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| |  |  | | --- | --- | | **NG-CDF Sigowet/Soin** | **National Government Constituencies Development Fund Board**  Sigowet/Soin Constituency  P.O Box 1837-20200  Kericho, Kenya  Cell: 0720-472 066  **Email**: [cdfsigowetsoin@ngcdf.go.ke](mailto:cdfsigowetsoin@ngcdf.go.ke)  **Website:** [www.ngcdf.go.ke](http://www.ngcdf.go.ke) | |  |

**MINUTES OF SIGOWET/SOIN NG-CDFC MEETING HELD ON MONDAY, NOVEMBER 21ST , 2019 AT NG-CDF BOARD ROOM, SIGOWET FROM 10:00 AM.**

**MEMBERS PRESENT.**

1. Mr. Ibrahim Duba Deputy County Commissioner
2. Mr. Francis Lemuna Fund Account Manager
3. Mr. John Kipkorir Bii NG-CDFC Chairman
4. Mr. Owen Kimutai NG-CDFC Secretary
5. Mr. Jonathan Bett Member
6. Mrs. Mary Yebei Member
7. Mrs. Stella Chepkemoi Member
8. Mrs. Joyline Chepkorir Member
9. Mrs. Joseah Langat Member
10. Mr. Lawrence Bii Member

**AGENDA.**

1. Reading and Confirmation of Previous Meeting Minutes
2. On-going Projects
3. CDF Projects Proposals for FY 2019/20
4. A.O.B

**PREAMBLE.**

The Chairman called the meeting to order after an opening prayer from Mrs Mary Yebei at 11:00 Am. The Chairman thanked the members for their participation during the previous public participation program on NG-CDF projects prioritization

**MIN.01.NG-CDFC/21/11/019 – READING AND CONFIRMATION OF PREVIOUS MEETING MINUTES.**

The Chairman welcomed all members and thanked them for being punctual. He urged members to contribute to the meeting agenda. The secretary read through the minutes of the previous meeting. The minutes were confirmed to be the true copy of the deliberations held as proposed by Mr. Jonathan Bett and seconded by Mr. Joseah Langat.

**MIN.02.NG-CDFC/21/11/019: WARD CONSULTATIVE REPORTS**

The FAM tabled the report on the proceeding of open public meetings/ward consultative report. The meetings were held across the constituency on 29th and 31st of October 2019 within the four wards of the constituency. The report gives a detailed priority projects that the community wishes the Sigowet/Soin NG-CDF undertakes in the FY 2019/2020 and 2020/2021

The committee heard that the open public meetings was meant to allow the public participate in the development agenda of the constituency as a key constitutional principle and as provided by section 27(1) of the NG-CDF Act 2015.

The committee deliberated on the report and made the following comments

1. There were so many ongoing projects that require to be completed.
2. The community had prioritized many projects among them were devolved functions. This demonstrates that there were so many challenges affecting the community. There was therefore need for partnership and multisectoral approaches to tackle the challenges affecting the community
3. There was need to educate the public on division of functions between the two levels of governments that is the National Government and County Government.
4. There was need to explore methods of engaging the youth, women and PWDs in the development agenda.

The committee delved at length on this report and adopted it for use as a guide for development in the constituency for the next two years. The report was proposed by Miss. Stella Chepkemoi and seconded by Mr. Lawrence Bii.

The ward consultative report therefore forms part of official Sigowet/Soin NG-CDF document.

**MIN.02.NG-CDFC/21/11/019 – ON-GOING PROJECTS .**

The FAM through the Chairman tabled a list of incomplete projects within the constituency as submitted earlier to NG-CDF Board for the committee discussion and inclusion to the project proposal. The members deliberated on the projects’ list and found that most of the projects listed have already been funded in the previous financial years and are now completed and in use. The few which were noted to require further funding should to be included in the project proposal.

The Chair emphasized, that members to give fine details of the incomplete projects within their wards to ensure that they are all included. The committee later resolved that the few incomplete projects should as listed below take precedence in this financial years’ project proposal.

The committee discussed the details of the on-going projects and remarked as listed below.

| **PROJECT NAME** | **ACTIVITY** | **STATUS** | **REMARKS** |
| --- | --- | --- | --- |
| Ngeny Koiborot Secondary School | Completion of Administration Block. | **Wrong project captured, it’s Supposed to be completion of Laboratory -complete in 2018/19 FY allocation.** | The school Principal to write a letter confirming the project Funded by the NG-CDFC |
| Kamungasia Primary School | Completion of Purchase of 2.3Acre Land | **Allocated Kshs 350,000 in 2019/20 FY** | The allocated amount will complete |
| Kapkeburu Secondary School | Completion of a Laboratory. | **Wrong project captured, it’s Supposed to be Purchase of 0.5 Acre Land -complete in 2017/18 FY allocation.** | The school Principal to write a letter confirming the project Funded by the NG-CDFC |
| Chiefs office Tabaita | Construction Chiefs office | **Allocated 400,000 in 2019/20 FY.** | The allocated amount will complete. |
| Chiefs office Singoronik | Construction of Chiefs office | **Allocated Kshs 450,000 in 2019/20 FY** | The allocated amount will complete |
| Kapsorok Administration Police Camp | Completion of armoury | **Allocated Kshs 300,000 in 2019/20 FY** | The allocated amount will complete. |
| Kipsamoi Secondary School | Completion of Administration Block. | **Allocated Kshs 850,000 in 2018/19 FY**  **Allocated Kshs 700,000 in 2019/20 FY** | The allocated amount will complete. |
| St. Thomas Mindililwet Secondary | Completion of a Laboratory. | **Allocated Kshs 2.5M in 2019/20 FY.** | The allocated amount will complete. |
| Kapsorok Day Secondary School | Completion of Administration Block. | **Allocated Kshs 300,000 in 2018/19 FY.**  **Allocated Kshs 200,000 in 2019/20 FY.** | The allocated amount will complete. |

**MIN.03.NG-CDFC/21/11/019 – NG-CDF PROJECTS PROPOSALS FOR FY 2019/20.**

The Chairman briefed members that the committee is required to submit projects proposals for the financial year 2019/20120 in time to get funds. The Fund Account Manager informed members that the constituency had been allocated a total of **137,367,724.14.**

The Fund Account Manager briefed members on the guidelines for project proposal presentation, he also informed members on the eligible projects as he read out the circular from the NG-Board on preparation and submission of project proposal for 2019/2020 FY. The Manager informed members all the on-going projects should be prioritized in project proposal preparation to ensure their timely completion so that they benefit the intended parties.

The committee discussed the ward consultative report, the project status report and the NG-CDF Board circular on preparation and submission of project proposals for FY 2019/2020.The reports were prepared to enable the committee take on board all the necessary information needed to be able to allocate funds to various projects in the constituency

The committee on deliberation resolved to allocate funds at the locational level to ensure that there is even distribution of projects across the constituency.

The committee felt that focusing on the location as the unit for allocation of funds will ensure fairness and address unique challenges experienced by various locations.

On consideration of regional balancing, statutory provision, ongoing projects requirements and the priority list presented through the ward consultative report, the Committee resolved to allocate the Financial Year 2019/2020 funds (**Kshs.137, 367,724.14**) as follows:

Committee members thereafter agreed to forward the following projects’ list to NG-CDF Board for approval;

| **Project Name** | **Project activity** | **Amount Allocated** | **Current status** |
| --- | --- | --- | --- |
| Employees’ Salaries | Payment of staff salaries and gratuity | 3,000,000.00 | On-going |
| NSSF | Payment of NSSF Deductions | 45,000.00 | On-going |
| NHIF | Payment of NHIF Deductions | 65,000.00 | On-going |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea. | 2,242,063.45 | On-going |
| Committee Expenses | Payment of Committee sitting allowances, transport, conferences | 2,540,000.00 | On-going |
| Purchase of NG- CDFC Office Furniture and equipment | Purchase of NG-CDFC Office Furniture; One desktop computer, one Printer, one executive table and one executive chair. | 350,000.00 | New |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence | 639,567.72 | On-going |
| Committee Expenses | Payment of Committee sitting allowances, transport, conferences | 2,081,464.00 | On-going |
| NG-CDFC/PMC Capacity Building | Undertake Training of the PMCs/NG-CDFCs on NG-CDF Related issues | 1,400,000.00 | On-going |
| Emergency | To cater for any unforeseen occurrences in the constituency during the financial year | 7,198,241.38 | On-going |
| Sports | Carry out Constituency Sports tournament and the winning teams/schools to be awarded with trophies, balls, and games kits. | 1,000,000.00 | On-going |
| Environment  **Kamogon Primary School** | Drilling of School Bore hole to completion. | 2,000,000.00 | New |
| Bursary Secondary Schools | Payment of bursary to needy students | 15,000,000.00 | On-going |
| Bursary Tertiary Schools | Payment of bursary to needy students | 12,000,000.00 | On-going |
| Asenwet Primary School | Construction of one classroom to completion | 700,000.00 | New |
| Barageywet Primary School | Construction of one classroom to completion | 700,000.00 | New |
| Chebaran Primary School | Completion of one classroom; Plastering and Painting to completion. | 200,000.00 | On-going |
| Chebetet Primary School | Completion of one classroom; plastering, glazing, floor screeding and painting to completion. | 200,000.00 | On-going |
| Chebetet Primary School | Construction of one classroom to completion. | 700,000.00 | New |
| Chebirech primary school | Construction of one classroom to completion | 700,000.00 | New |
| Chelosgei Primary School | Purchase of 1 Acre Land to completion | 600,000.00 | New |
| Chemangat Primary school | Construction of one classroom to completion | 700,000.00 | New |
| Chepkochun Primary school | Construction of one classroom to completion | 700,000.00 | New |
| Cheptuiyet primary school | Renovation of 5 classrooms; plastering and painting to completion. | 500,000.00 | New |
| Chepyegon Primary School | Construction of one classroom to completion | 700,000.00 | New |
| Chesiche Primary School | Construction of classroom to completion | 700,000.00 | New |
| Kabasweti Primary School | Construction of four door pit Latrine to completion. | 400,000.00 | New |
| Kabore Primary school | Completion of purchase of 1 Acre Land to completion. | 300,000.00 | On-going |
| Kabore Primary school | Renovation of 3 classrooms; plastering and painting to completion. | 200,000.00 | Ongoing |
| Kaitui Primary School | Renovation of 3 classrooms; floor replacement, plastering and painting to completion. | 400,000.00 | New |
| Kakibei Primary School | Renovation of 5 classrooms; plastering and painting to completion. | 500,000.00 | New |
| Kamasega Primary School | Drilling of school Bore Hole to completion. | 2,000,000.00 | New |
| Kamogoon Primary school | Completion of one classroom; floor screeding, plastering and painting to completion. | 200,000.00 | On-going |
| Kamungasia Primary School | Completion of purchase 2.3 Acre Land to completion. | 350,000.00 | On-going |
| Kapkatet Primary school | Completion of purchase 1 Acre Land Kshs. **130,000** and Fencing of 1 Acre Land by use of poles and barbed wire to completion Kshs. **100,000.00.** | 230,000.00 | On-going |
| Kapkisai Primary School | Renovation of 4 classrooms; plastering and painting to completion. | 400,000.00 | New |
| Kapkongoni Primary school | Construction of one classroom to completion | 700,000.00 | New |
| Kaplelwo Primary School | Construction of one classroom to completion. | 700,000.00 | New |
| Kapsegut Primary School | Construction one classroom to completion. | 700,000.00 | New |
| Kebeneti Primary School | Renovation of 5 No classrooms; plastering, floor replacement and painting to completion. | 500,000.00 | New |
| Kesainet Primary School | Renovation of 3 classrooms; Plastering and painting to completion. | 300,000.00 | New |
| Kibugat Hill Primary school | Construction of one classroom to completion. | 700,000.00 | New |
| Kimasaat primary school | Purchase of ½ Acre Land to completion. | 500,000.00 | New |
| Kimorogo Primary School | Construction of one classroom to completion. | 700,000.00 | New |
| Kimugul Primary School | Purchase of 1 Acre Land to completion | 700,000.00 | New |
| Kipkeiyo Primary School | Construction of one classroom to completion. | 700,000.00 | New |
| Kipkok Primary school | Renovation of 3 classroom; plastering and painting. Completion. | 300,000.00 | New |
| Kiplelgutik Primary School | Renovation of 4 classrooms; plastering and painting to completion. | 400,000.00 | New |
| Kipranye Primary school | Construction of one classroom to completion. | 700,000.00 | New |
| Kipsamoi Primary School | Purchase of 1 Acre land to completion. | 700,000.00 | New |
| Kipsotet Primary school | Purchase of 0.5 Acre Land to completion. | 500,000.00 | New |
| Koilsir Primary school | Purchase of 1 Acre Land to completion. | 1,000,000.00 | New |
| Koiyat Primary School | Construction of one classroom to completion. | 700,000.00 | New |
| Kongereng Primary school | Drilling of School Bore Hole to completion. | 2,000,000.00 | New |
| Motero Primary school | Renovation of 5 classrooms; plastering and painting to completion. | 400,000.00 | New |
| Ngendalel Primary school | Purchase of 2 Acres Land to completion. | 450,000.00 | New |
| Segerek Primary School | Construction of one classroom to completion. | 700,000.00 | New |
| Seronik Primary School | Construction of one classroom to completion. | 700,000.00 | New |
| Sertwet Primary school | Completion of one classroom; plastering and painting to completion. | 200,000.00 | Ongoing |
| Simbi Primary school | Drilling of School Bore Hole to completion. | 2,000,000.00 | New |
| Simotwet Primary school | Construction of classroom to completion. | 700,000.00 | New |
| Sosur Primary school | Construction of one classroom to completion. | 700,000.00 | New |
| Aic Kakibei Girls Secondary School | Completion of Eight Classrooms plastering, Painting and electrical wiring at Kshs. **500,000** to completion. | 500,000.00 | On-going |
| Aic Kakibei Girls Secondary School | Purchase of 100 students’ desks @ Kshs. **5,000** each ( Kshs**. 500,000).** | 500,000.00 | New |
| Cheptuiyet Day Secondary School | Completion of Purchase of 4.050 Acre Land @ Kshs**. 2,500,000 to completion,** Completion of construction of 1 storey Administration Block of 9 offices; walling, roofing, fixing of windows and doors@ Kshs. **5,200,000** and completion of 8 No Standard classrooms, walling, roofing, fixing of windows and doors @ Kshs. **4,000,000**, remaining plastering, electrical wiring and painting. | 11,700,000.00 | On-going |
| Cheramor Day Secondary School | Completion of 1 classroom; painting and glazing to completion. | 150,000.00 | On-going |
| Itibet Day Secondary School | Completion of two classrooms; plastering, fixing of windows and doors remaining painting, glazing and floor screeding. @ Kshs. **1,200,000** and completion of Administration Block of five offices; plastering, fixing of doors and windows, electrical wiring @ Kshs. **1,800,000.00** remaining painting, glazing and floor screeding. | 3,000,000.00 | On-going |
| Kabokyek Day Secondary School | Construction of Multipurpose Hall to walling level of 300 sitting capacity. | 2,000,000.00 | New |
| Kakibei Boys Secondary School | Purchase of 51 seater School Bus to completion. | 7,109,000.00 | New |
| Kalyongwet Secondary School | Completion of a single Laboratory of 40 sitting capacity; floor screeding and painting to completion. | 400,000.00 | On-going |
| Kapchebwai Secondary School | Completion of one classroom; fixing of window panes, plastering and painting to completion. | 300,000.00 | On-going |
| Kapkormom Day secondary school | Purchase of 2 Acres of Land to completion at Kshs. **1,300,000.00** and fencing of 2 Acres of Land at using poles and barbed wire Kshs. **200,000.00.** | 1,500,000.00 | New |
| Kaplelartet Secondary School | Completion of Administration Block of 5 offices to completion; plastering and painting. | 400,000.00 | New |
| Kapsorok Day Secondary School | Completion of Administration Block of 5 offices to completion; Ceiling, painting & external finishes. | 200,000.00 | On-going |
| Kapsorok Day Secondary School | Purchase of 2Acres of land @ **400,000** per Acre Kshs.**800, 000.** | 800,000.00 | New |
| Kaptebengwo Day Secondary School | Construction of single Laboratory of 40 sitting capacity to roofing level. | 2,000,000.00 | New |
| Kebeneti Day Secondary School | Completion of Purchase of 1Acre Land | 1,000,000.00 | On-going |
| Kejiriet Secondary School | Construction of one classroom to completion. | 800,000.00 | New |
| Kipsamoi Secondary School | Completion of Administration Block of six offices; Painting and glazing. | 700,000.00 | On-going |
| Kipsitet Day Secondary School | Completion of Science Laboratory (single) of 40 sitting capacity; roofing, plastering, fixing of windows and doors. | 2,800,000.00 | On-going |
| Kiptugumo Day Secondary School | Construction of two classrooms to completion @ Kshs. **800,000** each and Construction of four door pit latrine @ Kshs. **400,000** to completion. | 2,000,000.00 | New |
| Marumbasi Secondary School | Completion of Laboratory (single) of 40 sitting capacity; painting and floor screeding to completion. | 500,000.00 | On-going |
| Motero Day Secondary School | Completion of Purchase of 2 Acre Land. | 1,000,000.00 | On-going |
| Ng’eny Koiborot Secondary School | Equipping of a Borehole; purchase and installation of pipes (pipe laying) 300 hundred Mts at Kshs. **350,000**.**00** and purchase and installation of **10,000** LTS Water tank Ksh. **150,000** | 500,000.00 | On-going |
| Nyaberi Day Secondary School | Completion of two classrooms; plastering, fixing of windows and doors remaining painting, glazing and floor screeding. | 800,000.00 | On-going |
| Nyaberi Day Secondary School | Completion of Administration Block of five offices; plastering, fixing of doors and windows, electrical wiring remaining painting, glazing and floor screeding. | 2,200,000.00 | On-going |
| Soliat Boys secondary school | Construction of single Laboratory to roofing level of 40 sitting capacity. | 2,000,000.00 | New |
| Sondu Secondary School | Construction of Multipurpose Hall of 300 sitting capacity to roofing level. | 2,500,000.00 | On-going |
| St. Thomas Mindililwet Secondary School | Completion of Multipurpose of 300 sitting capacity; walling, roofing, remaining fixing of windors and doors, plastering, electrical wiring and painting. | 2,500,000.00 | On-going |
| Sumeek Secondary School. | Construction of single laboratory of 40 sitting capacity to roofing level. | 2,000,000.00 | New |
| KMTC –Sigowet Campus | Completion of Erection Of Two Gates @ Kshs. **200,000** & Land Scaping; ground leveling @ Kshs. **550,000.** | 750,000.00 | On-going |
| Assistant Chiefs office Chepkemel | Renovation of Office; Plastering and painting to completion (two rooms). | 200,000.00 | New |
| Chiefs office Kiptere | Renovation of Office; Plastering and painting to completion (two offices). | 367,387.59 | New |
| Kejiret chief’s office | Completion of chief’s office; floor replacement, plastering, Glazing & painting to completion (four rooms). | 150,000.00 | On-going |
| Tabaita chiefs office | Completion of chiefs office; external finishes, painting, glazing, ceiling and floor tiling to completion (four rooms). | 400,000.00 | On-going |
| Assistance county commissioners office Kiptere | Completion of ACC’s office; roofing, installation of doors & windows, plastering, ceiling & painting to completion (five rooms). | 800,000.00 | On-going |
| Chiefs office Kipsitet | Completion of Chief’s Office; walling, roofing to plastering remaining fixing of windows, doors, glazing and painting ( Eight rooms). | 2,100,000.00 | On-going |
| Chiefs office Singoronik. | Completion of Chief’s Office; walling, roofing to plastering remaining fixing of windows, doors, glazing and painting (Five rooms). | 450,000.00 | On-going |
| Kapsorok AP Camp | Completion of armoury; Plastering and fixing of doors to completion. | 300,000.00 | On-going |
| **GRAND TOTAL** |  | **137,367,724.14** |  |

The committee members requested the Fund Account Manager to expeditiously prepare all necessary documents and reports for submission of the proposals to the NG-CDF Board Secretariat for approval and subsequent disbursement of funds to the Constituency.

**MIN.04.NG-CDFC/21/11/019 – A.O.B.**

There being no other business the meeting was adjourned at 5:30p.m. With a word of prayer from .

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

**(The Secretary) (The Chairman)**

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

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