



SOTIK NG-CDFC FULL MEETING HELD ON 8TH FEBRUARY 2018 AT NG-CDF BOARDROOM

MEMBERS PRESENT

- | | |
|-------------------------|----------------------|
| 1) Vincent Chirchir | Chairperson |
| 2) Chepngeno Koech | Secretary |
| 3) David Ruto | Member |
| 4) Joseph Chelule | Member |
| 5) John Kiprotich Tonui | Member |
| 6) Margaret Chemutai | Member |
| 7) Hellen Cheron Langat | Member |
| 8) Nicholas Mogute | District Accountant |
| 9) Monicah Matetai | Fund Account Manager |

Absent with Apology

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| 1) Patrick Musango | Deputy County Commissioner |
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Preliminaries

The meeting was called to order by the chair at 11.17 am with a word of prayer from John Tonui. The chair welcomed the members for the second meeting and read out the agenda of the day.

Agenda

1. Confirmation of last minutes
2. Matters Arising
3. Approval of project proposal for financial year 2017/2018
4. Renewal of employees contract
5. Installation of office internet, a laptop and generator
6. A.O.B



MIN/1/4/2018 CONFIRMATION OF MINUTES OF 15TH JAN 2018

The secretary read out the previous meeting minutes and Mr. Chelule Joseph attested that the minutes were a true record of the proceedings in the previous meeting and he was seconded by Mr. David Ruto.

MIN/2/4/2018 MATTERS ARISING

The Matters arising were addressed as follows;

The FAM confirmed the prequalification of tenders was closed and the evaluation process was underway.

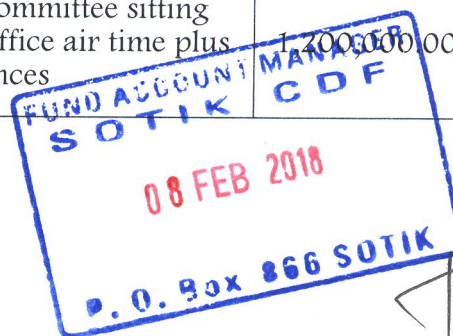
The members also raised the need of having every ward representative work with the community and engage them in order to address the various issues that is on the ground.

It was confirmed that the issues raised with the sub-local committee at Kapletundo ward was addressed and they came to an agreement that the prioritized project was Kesengei Primary School- (Construction of a classroom to completion) and not Kapkoitim Primary School (renovation of classroom) as earlier proposed.

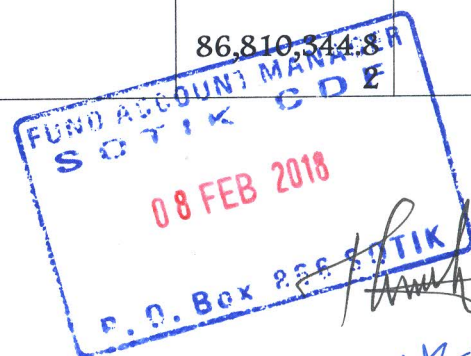
MIN/3/4/2018 APPROVAL OF PROJECT PROPOSAL FOR FINANCIAL YEAR 2017/2018

The chair brought to our attention that the proposal was fully developed and requested the F.A.M to present it. The F.A.M presented the project proposal to the members. A few changes were made on the proposal. Thereafter the member unanimously agreed that the following are the projects that should be funded for the financial year 2017-2018;

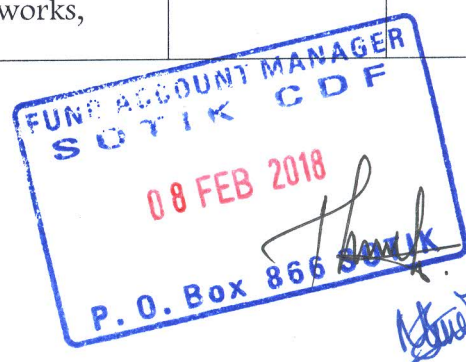
PROJECT NAME	PROJECT NUMBER	ACTIVITY	AMOUNT (KSHS)	STATUS
Employees Salaries	4-036-194-2110000-100-2017/2018-001	Payment of staff salaries and gratuity	2,140,853.00	Ongoing
Goods & Services	4-036-194-2210000-100-2017/2018-002	Purchase fuel, lubricants & insurance, service office vehicle as well as stationery and other office running expenses	1,752,088.00	Ongoing
NSSF	4-036-194-2210000-100-2017/2018-003	Payment of NSSF Deductions	67,680.00	Ongoing
NHIF	4-036-194-2210000-100-2017/2018-004	Payment of NHIF Deductions	48,000.00	Ongoing
Committee Expenses	4-036-194-2210000-100-2017/2018-005	Payment of Committee sitting allowances, office air time plus travel allowances	1,400,000.00	Ongoing



Kapcholyo High School	4-036-194-2630205-104-2017/2018-019	Completion of laboratory(worktop, gas system, water system, fume chamber, electrical works, general painting)	1,700,000.00	Ongoing
Gorgor Secondary School	4-036-194-2630205-104-2017/2018-016	Completion of a laboratory (worktop, gas system, water system, fume chamber, electrical works, general paintin	1,100,000.00	Ongoing
Kaplelach Secondary School	4-036-194-2630205-104-2017/2018-03	Completion of laboratory ((worktop, gas system, water system, fume chamber, electrical works, general painting)	1,500,000.00	Ongoing
Lorna Laboso Girls Sec School	4-036-194-2630205-104-2017/2018-057	Completion of a dining hall (fixing of windows, painting, flooring)	1,000,000.00	Ongoing
Ngariet Secondary School	4-036-194-2630205-104-2017/2018-050	Completion of a dining hall (fixing of windows, painting, flooring)	1,600,000.00	Ongoing
Chebongi Secondary School	4-036-194-2630205-104-2017/2018-040	Completion of twin lab plastering, installation of lab fitting and painting	1,400,000.00	Ongoing
Kapchumbe Secondary School	4-036-194-2630205-104-2017/2018-001	Completion of twin lab plastering, installation of lab fitting and painting	700,000.00	Ongoing
Oldebesi Sec Sch	4-036-194-2630205-104-2017/2018-025	Completion of twin lab plastering, installation of lab fitting and painting	1,100,000.00	Ongoing
Sigorian Secondary School	4-036-194-2630205-104-2017/2018-043	Completion of twin lab plastering, installation of lab fitting and painting	1,400,000.00	Ongoing
Mogoiywek Secondary School	4-036-194-2630205-104-2017/2018-043	Construction of 6 door toilet to completion	400,000.00	New
Chepkosiom High School	4-036-194-2630205-104-2017/2018-043	Construction of 6 door toilet to completion	400,000.00	New
SECURITY				
Sigorian Asst. Chief Office	4-036-194-2640507-108-2017/2018-001	Construction of office to completion	400,000.00	New
Kipajit Chief's Office	4-036-194-2640507-108-2017/2018-002	Construction of 2 door toilet to completion	270,386.10	New
Kapletundo DO's Office	4-036-194-2640507-108-2017/2018-003	Construction of office to completion	500,000.00	New
Kaplomboi Chief's Office	4-036-194-2640507-108-2017/2018-004	Construction of office to completion	400,000.00	New
GRAND TOTAL			86,810,344.88	



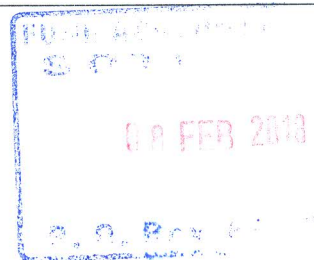
Rotik Primary School	4-036-194-2630204-104-2017/2018-052	Renoavtion of 5 classrooms (plastering, walling, and painting)	1,700,000.00	Ongoing
Rongena Primary School	4-036-194-2630204-104-2017/2018-023	Completion of 4 classrooms (walling, painting and floor screeding)	700,000.00	Ongoing
SECONDARY				
Ndanai Boys Secondary School	4-036-194-2630205-104-2017/2018-032	Completion of 4 NO. classrooms-storey (erecting columns, roofing, walling)	3,300,000.00	On-going
Mosonik Secondary School	4-036-194-2630205-104-2017/2018-026	Completion of admin block (plastering, fixing of windows, flooring, screeding and painting)	500,000.00	On-going
Kagasik Girls Secondary School	4-036-194-2630205-104-2017/2018-034	Completion of a dormitory (plastering walling, painting, fixing of windows, doors)	1,200,000.00	Ongoing
Kinyelwet Secondary School	4-036-194-2630205-104-2017/2018-051	Completion of laboratory (plastering, fixing of windows, flooring, screeding and painting)	1,900,000.00	Ongoing
Motiret Secondary School	4-036-194-2630205-104-2017/2018-056	Completion of laboratory (worktops, gas system, water system, fume chamber, electrical works, general painting)	925,000.00	Ongoing
Saruchat Mixed Day Secondary School	4-036-194-2630205-104-2017/2018-044	Completion of twin lab plastering, installation of lab fitting and painting	400,000.00	On-going
St.Joseph Mabwaita Sec School	4-036-194-2630205-104-2017/2018-035	Completion of twin lab plastering, installation of lab fitting and painting	800,000.00	Ongoing
Sotik Day Secondary School	4-036-194-2630205-104-2017/2018-055	Completion of a laboratory (worktop, gas system, water system, fume chamber, electrical works, general paintin	1,500,000.00	Ongoing
Siroin Secondary School	4-036-194-2630205-104-2017/2018-010	Completion of Laboratory (worktop, gas system, water system, fume chamber, electrical works, general painting)	1,100,000.00	Ongoing
Kamungei Girls Sec Sch.	4-036-194-2630205-104-2017/2018-067	Completion of 4 No classrooms	1,300,000.00	Ongoing
Kapchepkoro Secondary School	4-036-194-2630205-104-2017/2018-06	Completion of Laboratory(worktop, gas system, water system, fume chamber, electrical works, general painting)	600,000.00	Ongoing



Environment	4-036-194-2640510-110-2017/2018-001	Purchase and Planting of tree seedlings in the following: 1. Saruchat Primary School 2. Kapsiongo Primary School 3. Kaplomboi Primary School 4. Sotik Primary School 5. Balek 'A' Primary School Each @ Kshs 89,368.00 construction of 6 door pit latrine to completion 1. Chebilat Primary School 2. Cheserton Primary School 3. Kapchepkoro Primary School Each @ Kshs. 400,000	1,736,207.00	Ongoing
BURSARY				
Bursary - Secondary Schools	4-036-194-2640101-103-2017/2018-001	Payment of bursary to needy students	15,995,000.00	Ongoing
Bursary- Tertiary Institutions	4-036-194-2640102-103-2017/2018-002	Payment of bursary to needy students	12,888,621.00	Ongoing
PRIMARY				
Sertwet Primary School	4-036-194-2630204-104-2017/2018-001	Construction of 1 classroom to completion	650,000.00	New
Chesegem Primary School	4-036-194-2630204-104-2017/2018-002	Construction of 6 door pit latrine to completion	400,000.00	New
Kipngosos Primary School	4-036-194-2630204-104-2017/2018-003	Construction of 6 door pit latrine to completion	400,000.00	New
Uswet Primary School	4-036-194-2630204-104-2017/2018-004	Construction of 1 classroom to completion	650,000.00	New
Kaplong Boys Primary School	4-036-194-2630204-104-2017/2018-005	Renovation of 4 classrooms (repair of leaking roofs, plastering of floor)and office (reparing of leaking roofs, plastering and walling)	500,000.00	New
Cheribo Primary School	4-036-194-2630204-104-2017/2018-006	Construction of 1 classroom to completion	650,000.00	New
Kesengei Primary School	4-036-194-2630204-104-2017/2018-007	Construction of 1 classroom to completion	650,000.00	New
Tabaituk Primary School	4-036-194-2630204-104-2017/2018-008	Construction of 4 door pit latrine to completion	400,000.00	New
Kipajit Primary School	4-036-194-2630204-104-2017/2018-009	Construction of 6 door pit latrine to completion	400,000.00	New
Moita Primary School	4-036-194-2630204-104-2017/2018-067	Completion of 1 classroom (plastering, fixing of windows, flooring, screeding and painting)	400,000.00	Ongoing



MONITORING,EVALUATION AND CAPACITY BUILDING				
Goods and Services	4-036-194-2210000-111-2017/2018-001	Purchase of airtime, field notebooks, purchase of fuel, repairs and maintenance, printing, stationery, airtime and subsistence	604,310.00	Ongoing
Committee Expenses	4-036-194-2210802-111-2017/2018-002	Payment of Committee sitting allowances, transport, conferences	1,000,000.00	Ongoing
NG-CDF/NG-CDFC/PMC	4-036-194-2210700-111-2017/2018-003	Undertake Training of the PMCs/CDFCs on CDF Related issues	1,000,000.00	Ongoing
EMERGENCY				
Emergency	4-036-194-2640200-101-2017/2018-001	To cater for any unforeseen occurrences/ calamities in the constituency during the financial year	4,568,965.52	Ongoing
CONSTITUENCY INNOVATION HUB (CIH)				
Constituency Innovation Hubs (CIH)	4-036-194-2211311-108-2017/2018-001	Constituency contribution for four sites Constituency Innovation Hubs (CIH) at Kamungei Chief's office, Sotik NGCDF Library, Kapletundo D.O's Office, Ndanai A.C.C office	4,677,027.20	New
STRATEGIC PLAN				
Strategic Plan	4-036-194-2211310-108-2017/2018-001	Development of a strategic plan for the financial year (2018-2023)	2,500,000.00	New
SPORTS				
Sports	4-036-194-2640509-112-2017/2018-001	Purchase of sports kits i.e. balls, uniforms for following teams in the constituency:- 1. Ndanai United FC 2. Kamungei FC 3. Chebirbelek FC 4. Sotik United FC 5. Kisabei Quinta Ladies FC 6. Kipsonoi FC 7. Gelegele FC 8. Kapkele FC Each @ Kshs 217,025.88	1,736,207.00	Ongoing
ENVIRONMENT				



Thambi
MSB

MIN/4/4/2018 RENEWAL OF EMPLOYEE CONTRACT

The members agreed that the employment contract for every other NG-CDF staff to be renewed for one year apart from Moses Terer (Driver) due to the following; the committee members wish not to renew his contract due to the following; poor relation with the committee, mismanagement of the car and disobedience. Therefore the committee agreed to leave this pending until the next meeting to make a conclusive decision.

MIN/5/2/2018 INSTALLATION OF OFFICE INTERNET, PURCHASE OF A GENERATOR AND LAPTOP

The member agreed that there is need to have internet connection to the Sotik NG-CDF office for easy communication. It was further emphasized that due to the frequent power rationing it was noted that there is a need to purchase a generator so that the office can run well. The members also noted that the generator will need a room which should be factored during the purchase process. It was also agreed that a laptop will be purchased and used by the F.A.M for office work. It was highlighted that the quotations should be brought forward.

MIN/6/2/2018 A.O.B

The chair raised the fact that we should be having water during the meetings or tea when the meetings are longer.

The members emphasized that we should embrace the culture of keeping time.

Prepared by:

Secretary: CHEPNGETO KOECH Sign: [Signature] Date: 8/2/2018

Confirmed by:

Chairman: VINCENT CHIRCHIR Sign: [Signature] Date: 8/2/2018

