDGET FOR NEW PROJECTS
6. PROJECTS REPORT
7. A.O.B



MINUTE SERIALS	DELIBERATIONS																														
MIN1/15/BN/NG-CDFC/NOV/2018	<p><b><u>PREAMBLE</u></b></p> <p>The meeting started at 10.55AM with a word of prayer by Tabitha Cheserek. The chairman welcomed the members and thanked them for being punctual.</p>																														
MIN2/15/BN/NG-CDFC/NOV/2018	<p><b><u>READING OF PREVIOUS MINUTES</u></b></p> <p>The secretary read through the previous meeting minutes and thereafter it was proposed by Moses Kachumo and seconded by Musa Kipkoti for adoption.</p>																														
MIN3/15/BN/NG-CDFC/NOV/2018	<p><b><u>MATTERS ARISING</u></b></p> <p>❖ <b>Bill of quantities for NG-CDF Office Structure</b></p> <p>The members advised the clerk of works to give details of the BQ and areas which must be done since it will be expensive and time consuming to do it as a whole.</p> <p><b>Resolution:</b></p> <p>The members discussed at length and thereafter resolved to do the following:-</p> <ul style="list-style-type: none"> <li>- To construct external toilets so that the office can use as they move to the new building pending completion of the septic tank</li> <li>- To construct septic tank as the constructor continue doing the external works</li> <li>- To construct water tank with capacity of 100,000litres</li> </ul>																														
MIN4/15/BN/NG-CDFC/NOV/2018	<p><b><u>PAYMENT</u></b></p> <p>The members were informed that the office vehicle tyres have been delivered and they are in good condition. The members discussed and thereafter agreed to approve the payment to Facebon Limited of <b>Kshs. 204,000.</b></p>																														
MIN5/15/BN/NG-CDFC/NOV/2018	<p><b><u>2018/2019 BUDGET FOR NEW PROJECTS</u></b></p> <p>The members discussed on new projects to be funded and thereafter resolved to allocate <b>Kshs. 30,900,000.00</b> to projects based on ward level priorities for financial year 2017/18 which were not funded completely.</p> <p>The projects were prioritized as follows:-</p> <table border="1"> <thead> <tr> <th>PROJECT NAME</th> <th>ACTIVITY</th> <th>AMOUNT ALLOCATED</th> </tr> </thead> <tbody> <tr> <td><b>PRIMARY SCHOOLS</b></td> <td></td> <td></td> </tr> <tr> <td>Terik Pry. School</td> <td>Construction of Six Classrooms to Completion</td> <td>4,800,000</td> </tr> <tr> <td>Kipkaren Pry. School</td> <td>Construction of Two Classrooms to Completion</td> <td>1,600,000</td> </tr> <tr> <td>Biretwonin Pry. School</td> <td>Construction of Four Classrooms to Completion</td> <td>3,200,000</td> </tr> <tr> <td>Embo-Rutto Pry. School</td> <td>Construction of Six Classrooms to Completion</td> <td>4,800,000</td> </tr> <tr> <td>Kipsaraman Pry. School</td> <td>Construction of Three Classrooms to Completion</td> <td>2,400,000</td> </tr> <tr> <td>Katibel Pry. School</td> <td>Construction of Six Classrooms to Completion</td> <td>4,800,000</td> </tr> <tr> <td>Siboo Pry. School</td> <td>Construction of Two Classrooms to Completion</td> <td>1,600,000</td> </tr> <tr> <td>Kilingot Pry. School</td> <td>Construction of Eight Classrooms to Completion</td> <td>6,400,000</td> </tr> </tbody> </table>	PROJECT NAME	ACTIVITY	AMOUNT ALLOCATED	<b>PRIMARY SCHOOLS</b>			Terik Pry. School	Construction of Six Classrooms to Completion	4,800,000	Kipkaren Pry. School	Construction of Two Classrooms to Completion	1,600,000	Biretwonin Pry. School	Construction of Four Classrooms to Completion	3,200,000	Embo-Rutto Pry. School	Construction of Six Classrooms to Completion	4,800,000	Kipsaraman Pry. School	Construction of Three Classrooms to Completion	2,400,000	Katibel Pry. School	Construction of Six Classrooms to Completion	4,800,000	Siboo Pry. School	Construction of Two Classrooms to Completion	1,600,000	Kilingot Pry. School	Construction of Eight Classrooms to Completion	6,400,000
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	Mormorio Pry. School	Construction of one Classroom to Completion - <b>Kshs. 800,000</b> and Plastering, Painting & wiring of four classrooms - <b>Kshs. 500,000</b>	1,300,000
	<b>GRAND TOTAL</b>		<b>30,900,000</b>
<b>MIN5/15/BN/NG-CDFC/NOV/2018</b>	<b><u>PROJECTS REPORT</u></b>		
	The members were informed that there are some projects which take long during implementation; this is due to contractor's delay.		
	<b>Resolution:</b> The members resolved to inform clerk of works to monitor closely and make follow ups to avoid further delay in projects implementation.		
<b>MIN6/15/BN/NG-CLC/NOV/2018</b>	<b><u>A.O.B</u></b>		
	<ul style="list-style-type: none"> <li>- The members agreed that each member should monitor the projects which are within his or her area of jurisdiction and then inform the office on the progress.</li> <li>- The members also agreed that the PMC should start using the pre-qualified contractors and suppliers immediately after they have been identified.</li> </ul>		
	There being no other business the meeting was adjourned at 4.40PM with a word of prayer by Tabitha Cheserek.		

Secretary ..... *Kennedy Cheserek* ..... Sign ..... *[Signature]* ..... Date ..... *12/1/18* .....

Chairman ..... *Stanley K. Bunday* ..... Sign ..... *[Signature]* ..... Date ..... *12/1/18* .....

*[Signature]*

# 14<sup>TH</sup> NG-CDFC MEETING HELD ON 10<sup>TH</sup> NOVEMBER, 2018 AT NG-CDF OFFICE KABARTONJO

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## PRESENT

- |                     |           |
|---------------------|-----------|
| 1. JOSEPH KESA      | MEMBER    |
| 2. STELLAH MARTI    | MEMBER    |
| 3. MUSA KIPKOTI     | MEMBER    |
| 4. KENNEDY CHEBON   | SECRETARY |
| 5. TABITHA CHESEREK | MEMBER    |
| 6. RODAH TOROITICH  | MEMBER    |
| 7. DAVID OKOMA      | F.A.M     |
| 8. JOSEPH OBWOCHA   | D.C.C     |
| 9. MOSES KACHUMO    | MEMBER    |
| 10. STANLEY AMDANY  | CHAIRMAN  |

## IN-ATTENDANCE

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| 1. EVANS KAKOKO     | STAFF |
| 2. DORCAS KANGOR    | STAFF |
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## AGENDA

1. PREAMBLE
2. READING OF PREVIOUS MINUTES
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4. 2018/2019 BUDGET FOR ONGOING PROJECTS
5. REPORT ON STRATEGIC PLAN PROGRESS
6. A.O.B



MINUTE SERIALS	DELIBERATIONS												
MIN1/14/BN/NG-CDFC/NOV/2018	<p><b><u>PREAMBLE</u></b> The meeting started at 10.25AM with a word of prayer by Joseph Kesa.</p>												
MIN2/14/BN/NG-CDFC/NOV/2018	<p><b><u>READING OF PREVIOUS MINUTES</u></b> The secretary read through the previous meeting minutes and thereafter it was proposed by Stella Marti and seconded by Tabitha Cheserek for adoption.</p>												
MIN3/14/BN/NG-CDFC/NOV/2018	<p><b><u>MATTERS ARISING</u></b></p> <p>❖ <b><u>Payments</u></b> Members wanted to know if payments were made as it was approved in the previous meeting. <b>Response</b> - Members were informed that all payments have been made</p> <p>❖ <b><u>Audit Response Report</u></b> Members wanted to know if the audit response report has been sent. <b>Response</b> – The members were informed that the audit report is ready and it will be sent by Monday, 12<sup>th</sup> November, 2018.</p> <p>❖ <b><u>Kabilany Water Project public baraza</u></b> Members sought to know if the public baraza was organized as it was agreed in the previous meeting. <b>Response</b> – The Chairman informed members that the meeting has not taken place; because of the ongoing KCSE Exams. He promised the meeting that it will be done the last week of November or first week of December.</p> <p>❖ <b><u>Bill of quantities for NG-CDF Office Structure</u></b> Members wanted to know if the clerk of works has prepared the bill of quantities for civil works (Drainage, Pavements, Access road e.t.c) on NG-CDF Office Structure <b>Response</b> – The members were informed that the bill of quantities is ready and clerk of works was given opportunity to elaborate on it.</p>												
MIN4/14/BN/NG-CDFC/NOV/2018	<p><b><u>2018/2019 BUDGET FOR ONGOING PROJECTS</u></b></p> <p>Members were informed that the constituency has been allocated a total of <b>Kshs. 109,040,875.52</b> by the National Government Constituencies Development Fund Board for financial year 2018/2019. Out of which <b>Kshs. 5,738,993.45</b> is set aside for emergency. Therefore, the members resolved to give priority to ongoing projects and statutory allocations.</p> <p>The budget is as follows:-</p> <table border="1" data-bbox="343 1662 1582 2011"> <thead> <tr> <th data-bbox="343 1662 674 1735">PROJECT NAME</th> <th data-bbox="674 1662 1356 1735">ACTIVITY</th> <th data-bbox="1356 1662 1582 1735">AMOUNT ALLOCATED</th> </tr> </thead> <tbody> <tr> <td data-bbox="343 1735 674 1814"><b>ADMINISTRATION/ RECURRENT</b></td> <td data-bbox="674 1735 1356 1814"></td> <td data-bbox="1356 1735 1582 1814"></td> </tr> <tr> <td data-bbox="343 1814 674 1877">Employees Salaries</td> <td data-bbox="674 1814 1356 1877">Payment of staff salaries and gratuity</td> <td data-bbox="1356 1814 1582 1877">1,500,000.00</td> </tr> <tr> <td data-bbox="343 1877 674 2011">Goods and Services</td> <td data-bbox="674 1877 1356 2011">Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea</td> <td data-bbox="1356 1877 1582 2011">2,038,210.39</td> </tr> </tbody> </table>	PROJECT NAME	ACTIVITY	AMOUNT ALLOCATED	<b>ADMINISTRATION/ RECURRENT</b>			Employees Salaries	Payment of staff salaries and gratuity	1,500,000.00	Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea	2,038,210.39
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<b>ADMINISTRATION/ RECURRENT</b>													
Employees Salaries	Payment of staff salaries and gratuity	1,500,000.00											
Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea	2,038,210.39											



NSSF	Payment of NSSF Deductions	43,200.00
NHIF	Payment of NHIF Deductions	14,250.00
Committee Expenses	Payment of Committee sitting allowances, transport, conferences	1,300,000.00
Office Equipment	Purchase of Office Equipment – Four Desktop Computers <b>Kshs. 400,000</b> , Two Laptops - <b>Kshs. 200,000</b> , Projector - <b>Kshs. 60,000</b> , Colored Printer - <b>Kshs. 70,000</b> , Five UPS - <b>Kshs. 75,000</b> , Two Water Dispensers - <b>Kshs. 120,000</b> , Microwave - <b>Kshs. 35,000</b> , Public Address System - <b>Kshs. 150,000</b> , DSTV-Set Box - <b>Kshs. 12,000</b> , Two Scientific Calculators - <b>Kshs. 7,000</b> , T.V Sets 43” - <b>Kshs. 160,000</b> , Two Casio Calculators - <b>Kshs. 6,000</b> , Two Long Tape Measures - <b>Kshs. 5,000</b>	1,300,000.00
	<b>Sub Total</b>	<b>6,195,660.39</b>
Emergency	To cater for any unforeseen occurrences in the constituency during the financial year	5,738,993.45
	<b>Sub Total</b>	<b>5,738,993.45</b>
<b>M &amp; E</b>		
Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence	700,000.00
Committee Expenses	Payment of Committee sitting allowances, transport, conferences	1,000,000.00
CDFC/PMC Capacity Building	Undertake Training of the PMCs/CDFCs on CDF Related issues	1,397,830.20
	<b>Sub Total</b>	<b>3,097,830.20</b>
<b>BURSARY</b>		
Bursary to Secondary Schools	Payment of bursary to needy students	10,000,000.00
Bursary to Tertiary Colleges	Payment of bursary to needy students	6,008,391.48
Bursary to Universities	To cater for bursary for needy students	11,000,000.00
	<b>Sub Total</b>	<b>27,008,391.48</b>
<b>CONSTITUENCY OFFICE</b>		
	For external civil works, drainage and construction of septic tank, parking, pavements and landscaping	12,000,000.00
	<b>Sub Total</b>	<b>12,000,000.00</b>
<b>SPORTS</b>		
	Facilitation of football tournaments in every ward and purchase of trophies, games kits and balls to winning teams	1,400,000.00
	<b>Sub Total</b>	<b>1,400,000.00</b>



<b>PRIMARY SCHOOLS</b>		
Kalabata Pry. School	Wiring, Plastering, Glazing and Painting of three Classrooms	500,000.00
Kinyach Pry. School	Plastering, fixing of Windows and Doors, Wiring, Ceiling board and Painting of Administration Block	500,000.00
Baruiyo Pry. School	Fixing of Windows, Doors, Wiring, Plastering and Painting of three Classrooms	700,000.00
Toboroi Pry. School	Part Plastering, fixing of Doors, Wiring, Ceiling board and Painting of Administration Block	500,000.00
Chapin Pry. school	Keying, Wiring and Painting of two Classrooms	500,000.00
Kipkaren Pry. School	Ceiling, Wiring and Painting of two classrooms	200,000.00
Rondinin Pry. School	Part Walling, part Roofing, fixing of Windows, Doors, Wiring, fixing of Ceiling Board and Painting of Administration Block	700,000.00
Sibilo Pry. School	Roofing, fixing Windows, Door, Wiring, Plastering and Painting of one Classroom	500,000.00
Loruk Pry. School	Keying, Verandah, Wiring and Painting of three Classrooms	400,000.00
Akoroyan Pry. School	Plastering, Wiring, Fixing of Doors, Ceiling Board and Painting of Administration Block	500,000.00
Koroto Pry. School	Fixing of Ceiling Board, Painting and Wiring of Administration Block	300,000.00
Rormoch Pry. School	Wiring and Painting of two Classrooms	200,000.00
Kosile Pry. School	Painting and Wiring of three Classrooms	200,000.00
Kelwondonin Pry. School	Plastering, Wiring, Glazing and Painting of three Classrooms	300,000.00
Maregut Pry. School	Plastering, Keying, Wiring and Painting of two Classrooms	300,000.00
Kaptiony Pry. School	Part Plaster, Floor Screed, Keying, Wiring and final Painting of Girls Dormitory	500,000.00
Kiptolelyo Pry. School	Plastering, Keying, Wiring and Painting of two classrooms	400,000.00
Kapluk Pry. School	Construction of three door Toilets and three door Bathrooms for girls dormitory	400,000.00
Lekepchun Pry. School	Plastering, Fixing of Doors, Windows, Painting, Ceiling Board and Wiring of Administration Block built by Parents	500,000.00
Bossei Pry. School	Wiring, Glazing and Painting of eight Classrooms	400,000.00

Kirinygalia Pry School	Purchase of chairs and Lockers - Kshs. 100,000 and Kshs. 200,000 to settle previous debt on construction of three classrooms	300,000.00
	<b>Sub Total</b>	<b>8,800,000.00</b>
<b>SECONDARY SCHOOLS</b>		
Yatia Sec. School	- Purchase of Benches, Wiring, Plastering, Painting, Gas and Water System of Laboratory <b>Kshs. 500,000</b> - Verandah, Plastering, Wiring and Painting of two Classrooms <b>Kshs. 500,000</b>	1,000,000.00
Kimugul Sec. School	Part Plastering, Keying, Wiring and final Painting of two Classrooms	500,000.00
Ruth Kiptui Kasok Girls Sec. School	Part plastering, Keying, Wiring and final Painting of Dormitory	500,000.00
Poi Sec. School	Wiring, Part Plastering, Keying, Ceiling Board and final Painting of Administration Block	500,000.00
Tirimionin Sec. School	Plastering, Wiring, Glazing, Ceiling Board and Painting of School Library	500,000.00
Katibel Sec. School	Part Plastering, Fixing of Windows & Doors, Wiring, Ceiling Board and Painting of Administration Block	800,000.00
Kapluk Sec. School	Part Plastering, Keying, Wiring, Ceiling Board and final Painting of School Library	1,000,000.00
Keturwo Sec. School	Plastering, Fixing of Doors, Windows and Painting of Dormitory	300,000.00
Kuikui Secondary School	Painting, Fixing of Ceiling Board, laying floor tiles in the Administration block and construction of septic tank	500,000.00
Bossei Sec. School	Purchase of Benches, water and gas system of School Laboratory	500,000.00
Kapkiamo Sec. School	Floor screed, Glazing, Wiring and Painting of Girls Dormitory	500,000.00
Ossen Sec. School	Septic Tank, Roof Tank, Plumbing, Fittings and fixing Tiles of Dormitory	700,000.00
Kapkirwok Sec. School	Plastering, Fixing of Windows, Doors, Wiring and Painting of Administration Block built by parents	600,000.00
	<b>Sub Total</b>	<b>7,900,000.00</b>
<b>SECURITY</b>		
Loruk Police Post	Fixing of Ceiling Board, fixing of Window Glasses and Painting of Eleven Police one bedroom residential units	1,100,000.00

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	Yatia Chief's Office	Part Ceiling, Painting, Wiring & fixing of Window Glasses <b>Kshs. 200,000</b> and construction of two door toilets and two door Bathrooms <b>Kshs. 300,000</b>	500,000.00
	Muchukwo Chiefs Office	Fixing Doors, Windows, Wiring, Plastering & Painting of the three one bedroom AP units <b>Kshs. 900,000</b> , Roofing, Fixing Doors, Windows, Wiring, Plastering and Painting of chiefs office <b>Kshs. 600,000</b> , Construction of pit latrine and bathrooms <b>Kshs. 400,000</b>	1,900,000.00
	Barwessa D.O's Office	Construction of four door Toilets and three door Bathrooms for office and AP Residential	500,000.00
		<b>Sub Total</b>	<b>4,000,000.00</b>
	<b>TERTIARY</b>		
	Keturwo Community Library	Glazing, Wiring, Part Plastering, Part fixing of Ceiling Board and final Painting of Community Library	500,000.00
	Katorin Resource Centre	Part Plastering, Keying, fixing of board, Wiring and final Painting of Resource Centre Facility	1,500,000.00
		<b>Sub Total</b>	<b>2,000,000.00</b>
		<b>GRAND TOTAL</b>	<b>78,140,875.52</b>

<b>MIN5/14/BN/NG-CDFC/NOV/2018</b>	<b><u>REPORT ON STRATEGIC PLAN PROGRESS</u></b> The committee was informed that questionnaires have been distributed to stakeholders to give responses on their needs. Some of the stakeholders include schools and chiefs.
<b>MIN6/14/BN/NG-CDFC/NOV/2018</b>	<b><u>A.O.B</u></b> The members saw that since time was already past 6.15PM, they resolved to convene another meeting the following day on 11/11/2018 to prioritize the remaining amount.  There being no other business the meeting was adjourned with a word of prayer by Rodah Toroitich.

Secretary Kennedy Cheboi Sign [Signature] Date 14/11/18

Chairman Stanley K.C. Amday Sign [Signature] Date 14/11/18

[Signature]