



National Government Constituencies Development Fund Board
Lurambi Constituency
P. O. Box 2680 – 50100
KAKAMEGA, KENYA
Tel: 0772682090
Email: cdflurambi@ngcdf.go.ke / info@ngcdf.go.ke
Website: www.ngcdf.go.ke

MINUTES OF THE LURAMBI NGCDFC HELD ON 24TH OCTOBER, 2019 IN THE NGCDF OFFICE

MEMBERS PRESENT

1. Mr. Fabian Shilako	Chairman
2. Mrs. Jesca Maina	Secretary
3. Mr. Owen Musoma	Member
4. Imam Ibrahim Sadala	Member
5. Mr. John A. Aswani	Member
6. Mr. Gerald Shimoli	Member
7. Mrs. Neddy Murunga	Member
8. Mrs. Agnes Barasa	Member
9. Mr. Dennis Ogola	DCC
10. CPA Peter O. Ochokolo	Fund Account Manager

AGENDA

1. Preliminaries
2. Reading and confirmation of the previous minutes
3. Matters arising
4. Budget Proposal for 2019/2020 Financial Year
5. Commitment to Fund Ongoing Projects
6. Funding of sports activities for 2018/2019 financial year
7. Payment of gratuity for finalized court case of the former employees
8. Recruitment of NGCDFC employees
9. Office liabilities
10. KRA
11. Any other business



NGCDFC LUR/MIN. 01/10/2019: PRELIMINARIES

The meeting was called to order with a word of prayer from Mrs. Neddy Murunga at 10.37 a.m. The chairman welcomed members to the meeting and thanked them for attending.

NGCDFC LUR/MIN. 02/10/2019: READING AND CONFIRMATION OF THE PREVIOUS MINUTES

The minutes of the previous meeting were read by the secretary, proposed by Mr. Gerald Shimoli and seconded by Mr. John Aswani true record of the previous meeting.

NGCDFC LUR/MIN. 03/10/2019: MATTERS ARISING

All project management committees should be reminded by the NGCDFC ward representative to always forward expenditure returns after expensing the received funds on time.

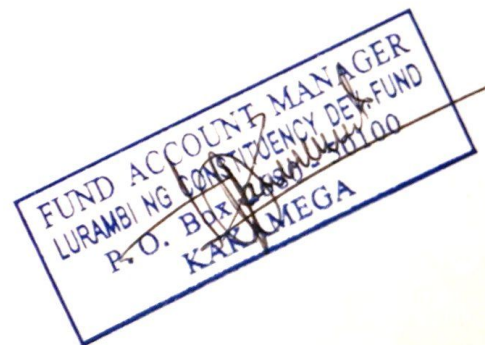
Advertisement for the Twin Laboratory at Mwiwala Secondary School was done and forwarded to the procurement officer for finalization of the procedure.

Training of project management committees should be done immediately after handing/taking over of the Fund Account Managers.

Emusala AP Camp had not been funded for 2016/2017 financial year. Bursary cheques had not been collected by various applicants. They should be informed to collect them for banking.

NGCDFC LUR/MIN. 04/10/2019: BUDGET PROPOSAL FOR 2019/2020 FINANCIAL YEAR

The manager tabled circular number NGCDF/Circulars Vol. II (014) from the NGCDF Board which indicated that each NGCDF committee is required to prepare and submit project proposals to NGCDF Board for consideration and approval in compliance with section 27,28,29,30 and 31 of the NGCDF Act. He further informed the members that according to the circular the total allocation for 2019/2020 financial year is Ksh. 137,367,724.14 which includes Ksh. 7,198,241.38 for emergency funding. The Fund Account Manager informed the members that ongoing projects should be given the first priority. The members scrutinized the ward proposals one by one. They discussed and resolved the projects as follows;



Danny

[Signature]

Project Name	Activity	Original Cost/Estimated Cost	Cumulative allocation	Amount allocated	Status
Committee Expenses	Payment of Committee sifting allowances, transport, conferences	1,300,000.00		1,300,000.00	Ongoing
Employee's Salaries	Payment of staff salaries and gratuity	3,000,000.00	-	3,000,000.00	Ongoing
Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea and bank charges etc.	1,210,752.56	-	1,210,752.56	Ongoing
NHIF	Payment of NHIF Deductions	100,000.00	-	100,000.00	Ongoing
NSSF	Payment of NSSF Deductions	100,000.00		100,000.00	Ongoing
Emergency	To cater for any unforeseen occurrences in the constituency during the financial year	5,738,993.45		7,198,241.38	Ongoing
Bursary Secondary Schools	Payment of bursary to needy students	16,500,000.00	-	16,500,000.00	Ongoing
Bursary Special Schools	Payment of bursary to needy students	500,000.00	-	500,000.00	Ongoing
Bursary Tertiary Schools	Payment of bursary to needy students	10,200,000.00		10,000,000.00	Ongoing
Bishop Sulumeti Girls Secondary School	Completion 3rd floor flooring of the dormitory 200 students	33,000,000.00	5,200,000.00	1,000,000.00	Ongoing
Bukhulunya	Completion of 3 classrooms-Painting		2,000,000.00	400,000.00	Ongoing

KAKAMEGA
 OFFICE
 258000-501
 FUND ACCOUNT MANAGER
 DEPARTMENT OF
 ACCOUNTS AND
 FINANCE
 KAKAMEGA


[Handwritten Signature]

[Handwritten Signature]

Primary School	and Flooring	2,406,740.00				
Chief Mutsembi Primary School	Construction of 2 classrooms to completion(substructure, Foundation, walling, Roofing and fittings and painting)	2,000,000.00	-		2,000,000.00	New
Daisy Special School	Additional funding for ongoing construction of dining hall fixing of windows, doors and flooring for 500 learners	7,868,211.00	5,300,000.00		1,000,000.00	Ongoing
Ebuchinga Primary School	Completion for the construction of 8 No classrooms (Storey)- Painting, Flooring, Fixing doors and windows	14,000,000.00	9,500,000.00		4,500,000.00	Ongoing
Ebwambwa Primary School	Completion of the administration (Comprising of 6 rooms)- painting and flooring	3,000,000.00	1,500,000.00		500,000.00	Ongoing
Ebwambwa Primary School	Construction of 2 classrooms to completion(substructure; Foundation, walling, Roofing and fittings and painting)	2,000,000.00	-		2,000,000.00	New
Ekapwonje Primary School	Construction of 2 classrooms to completion(substructure; Foundation, walling, Roofing and fittings and painting)	2,000,000.00	-		2,000,000.00	New
Elukho Primary School	Completion of 3 classrooms- plastering, Flooring and painting	3,300,000.00	1,350,000.00		800,000.00	Ongoing
Emasera Community Primary School	Construction on 20 Door Toilets-8 For boys, 8 For Girls and 4 of Members of staff. (substructure;Foundation, walling, Roofing and fittings)	1,100,000.00	-		1,100,000.00	New

ACCOUNT MANAGER
 FUND ACCOUNTS DEPARTMENT
 URBAN & RURAL DEVELOPMENT
 P. O. BOX 12889
 NAIROBI, KENYA

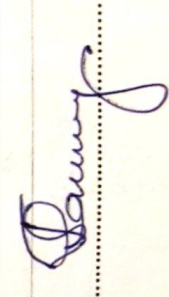




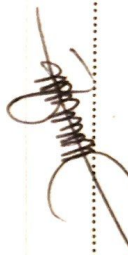
Ematetie Secondary School	Completion of a single laboratory roofing, finishes, fittings and lab fittings for 50 learners	6,500,000.00	4,000,000.00	1,000,000.00	Ongoing
Emmacheembe Primary School	Completion of 3 classrooms – Painting, flooring fixing of doors and windows	3,300,000.00	2,000,000.00	1,100,000.00	Ongoing
Emukaba Primary School	Construction of 2 classrooms to completion(substructure;Foundation, walling, Roofing and fittings and painting)	2,000,000.00	-	2,000,000.00	New
Emulundu Primary School	Construction of 2 classrooms to completion(substructure;Foundation, walling, Roofing and fittings and painting)	2,000,000.00	-	2,000,000.00	New
Emurumba Primary School	Additional funding for Completion of 3 classrooms – Painting, flooring fixing of doors and windows	3,300,000.00	2,000,000.00	1,100,000.00	Ongoing
Emusala Primary school	Additional funding for Construction of new storey 8 classrooms – (walling)	14,000,000.00	6,000,000.00	1,000,000.00	Ongoing
Eshimboko Primary School	Construction of 2 classrooms to completion(substructure;Foundation, walling, Roofing and fittings and painting)	2,000,000.00	-	2,000,000.00	Ongoing
Eshibandukusi Primary School	Additional funding for ongoing construction of 8 No classrooms (1 storey) - walling and Roofing of 1st Floor.	14,000,000.00	5,700,000.00	4,000,000.00	Ongoing
Eshibembe Primary School	Completion of 2 classroom – plastering, window pens and painting	2,200,000.00	1,600,000.00	600,000.00	Ongoing
Eshilibo Primary School	Completion of 3 classrooms – Painting, flooring fixing of doors and windows	3,500,000.00	1,500,000.00	1,800,000.00	Ongoing
Eshirumba Primary School	Completion of 2 Classrooms (painting, flooring and branding)		1,600,000.00	600,000.00	Ongoing

NEW AND ACCOUNT MANAGER
 LURAMBI NG CONSTITUENCY DEV. FUND
 P. O. BOX 10000
 KERICAMEGA

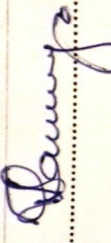
.....


.....


Hirumbi Primary School	Additional funding the ongoing Construction of 8 No classrooms-storey (Plastering)	2,200,000.00	9,650,000.00	1,000,000.00	Ongoing
Ibinzo Primary School	Construction of 2 classrooms to completion(substructure;Foundation, walling, Roofing and fittings and painting)	2,000,000.00	-	2,000,000.00	New
Ikonyero Primary School	Construction of new storey 8 classrooms – substructure: Foundation setting and slab for ground floor.)	15,000,000.00		3,000,000.00	New
Indangalasia Primary School	Additional funds for ongoing construction of 3 classrooms (Flooring, Fixing doors and Windows)	3,600,000.00	2,700,000.00	400,000.00	Ongoing
Kakamega Primary School	Additional funding for Completion of 2 storey building (29 Classrooms and Multi-Purpose hall) (3rd and 4th floor flooring, and electrical works of the storey building.)	17,726,030.00	8,900,000.00	2,000,000.00	Ongoing
Kakamega school for the Deaf	Construction of 2 nd floor columns, ring beam, walling and roofing and painting of 2 storey classrooms	5,500,000.00	2,150,000.00	1,000,000.00	Ongoing
Kilimo Girls Secondary School	Construction dining hall-Substructure: foundation and walling 100 students	3,000,000.00		1,500,000.00	New
Lurambi Primary School	Additional funding to construction of 1 storey 8No classrooms – (walling of 2 nd floor)	14,000,000.00	5,000,000.00	1,000,000.00	Ongoing
Mahiakalo Primary School	Additional funding the ongoing Constructon of new storey 8 classrooms –Roofing and plastering.	14,000,000.00	8,500,000.00	3,500,000.00	Ongoing



 FUND ACCOUNT MANAGER
 LURAMBI NG CONSTITUENCY DEV. FUND
 P.O. Box 2680 - 50100
 KAKAMEGA



Maraba Primary School	Construction of new storey 8 classrooms – substructure:Foundantiation and ground floor walling	15,000,000.00	-	6,000,000.00	New
Matende Girls Secondary School	Completion of 4 Units staff houses comprising of 8 Rooms (Roofing and painting to completion).	6,600,000.00	5,100,000.00	1,000,000.00	Ongoing
Matende Primary School	Completion of Storey 8 Classrooms Painting, windows, doors and flooring	14,000,000.00	9,786,206.90	6,000,000.00	Ongoing
Matioli Secondary School	Construction of Dormitory – roofing, plastering, fixing of doors and windows 80 students	4,301,616.00	3,600,000.00	700,000.00	Ongoing
Mungulu Primary School	Construction of 2 classrooms to completion(substructure;Foundation, walling, Roofing and fittings and painting)	2,000,000.00	-	2,000,000.00	New
Musaa Primary School	Construction of 2 classrooms to completion(substructure;Foundation, walling, Roofing and fittings and painting)	2,000,000.00	2,000,000.00	2,000,000.00	New
Mwangaza Secondary School	Purchase of 37 seater Bus	5,500,000.00		5,500,000.00	New
Mwiwala Primary School	Construction of Storey 8 classrooms – Construction of Storey 8 classrooms (substructure:Foundation and walling of Ground Floor)	5,000,000.00	-	5,000,000.00	New
Mwiwala Secondary School	Completion of twin laboratory – gas piping, working tops and painting for 50 learners	5,312,475.00	5,000,000.00	300,000.00	Ongoing
Mwiwanga Primary School	Completion of 2 classrooms – fixing of doors and windows and painting	2,200,000.00	1,700,000.00	500,000.00	Ongoing
Shikoti Girls Secondary School	Construction of Administration Block – substructure: Flooring, fixing doors, windows and painting	3,000,000.00		2,000,000.00	New

FUND ACCOUNT MANAGER
LURAMBI NG CONSTITUENCY DEV. FUND
P. O. BOX 2680
KISUMU
KISUMU

[Signature]

[Signature]

Shisasari Primary School	of (Headteacher's room, Deputy Headteacher's room, Senior Teacher's room and Staff room) Construction of 2 classrooms to completion(substructure;Foundation, walling, Roofing and fittings and painting)	2,000,000.00	-	2,000,000.00	New
Shivakala Primary School	Construction of Administration Block – substructure: Flooring,fixing doors, windows and painting of (Headteacher's room, Deputy Headteacher's room, Senior Teacher's room and Staff room)	3,000,000.00	1,000,000.00	1,000,000.00	Ongoing
St Titus Emasera Secondary School	One off Purchase of 1 Acre Parcel of land for school expansion	2,500,000.00	-	2,500,000.00	New
St. Lawrence Ichina Primary School	Additional funds for Casting of slab for the 1st floor of Administration block and 6 classrooms	14,000,000.00	8,500,000.00	500,000.00	Ongoing
NHIF for elderly people	Payment of NHIF for 60 elderly people @5,000 annually.	300,000		300,000.00	New
Eshisuru Primary School	Construction of 10 door with sewerage system toilets @ Kshs. 1,025,817.24, Purchase of one 2,500 litres water tank for harvesting water @ Kshs. 20,000 and 10(30ltrs) hand wash cylinders @ Kshs. 20,000 and 10 hand wash stands @7,860	1,073,677.24	-	1,073,677.24	New
Rosterman Primary School	Construction of 10 door with sewerage system toilets @ Kshs. 1,025,817.24, Purchase of one 2,500 litres water tank for harvesting water @ Kshs. 20,000 and 10(30ltrs) hand wash cylinders	1,073,677.24		1,073,677.24	New

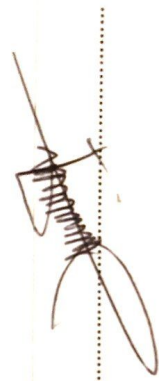
ACCOUNT MANAGER
 P.O. BOX 2580
 KAKAMEGA
 EDUCATION DEPARTMENT
 KAKAMEGA

[Signature]

[Signature]

	@ Kshs. 20,000 and 10 hand wash stands @7,860	1,700,000.00			1,700,000.00	Ongoing
Capacity Building	Undertake Training of the PMCs/NGCDFs on NGCDF Related issues		-			Ongoing
Committee Expenses	Payment of Committee sitting allowances, transport, conferences	1,200,000.00			1,200,000.00	Ongoing
Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence	910,279.16	-		910,279.16	Ongoing
Constituency Sports Activities	To carry out Constituency Sports tournaments and the winning teams to be awarded with trophies, balls and games kits.	1,201,096.56			1,201,096.56	Ongoing
Bukhungu Chief's AP Camp	Additional funding for construction of 4 unit staff houses. (Walling and roofing)	3,591,675.00	800,000.00		500,000.00	Ongoing
Bukura Police Post	Completion of police post – walling, Roofing and painting.	3,500,000.00	2,500,000.00		500,000.00	Ongoing
Butotso East AP Line	Additional funding for ongoing construction of 5 Units staff houses comprising of 13 Rooms. (Roofing, plastering, fixing of windows)	4,494,368.00	3,000,000.00		1,000,000.00	Ongoing
Butotso South AP Line	Additional funding for ongoing construction of 5 Units staff houses comprising of 5 Rooms. (Roofing, plastering, fixing of windows)	3,159,999.00	2,000,000.00		500,000.00	Ongoing
Emusala AP line	Additional funding for ongoing construction of 5 Units staff houses comprising of 9 Rooms. (Roofing, plastering, fixing of windows)	3,700,000.00	2,000,000.00		500,000.00	Ongoing

KENYA POLICE
 HEADQUARTERS
 P. O. BOX 100
 NAIROBI
 KENYA
 TELEPHONE NO. 254 20 2711010
 FACSIMILE NO. 254 20 2711010
 E-MAIL: POLICE@KENYA.PK
 WWW.POLICE.KENYA



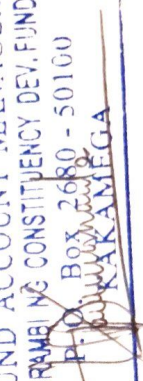
.....
Signature

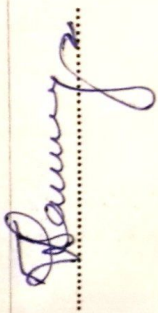
Eshibeye Assistant Chief's Office	Completion of Assistant Chief's Office-Plastering ,Flooring and painting	2,800,000.00	2,000,000.00	800,000.00	Ongoing
Shitungu AP Camp	Additional funding for ongoing construction of staff houses comprising of 8 Rooms. (Roofing, plastering)	3,591,675.00	1,600,000.00	300,000.00	Ongoing
Sichirayi Assistant Chief's Office	Construction of assistant chief's office – substructure, walling and roofing	2,800,000.00	500,000.00	1,000,000.00	Ongoing
TOTAL				137,367,724.14	

Members noted that some of the new projects need to be added and funded for two financial years such as Mwangaza Secondary School Purchase of 37 Seater capacity 4,000,000 financial years 2019/2020 and balance 1,500,000 be funded financial year 2020/2021

NGCDFC LUR/MIN. 05/10/2019: FUNDING OF SPORTS ACTIVITIES FOR 2018/2019 FINANCIAL YEAR

The Chairman raised the need to fund sports activities for the last financial year 2018/2019 of Kshs. 1,680,817.50. The members discussed and agreed to purchase balls, trophies and sports uniforms but follow the right procurement process.

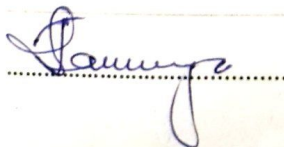

 FUND ACCOUNT MANAGER
 LURAMBING CONSTITUENCY DEV. FUND
 P.O. Box 2680 - 50100
 KAKAMEGA



NGCDFC LUR/MIN. 06/10/2019: COMMITMENT TO FUND ONGOING PROJECTS

It was noted that a number of projects still remain ongoing, this is despite the fact the boards policy is to ensure all ongoing projects are completed. In view of this, the committee unanimously agreed to commit completion of all ongoing projects as listed in the schedule below:

Project Name	Original Cost/Estimated Cost	Cumulative allocation including 2019/20 FY	Balance to completion	Commitment to fund in the 2020/2021FY	Commitment to fund in the 2021/2022FY
Daisy Special School	7,868,211.00	6,300,000.00	1,568,211.00	1,568,211.00	
Eshandukusi Primary School	14,000,000.00	9,700,000.00	4,300,000.00	4,300,000.00	
Hirumbi Primary School	14,000,000.00	10,650,000.00	3,350,000	3,350,000	
Ikonyero Primary School	15,000,000.00	5,712,630.12	9,287,370.00	9,287,370.00	
Indangalasia Primary School	3,600,000.00	3,100,000.00	500,000.00	500,000.00	
Kakamega Primary School	17,726,030.00	11,900,000.00	5,826,030.00	3,000,000	2,826,030
Kakamega school for the Deaf	5,500,000.00	3,150,000.00	2,350,000.00	2,350,000.00	
Kilimo Girls Secondary School	3,000,000.00	1,500,000.00	1,500,000.00	1,500,000.00	
Lurambi Primary School	14,000,000.00	6,000,000.00	8,000,000.00	5,000,000.00	3,000,000.00
Mahiakalo Primary School	14,000,000.00	12,000,000.00	2,000,000.00	2,000,000.00	
Maraba Primary School	15,000,000.00	9,000,000.00	6,000,000.00	6,000,000.00	
Matende Girls Secondary School	6,600,000.00	6,100,000.00	500,000.00	500,000.00	
Mwiyala Primary			10,000,000.00	5,000,000.00	5,000,000.00



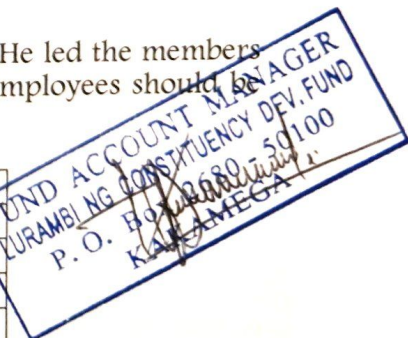


School	15,000,000.00	5,000,000.00			
Shikoti Girls Secondary School	3,000,000.00	2,000,000.00	1,000,000.00	1,000,000.00	
Shivakala Primary School	3,000,000.00	2,000,000.00	1,000,000.00	1,000,000.00	
St. Lawrence Ichina Primary School	14,000,000.00	9,000,000.00	5,000,000.00	5,000,000.00	
Bukhungu Chief's AP Camp	3,591,675.00	1,300,000.00	2,291,675.00	2,291,675.00	
Bukura Police Post	3,500,000.00	3,000,000.00	500,000.00	500,000.00	
Butsotso East AP Line	4,494,368.00	4,000,000.00	494,368.00	494,368.00	
Butsotso South AP Line	3,159,999.00	2,500,000.00	659,999.00	659,999.00	
Emusala AP line	3,700,000.00	2,500,000.00	1,200,000.00	1,200,000.00	
Shitungu AP Camp	3,591,675.00	1,900,000.00	1,691,675.00	1,691,675.00	
Sichirayi Assistant Chief's Office	2,800,000.00	1,500,000.00	1,300,000.00	1,300,000.00	

NGCDFC LUR/MIN. 07/10/2019: PAYMENT OF GRATUITY FOR FINALIZED COURT CASE OF THE FORMER EMPLOYEES

The Fund Account Manager tabled court report for the former employees. He led the members through the report. The members discussed and agreed that the former employees should be paid as per the agreement on the court report as stated below;

NO.	NAME	ID NUMBER	AMOUNT
1.	JastanIminyi	23537138	300,000.00
2.	Abdalla K. Nganyi	14461964	185,446.00
3.	Jackline M. Misango	23075251	229,461.00
4.	Priscillah C. Munasia	22354693	199,530.00
5.	Paul Jairus Nandwa	0436994	122,721.00
6.	DacklyneMmbolo	20926890	114,000.00



[Handwritten signature]

[Handwritten signature]

7.	Polycard Ngaira	1318765	125,450.00
8.	Janet Ingonga	22355524	43,478.00
9.	Aggrey Hilla Sakala	10917776	24,188.00
TOTAL			1,344,274.00

The further agreed that the incoming FAM to pay them from Emergency vote due to the urgency and the right procedure should be followed when paying them.

NGCDFC LUR/MIN. 08/10/2019: RECRUITMENT OF NGCDFC EMPLOYEES

The chairman tabled the need to employ new employees for proper running of office activities. The members discussed and agreed that since the casuals were patient enough should be adopted and employed on three-year contract term and their contracts should be back dated as at 1st July, 2019.

NGCDFC LUR/MIN. 09/10/2019: OFFICE LIABILITIES

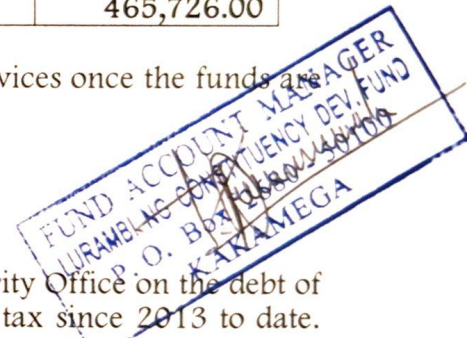
The Fund Account Manager tabled a list of office liabilities as stated below;

NO.	ITEM	ACTIVITY	AMOUNT
1.	Stationery	Supply of stationery	54,000.00
2.	Lawyer OTIENO & AMISI ADVOCATES-	Lawyers fees on NGCDFC Employees' case	410,136.00
3.	Postal Cooperation of Kenya	EMS services	1,590.00
TOTAL			465,726.00

The members discussed and agreed to pay for the above goods and services once the funds are available.

NGCDFC LUR/MIN. 10/10/2019: KENYA REVENUE AUTHORITY

The Fund Account Manager tabled a letter from Kenya Revenue Authority Office on the debt of accrued of about amount of Kshs. 12,000,000.00 over non-payment tax since 2013 to date. The members discussed and agreed to discuss with KRA officials in the meeting over the same.



NGCDFC LUR/MIN. 11/10/2019: ANY OTHER BUSINESS

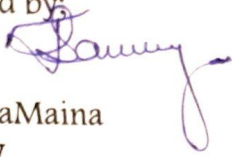
1. The Project Management of Rosterman Secondary School to be summoned on payment of the contractor.
2. The Monitoring and Evaluation Committee to come up with annual plan for 2019/2020 financial year for adoption and should organize for a monitoring exercise for six (6) days from 28th October, 2019 to 5th November, 2019.
3. The incoming Fund Account Manager and the Member of the National Assembly to harmonize their work.

Samy

[Signature]

There being no any other business the meeting adjourned at 4.00 p.m. with a word of prayer from Imam Ibrahim Sadala.

Confirmed by:



Mrs. Jesca Maina
Secretary



Mr. Fabian Shilako
Chairman

FUND ACCOUNT MANAGER
LURAMBO CONSTITUENCY DEV. FUND
P. O. Box 2680
KAKAMEGA

