



NG-CDF BOARD

National Government Constituencies Development Fund Board
Lurambi Constituency
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MINUTES OF THE LURAMBI NGCDFC HELD ON 29TH JANUARY, 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. Mr. Peter O. Ochokolo | Fund Account Manager |

AGENDA

1. Preliminaries
2. Reading and confirmation of the previous minutes
3. Matters arising
4. Deferred and declined 2018/2019 financial year projects
5. Reallocated of projects
6. Payment of casual employees
7. Termination of employees whose contract term have expired
8. Funding of projects
9. Monitoring & Evaluation Exercise
10. Strategic Plan
11. Any other business

NGCDFC LUR/MIN. 14/01/2019: PRELIMINARIES

The meeting was called to order with a word of prayer from Mr. Fabian Shilako at 11.10 a.m. The chairman welcomed members to the meeting and thanked them for attending.

J. Shilako
30/1/19



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J. Shilako

NGCDFC LUR/MIN. 15/01/2019: READING AND CONFIRMATION OF THE PREVIOUS MINUTES

The minutes of the previous meeting were read by the secretary, proposed by Mrs. Neddy Murunga and seconded by Mrs. Agnes Barasa as a true record of the previous meeting.

NGCDFC LUR/MIN. 16/01/2019: MATTERS ARISING

The Fund Account Manager reported that he had send report to the NGCDF Board on issues raised about NGCDF Lurambi Storey Office, NGCDF Vehicle and reallocation of funds.

Some debtors had been paid while others were still on process.

The renovation works at the Lurambi Storey Office site for the temporal office had commenced.

NGCDFC LUR/MIN. 17/01/2019: DEFERRED AND DECLINED 2018/2019 FINANCIAL YEAR PROJECTS

The Fund Account Manager tabled a report from the NGCDF Board on the deferred and declined projects for 2018/2019 financial year as highlighted below;

1. NABONGO PRIMARY SCHOOL

The project was under Environmental Activities and was deferred for approval on condition that the number of hand wash cylinders to be indicated for 2018/2019 financial year. The Committee discussed and agreed that the activities should read as; Construction of 10 door modern toilets @ Kshs. 1,025,817.25, Purchase of one 10,000 litres water tank for harvesting water @ Kshs. 75,000 and 10 hand wash cylinders @ Kshs. 80,000 for approval by the NGCDF Board.

2. EMATSAYI MARKET SOLAR LIGHT

The project was deferred on condition that the committee identifies the caretaker of the solar light after completion and also prove the insecurity of the area where the solar lights is to be installed. The ward representative for area reported that the Chief had written a letter to prove the insecurity of the area and the Officer in charge of Matsayi AP Camp has also written a letter showing that they will be incharge of the security of the solar light after completion to avoid vandalization. After completion the solar lights it will be handed over to the County Government for maintenance. The report also requested for the capacity and radius of the solar. The capacity is 10 meters high with a radius of 600 meters.

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The committee discussed and agreed to forward to the NGCDF Board for consideration and approval.

3. IBINZO AND EBWAMBWA SECONDARY SCHOOLS

On these two projects they had requested for purchase of school bus each. The NGCDF Board requested to know if the management of the school had the remaining amount to fund to completion of the bus.

The committee discussed and agreed that since the school management had no any other source for the funds then there was no need to fund the school as per the NGCDF Board directions. The amount allocated to each school was redistributed as below;

1. The amount for Ibinzo Girls Secondary school to be added Emusala Primary school for Construction of new storey 8 classrooms – substructure and walling of 1st floor.
2. The amount for Ebwambwa Secondary School to be added to Eshiandukusi Primary School for Construction of new storey 8 classrooms – substructure and walling of 1st floor.

4. DECLINED PROJECTS

The following projects were declined for approval by the NGCDF Board on condition that they be allocated enough funds to completion.

- a. Eshiamboko Primary School – construction of 3 classrooms
- b. Emurumba Primary School – construction of 3 classrooms
- c. Emukangu Primary School - construction of 3 classrooms
- d. Emmachembe Primary School - construction of 3 classrooms

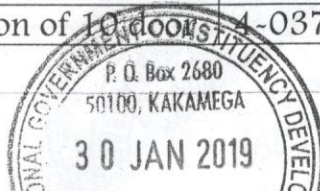
The committee discussed and agreed to allocate the funds as stated below;

1. The amount for Eshiamboko Primary School to be added to Emurumba Primary School for Construction of 3 classrooms – substructure, walling, roofing and plastering
2. The amount for Emukangu Primary School to be added to Emmachembe Primary School for Construction of 3 classrooms – substructure, walling, roofing and plastering

The members discussed on the declined projects and agreed to allocate funds to the following projects for 2018/2019 financial year as follows;

Project Name	Activity	Project Number	Amount allocated	Status
Nabongo	Construction of 10 doors	4-037-202-	1,180,817.50	Ongoing

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Emurumba

Primary School	modern toilets @ Kshs. 1,025,817.25, Purchase of one 10,000 litres water tank for harvesting water @ Kshs. 75,000 and 10 hand wash cylinders @ Kshs. 80,000	2640510-110-2018/19-001		
Emusala Primary school	Construction of new storey 8 classrooms – substructure and walling of 1 st floor	4-037-202-2630204-104-2018/19-001	6,000,000.00	New
Eshiandukusi Primary School	Construction of new storey 8 classrooms – substructure and walling of 1 st floor	4-037-202-2630204-104-2018/19-017	5,700,000.00	New
Emurumba Primary School	Construction of 3 classrooms – substructure, walling, roofing and plastering	4-037-202-2630204-104-2018/19-025	2,000,000.00	New
Emmacheembe Primary School	Construction of 3 classrooms – substructure, walling, roofing and plastering	4-037-202-2630204-104-2018/19-026	2,000,000.00	New
Ematsayi Market Solar Light	Installation of solar lighting point made in Britain of 10 meters high with a radius of 600 meters	4-037-202-2640507-113-2018/19-002	500,000.00	New
TOTAL			17,380,817.50	

NGCDFC LUR/MIN. 18/01/2019: REALLOCATED OF PROJECTS

The chairman tabled the need to reallocated funds for Constituency Innovation Hubs to Establish 4 ICT Hubs since there no sites for the project. The committee discussed and agreed to reallocate the funds as shown below;

Project Name	Activity	Project Number	Amount allocated	Status
Ikonyero Primary School	Construction of 3 classrooms – substructure, walling and roofing	4-037-202-2630204-104-2017/18-017	2,000,000.00	Ongoing

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Shikoti Mixed Secondary School	Completion of purchase of isuzu Bus Model, FRR 33L 8200CC, 51 seater bus	4-037-202-2630205-104-2017/18-025	1,720,000.00	Ongoing
			3,720,000.00	

NGCDFC LUR/MIN. 19/01/2019: PAYMENT OF CASUAL EMPLOYEES

The Fund Account Manager informed the members that there was need to hire casual for typing of bursary forms. The committee discussed and agreed to hire three people for typing the bursary form for preparation of award to needy students.

NGCDFC LUR/MIN. 20/01/2019: TERMINATION OF EMPLOYEES WHOSE CONTRACT TERM HAVE EXPIRED

The Fund Account Manager tabled a list of NGCDFC employers whose contract term was due in March, 2019 as listed below;

NO.	NAME	ID NO.	POSITION	TERMS OF EMPLOYMENT
1.	Priscilla C. Munasia	22354693	Clerical Officer	Contract ending 8 th March, 2019
2.	Jastan Iminyi	23537138	Accounts Assistant	Contract ending 8 th March, 2019
3.	Jackline Misango	23075251	Records Management Officer	Contract ending 8 th March, 2019
4.	Abdalla Kibonge	14461964	Driver	Contract ending 8 th March, 2019
5.	Polycard Ngaira	1318765	Security Guard	Contract ending 8 th March, 2019
6.	Dacklyne Mbolo	20926890	Security Guard	Contract ending 8 th March, 2019
7.	Paul Jairus Nandwa	0436994	Logistic Officer	Contract ending 1 st December, 2019
8.	Sylvester O. Firotdwa	22172187	Security Guard	Casual
9.	Vicky C. Kiproop	26058390	Cleaner	Casual
10.	Janet Ingonga	22355524	Secretary	Contract ending 1 st March, 2019
11.	Aggrey Hilla Sakala	10917776	Field Officer	Contract ending 1 st March, 2019

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William

The members discussed and agreed that their posts will be advertised so they can reapply with others. On the same note the committee recommended to reduce the number of workers to be between 5-7 as per NGCDF Board guidelines and to cut down on the huge wage bill and correct the issues raised by the auditors.

NGCDFC LUR/MIN. 21/01/2019: FUNDING OF PROJECTS

The Fund Account Manager tabled a list of projects approved by the NGCDFC Board that needed funding. The members discussed and agreed to fund the following projects;

NO.	NAME OF THE PROJECT	ACTIVITY	AMOUNT
1.	Ebuhayi Primary School	Completion of 3 classrooms	1,000,000.00
2.	Ebung'aya Primary School	Renovation of 3 Classrooms – roofing, plastering, windows, doors and painting	600,000.00
TOTAL			1,600,000.00

NGCDFC LUR/MIN. 22/01/2019: MONITORING & EVALUATION EXERCISE

The Fund Account Manager informed the members that there was need to plan for Monitoring and Evaluation of ongoing projects to ascertain their real status. The committee discussed and agreed that each ward will have 2 days to visit the projects.

NGCDFC LUR/MIN. 23/01/2019: STRATEGIC PLAN

The chairman raised concern that the preparation of strategic plan was getting out of time since already one year had already elapsed. The committee discussed and resolved to meet the contractor to get briefs on the progress of the work.

NGCDFC LUR/MIN. 13/01/2019: ANY OTHER BUSINESS

The committee noted with concern that there was a lot on social media on matters of the office. This should be addressed as soon as possible to curb it.

On bursary, only those needy applicants with well completed and relevant documents will be awarded funds

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30-1-19.



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There being no any other business the meeting was adjourned at 2.30 p.m. with a word of prayer from Mrs. Jesca Maina.

Confirmed by;

Jesca Maina
30/1/19.
Mrs. Jesca Maina
Secretary



Fabian Shilako
Mr. Fabian Shilako
Chairman

30-1-019