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| CDF logo 4 MsWord**NG-CDF BELGUT** | **National Government Constituencies Development Fund** **Belgut Constituency****P.O Box 1 - 20205****Sosiot** **Email***:* *cdfbelgut@cdf.go.ke.* | **Website:***www.ngcdf.go.ke* |

**MINUTES OF NG-CDFC MEETING OF BELGUT HELD ON 26TH NOVEMBER 2018 AT BELGUT NG-CDF BOARDROOM**

**MEMBERS PRESENT**

1. Anthony Macharia Deputy County Commissioner
2. Sharon Kapto Fund Account Manager
3. Henry Kipsang Ngeno CDFC Chairman
4. Lilian Chemutai Maritim CDFC Secretary
5. Tecler Chepkemoi CDFC Member
6. Emily Sawe CDFC Member
7. Charles Kiprono Kerich CDFC Member
8. Geoffrey Maiywa CDFC Member
9. Dennis Bett CDFC Member

**Preliminaries.**

The meeting was called to order by the NG-CDFC Chairman at 12.05 PM with a word of prayer from Mr Emily Sawe. The chairman welcomed all the members present and asked the FAM to brief them on the following agenda:

**Agenda;**

1. Confirmation of the previous minutes.
2. Matters arising.
3. Project proposals FY 2018/2019.
4. Monitoring and Evaluation.
5. Report on strategic planning.
6. Payment of furniture supply.
7. Chepkutbei primary.
8. Bursary application forms FY 2018/2019.
9. Bench marking.
10. Updates on pre-qualified contractors.
11. Nyabangi Foot Bridge.

**MIN/1/11/2018** **CONFIRMATION OF THE PREVIOUS MINUTES.**

The NG-CDFC chairman welcomed the secretary to read through minutes of the previous meeting. The minutes was confirmed by Mr. Dennis Bett and seconded by Mrs. Tecler Chepkemoi and the entire committee confirmed to be true.

**MIN/2/11/2018** **MATTERS ARISING.**

The FAM together with the NG-CDFC chairman informed the committee that they visited Belgut technical training institute to check on the progress of the institute. She then reported that leveling of the ground at the entrance gate has been done and that the contractor (Korso Engineering) need to be paid immediately. She also asked the NG-CDFC’s to budget and fund the institute for landscaping and fencing. The public works have been asked to prepare bill of quantities for the same.

The FAM informed the members of reallocation of unspent emergency funds that was sent NG-CDF Board that it has been approved and that a letter for cheques to be processed.

The FAM notified the members that the two teams i.e. Sosiot youth matrix and Platinumz football teams has been funded. Mr. Dennis Bett has been asked to identify the best two teams in each ward as the FAM procures sports equipment.

The FAM informed the committee that she took the financial statement to NG-CDF Board and it was received. The office are only waiting for the Audit before the end of financial year 2018/2019.

The FAM confirmed to the members and gave assurance that she will put fire extinguishers, hose drills as soon as possible.

The members agreed to fund water harvesting in schools as part of environmental in the performance contract.

The FAM reported to the committee on the internship program that she has already enrolled two interns in the office i.e one in the office of clerk of works and another one in the Chebirirbei Secondary School project.

The members had earlier elected themselves to sub-committee groups’ i.e. corruption prevention and resolution of public complaints committee. The members agreed to elect their chairmen as follows;

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| SUB-COMMITTEE GROUP | NAME | DESIGNATION |
| Corruption prevention committee | Mr Dennis Bett | Chairman |
|  | Mrs. Tecler chepkemoi | Secretary |
| Resolution of public complaints committee | Ms. Lilian Chemutai Maritim | Chairman |
|  | Mr. Geoffrey Maiywa | secretary |

The two sub-committees agreed to hold their first meeting in December 2018. The dates will be communicated.

**MIN/3/11/ PROJECT PROPOSALS FY 2018/2019.**

The FAM informed members that she got the circular from the NG-CDF board for the preparation and submission of project proposals FY 2018/2019. She further explained to members that the constituency had been allocated Ksh.109, 040,875.50, and the condition was that; on-going projects be given first priority. The members noted that most of the ongoing projects that were sent to the board as at 30th June 2018 are now complete/ were allocated adequate funds that will see them complete, since the projects got funds on 2nd tranche disbursement. All projects that are on –going have been factored in this proposal for FY 2018/2019, as shown on the attached *annex I*. Unregistered schools also was a matter of concern since it was raised on audit management letter, thus the committee agreed to stop funding of all unregistered schools. The members agreed to increase allocation of a standard classroom from ksh 850,000 to ksh 900 000 considering; the transport of building materials to different schools and the fact that the CDFCs moved to full contract to ensure quality. The members deliberated on the allocated amount and in their on discretion agreed to distribute funds taking into account the guidelines given by NGCDF Board on ongoing projects and adequate funding of a project;

**MIN/4/11/2018 MONITORING AND EVALUATION EXERCISE.**

The FAM suggested that the committee should conduct M&E as soon as possible on the projects that were funded from January 2018 to August 2018. After a lengthy discussion the members agreed to carry out the exercise as from 17th Dec to 20th Dec as to check the progress of the all the projects funded. The itinerary will be as follows;

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| **S/N** | **Project Name** |
|  | Turguito Primary School |
|  | Itanda Pry School |
|  | Mereonik Primary School |
|  | Kapsisiywo Pry Sch |
|  | Chemamul A Pry Sch |
|  | Borborwet Pry |
|  | Kiplalmat Pry Sch |
|  | Kapmaso Primary School |
|  | Kiboito Pry Sch |
|  | Cheptigit Pry Sch |
|  | Kipsolu Boys High School |
|  | Chemamul Boys Sec |
|  | Kapmaso Sec School |
|  | Chemamul Mixed Day Sec School |
|  | Borborwet Sec Sch |
|  | Kapkitony Day Sec Sch |
|  | Cheribo Sec Sch |
|  | Kaborok Pry Sch |
|  | Keben Pry Sch |
|  | Kapsoiyo Pry Sch |
|  | Cheptenye Pry Sch |
|  | Machorwa Pry Sch |
|  | Kapriro Pry Sch |
|  | Simotwo Pry Sch |
|  | Koitalel Pry Sch |
|  | Susumwet Pry Sch |
|  | Kibingei Pry Sch |
|  | Kapsoiyo Sec Sch |
|  | Teldet Sec Sch |
|  | Chepkosilen Sec Sch |
|  | Kibingei Girls Sec Sch |
|  | Cheptororiet Sec Sch |
|  | Kiptome Sec Sch |
|  | Belgut Starehe Girls Centre |
|  | Cheronget Sec Sch |
|  | Kapkitony Day Sec Sch |

**MIN/5/11/2018 REPORT OF STRATEGIC PLANNING.**

The FAM brief the members on the progress of the strategic plan 2018-2023 for Belgut constituency that it is on going despite small challenges. The members agreed to discuss the way forward on the subsequent meeting.

**MIN/6/11/2018 PAYMENT OF FURNITURE SUPPLY.**

The FAM notify the members that the furniture has been delivered to the office and the supplier needed to be paid. Froch Enterprises Ltd issued an invoice of Ksh 563,500, the members inspected the furniture and agreed and to pay the supplier.

**MIN/7/11/2018 CHEPKUTBEI PRIMARY SCHOOL.**

The FAM report to the members about the issue of Chepkutbei primary school land that there is a misunderstanding between the owner and the school. That the owner demands to be paid the outstanding balance of the land before completion of the classrooms is commenced. The FAM reminded the members that the school was funded with Ksh 400,000 for completion of 2 classrooms which have not been roofed. The school BOM wanted to change the activity on their own by utilizing Ksh 100,000 to pay for the land which was not part of the funded activity. After a lengthy deliberation the members resolved that the owner of the land should allow the school to fence off the land that is equivalent to the money that the school has paid her. This will end the wrangles among the school committees and the school will not misappropriate funds.

**MIN/8/11/2018 BURSARY APPLICATION FORMS FOR FY 2018/2019.**

Having discussed the project proposal for FY2018/2019, the members projected that by Feb 2019 the board will have disbursed funds to the CDFC account. This prompted the need to invite bursary applications from the constituents to ensure timely disbursement of funds to beneficiary institutions. After a lengthy deliberation the committee agreed invite applications from 17th Dec 2018 to 8th Jan 2019, each ward will maintain its previous color of the forms .i.e green for Waldai, blue for Kapsuser, yellow for Kabianga, White for Seretut/Cheptororiet and pink for Chaik. The office will then close receiving the applications on 22nd Jan 2019. The FAM was asked to procure 10,000 bursary application forms

**MIN/9/11/2018 BENCH MARKING.**

The FAM informed the members that they will be going for bench marking anytime soon. The members receive the news happily and waiting on the same. The FAM will confirm to the members the dates and the constituencies to be visited once logistics have been completed.

**MIN/10/11/2018 UPDATE OF PRE-QUALIFIED LIST OF CONTRACTORS.**

The members discussed on the need to update list of pre qualified list of contractors so that all contractors including disadvantaged groups are given a chance to work in the constituency. This is because the current list doesn’t include disadvantaged groups like PWDs and youth since they didn’t participate on purchasing tenders for prequalification. The members allowed the FAM to consult the SCMO on the same and put up an advert on pre-qualification of contractors as from 15th Jan 2019. The SCMO will determine the closing date according to Procurement Act. She further asked the members to sensitize the public on applying of the tender and to encourage youths, persons with disability and women to apply.

**MIN/11/11/2018 NYABANGI BRIDGE**.

The FAM brought to attention about Nyabangi Foot Bridge that it has taken around three years to construct and that the contractor has issued an invoice of Ksh ………, The members discussed the matter and agreed that a site meeting be held on Thursday 29th Nov 2018 at 9.00am so as to determine whether the contractor has completed the so that payment can be made. The members agreed that the payment of the contractor will be determined by the said meeting. The FAM, CDFC chair and Emily Sawe including other relevant Govt departments will attend the site meeting.

**ADJOURNMENT**

There being no other business the meeting came to an end at 15.45 PM by a word of prayer from Mrs. Tecler Chepkemoi.

**NG-CDFC Secretary;…………………..……….Sign………………Date……………………….**

**Confirmed by;**

**NG-CDFC Chair; …………………………….…Sign……………….Date……………………….**

**Fund Account Manager;…………………………………....Sign……………Date………………**