**SAMBURU WEST NG-CDFC MEETING HELD ON 27th & 28th AUGUST 2020 AT SAMBURU WEST NG - CDF OFFICE**

**MEMBERS PRESENT:**

1. ISAIAH LETUNTA – CHAIRPERSON
2. VIOLET LELEKONG ­– SECRETARY
3. ISAAK HASSAN ADAN – FUND ACCOUNT MANAGER
4. JOHN OTIENO – DEPUTY COUNTY COMMISSIONER
5. SCHOLASTICA APEIYO – MEMBER
6. DOUGLAS LEBOIYARE – MEMBER
7. ESSAU LENEMIRIA – MEMBER
8. IRENE LENAIYARA – MEMBER
9. TEDDY LEKEREIYO – MEMBER
10. SIMON LEMARIMBE – MEMBER

**AGENDA**

1. Confirmation of Previous Meeting Minutes
2. CDF Projects Proposal for Financial Year 2020/2021
3. Staff Salary Status
4. A.O.B

**MIN 01/08/2020: CONFIRMATION OF PREVIOUS MEETING MINUTES**

The meeting was started with the word of prayer from Simon Marimbe, the Chairperson welcomed all members and thanked them for being punctual and he urged members to contribute to the meeting agendas. The secretary read through the minutes of the previous meeting. The minutes were confirmed to be true copy of the deliberations held by Violet Lelekong who was seconded by Scolastica Apeyo.

**MIN 02/08/2020: CDF PROJECTS PROPOSAL BUDGET FOR FINANCIAL YEAR 2020/2021**

The Chairperson briefed members that the committee is required to submit project proposals for the financial year 2020/2021 in time to get funds, the fund account manager told members that the NG- CDF Committee is supposed to submit projects proposals to the NG - CDF Board as per the guidelines of the National Government projects.

The Fund Account Manager informed members that the constituency had been allocated a total of **Kshs.137,092,879.31** The Fund account manager briefed members on the guidelines for project proposal presentation he also informed members on the eligible projects. The manager informed members that all devolved functions are no longer eligible under the new NG-CDF act.

The Fund Account Manager informed members that the constituency have a number of Ongoing projects as per the Project Implementation Status report. The report was tabled and the members agreed to give the ongoing projects first priority.

After lengthy deliberations the NG- CDF committee agreed on the following projects to be funded in the Financial Year 2020 – 2021 in all the four wards in the Constituency.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Name**  |  **Original Cost**  |  **Cumulative allocation**  | **Project activity**  |  **Amount Allocated**  | **Current Status** |
| Employees Salaries |  4,050,792.00  |   | Payment of staff salaries and gratuity  |  4,050,792.00  | New |
| Goods and Services |  2,158,778.00  |   | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea |  2,158,778.00  | New |
| NSSF |  81,600.00  |   | Payment of NSSF Deductions |  81,600.00  | New |
| NHIF |  134,400.00  |   | Payment of NHIF Deductions |  134,400.00  | New |
| Committee Expenses |  1,800,000.00  |   | Payment of Committee sitting allowances, transport, conferences |  1,800,000.00  | New |
| Goods and Services |  1,182,786.00  |   | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence |  1,182,786.00  | New |
| Committee Expenses |  1,880,000.00  |   | Payment of Committee sitting allowances, transport, conferences |  1,880,000.00  | New |
| CDFC/PMC Capacity Building |  1,050,000.00  |   | Undertake Training of the PMCs/CDFCs on CDF Related issues |  1,050,000.00  | New |
| Emergency  |  7,198,241.38  |   | To cater for any unforeseen occurrences in the constituency during the financial year  |  7,198,241.38  | New |
| Sports | 2,741,857 |   |  Buying of sports equipment i.e uniforms and balls for 100 teams within the constituency each @ Kshs 27,418.57. 1,Francos FC 2,Muramur FC 3,Supa Lions 4,Allstars 5,Bendera FC 6,Nailepu FC 7,Nabore Fc 8,Aguthi FC 9,Choices 10,Milimani Fc 11,Starlight FC 12,Rangau FC PORO 1,Nontoto Fc 2,Ladala Fc 3,Nkejuemuny fc 4,Sere Fc 5,Golden Arrows Fc 6,Boca Junior fc 7,Lemisigiyo fc8,Seketet fc 9,Sawan Fc 10,Loiting Fc 11,Ngano Fc12,Lemarae Fc 13,Ntole Fc 14,Louwa Lantare Fc 15,Siambu Fc13,Golden Boys 14,Samba 15,Lakira 16,Lpartuk 17,Lgos Fc 18,Nomotio 19,Tamiyoi 20,Machini Fc 21,Ngari FC 22,Lporos FC 23,Ledero Fc 24,Reten Fc 25,Ledero Paradise26,Shabaa FC 27,Golden Ladies 28,Taqwa fc 29,Rangau fc ladies 30,Upperhill Fc ladies 31,milimani fc ladies 32,ledero fc ladies, **LODOKEJEK WARD1,**Kelele Fc 2,Kirimon Fc 3,Sura Adoru Fc 4,Garma FC 5,Lowabene Fc 6,Mugur FC 7,Lmisigiyoi FC 8,Bridges FC 9,Ngamata fc 10,Lpetpet fc 11,Lalaingok 12,Kisima Fc 13,Legion fc 14,Lodokejek fc 15,Lkishaki fc 16,Loltulelei fc 17,Morijoi fc 18,Kasirirui fc 19,Lekuru fc 20,Kirimon Fc Ladies 21,Lodokejek fc Ladies 22,Sura Adoru Fc Ladies23,lodokejek ladies LOOSUK 1,Loosuk 2,Lorosoit fc 3,Lchingei Fc 4,Nkopeliani FC 5,Loisukutan Fc 6,Lolkunono Fc 7,Lolmisigiyoi FC 8,Loruko FC 9,Ngweta Fc 10,Pirates FC 11,Loibornkare fc 12,Lesidai FC 13,Lesidai Fc 14,Looruga Fc 15,Pura Fc 16,Lkeek Sapuki Fc 17,Loosuk Fc Ladies 18,Loibornkare fc ladies SUGUTA 1,Longewan Fc 2,Amaiya Fc 3,Suguta Fc 4,Lekasuiyan FC 5,Angata Arongai Fc 6,Nkutoto Arus Fc 7,Lchoro Lelerai Fc 8,Lolmo**log Fc 9,Kitobor Fc 10,supper Eagles 11,Ntabas Fc 12,Golden Boys 13,Stima FC 14,Angata Lerai Fc 15,Longewan fc ladies 16,Angata Rongai fc ladies** | 2,741,857 | New |
| Environment | 2,741,857 |   | To buy and plant tree seedlings in the following 26 learning institutions each @ Kshs 105,456.04 : Shabaa Primary, Tamiyoi Primary, Samburu Mixed, Ngari Primary, Ngari Mixed, Ledero Mixed, Ledero Primary, Morijoi Primary, Mwangaza Mixed, Lmutaro Primary, Lporos Primary, Milimani Primary, St. Marys Primary, Maralal High school, Nomotio Primary, Lkuroto Primary, Muslim Primary, DEB Maralal Primary, Siambu Primary, Lemisigiyo Primary, Loiragai Primary, Pura Primary, Lkiloriti Primary, Loltulelei Primary, Logorate Primary, Nkutoto Elepere. | 2,741,857 | New |
| Bursary Secondary Schools |  19,878,400.00  |   | Payment of bursary to needy students in secondary schools |  19,878,400.00  | New |
| Bursary Tertiary Schools |  15,261,307.93  |   | Payment of bursary to needy students in tertiary institutions |  15,261,307.93  | New |
| **PRIMARY SCHOOL PROJECTS** |  |  |  |  |   |
| LKILORIRITI PRIMARY SCHOOL |  1,300,000.00  |   | CONSTRUCTION OF TEACHERS QUARTER TO COMPLETION COMPRISING OF 2 ROOMS |  1,300,000.00  | New |
| NGAMATA PRIMARY SCHOOL | 1,200,000.00  |   |  CONSTRUCTION OF 1 CLASSROOM TO COMPLETION | 1,200,000.00  | New |
| LPETPET PRIMARY SCHOOL |  1,200,000.00  |   |  CONSTRUCTION OF 1 CLASSROOM TO COMPLETION |  1,200,000.00  | New |
| NGAMBO PRIMARY SCHOOL |  1,200,000.00  |   |  CONSTRUCTION OF 1 CLASSROOM TO COMPLETION |  1,200,000.00  | New |
| MUGUR PRIMARY SCHOOL |  1,200,000.00  |   |  CONSTRUCTION OF 1 CLASSROOM TO COMPLETION |  1,200,000.00  | New |
| NENGERPUS PRIMARY SCHOOL |  1,200,000.00  |   |  CONSTRUCTION OF 1 CLASSROOM TO COMPLETION |  1,200,000.00  | New |
| KIRIMON PRIMARY SCHOOL |  1,200,000.00  |   |  CONSTRUCTION OF 1 CLASSROOM TO COMPLETION |  1,200,000.00  | New |
| LODOKEJEK PRIMARY SCHOOL |  2,000,000.00  |   | CONSTRUCTION OF DORMITORY TO COMPLETION  |  2,000,000.00  | New |
| SURA ADORU PRIMARY SCHOOL |  700,000.00  |   | CONSTRUCTION OF 2 DOOR TOILETS AND 2 BATHROOM TO COMPLETION |  700,000.00  | New |
| LESIDAIPRIMARY SCHOOL |  1,200,000.00  |   |  CONSTRUCTION OF 1 CLASSROOM TO COMPLETION |  1,200,000.00  | New |
| NOMOTIO PRIMARY SCHOOL |  2,300,000.00  |   | RENOVATION OF 8 CLASSROOMS I.E FLOORING, PLASTERING, FIXING DOORS AND WINDOWS |  2,300,000.00  | New |
| MARALAL PRIMARY SCHOOL |  1,200,000.00  |   | CONSTRUCTION OF DORMITORY TO LINTEL LEVEL |  1,200,000.00  | New |
| ST.MARYS PRIMARY SCHOOL |  1,200,000.00  |   | CONSTRUCTION D/H TEACHERS OFFICE TO COMPLETION |  1,200,000.00  | New |
| SENEIYA SPECIAL SCHOOL |  2,100,000.00  |   | CONSTRUCTION OF 6 DOOR LATRINES TO COMPLETION |  2,100,000.00  | New |
| SHABAA PRIMARY SCHOOL |  1,200,000.00  |   |  CONSTRUCTION OF 1 CLASSROOM TO COMPLETION |  1,200,000.00  | New |
| LKURUM PRIMARY SCHOOL |  1,200,000.00  |   |  CONSTRUCTION OF 1 CLASSROOM TO COMPLETION |  1,200,000.00  | New |
| LOITING PRIMARY SCHOOL |  1,200,000.00  |   |  CONSTRUCTION OF 1 CLASSROOM TO COMPLETION |  1,200,000.00  | New |
| NGANO PRIMARY SCHOOL |  1,200,000.00  |   |  CONSTRUCTION OF 1 CLASSROOM TO COMPLETION |  1,200,000.00  | New |
| LEMISIGIYO PRIMARY SCHOOL |  500,000.00  |  2,000,000.00  |  COMPLETION OF 6 ACRES OF FENCING |  500,000.00  | Ongoing |
| ANG'ATA RONKAI PRIMARY SCHOOL |  1,200,000.00  |   |  CONSTRUCTION OF 1 CLASSROOM TO COMPLETION |  1,200,000.00  | New |
| LORUKOTI PRIMARY SCHOOL |  1,200,000.00  |   |  CONSTRUCTION OF 1 CLASSROOM TO COMPLETION |  1,200,000.00  | New |
| LOLGESE PRIMARY SCHOOL |  1,200,000.00  |   |  CONSTRUCTION OF 1 CLASSROOM TO COMPLETION |  1,200,000.00  | New |
| NKUTOTO ELEPERE PRIMARY SCHOOL |  1,200,000.00  |   |  CONSTRUCTION OF 1 CLASSROOM TO COMPLETION |  1,200,000.00  | New |
| LOTURO PRIMARY SCHOOL |  700,000.00  |   | CONSTRUCTION OF 4 DOOR PIT LATRINES |  700,000.00  | New |
| LOSHOO PRIMARY SCHOOL |  1,200,000.00  |   |  CONSTRUCTION OF 1 CLASSROOM TO COMPLETION |  1,200,000.00  | New |
| LDARANJA PRIMARY SCHOOL |  1,200,000.00  |   |  CONSTRUCTION OF 1 CLASSROOM TO COMPLETION |  1,200,000.00  | New |
| LOLMISIGIYIO PRIMARY SCHOOL |  1,200,000.00  |   |  CONSTRUCTION OF 1 CLASSROOM TO COMPLETION |  1,200,000.00  | New |
| LOISUKUTAN PRIMARY SCHOOL |  1,200,000.00  |   |  CONSTRUCTION OF 1 CLASSROOM TO COMPLETION |  1,200,000.00  | New |
| LOROSOIT PRIMARY SCHOOL |  1,200,000.00  |   |  CONSTRUCTION OF 1 CLASSROOM TO COMPLETION |  1,200,000.00  | New |
| LUMAMOR PRIMARY SCHOOL |  1,200,000.00  |   |  CONSTRUCTION OF 1 CLASSROOM TO COMPLETION |  1,200,000.00  | New |
| YARE PRIMARY SCHOOL |  1,200,000.00  |   |  CONSTRUCTION OF 1 CLASSROOM TO COMPLETION |  1,200,000.00  | New |
| ANG'ATA RONGAI PRIMARY SCHOOL |  625,000.00  |   | PURCHASE OF 100 DESKS @ KSHS 6250 |  625,000.00  | New |
| ST PAULS PRIMARY SCHOOL |  625,000.00  |   | PURCHASE OF 100 DESKS @ KSHS 6250 |  625,000.00  | New |
| LOGORATE PRIMARY SCHOOL | 625,000 |  | PURCHASE OF 100 DESKS@ KSHS 6250 | 625,000 | New |
| NKUTOTO ARUS PRIMARY  |  625,000.00  |   | PURCHASE OF 100 DESKS @ KSHS 6250 |  625,000.00  | New |
| LMISIGIYIO PRIMARY |  625,000.00  |   | PURCHASE OF 100 DESKS @ KSHS 6250 |  625,000.00  | New |
| LODOKEJEK PRIMARY SCHOOL | 625,000.00 |  | PURCHASE OF 100 DESKS @ KSHS 6250 | 625,000.00 | New |
| KELELE PRIMARY SCH |  625,000.00  |   | PURCHASE OF 100 DESKS @ KSHS 6250 |  625,000.00  | New |
| LOLUA PRIMARY SCHOOL |  1,200,000.00  |   |  CONSTRUCTION OF 1 CLASSROOM TO COMPLETION |  1,200,000.00  |  New |
| LCHORO LELERAI PRIMARY SCHOOL |  332,860.00  |   | SCHOOL BOREHOLE REPAIR |  332,860.00  | New  |
| **SECONDARY SCHOOLS PROJECTS** |   |  |   |   |  |
| KISIMA GIRLS HIGH SCHOOL |  1,200,000.00  |   |  CONSTRUCTION OF 1 CLASSROOM TO COMPLETION |  1,200,000.00  | New |
| KISIMA MIXED DAY  |  2,500,000.00  |   | CONSTRUCTION OF ADMINISTRATION BLOCK COMPRISING 4 ROOMS TO COMPLETION  |  2,500,000.00  | New |
| MALASO MIXED SEC SCHOOL |  1,300,000.00  |  3,500,000.00  | COMPLETION OF LABORATORY I.E PLASTERING, FLOORING, FIXING DOORS AND WINDOWS AND PLUMBING WORKS  |  1,300,000.00  | Ongoing |
| KIRISIA BOYS SEC SCHOOL |  3,800,000.00  |   | CONSTRUCTION OF MULTIPURPOSE HALL |  3,800,000.00  | New |
| MILIMANI MIXED SEC SCHOOL |  1,200,000.00  |   |  CONSTRUCTION OF 1 CLASSROOM TO COMPLETION |  1,200,000.00  | New |
| TSC DIRECTOR'S OFFICE TOILET |  700,000.00  |   | CONSTRUCTION OF 4 DOOR TOILETS TO COMPLETION |  700,000.00  | New |
| BISHOP LESUUDA MIXED |  625,000.00  |   | PURCHASE OF 100 DESKS @ KSHS 6250 |  625,000.00  | New |
| **SECURITY PROJECTS** |  |  |  |  |  |
| LODOKEJEK AP CAMP |  700,000.00  |   | CONSTRUCTION OF 2 DOOR TOILETS AND 2 DOOR BATHROOM TO COMPLETION |  700,000.00  | New |
| KISIMA POLICE STATION |  1,500,000.00  |   |  FENCING OF THE POLICE STATION COMPOUND  |  1,500,000.00  | New |
| SUGUTA CHIEFS OFFICE |  1,500,000.00  |   | CONSTRUCTION OF CHIEFS OFFICE TO COMPLETION |  1,500,000.00  | New |
| SUGUTA POLICE STATION |  2,300,000  |   | CONSTRUCTION OF 4 DOOR TOILETS AND FENCING OF COMPOUND |  2,300,000 | New |
| LOGORATE CHIEFS OFFICE |  1,500,000.00  |   | CONSTRUCTION OF CHIEFS OFFICE TO COMPLETION |  1,500,000.00  | New |
| CHIEFS OFFICE KIRISIA  |  700,000.00  |  | CONSTRUCTION OF4 DOOR LATRINE TO COMPLETION |  700,000.00  | **New** |
| MARALAL ASSIST CHIEF OFFICE  |  700,000.00  |   | CONSTRUCTION OF 4 DOOR LATRINE TO COMPLETION |  700,000.00  | New |
| SIRATA TTI |  10,000,000.00  |   | COMPLETION OF LECTURE HALLS PLASTERING, FLOORING, ELECTRICAL WORKS, PAINTING, PLUMBING WORKS AND FIXING OF DOORS AND WINDOWS |  10,000,000.00  |  New |
| SAMBURU KMTC |  2,400,000.00  |   | CONSTRUCTION OF 2 CLASSROOMS TO COMPLETION |  2,400,000.00  | New |
|  |  |  |  |  |  |
|  |  |  |  |  **137,092,879.00**  |  |

The committee members requested the Fund Account Manager to do the necessary documentation for project proposal approval by NG-CDF board. The committee also requested the Area Member of Parliament to follow up with the board for fast approval of the projects.

**MIN 03/08/2020: STAFF SALARY STATUS**

The committee members were informed of that the Accounts Assistant, Driver and Records Management officer have completed their second-year service employment, hence the need for salary increment. The manager tabled the new salary for staff as follows:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME**  | **DESIGNATION** | **GROSS SALARY** | **NSSF** | **NSSF EMPLOYERS CONTRIBUTION** | **NHIF** | **PAYE** | **TOTAL DEDUCTION** | **NET SALARY** |
| Vincent Odhiambo Ouru | ICT Data Clerk | 35823 | 200 | 200 | 950 | 1,611.30 | 2761.3 | 33061.7 |
| Jemoma Lekishorumongi | Support Staff | 15000 | 200 | 200 | 600 | 0.00 | 800.00 | 14,200.00 |
| Naingasha Ntarasin | Support Staff | 13000 | 200 | 200 | 500 | 0.00 | 700 | 12300 |
| Benjamin Lengapiani | Clerical officer | 30692 | 200 | 200 | 900 | 841.65 | 1941.65 | 28750.35 |
| Andrew Leakono | Account Assistant | 31323 | 200 | 200 | 900 | 936.30 | 2036.3 | 29286.7 |
| Lesilele Ragan | Driver | 18192 | 200 | 200 | 600 | 0.00 | 800 | 17392 |
| Felix Kaunda Lenamparasio | Records Management officer | 30692 | 200 | 200 | 900 | 841.65 | 1941.65 | 28750.35 |
| Halima Hassan Maalim | Records Management officer | 17692 | 200 | 200 | 600 | 0.00 | 800 | 16892 |
| Joseph Kariuki Mwangi | Assistant Clerical officer | 17692 | 200 | 200 | 600 | 0.00 | 800 | 16892 |
| Ltukurush Lenemeitei | Assistant Clerical officer | 13692 | 200 | 200 | 500 | 0.00 | 700 | 12992 |
| Margaret Lekamario | Clerical officer | 15000 | 200 | 200 | 600 | 0.00 | 800.00 | 14200 |
| Lmambion Loipokopeny | Assistant Clerical officer | 17692 | 200 | 200 | 600 | 0.00 | 800 | 16892 |
| Julius Lmalaso Lechoe | Clerk |  15,000  | 200 | 200 | 600 | 0.00 | 800.00 |  14,200.00  |
| Teresia Erote | Support Staff |  13,692  | 200 | 200 | 500 | 0.00 | 700 | 12992 |
| Jonathan Lesimale | Messenger |  13,692  | 200 | 200 | 500 | 0.00 | 700 |  12,992  |
| Benson Lekisima | General Duties |  13,692  | 200 | 200 | 500 | 0.00 | 700 | 12992 |
| Lasi Letiwa |   | 25000 | 200 | 200 | 850 | 0.00 | 1050 | 23950 |
| **TOTALS** |  | **337566** | **3400** | **3400** | **11200** | **4,230.90** | **18830.9** |  **318,735.10**  |

**MIN 04/08/2020 A.O.B.**

Committee members agreed on the following;

1. Committee sitting allowance for the 2 days meeting of Kshs.94,000.00 to be paid.
2. The CDFC Chairman, Fund Account Manager and the District Accountant to be paid 4 days allowances for attending performance contract and IPSAS training in Eldoret the amount is Kshs.68,000.00
3. The Fund Account manager to be paid night out allowances for the days he will travel to Nairobi head office while submitting monthly returns and projects proposal to the NG - CDF Board.
4. The committee agreed to buy T shirts and Shirts for the staff and NG-CDFC members. Each one T shirt and one shirt. The same to be paid as per the invoice, LPO, delivery note and receipts.
5. The committee agreed to go for M and E for 8 days to monitor and evaluate the on-going projects and hand over the complete projects. The committee agreed on the exercise budget of Kshs.420,000.00 the same to be charged from M and E vote head.
6. Office stationery and other office expenses to be paid as per the receipts and invoices.

There being no other business the meeting ended with a word of prayer from Essau Lenemiria.

**Minutes Compiled by;** **Minutes Confirmed by;**

**The Secretary The Chairperson**

Signature…………………………………. Signature………………..........

Date…………………………………………. Date……………….................