

**NAKURU TOWN WEST CONSTITUENCY NG-CDF MEETING HELD ON 6TH
MAY 2019, AT 10:00 A.M. AT THE CDF BOARD ROOM.**

PRESENT

- | | |
|--------------------|------------|
| 1. Elphas Museve | -Member |
| 2. Wilfred Omariba | -Chairman |
| 3. Jane Alfonzo | -Member |
| 4. Dorcah Gwako | -Secretary |
| 5. Faith Kathambi | -FAM |
| 6. Elmi Shaffi | -Dcc |
| 7. Mathew Kirui | -Member |
| 8. Patrick Chege | -Member |
| 9. Douglas Sengera | -Member |
| 10. Hannah Wambui | -Member |

AGENDA

1. Prayers & Preliminary
2. Reading & Confirmation of previous minutes
3. Matters Arising
4. Reallocation and Submission of Funds
5. Other Reports
6. Office Operations
7. A.O.B

Comliled by

**Secretary
Dorcah Gwako:**

Sign..... 

Date..... 06/05/2019

Witnessed by

**Chairman
Wilfred Omariba:**

Sign..... 

Date..... 06/05/2019

MIN NG-CDFC/NKR. WEST 001/013/083/2018-2019 PRAYERS & PRELIMINARY

The meeting started at 10:05 a.m. with a word of prayer from Mr. Douglas Sengera. The Chairman welcomed members to the meeting.

MIN NG-CDFC/NKR. WEST 002/013/084/2018-2019 READING AND CONFIRMATION OF PREVIOUS MINUTES

The Secretary went through the previous minutes of 24th April, 2019 which was confirmed as a true record of what was deliberated. The minutes were confirmed by Mr. Patrick Chege and seconded by Ms. Hannah Wambui.

MIN NG-CDFC/NKR. WEST 003/013/085/2018-2019 MATTERS ARISING

- It was reported that the sports tournament kicked off and the tournament is played on weekends.
- The OCS office construction has not started.
- The routine maintenance for Ndarugu bridge to kelelwet Secondary road had started after the procurement was done.
- It was reported that the reallocation of 1,460,000.00 was done and forwarded to head office on 24TH April 2019. The approval for the same is still pending.
- The payment was done to Kericho driving school for the bursary tertiary for the training of (206) students as earlier requested by the members of kshs. 5,150,000.00 and various bursaries for secondary school was also paid of kshs. 484,818.00.
- The training of the PMC was done at Moi Secondary School hall where the manager requested the Principal for the space.

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➤ It was noted that the NG-CDF staff have not yet been trained.

MIN NG-CDFC/NKR. WEST 004/013/086/2018-2019 REALLOCATION & SUBMISSION OF KSHS. 4,677,027.20

The Chairman requested for the status of the funds which was set aside in FY 2017/2018 for the Constituency innovation hub of kshs. 4,677,027.20.

The manager informed the members that the funds of Constituency Innovation hub is in the NG-CDF Nakuru town west bank account at the family Bank, Kenyatta avenue branch account No:018000049795.

The manager confirmed to members that the funds were intact since the day the funds were disbursed to the account.

Through the chair a member sort to know why the funds has taken so long to be reallocated to be used for other development projects.

The members deliberated on the issue and it was noted that Nakuru town west Constituency is a new Constituency which did not have any public facility such as social hall, the DCC offices were also temporary and no office which could be installed with the innovation hub apparatus. It was also noted that the NG-CDF office for Nakuru Town west was operating on a rented office along the kolen road shabaab ward.

It was difficult for the committee to know where the innovation hub could be stationed, however some committee seek to know if the hub could be installed in public schools. Some members were of contrary opinion since Barut primary school which was equipped with computers by a donor were all stolen and computer Lab broken into. It was noted that use of innovation hub in school could result to waste of public resources and also many schools could not allow the youths to access the facilities as its required.

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After deliberations members agreed to reallocate the funds which was approved for the Constituency Innovation to other projects.

Members noted that the schools are opening and most of vulnerable students have been sent home for school fees.

It was noted that the bursary was given to form ones who were admitted in public boarding school for first term in full. This amounted to use of more than 60% of the bursary which was meant for the whole constituency.

The member agreed to sort for the approval of some amount from the Constituency Innovation hub to cater for bursaries for secondary school for the needy and vulnerable students.

Members also discussed about the construction of Kaptembwo OCS offices that is police station. It was also noted that the project will include the division headquarters for the Kaptembwo Headquarters .

The Kaptembwo Police Station which includes the OCS wing and the OCPD wing is a mega project and the heart of Nakuru Town West Constituents.

It was noted that during the financial year 2018/2019 the project was allocated kshs Six million (6,000,000.00) which was meant for the construction of OCS offices i.e police station.

It was noted the kaptembwo police station has been upgraded to Kaptembwo police headquarters for Nakuru Town West Subcounty.

The construction included the OCS offices and the OCPD offices which includes offices of the DCIO and traffic commandant.

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Date.....*06/05/2019*.....

The manager informed the members that according to public work estimates on the bill of quantity is kshs. 16,989,500.00 (sixteen million nine hundred eighty nine five hundred shillings only).

It was noted that the project is very important for the residents of kaptembwo and Nakuru Town West Constituency. It will serve the whole population of Nakuru Town West Constituency.

After deliberations members agreed to reallocate the funds meant for the Constituency Innovation hub to Kaptembwo Police Headquarters and bursary for Secondary School. The following is the projects the NG-CDFC are requesting for the permission and approval to use the funds for the said purposes.

FROM:

Constituency Innovation hub - kshs 4,679,027.20

TO:

Kaptembwo Police station Kshs. 3,477,027.20

Bursary Secondary School Kshs. 1,200,000.00

Total **Kshs. 4,677,027.20**

The members requested the manager to ensure she communicates to the NG-CDF Board for the request for approval to use the funds as deliberated and agreed by the committee.

MIN NG-CDFC/NKR. WEST 005/013/087/2018-2019 OTHER REPORTS

The manager tabled to the members the report on the training of the committee for the joint training section of Constituencies in the South Rift region. The members went through the minutes for the joint committee held on 24th April 2019 on the arrangement for the training of the joint NG-CDFCs from all Constituencies within South Rift region.

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The members adopted the report with the following changes.

Members noted that the transport allowance of kshs 5,000 for each member was not fair for the members. It was agreed by members to adjust the rate from kshs. 5,000 to kshs. 10,000 for each member to be used for to and from transport expenses.

Members were excited to have the training in Mombasa and were excited for the training.

The members approved kshs 10,000 for miscellaneous expenses during the preparation for the training.

The members were informed by the manager that the training will commence on 13th may to 17th May 2019 at ukunde at a hotel known as Kaskas beach hotel.

The manager informed members that the procurement of the training space (hotel) is done by the joint committee at the region office.

The members were assured of training certificates for the member for participation.

Members agreed to be part of the training for the South rift region.

MIN NG-CDFC/NKR. WEST 006/013/088/2018-2019 OFFICE OPERATIONS

It was reported that the office prepares the monthly expenditure returns every month and Bank reconciliation for the constituency funds.

The manager tabled the monthly expenditure report and bank reconciliation to the members for adoption in the minute.

The manager informed members that the reports had been submitted to the NG-CDF Board for the purposes of the operations as required by the law.

The members went through the reports of January up to April 2019 and confirmed the records as what has been approved by the members.

Compliled by

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Date.....*06.10.5.2019*.....

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Date.....*06.10.5.2019*.....

The manager tabled a list for the NG-CDFC minutes which the members had not been paid. Minutes of 17th April, 2019 , 9th April 2019 and 24th April 2019.

The manager tabled a budget to pay the CDFC meeting of kshs. 230,000 (two hundred and thirty thousand shilling only)

The members approved the payment and requested the chairman to ensure their allowances are paid in time. Members said that some leave their day to day work to ensure they work for the constituents and felts it's their right to be facilitated.

The manager also tabled a budget for the training of NG-CDF as follows: -

Accommodation	11 pax @ kshs. 8,000 for 5 days	=	440,000.00
Committee Allowance	10 pax @ kshs. 5,000 for 5 days	=	250,000.00
Chairperson Committee Allowance	1 pax @ kshs. 7,000 for 5 days	=	35,000.00
Facilitators		=	50,000.00
Transport	@ 10 pax @ kshs 10,000	=	100,000.00
Miscellaneous expenses		=	<u>10,000.00</u>
	Total		<u>885,000.00</u>

The members went through the report and approved the budget for the training purposes.

It was noted that the facilitation of the CDFC allowances will be sourced from NG-CDFC committee expenses and the payment will be sent to each and every committee allowances.

The transport allowance was to be given by the fund manager a day before the travel to the training venue.

The members agreed to approve an imprest of kshs 600,000 (six hundred thousand shillings only).which breakdown is as follows:

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Accommodation of	kshs. 440,00.00
Facilitators	kshs 50,000.00
Transport	Kshs.100,000.00
Miscellaneous	Kshs. <u>10,000.00</u>
Total	<u>600,000.00</u>

MIN NG-CDFC/NKR. WEST 007/013/089/2018-2019 A.O.B

There being no other business the meeting ended at 12:45 p.m with a word of prayer from Mathew Kirui.

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