10THNG-CDFCMEETING HELD ON 6TH NOVEMBER, 2019 AT NG-CDF OFFICE KABARTONJO

**PRESENT**

1. STANLEY AMDANY CHAIRMAN
2. KENNEDY CHEBON SECRETARY
3. RODAH TOROITICH MEMBER
4. MUSA KIPKOTI MEMBER
5. DAVID OKOMA F.A.M
6. JOSEPH OBWOCHA D.C.C
7. JOSEPH KESA MEMBER

**ABSENT WITH APOLOGY**

1. STELLA MARTI MEMBER
2. MOSES KACHUMO MEMBER
3. TABITHA CHESEREK MEMBER

**AGENDA**

1. INTRODUCTION
2. READING OF PREVIOUS MINUTES
3. MATTERS ARISING
4. NEWNG-CDF OFFICE
5. PROJECT PROPOSAL FOR FINANCIAL YEAR 2019-2020
6. AWARDING OF BURSARY FOR FINANCIAL YEAR 2019-2020
7. SPORTS TOURNAMENT
8. RESUBMISSION OF PROJECTS
9. A.O.B

**MIN1/10/BN/NG-CDFC/NOV/2019 – INTRODUCTION**

The meeting was called to order at 12:45PM and the chairman welcomed members to the meetinghe thenrequested Mr. Joseph Kesa to openwith a word of prayer.

**MIN2/10/BN/NG-CDFC/NOV/2019- READING OF PREVIOUS MINUTES**

The secretary read through the previous meeting minutes and thereafter it was proposed by Joseph Kesa and seconded by RodahToroitich as true minutes to be adopted.

**MIN3/10/BN/NG-CDFC/NOV/2019 - MATTERS ARISING**

* Members wanted to know if the re-allocation request has been send for approval by NG-CDF Board Nairobi.

**Response:-**

The manager informed members that the request has been sent.

* Members also wanted to know whether payments of staff gratuity and approved request for emergency funds have been made.

**Response:-**

* The manager confirmed to members that all approved payments have been made.

**MIN4/10/BN/NG-CDFC/NOV/2019 – NEW NG-CDF OFFICE**

The members went through the final accounts for the construction of the NG-CDF Office. It was found that there were variations in various stages of the project which included;

* Excavation – exceeded the estimates due to steep terrain of the site
* Sub-structure wall – exceeded due to the depth of the foundation
* Ground beam – provided to break the several number of courses on the sub-structure wall
* Roofing materials – under estimation of both the roofing hollow metallic sections and the versatile sheet
* Reinforcement bars size and spacing on the 1st floor suspended slab – changed from the D-8 to D-10 with the advice of the structural engineer
* Change of windows material specifications from steel casement to aluminum
* Change of electrical accessories material specification from plastic to brass
* Change of tile specifications
* Change of ceiling board specifications from the ordinary chip board to gypsum type
* Change in size and material specifications in some of the doors
* Omission of the, spiral stairs, gutters and down pipes in the bill of quantities

Consequently, there was asubstantial variationover the contract sum. The pending works include; mechanical works, electrical works, office wall partitions, ramp accessing the first floor and the spiral stairs for the exits at each end of the structure. The members deliberated at lengthy and finally resolved to approve a variation of **21%** of the contract sum which translates to **Kshs. 7,938,266.28** which they agreed to cover up to mechanical works which will allow the office to be occupied. The officewall partitioning, ramp and stairs to be considered later.

The members having approved the variation, they were also informed that the contractor had already undertaken works worth **Kshs. 6,124,416** and has requested to be paid the same.

It was resolved that the contractor be paid **Kshs. 4,000,000** and the rest be paid after completion of the mechanical works.

Members were informed that the construction of the septic tank is complete and the contractor has requested payment. The members agreed to wait for public works approval before payment is made.

**MIN5/10/BN/NG-CDFC/NOV/2019 –PROJECT PROPOSALFOR FINANCIAL YEAR 2019-2020**

The manager informed members that the constituency has been allocated **Kshs. 137,367,724.14** forfinancial year 2019/2020. Out of this total amount, emergency is **Kshs. 7,198,241.38.**

The members resolved to allocate the remaining funds to ongoing projects as per priorities given by the community after the statutory deduction.However, all the prioritized projects will not be considered in this financial year because of the ongoing construction of NG-CDF Office.

The budget is as follows:-

| **PROJECT NAME** | **ACTIVITY** | **AMOUNT ALLOCATED** |
| --- | --- | --- |
| **ADMINISTRATION/ RECURENT** |  |  |
| Employees Salaries | Payment of staff salaries and gratuity | 3,869,000.00  |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea | 2,383,718.00  |
| 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 | 1,500,000.00  |
| **SUB TOTAL** | **7,810,168.00** |
| **EMERGENCY** |  |  |
| Emergency | To cater for any unforeseen occurrences in the constituency during the financial year |  7,198,241.38 |
| **SUB TOTAL** | **7,198,241.38** |
| **BURSARY** |  |  |
| Bursary to Secondary Schools | Payment of bursary to needy students | 16,700,000.00  |
| Bursary to Tertiary Institutions | Payment of bursary to needy student |  13,300,000.00  |
| **SUB TOTAL** | **30,000,000.00** |
| **M & E |CAPACITY BUILDING** |  |  |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence | 400,200.00  |
| Committee Expenses | Payment of Committee allowances, transport, conferences |  1,500,000.00  |
| CDFC/PMC Capacity Building | Undertake Training of the PMCs/CDFCs on CDF Related issues |  2,004,884.00  |
| **SUB TOTAL** | **3,905,084.00** |
| **CONSTITUENCY OFFICE** |  |  |
| NG-CDF Office | Partition of first floor offices andMechanical Works-6,000,000 purchase of power generator-1,000,000, Installation of CCTV&Electrical Fittings -1,000,000, Installation of LAN-854,230.76, Civil works around the building including drainage, Ramp, road works and landscaping-5,700,000 | 14,554,230.76  |
| **SUB TOTAL** | **14,554,230.76** |
| **PRIMARY SCHOOLS** |  |  |
| Maramar Pry. School | Construction of 5 permanent classroomsto completion |  4,000,000.00  |
| Rosondonin Pry. School | Construction of 5 permanent classroomsto completion |  4,000,000.00  |
| Rebeko Pry. School | Construction of 5 permanent classroomsto completion |  4,000,000.00  |
| Kasiber Pry. School | Construction of 1 permanent classroom to completion-800,000 and plaster of 5 classrooms to completion-1,000,000 |  1,800,000.00  |
| Bartum Pry. school | Construction of 4 permanent classroomsto completion |  3,200,000.00  |
| Tibingar Pry. School | Construction of 3 permanent classroomsto completion | 2,400,000.00 |
| Kagir Pry. School | Construction of 3 permanent classroomsto completion | 2,400,000.00 |
| Burburet Pry. School | Construction of 3 permanent classroomsto completion |  2,400,000.00  |
| Barintar Pry. School | Construction of 4 permanent classroomsto completion |  3,200,000.00  |
| Kapngetyo Pry. School | Construction of 5 permanent classroomsto completion |  4,000,000.00  |
| Kapkarani Pry. School | Construction of 5 permanent classroomsto completion |  4,000,000.00  |
| Kureschun Pry. School | Construction of 4 permanent classroomsto completion |  3,200,000.00  |
| Kaptorot Pry. School | Construction of 3 permanent classroomsto completion |  2,500,000.00  |
| Ossen Pry. School | Construction of 3 permanent classroomsto completion |  2,400,000.00  |
| Kapkomon Pry. School | Construction of 5 permanent classroomsto completion |  4,000,000.00  |
| Nuregoi Pry. School | Construction of 3 permanent classroomsto completion |  2,400,000.00  |
| Sogom Pry. School | Construction of 5 permanent classroomsto completion |  4,000,000.00  |
| **SUB TOTAL** | **53,900,000.00** |
| **SECONDARY SCHOOLS** |  |  |
| Kipcherere secondary school | Purchase of 50 seater school bus |  7,000,000.00  |
| Moi day secondary Kabartonjo | Foundation of Six Classrooms and Science Laboratory of Storey Building |  3,000,000.00  |
| ArapMoiRimo secondary school | Purchase of 50 seater school bus |  7,000,000.00  |
| Bartolimo Boys High school | Part Construction of 40 double decker BedstoreyDormitory initiated by parents(walling of ground and slab of first floor |  3,000,000.00  |
| **SUB TOTAL** | **20,000,000.00** |
| **GRAND TOTAL** | **137,367,724.14** |

**MIN6/10/BN/NG-CDFC/NOV/2019 – AWARDING OF BURSARY FOR FINANCIAL YEAR 2019/2020**

The members reported that the award of bursaries to needy students ineach sub-location is ongoing and some are even ready to avail the list of beneficiaries to the NG-CDF office. Members discussed and agreed that when the sub-location bursary committee forwards the lists to the office, the NG-CDFC will arrange to visit the respective sub locations and hold a public baraza to ensure that bursaries were awarded to the deserving beneficiaries. The exercise of holdingpublic baraza is scheduled to start in early December, 2019.

**MIN7/10/BN/NG-CDFC/NOV/2019 – SPORTS TOURNAMENT**

It was reported that the qualification for the constituency level tournament is at locationlevel. The dates for ward level qualifications will be agreed once the area Member of Parliament confirms his availability which is expected to be in late November, 2019 and the constituency level will be held in the third week of December, 2019.

**MIN8/10/BN/NG-CDFC/NOV/2019 – RESUBMISSION OF PROJECTS**

The members revisited projects which were not approved by NG-CDF Board in the previous financial years, the projects are as follows:-

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT NAME** | **FINANCIAL YEAR** | **ACTIVITY** | **AMOUNT ALLOCATED**  |
| 1. Barwessa Youth Project
 | 2015/2016 | Wiring and construction of verandah of hall  | 400,000 |
| 1. Keturwo Community Library
 | 2018/2019 | Glazing, Wiring, Part Plastering, Part fixing of Ceiling Board and final Painting of Community Library | 500,000 |
| 1. Kirinygalya Primary School
 | 2018/2019 | Purchase of chairs and Lockers - Kshs. 100,000 and Kshs. 200,000 to settle previous debt on construction of three classrooms | 300,000 |
| **TOTAL** | **1,200,000** |

**Resolution**

The members discussed at length and thereafter resolved to resubmitBartolimo boys’ high school for walling of first floor of 40 bed storeydormitory at Kshs. 1,200,000 initiated by parents.

**MIN9/10/BN/NG-CDFC/NOV/2019 - A.O.B**

There being no other business the meeting was adjourned with a word of prayer by RodahToroitich at 6:45PM.

Secretary ………………………………… Sign ……………………. Date ………………..

Chairman ………………………………… Sign ……………………. Date ………………..