**LAIKIPIA NORTH NG-CDFC MEETING HELD ON 26th & 27th AUGUST 2020 AT DOLDOL NG - CDF OFFICE**

**MEMBERS PRESENT:**

1. John K. Ole Tingoi - Chairman
2. Isaak Hassan Adan - Fund Account Manager
3. Josephine Puda Lima - Secretary
4. Ephantus Mwai - Member
5. Fredrick Loibash Lokale - Member
6. Langa Lekairab Sakui - Member
7. Margaret N. Lenambeti - Member
8. Teresia Wambui - Member
9. Benjamin Nzioka - Deputy County Commissioner

**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 Langa Lekairab Sakui, 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 Fredrick Loibash Lokale who was seconded by Teresia Wambui.

**MIN 02/08/2020: CDF PROJECTS PROPOSAL BUDGET FOR FINANCIAL YEAR 2019/2020**

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.137,088,879.31** 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 did not have any Ongoing projects as per the Project Implementation Status report. The report was tabled and the members agreed to fund completely new projects.

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 | 3,400,000.00 | 0.00 | Payment of staff salaries and gratuity | 3,400,000.00 | New |
| Goods and Services | 2,955,973.00 | 0.00 | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea | 2,955,973.00 | New |
| Goods and Services | 70,000.00 | 0.00 | Purchase of 1 camera | 70,000.00 | New |
| Goods and Services | 100,000.00 | 0.00 | Purchase of 2 executive office seats (Kshs 70,000.00) and 1 file cabinet (Kshs 30,000.00) | 100,000.00 | New |
| NSSF | 28,800.00 | 0.00 | Payment of NSSF Deductions | 28,800.00 | New |
| NHIF | 70,800.00 | 0.00 | Payment of NHIF Deductions | 70,800.00 | New |
| Committee Expenses | 1,599,759.76 | 0.00 | Payment of Committee sitting allowances, transport, conferences | 1,599,759.76 | New |
| Goods and Services | 1,182,786.00 | 0.00 | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence | 1,182,786.00 | New |
| Committee Expenses | 1,880,000.00 | 0.00 | Payment of Committee sitting allowances, transport, conferences | 1,880,000.00 | New |
| CDFC/PMC Capacity Building | 1,049,880.38 | 0.00 | Undertake Training of the PMCs/CDFCs on CDF Related issues | 1,049,880.38 | New |
| Emergency | 7,192,206.90 | 0.00 | To cater for any unforeseen occurrences in the constituency during the financial year | 7,192,206.90 | New |
| Bursary Secondary Schools | 20,475,118.09 | 0.00 | Payment of bursary to needy student | 20,475,118.09 | New |
| Bursary Tertiary Schools | 20,000,000.00 | 0.00 | Payment of bursary to needy student | 20,000,000.00 | New |
| Sports | 2,741,777.59 | 0.00 | Facilitation of constituency football tournament and purchase of uniforms, balls and trophies for the winning teams. | 2,741,777.59 | New |
| Nkiloriti Primary School | 1,150,000.00 | 0.00 | Construction of one (1) Classroom to completion – 950,000.00  Purchase of 50 desks @ Kshs.4,000.00 | 1,150,000.00 | New |
| Soitoitashe Primary School | 400,000.00 | 0.00 | Construction of 4 door pit latrine to completion  Purchase of 50 desks @ 4,000.00 | 400,000.00 | New |
| Seek Primary School | 1,500,000.00 | 0.00 | Construction of a 2 roomed staff house to completion | 1,500,000.00 | New |
| Maraibene Primary School | 2,100,000.00 | 0.00 | Construction of two (2) Classrooms to completion – 1,900,000.00  Construction of 4 door pit latrine to completion – 200,000.00 | 2,100,000.00 | New |
| Morijoh Primary School | 950,000.00 | 0.00 | Construction of one (1) Classroom to completion | 950,000.00 | New |
| Ilpolei Primary School | 600,000.00 | 0.00 | Purchase of 40 double decker beds @ 15,000.00 | 600,000.00 | New |
| Olotasha Primary School | 950,000.00 | 0.00 | Construction of one (1) Classroom to completion | 950,000.00 | New |
| Olokirisiai Primary School | 950,000.00 | 0.00 | Construction of one (1) Classroom to completion | 950,000.00 | New |
| Jikaze Primary School | 1,150,000.00 | 0.00 | Construction of one (1) Classroom to completion – 950,000.00  Construction of 4 door pit latrine to completion – 200,000.00 | 1,150,000.00 | New |
| Kairigire Bidii Primary School | 950,000.00 | 0.00 | Construction of one (1) Classroom to completion | 950,000.00 | New |
| Ngenia Primary School | 1,200,000.00 | 0.00 | Construction of a modern kitchen to completion | 1,200,000.00 | New |
| Sanga Primary School | 2,100,000.00 | 0.00 | Construction of two (2) Classrooms to completion – 1,900,000.00  Construction of 4 door pit latrine to completion – 200,000.00 | 2,100,000.00 | New |
| Lekiji Primary School | 1,500,000.00 | 0.00 | Construction of a 2 roomed staff house to completion | 1,500,000.00 | New |
| Uaso Nyiro Primary School | 950,000.00 | 0.00 | Construction of one (1) Classroom to completion | 950,000.00 | New |
| Mukima Primary School | 400,000.00 | 0.00 | Construction of 8 door pit latrine to completion | 400,000.00 | New |
| Mbogoini Primary School | 1,500,000.00 | 0.00 | Construction of a 2 roomed staff house to completion | 1,500,000.00 | New |
| Ereri Baptist Primary School | 950,000.00 | 0.00 | Construction of one (1) Classroom to completion | 950,000.00 | New |
| Mirango Primary School | 1,050,000.00 | 0.00 | Construction of one (1) Classroom to completion – 950,000.00  Purchase of 25 desks @ 4,000.00 | 1,050,000.00 | New |
| Ndunyu Primary School | 950,000.00 | 0.00 | Construction of one (1) Classroom to completion | 950,000.00 | New |
| Mithuri Primary School | 950,000.00 | 0.00 | Construction of one (1) Classroom to completion | 950,000.00 | New |
| Kahuho Primary School | 950,000.00 | 0.00 | Construction of one (1) Classroom to completion | 950,000.00 | New |
| Magadi Primary School | 950,000.00 | 0.00 | Construction of one (1) Classroom to completion | 950,000.00 | New |
| Nakwiang Primary School | 950,000.00 | 0.00 | Construction of one (1) Classroom to completion | 950,000.00 | New |
| Ngaremare Primary School | 950,000.00 | 0.00 | Construction of one (1) Classroom to completion | 950,000.00 | New |
| Veterinary Primary School | 950,000.00 | 0.00 | Construction of one (1) Classroom to completion | 950,000.00 | New |
| Island Primary School | 200,000.00 | 0.00 | Construction of 4 door pit latrine to completion | 200,000.00 | New |
| Mbombo Primary School | 400,000.00 | 0.00 | Construction of 4 door pit latrine to completion  Purchase of 50 desks @ 4,000.00 | 400,000.00 | New |
| Olmaisor Primary School | 2,850,000.00 | 0.00 | Construction of three (3) classrooms to completion | 2,850,000.00 | New |
| Endana Primary School | 950,000.00 | 0.00 | Construction of one (1) Classroom to completion | 950,000.00 | New |
| Chumvi Primary School | 2,500,000.00 | 0.00 | Construction of an Administration Block to completion comprising 3 roomed offices and 1 staffroom | 2,500,000.00 | New |
| Ndonyoriwo Primary School | 200,000.00 | 0.00 | Construction of 4 door pit latrine to completion | 200,000.00 | New |
| Kiwanja Ndege Primary School | 1,900,000.00 | 0.00 | Construction of two (2) Classrooms to completion | 1,900,000.00 | New |
| Tangi Nyeusi Primary School | 950,000.00 | 0.00 | Construction of one (1) Classroom to completion | 950,000.00 | New |
| Bokish Primary School | 200,000.00 | 0.00 | Purchase of 50 desks @ 4,000.00 | 200,000.00 | New |
| Naibor P & D Primary School | 1,150,000.00 | 0.00 | Construction of one (1) Classroom to completion( Kshs 950,000) and  Purchase of 50 desks @ 4,000.00( Kshs 200,000) | 1,150,000.00 | New |
| Kisargei Primary School | 950,000.00 | 0.00 | Construction of one (1) Classroom to completion | 950,000.00 | New |
| Munipicha Primary School | 200,000.00 | 0.00 | Purchase of 50 desks @ 4,000.00 | 200,000.00 | New |
| Sirat Primary School | 200,000.00 | 0.00 | Purchase of 50 desks @ 4,000.00 | 200,000.00 | New |
| Tiamamut Primary School | 200,000.00 | 0.00 | Purchase of 50 desks @ 4,000.00 | 200,000.00 | New |
| Kurum Day Secondary School | 3,750,000.00 | 0.00 | Construction of an Administration Block to completion comprising 3 roomed offices and 1 staffroom  Purchase of 50 lockers @ 2,500.00 and 50 chairs @ 2,500.00 | 3,750,000.00 | New |
| Chumvi Secondary School | 1,750,000.00 | 0.00 | Fencing of 6.5 acres of school compound with concreate poles and chain link wire  Purchase of 50 lockers @ 2,500.00 and 50 chairs @ 2,500.00 | 1,750,000.00 | New |
| Sirimon Day Secondary School | 400,000.00 | 0.00 | Construction of 4 door pit latrine to completion – 200,000.00  Purchase of 40 lockers @ 2,500.00 & chairs @ 2,500.00 | 400,000.00 | New |
| Muramati Secondary School | 1,200,000.00 | 0.00 | Construction of a modern kitchen to completion comprising three rooms and chimney | 1,200,000.00 | New |
| Naibor Day Secondary School | 3,750,000.00 | 0.00 | Construction of an Administration Block to completion comprising 3 roomed offices and 1 staffroom  Purchase of 50 lockers @ 2,500.00 and 50 chairs @ 2,500.00 | 3,750,000.00 | New |
| Survey Secondary School | 1,200,000.00 | 0.00 | Construction of one (1) Classroom to completion  Purchase of 50 lockers @ 2,500.00 and 50 chairs @ 2,500.00 | 1,200,000.00 | New |
| Luoniek Day Secondary School | 1,200,000.00 | 0.00 | Construction of one (1) Classroom to completion  Purchase of 50 lockers @ 2,500.00 and 50 chairs @ 2,500.00 | 1,200,000.00 | New |
| Maundu Meri Secondary School | 4,050,000.00 | 0.00 | Construction of Four (4) Classrooms to completion  Purchase of 50 lockers @ 2,500.00 and 50 chairs @ 2,500.00 | 4,050,000.00 | New |
| Ewaso Secondary School | 250,000.00 | 0.00 | Purchase of 50 lockers @ 2,500.00 and 50 chairs @ 2,500.00 | 250,000.00 | New |
| Magutu Police Post | 400,000.00 | 0.00 | Construction of 8 door pit latrine to completion | 400,000.00 | New |
| Daiga Police Patrol Post | 400,000.00 | 0.00 | Construction of 8 door pit latrine to completion | 400,000.00 | New |
| Olmaisor Police Post | 200,000.00 | 0.00 | Construction of 4 door pit latrine to completion | 200,000.00 | New |
| Lairagwan Police Post | 1,500,000.00 | 0.00 | Construction of administration block to completion comprising 3 rooms and reception area | 1,500,000.00 | New |
| Ngarengiro Police Post | 2,500,000.00 | 0.00 | Construction of administration block to completion comprising 4 rooms and reception area | 2,500,000.00 | New |
| Kimanjo Police Station | 3,600,000.00 | 0.00 | Construction of staff houses to completion comprising 6 rooms | 3,600,000.00 | New |
| Olmutunyi Anti Stock Theft Unit Camp | 200,000.00 | 0.00 | Construction of 4 door pit latrine to completion | 200,000.00 | New |
| Mbombo Chief’s Office | 2,500,000.00 | 0.00 | Construction of 4 roomed Chief’s office to completion | 2,500,000.00 | New |
| Minjore Police Post | 2,500,000.00 | 0.00 | Construction of 4 roomed police quarters to completion | 2,500,000.00 | New |
| Mowuarak Technical Training Institute | 400,000.00 | 0.00 | Construction of 8 door pit latrine to completion | 400,000.00 | New |
| Naiperere Primary School | 152,252.59 | 0.00 | Purchase of 10,000 litres water tank @ 80,000.00  Construction of tank base @ 30,000.00  Installation of gutters @ 42,252.59 | 152,252.59 | New |
| Ilmotiok Primary School | 152,325.00 | 0.00 | Purchase of 10,000 litres water tank @ 80,000.00  Construction of tank base @ 30,000.00  Installation of gutters @ 42,325.00 | 152,325.00 | New |
| Nkiloriti Primary School | 152,325.00 | 0.00 | Purchase of 10,000 litres water tank @ 80,000.00  Construction of tank base @ 30,000.00  Installation of gutters @ 42,325.00 | 152,325.00 | New |
| Soitoudo Primary School | 152,325.00 | 0.00 | Purchase of 10,000 litres water tank @ 80,000.00  Construction of tank base @ 30,000.00  Installation of gutters @ 42,325.00 | 152,325.00 | New |
| Soitoitashe Primary School | 152,325.00 | 0.00 | Purchase of 10,000 litres water tank @ 80,000.00  Construction of tank base @ 30,000.00  Installation of gutters @ 42,325.00 | 152,325.00 | New |
| Munipicha Primary School | 152,325.00 | 0.00 | Purchase of 10,000 litres water tank @ 80,000.00  Construction of tank base @ 30,000.00  Installation of gutters @ 42,325.00 | 152,325.00 | New |
| Bokish Primary School | 152,325.00 | 0.00 | Purchase of 10,000 litres water tank @ 80,000.00  Construction of tank base @ 30,000.00  Installation of gutters @ 42,325.00 | 152,325.00 | New |
| Kiwanja Ndege Primary School | 152,325.00 | 0.00 | Purchase of 10,000 litres water tank @ 80,000.00  Construction of tank base @ 30,000.00  Installation of gutters @ 42,325.00 | 152,325.00 | New |
| Kiwanja Ndege Special Primary School | 152,325.00 | 0.00 | Purchase of 10,000 litres water tank @ 80,000.00  Construction of tank base @ 30,000.00  Installation of gutters @ 42,325.00 | 152,325.00 | New |
| Seek Primary School | 152,325.00 | 0.00 | Purchase of 10,000 litres water tank @ 80,000.00  Construction of tank base @ 30,000.00  Installation of gutters @ 42,325.00 | 152,325.00 | New |
| Sanga Primary School | 152,325.00 | 0.00 | Purchase of 10,000 litres water tank @ 80,000.00  Construction of tank base @ 30,000.00  Installation of gutters @ 42,325.00 | 152,325.00 | New |
| Sieku Primary School | 152,325.00 | 0.00 | Purchase of 10,000 litres water tank @ 80,000.00  Construction of tank base @ 30,000.00  Installation of gutters @ 42,325.00 | 152,325.00 | New |
| Olkinyei Primary School | 152,325.00 | 0.00 | Purchase of 10,000 litres water tank @ 80,000.00  Construction of tank base @ 30,000.00  Installation of gutters @ 42,325.00 | 152,325.00 | New |
| Kurum day Secondary School | 152,325.00 | 0.00 | Purchase of 10,000 litres water tank @ 80,000.00  Construction of tank base @ 30,000.00  Installation of gutters @ 42,325.00 | 152,325.00 | New |
| Tangi Nyeusi Primary School | 152,325.00 | 0.00 | Purchase of 10,000 litres water tank @ 80,000.00  Construction of tank base @ 30,000.00  Installation of gutters @ 42,325.00 | 152,325.00 | New |
| Kisargei Primary School | 152,325.00 | 0.00 | Purchase of 10,000 litres water tank @ 80,000.00  Construction of tank base @ 30,000.00  Installation of gutters @ 42,325.00 | 152,325.00 | New |
| Naibor P&D Primary School | 152,325.00 | 0.00 | Purchase of 10,000 litres water tank @ 80,000.00  Construction of tank base @ 30,000.00  Installation of gutters @ 42,325.00 | 152,325.00 | New |
| Sirat Primary School | 152,325.00 | 0.00 | Purchase of 10,000 litres water tank @ 80,000.00  Construction of tank base @ 30,000.00  Installation of gutters @ 42,325.00 | 152,325.00 | New |

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:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **OFFICER NAME** | **TITLE** | **BASIC SALARY** | **HOUSE ALLOWANCE** | **COMMUTER ALLOWANCE** | **HARDSHIP ALLOWANCE** | **TOTAL** |
| Stephen Sairo Larpei | Accounts Assistant | 21,304.00 | 5,500.00 | 5,500.00 | 1,200.00 | **33,504.00** |
| Fatuma Sorahl Barak | Clerical Officer | 17,527.00 | 3,500.00 | 4,500.00 | 1,200.00 | **26,727.00** |
| Margaret Gacheri Gaitia | Secretary | 17,527.00 | 3,500.00 | 4,500.00 | 1,200.00 | **26,727.00** |
| Daniel Maina Muthee | Driver | 18,403.00 | 4,000.00 | 5,000.00 | 1,200.00 | **28,603.00** |
| Paulo Miliko Naisikie | Records Management Officer | 18,403.00 | 4,000.00 | 5,000.00 | 1,200.00 | **28,603.00** |
| Jacob Milan Kuraru | Clerk of Works | 28,520.00 | 5,500.00 | 5,500.00 | 4,400.00 | **43,920.00** |
| **TOTAL** | | | | | | **188,084.00** |

**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 tyres for GK B 216 F to be paid as per the invoice, LPO, delivery and receipts.
5. 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.
6. 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.
7. The two office cleaners to be paid Ksh.5,000.00 each per month for their services.
8. The two security officers working at the NG-CDF Offices to be paid Kshs.9,000.00 every month.
9. Office stationery and other office expenses to be paid as per the receipts and invoices.
10. The fuel from Hafare Investments Ltd to be paid as per the invoice, LPO and detail orders.
11. Anytime the NG-CDF vehicle goes for service at Mutindwa motors, the bills to be paid as per the LSO’S, invoices and ETR receipts.

There being no other business the meeting ended with a word of prayer from Teresia Wambui.

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

**The Secretary The Chairperson**

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

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