



## **NG-CDF BELGUT**

### **MINUTES OF BELGUT NG-CDFC MEETING HELD ON 23<sup>RD</sup> JAN 2018 AT BELGUT NG-CDF BOARDROOM**

#### **MEMBERS PRESENT**

- |                            |                            |
|----------------------------|----------------------------|
| 1) Jamlick Mbuba           | Deputy county commissioner |
| 2) Sharon Kapto            | Fund Account Manager       |
| 3) Henry Kipsang Ngeno     | NG-CDFC chairman           |
| 4) Lilian Chemutai Maritim | NG-CDFC secretary          |
| 5) Tecler Tonui            | Member                     |
| 6) Dennis Bett             | Member                     |
| 7) Evans Kurgat            | Member                     |
| 8) Charles Kiprono Kerich  | Member                     |
| 9) Emily Sawe              | Member                     |

#### **Preliminaries**

The meeting was called to order by the Chair at 10:30 am with a word of prayer from Tecler Tonui. The FAM welcomed all the members present and briefed them on the following;

#### **Agenda**

1. NG-CDF bursary
2. Bursary Committee
3. NG-CDF staff recruitment
4. Purchase of NG-CDFC vehicle
5. Project proposal FY 2017/2018
6. AOB

#### **MIN/5/1/2018 NG-CDF BURSARY**

The committee discussed on the need to avail bursary forms for FY 2017/2018 to the constituents since there has been request for the same from the public. The FAM informed the members that the bursary application forms that were used previously had different colors for each ward and serialized. This would enhance identification, avoid duplication, and promote transparency. These colors were; green for Waldai, yellow for Kabianga, white for Seretut/Cheptororiet, blue for Kapsuser and pink for Chaik ward. The members agreed that the same forms be adopted for FY 2017/2018 but the chairman proposed that the color for Seretut/Cheptororiet be changed to avoid unnecessary duplication. The members unanimously agreed the change of color to be orange. The FAM presented a sample of the bursary form and members made few amendments; Mr Kurgat identified the need to include in the status, persons

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living with disability , the chair also proposed that a statement '*false information and partially filled forms will lead to automatic disqualification*' and the members agreed.

The FAM informed the members about the distribution of NG-CDF bursary forms which is expected to commence from 1<sup>st</sup> February to 15<sup>th</sup> March 2018. The long timeline is because bursary funds are not yet available and again the committee wants to ensure all applicants get enough time to pick the application forms and fill properly as required. The adverts on the same shall be posted in various public places in each ward. It was agreed that the forms for the four wards except Chaik shall be picked from the NG-CDF office free of charge. The ones for Chaik ward shall be picked from their respective chief's offices for easy access by the residents since they work 6days in a week. The FAM notified the committee about the pre-qualified contractor who is expected to print the forms for the FY 2017/2018, and if there's no prequalified contractor quotations will be floated and award the best bidder. The budget of the previously printed forms was Ksh. 380,000 and that this FYs budget will remain the same.

### **MIN/6/1/2018 BURSARY COMMITTEE**

After receiving application forms, the CDFCs agreed that these forms will be filed according to sub locations to ease the vetting process and ensure needy students are attended to. By doing so there's need to develop a vetting committee at the locational level who will be able to identify deserving cases. The committee deliberated on this issue and how the vetting committee will be elected to ensure transparency and integrity are uphold. They finally agreed that selection be done at the location level, and then at sub-location where each village must be represented. The vetting committee will be 12 in number and it will comprise of people of both gender, persons living with disability, religious leaders, youth and village elders. The FAM requested through the DCC's office to notify the area chiefs on when to call for Baraza so as the community can elect themselves. The chiefs will be guided on the requirements by the DCC so that they can oversee the process and present a list of elected vetting committee to the office for approval by the NGCDFCs. The committee members deliberated on the dates of selecting the vetting committee and agreed on from Monday 29<sup>th</sup> January till 7<sup>th</sup> February 2018.

### **MIN/7/1/2018 NG-CDF STAFF RECRUITMENT**

The FAM notified the members that the contract of 4 CDFC staff expired on April 2017 and they were put on casual terms for 4 months (August 2017). Later 2 staff were put on casual terms for another 5months (January 2018) who would assist during transition. Due to this the FAM informed the members that there's need to employ staff and put them on contract as required by the law. The positions available are:

- Driver
- Secretary
- Clerk of works
- Accounts assistant
- Records management officer
- Support staff

These staff will be responsible to the NG-CDFC through the Fund account Manager. The qualifications and remunerations of the staff are stated in a circular that was sent to the FAM in



2013. The FAM also brought into attention of the members two staffs who have been working in the office on casual terms. The staff have maintained good records despite the long time they've gone without salary. The members discussed at length and finally agreed to open application for all the posts, the advert will be open for 1 week then closed for shortlisting before interview is done.

**MIN/8/1/2018 PURCHASE OF NG-CDFC VEHICLE**

The NG-CDFCs saw the need to purchase another new office vehicle that will assist in monitoring projects and enhance smooth running of office operations. This is because the existing vehicle, Land Rover, GKA 665U has been grounded since August 2015 when it broke down and the dealer, CMC sent a repair estimate/quotation amounting to Ksh 2,220,139 (as attached). This amount to the CDFC isn't economical as it amounts to half price the value of getting a new vehicle thus the need to purchase a new vehicle. The engine needs an over haul which renders the vehicle obsolete thus it should be disposed. The CDFCs having not agreed to repair the vehicle, they decided to move the vehicle out of CMC due to rise of storage charges and park it at the office yard. It's now 3yrs since the vehicle has been grounded and this prompted the committee to purchase a new vehicle. After a lengthy deliberation and several consultations the committee agreed to purchase Isuzu TFS86 Double Cabin 4x4 by including it in project proposal for FY2017/2018.

**MIN/9/1/2018 NG-CDF PROJECT PROPOSAL FY 2017/2018**

The FAM tabled the public participation report for every ward and informed the members that they need to develop project proposal for FY 2017/2018 from it by incorporating ongoing projects. The allocation given by NG-CDF Board for FY 2017/2018 is **Ksh. 86,810,344.82**, and that the committees are should develop a budget amounting to this figure. Priority should be given to ongoing projects, the FAM also told members to ensure that adequate funds are allocated to a project to ensure timely completion. The committee agreed that all projects will be constructed using natural stones and roofed with pre painted iron sheets. After lengthy deliberation the committee agreed allocated funds to the following projects;

PROJECT NAME	PROJECT ACTIVITY	AMOUNT ALLOCATED
<b>ADMINISTRATION &amp; RECURRENT</b>		
Employees' salaries	Payment of staff salaries, gratuity, NHIF and NSSF	1,400,000.00
Goods and services	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea	2,500,000.00
Committee expenses	Payment of committee sitting allowances, transport, conferences	1,307,455.80
<b>MONITORING AND EVALUATION</b>		
Committee Expenses	Payment of Committee sitting allowances, transport, conferences	1,200,000.00

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Capacity Building	Undertake training of the pmcs/cdfcs on cdf related issues	1,147,404.00
Goods and services	Purchase of fuel, repairs and maintenance, printing, stationery, airtime, travel and subsistence,	256,906.00
<b>EMERGENCY</b>		
Emergency	To cater for any unforeseen occurrences in the constituency during the financial year	4,568,965.82
<b>BURSARY</b>		
Bursary Secondary Schools/Day School	Payment of bursary to needy student	15,702,586.20
Bursary Tertiary Schools	Payment of bursary to needy students in various colleges and universities	6,000,000.00
		<b>21,702,586.20</b>
<b>SPORTS</b>		
Constituency sports tournaments	To carry out sports tournament, support constituency clubs and purchase of sports equipment and kits for various clubs	600,000.00
<b>ICT</b>		
ICT Hubs	Payment to Telkom Kenya to procure the system and services comprising of satellite antenna, 12U cabinet, Router, Digital access kit & Digital Ruggedized tablets at the following places;1. Chebirirbei youth polytechnic , 2. Seretut Centre 3. Kipkoyan youth polytechnic 4. Sosiot youth centre	4,677,027.00
<b>STRATEGIC PLAN</b>		
Strategic plan	To cater for preparation of 5 year strategic plan	3,500,000.00
<b>OFFICE FURNITURE</b>		
Office Furniture	Purchase Of Office Furniture i.e 2 board room tables, 10 board room chairs, 3 executive chairs,	300,000.00
<b>MOTOR VEHICLE</b>		
Ng-Cdfc Vehicle	Purchase Of Isuzu double cabin Tfs86 4x4 2.2litres	5,600,000.00
<b>NG-CDFC OFFICE</b>		
NG-CDFC Office	Office Renovation i.e repairs of shutters/ windows, plumbing & electrical works, roof repairs and ceiling board & painting Ksh, 700,000	700,000.00
<b>PRIMARY SCHOOLS</b>		

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Chebungunon Primary School	Completion Of Library I.E Plastering, Floor Finishes Fixing Windows/ Doors And Painting	500,000.00
Borborwet Primary School	Completion Of Ict Room i.e electrical works, plastering , painting and equiping	400,000.00
Chemamul "A" Primary School	Construction Of 1 Classrooms	850,000.00
Chepkutbei Primary School	Completion Of 2 Classroom i.e roofing, plastering, floor finishes, fixing doors & windows	400,000.00
Chepnagai Pry School	Construction Of 1 Classroom 850,000 And Purchase Of 50 Desks 50,000	900,000.00
Cheptenye Primary School	Refurbishment & Completion Of Administration Block i.e painting, floor finishes	200,000.00
Cheptigit Pry School	Construction Of 6 Door Pit Latrine	300,000.00
Chyemen Primary School	Partly Purchase Of 1 Acre Of Land	700,000.00
Itanda Primary School	Construction Of 1 Classroom 850,000 Completion Of 2 Classrooms 300,000 i.e plastering, floor finishes, painting	1,150,000.00
Kaborok Primary School	Completion Of Administration Block I,e plastering, fixing doors& windows, floor finishes and painting	750,000.00
Kapchebet B Primary School	Completion Of 3 Classrooms i.e painting, ceiling board and floor finishes	300,000.00
Kapmaso Milimani Primary School	Equiping Of The Library i.e purchase of text books Ksh 130,000 and purchase of furnitures i.e 10 reading tables 50 chairs Ksh 80,000	200,000.00
Kapmaso Primary School	Completion Of Modern Library i.e plastering , fixing doors and windows and floor finsihes	500,000.00
Kapriro Primary School	Completion Of Library plastering, fixing doors& windows, floor finishes and painting	400,000.00
Kapsisiwo Primary School	Completion Of 2 Classrooms i.e putting up slab, plastering, fixing doors& windows, floor finishes, electrical works and painting	700,000.00
Kapsoiyo Primary School	Completion Of Administration Block i.e plastering , fixing doors and windows and floor finsihes	400,000.00
Keben Primary School	Completion Of Computer Lab i.e plastering safe, painting, floor finishes & equiping	450,000.00

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Kibingei Primary School	Completion Of A Classroom 100,000 I.e floor finishes, painting, ceiling board and fixing glasses & Renovation Of 4 Classrooms Ksh 200,000 i.e refilling pot holes, repairing cracked walls, replacing broken windows & painting	300,000.00
Kiboito Primary School	Completion Of Library i.e painting, putting up shelves, equipping with books and furniture	400,000.00
Kiplalmat Primary School	Completion 2 Classrooms 700,000 putting up slab, plastering, fixing doors& windows, floor finishes, electrical works and painting And Construction Of 1 Classroom 850,000	1,550,000.00
Koitalel Primary School	Completion Of Administration Block I.e plastering, fixing doors& windows, floor finishes and painting	700,000.00
Machorwaprimary School	Completion Of Administration Block i.e roofing, plastering, fixing doors& windows, floor finishes and painting	700,000.00
Mak- Peter Primary	Construction Of 1 Classroom	850,000.00
Mereonik Primary School	Completion Of 1 Classroom I.E Plastering, Window Panes And Doors, Glasses, Painitng And Floor Finishes	200,000.00
Simotwo Primary	Construction Of Adminstration Block/ Library	800,000.00
Susumwet Primary	Completion Of Library I.e plastering, fixing doors& windows, floor finishes and painting	650,000.00
Turguito Primary School	Construction Of 2 Classrooms	1,700,000.00
Kaplutiet Sec School	Construction Of 6 Door Pit Latrine	300,000.00
Belgut Starehe Girls Centre	Purchase Of 30 Desks& Chairs, 15 Beds 250,000 Construction Of 3 door Staff Latrine 200,000 Fencing Ksh, 200,000	650,000.00
Borborwet Secondary School	Completion of Modern Library i.e Walling, plastering and electrical works	700,000.00
Chebiriirbei Sec School	Completion Laboratory i.e Painting, Floor Finishes And Equiping Of The Science Laboratory	400,000.00
Chemamul Boys Sec Sch	Construction Of 8 door Modern Pit Latrines	500,000.00
Chemamul Mixed Day Sec Sch	Completion Of Science Laboratory i.e plumbing works, painting and installation of Tables and prep room	1,000,000.00
Chepkosilen Secondary School	Construction Of 2 Classrooms	1,700,000.00

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Cheptororiet Secondary School	Completion Of 3 Classrooms i.e Floor Finishes, Ceiling Board, Plastering, Window Panes, Painting & Electricity	1,000,000.00
Cheribo Secondary School	Completion Of Library i.e Walling, roofing and plastering	1,000,000.00
Cheronget Sec Sch	Completion Of A Classroom Ksh. 200,000 i.e plastering, fixing windows & doors electrical works and painting Construction Of 1 Classroom Ksh 850,000	1,050,000.00
Getumbe Secondary School	Completion Of Library i.e Walling, roofing and plastering	1,000,000.00
Kabianga Girls Sec Sch	Construction Of Dormitory	1,000,000.00
Kapchebet Girls Sec School	Completion Of Sciene Labaratory i.e plumbing works, roofing, and plastering	650,000.00
Kapkitony Day Sec School	Completion Of Three Classrooms .i.e plastering, fixing windows, doors, ceiling board, floor finishes and painting	1,000,000.00
Kapmaso Secondary School	Completion Of Adminstration Block i.e plastering, painting, floor finishes, fixing doors and windows and finishing works	1,500,000.00
Kapsoiyo Secondary School	Renovation Of 5 Classrooms i.e refilling pot holes, painting, reroofing, refilling cracked walls and replacement of broken windows	500,000.00
Kaptesbeswet Girls Secondary School	Construction Of Science Labaratory	800,000.00
Kibingei Girls Secondary School	Last Payment Of 1 acre of Land Ksh 600,000 Completion Of Science Labaratory Ksh 800,000 fittings, electrical works, putting up tables, plumbing works and painting	1,400,000.00
Kipsolu Boys Secondary School	Completion Of Dormitory, i.e Floor Finishes, Painting And Window Glasses	800,000.00
Kiptome Secondary School	Completion Of Labaratory i.e fittings, electrical works, putting up tables and plumbing works	500,000.00
Nyabangi Secondary School	Construction Of Adminstration Block	700,000.00
Belgut Taptugen Starehe Boys Centre	Purchase Of Desks And Chairs, Beds, Printer And Computer 350,000 Completion Of Dormitory Ksh 1,000,000	1,350,000.00
Teldet Secondary School	Completion Of Adminstration Block i.e Walling, Roofing and Plastering	700,000.00
<b>SECURITY</b>		
Deputy County Commisioner	Construction Of 3 door Modern Pit Latrine	200,000.00

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**A.O.B**

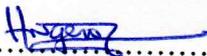
The FAM informed the members about five continuing KMTC students who have been receiving full sponsorship from the office. Due to delay of funds these students have not been allocated any funds for quite some time and as at now they have pending fee balance since September 2017 which has made them discontinued. She proposed for replacement of some stale bursary cheques and the amount credited to respective KMTC accounts to enable them continue with their studies. The members agreed unanimously.

There being no other business the meeting came to an end with a word of prayer from Emily Sawe.

Secretary; **Lilian Chemutai Maritim**

Sign.....  ..... Date..... 23/01/2018 .....

Confirmed by:  
NGCDFC Chair; **Ngenoh Kipsang Henry**

Sign.....  ..... Date..... 23/01/2018 .....

Fund account manager; **Sharon Kapto**

Sign.....  ..... Date..... 23/01/2018 .....

