



National Government Constituencies Development Fund Board  
Navakholo Constituency  
Along Navakholo – Muhuni – Chebuyusi Road  
P. O. Box 14 – 50127  
NAMBACHA, KENYA  
Tel: 0722288499/0722325799  
Email: [cdfnavakholo@ngcdf.go.ke](mailto:cdfnavakholo@ngcdf.go.ke)/[info@ngcdf.go.ke](mailto:info@ngcdf.go.ke)  
Website: [www.ngcdf.go.ke](http://www.ngcdf.go.ke)

**MINUTES OF THE NAVAKHOLO NGCDFC HELD ON 9<sup>th</sup> September, 2020 IN THE NGCDF OFFICE**

**MEMBERS PRESENT**

1. Mr. Kennedy Barasa Ngao	Chairman
2. Mrs. Mary Imbwaka Macheso	Secretary
3. Mr. Chrispino Ndombi Makokha	Member
4. Mrs. Margaret Andati	Member
5. Mr. Yunus Akhonya Salim	Member
6. Mr. Barthez Wechuli	Member
7. Ms. Susy Lichuma Andayi	Member
8. Mr. Gaxton B. Makheta	Member
9. Mr Geoffrey K. Tanui	DCC
10. Mr. Thomas Ontweka	Fund Account Manager



**AGENDA**

1. Preliminaries
2. Reading and confirmation of the previous minutes
3. Reallocation of funds
4. Budget proposal for 2020/2021 FY
5. Any Other Business

**NGCDFC /MIN. 001/09/2020: PRELIMINARIES**

The meeting commenced at 10.00 a.m. with a word of prayer from Mrs. Mary Imbwaka Macheso. The chairman welcomed members to the meeting.

**NGCDFC /MIN. 002/09/2020: READING AND CONFIRMATION OF THE PREVIOUS MINUTES**

The minutes of the previous meeting were read by the secretary which were confirmed by Mrs. Margaret Andati and seconded by Mr. Barthez Wechuli as a true record of the previous meeting.

**NGCDFC /MIN. 003/09/2020: REALLOCATION OF FUNDS**

The Fund Account Manager tabled the need to reallocate funds from bursary vote for 2019/2020 financial year since they had not been spent due to outbreak of Covid 19 pandemic which made learning institutions closed indefinitely. The members discussed and agreed to reallocate Kshs. 16,000,000.00 of bursary out of the balance of Kshs. 24,317,486.00 for 2019/2020 financial year as below;

PROJECT NO.	PROJECT TITLE	AMOUNT ALLOCATED (KSH)	AMOUNT DISBURSED (KSH)	BALANCE (KSH)	UNSPENT TO BE RE – ALLOCATED (KSH)
2640101-103-2019/2020-001	Bursary Secondary Schools	11,945,142.35	1,945,142.35	10,000,000.00	10,000,000.00
2640102-103-2019/2020-002	Bursary Tertiary Schools	16,700,000.00	10,700,000.00	6,000,000.00	6,000,000.00
<b>TOTAL</b>		<b>28,645,142.35</b>	<b>12,645,142.35</b>	<b>16,000,000.00</b>	<b>16,000,000.00</b>

They further agreed to reallocated the funds to the following projects;

Project Name	Activity	Project Number	Amount allocated	Status
Nambacha Secondary School	Construction of one storey 8 no. classrooms - Laying of 1st floor slab, walling, roofing, plastering, fixing of doors and windows and painting to completion. Each classroom will have a capacity of 45 students	4-037-203-2630205-104-2019/2020-001	6,800,000.00	Ongoing
St. Teresa's Ebumamu Secondary School	Construction of storey 8 no. classrooms - roofing, plastering, fixing of doors and windows and painting to completion. Each classroom will have a capacity of 45 students. The correct name of the school is St. Teresa's Ebumamu Secondary School	4-037-203-2630205-104-2019/2020-002	3,800,000.00	Ongoing
Sidikho Secondary School	Construction of 8 no. storey classrooms – roofing, flooring, plastering, fixing of windows and doors and painting to completion. Each classroom will have a capacity of 45 students Ground floor was done by NGCDF Board under CSR programme at Kshs. 7,900,000.00. 2019/2020 the project	4-037-203-2630205-104-2019/2020-003	5,400,000.00	Ongoing



	was allocated Kshs. 1,500,000 hence need additional of Kshs. 5,400,000 for the above stated activities			
<b>TOTAL</b>			<b>16,000,000.00</b>	

**NGCDFC /MIN. 004/09/2020: BUDGET PROPOSAL FOR 2020/2021 FY**

The manager tabled circular number NGCDFB/CEO/BOARD CIRCULARs Vol. II (024) 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 2020/2021 financial year is Kshs. 137,183,879.31 which includes Kshs. 7,192,206.90 for emergency funding. The Fund Account Manager informed the members that ongoing projects should be given the first priority. The members discussed and resolved to allocate funds to the projects as follows;

*Handwritten signature*

*Handwritten signature*





Project Name	Activity	Project Number	Original Cost	Cumulative allocation	Amount allocated	Status
Employee's Salaries	Payment of staff salaries @ Kshs. 2,427,600.00 and gratuity @ Kshs. 230,640	4-037-203-2110000-100-2020/2021-001	2,658,240.00	-00	2,658,240.00	Ongoing
Committee Expenses	Payment of Committee sitting allowances, transport, conferences	4-037-203-2210802-100-2020/2021-002	2,248,000.00	00	2,248,000.00	Ongoing
Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea and bank charges etc.	4-037-203-2210000-100-2020/2021-003	1,805,899.83	-00	1,805,899.83	Ongoing
NSSF	Payment of NSSF Deductions	4-037-203-2120101-100-2020/2021-004	139,680.00	-00	139,680.00	Ongoing
NHIF	Payment of NHIF Deductions	4-037-203-2120201-100-2020/2021-005	98,400.00	-00	98,400.00	Ongoing
Committee Expenses	Payment of Committee sitting allowances, transport, conferences	4-037-203-2210802-111-2020/2021-001	1,500,000.00	-00	1,500,000.00	Ongoing
Capacity Building	Undertake Training of the PMCs/CDFCs on CDF Related issues	4-037-203-2210700-111-2020/2021-002	1,800,000.00	-00	1,800,000.00	Ongoing
Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence, e.t.c	4-037-203-2210000-111-2019/2020-003	812,666.38	-00	812,666.38	Ongoing
Bursary Secondary Schools	Payment of bursary to needy students	4-037-203-2640101-103-2020/2021-001	11,517,000.00	-00	11,517,000.00	Ongoing



*Mwaka* *AKM*

Bursary Tertiary Schools	Payment of bursary to needy students	4-037-203-2640102-103-2020/2021-002	15,700,000.00	-00	15,700,000.00	Ongoing
Bursary Special Schools	Payment of bursary to needy students	4-037-203-2640105-103-2020/2021-004	200,000.00	-00	200,000.00	Ongoing
Emergency	To cater for any unforeseen occurrences in the constituency during the financial year	4-037-202-2640200-101-2020/2021-001	7,192,206.90	-00	7,192,206.90	Ongoing
Budonga Primary School	Purchase of sport uniforms - 20 pieces @ Kshs. 2,500	4-037-202-2640509-112-2020/2021-001	50,000.00	-00	50,000.00	New
Kanuli Primary School	Purchase of sport uniforms - 20 pieces @ Kshs. 2,500	4-037-202-2640509-112-2020/2021-002	50,000.00	-00	50,000.00	New
Mukama Primary School	Purchase of sport uniforms - 20 pieces @ Kshs. 2,500	4-037-202-2640509-112-2020/2021-003	50,000.00	-00	50,000.00	New
Mungakha Primary School	Purchase of sport uniforms - 20 pieces @ Kshs. 2,500	4-037-202-2640509-112-2020/2021-004	50,000.00	-00	50,000.00	New
St. Joseph's Matoyi Primary School	Purchase of sport uniforms - 20 pieces @ Kshs. 2,500	4-037-202-2640509-112-2020/2021-005	50,000.00	-00	50,000.00	New
Simuli Primary School	Purchase of sport uniforms - 20 pieces @ Kshs. 2,500	4-037-202-2640509-112-2020/2021-006	50,000.00	-00	50,000.00	New
Makhima Primary School	Purchase of sport uniforms - 20 pieces @ Kshs. 2,500	4-037-202-2640509-112-2020/2021-007	50,000.00	-00	50,000.00	New
Chekata Primary School	Purchase of sport uniforms - 20 pieces @ Kshs. 2,500	4-037-202-2640509-112-2020/2021-008	50,000.00	-00	50,000.00	New

*Mwambi*

*AK*





Emulakha Primary School	Purchase of sport uniforms – 20 pieces @ Kshs. 2,500	4-037-202-2640509-112-2020/2021-009	50,000.00	-00	50,000.00	New
Shinoyi Primary School	Purchase of sport uniforms – 20 pieces @ Kshs. 2,500	4-037-202-2640509-112-2020/2021-010	50,000.00	-00	50,000.00	New
Ematiha Primary School	Construction of 3 door pit latrines with a urinal to completion	4-037-203-2640510-110-2020/2021-001	250,000.00	-00	250,000.00	New
Burangasi Primary School	Construction of 3 door pit latrines with a urinal to completion	4-037-203-2640510-110-2020/2021-002	250,000.00	-00	250,000.00	New
Emasinga Primary School	Completion of 2 no. classrooms - Plastering, flooring and painting to completion.	4-037-203-2630204-104-2020/2021-001	1,900,000.00	1,500,000.00	400,000.00	Ongoing
Shibembe Primary School	Construction of 2 no. classrooms to completion	4-037-203-2630204-104-2020/2021-002	1,600,000.00	-00	1,600,000.00	New
Lukhuna Primary School	Construction of 2 no. classrooms to completion	4-037-203-2630204-104-2020/2021-003	1,600,000.00	-00	1,600,000.00	New
Good Shepherd Primary School	Construction of 2 no. classrooms to completion	4-037-203-2630204-104-2020/2021-004	1,600,000.00	-00	1,600,000.00	New
Namirama Primary School	Construction of 4 no. classrooms to completion	4-037-203-2630204-104-2020/2021-005	3,200,000.00	-00	3,200,000.00	New
Simakina Primary School	Purchase of half acre of land inclusive of processing title deed	4-037-203-2630204-104-2020/2021-006	400,000.00	-00	400,000.00	New
Makihima Primary School	Completion of an administration block with 3 rooms and staffroom - Roofing, plastering, fixing of	4-037-203-2630204-104-2020/2021-007	1,300,000.00	500,000.00	800,000.00	Ongoing



*Mbwaala* 

	doors and windows, flooring and painting to completion. The project started in 2014/15 financial year							
Kochwa Primary School	Completion of 4 no. classrooms - Walling, plastering, flooring and painting to completion. Each classroom will have a capacity of 45 students. The project started in 2019/2020 through allocation of emergency	4-037-203-2630204-104-2020/2021-008	4,400,000.00	1,500,000.00	2,900,000.00	Ongoing		
Esipanga Primary School	Construction of 2 no. classrooms to completion. Each classroom will have a capacity of 45 students	4-037-203-2630204-104-2020/2021-009	1,600,000.00	-00	1,600,000.00	New		
Tanga Primary School	Purchase of two acre of land inclusive of processing title deed	4-037-203-2630204-104-2020/2021-010	1,500,000.00	-00	1,500,000.00	New		
Emulama Primary School	Completion of 3 no. classrooms - Walling, plastering, flooring and painting. Each classroom will have a capacity of 45 students	4-037-203-2630204-104-2020/2021-011	3,200,000.00	2,000,000.00	400,000.00	Ongoing		
Emulama Primary School	Construction of a 45 capacity classroom to completion	4-037-203-2630204-104-2020/2021-012	800,000.00		800,000.00	New		
Musaga Secondary School	Completion of one storey 8 no. classrooms - Railing, ceiling board, terrazzo, fascia board, paving slab and painting. Each classroom will	4-037-203-2630205-104-2020/2021-001	14,232,776.60	12,500,000.00	1,950,000.00	Ongoing		

*Mwata*

*[Signature]*





St. Paul's Emulakha Secondary School	have a capacity of 45 students. Ongoing construction of one storey 8 no. classrooms - Walling of 1st floor, casting ring beam, and roofing. The remaining balance will be allocated in 2021/2022 for completion. Each classroom will have a capacity of 45 students	4-037-203-2630205-104-2020/2021-002	16,355,210.00	6,000,000.00	6,000,000.00	Ongoing
Namundera Secondary School	Completion of a 40 capacity Twin science laboratory - plastering and painting	4-037-203-2630205-104-2020/2021-003	6,300,000.00	5,000,000.00	1,000,000.00	Ongoing
Lwakhupa Secondary School	Completion of a 40 capacity Twin science laboratory - plastering and painting	4-037-203-2630205-104-2020/2021-004	6,300,000.00	5,000,000.00	1,000,000.00	Ongoing
Weremba Muslim Secondary school	Completion of 2 no. classrooms - plastering and painting. Each classroom will have a capacity of 45 students	4-037-203-2630205-104-2020/2021-005	1,600,000.00	1,500,000.00	100,000.00	Ongoing
Weremba Muslim Secondary school	Construction of 2 no. classrooms to completion. Each classroom will have a capacity of 45 students	4-037-203-2630205-104-2020/2021-006	1,600,000.00	0.00	1,600,000.00	New
Sirigoi Secondary School	Completion of a 300 capacity Dining Hall - paving slab, fascia board and painting	4-037-203-2630205-104-2020/2021-007	6,300,000.00	5,000,000.00	1,000,000.00	Ongoing
Buhayi Muslim Secondary School	Ongoing construction of one storey 8 no. classrooms - Walling of 1st floor, casting ring beam, and roofing. The remaining balance will be allocated in 2021/2022 for	4-037-203-2630205-104-2020/2021-008	15,900,000.00	6,000,000.00	6,000,000.00	Ongoing





Buchangu Secondary School	completion. Each classroom will have a capacity of 45 students		4-037-203-2630205-104-2020/2021-009	6,300,000.00	3,000,000.00	2,500,000.00	Ongoing
St. Caroli Lwanga Lutaso Secondary School	Ongoing construction of a 40 capacity Twin science laboratory - plastering, gas piping, fume chamber, sinks and drainage. The remaining balance will be allocated in 2021/2022 for completion		4-037-203-2630205-104-2020/2021-010	7,000,000.00	-00	7,000,000.00	New
Ingotse High School	Purchase of a 51-seater school bus		4-037-203-2630205-104-2020/2021-011	7,533,680.00	4,000,000.00	2,000,000.00	Ongoing
St. Kizito Girls Secondary School	Ongoing construction of twin Science laboratory/library/Computer laboratory - Roofing and Fascia board. The contracted amount is Kshs. 7,533,680.00. Previous funding includes; 2013/14 - Kshs. 1,000,000, 2014/15 Kshs. 1,500,000.00, 2015/16 - Kshs. 1,000,000 and 2018/19 Kshs. 2,500,000.00. The remaining balance of Kshs. 1,733,680.00 inclusive of pnc committee expenses will be allocated 2021/2022 FY. The project has a capacity of 200 students		4-037-203-2630205-104-2020/2021-012	1,700,000.00	-00	1,700,000.00	New



*Mwaka*

*AKM*

St. Kizito Girls Secondary School	Construction of school gate and one room gate house to completion	4-037-203-2630205-104-2020/2021-013	1,300,000.00	-00	1,300,000.00	New
Sivilie Secondary School	Construction two units staff house to completion.	4-037-203-2630205-104-2020/2021-014	2,000,000.00	-00	2,000,000.00	New
Kenya Medical Training College - Navakholo	Construction of 12 no. lecture halls - walling, casting of 1st floor slab, roofing, fixing of doors and windows and plastering. The remaining balance will be allocated in 2021/2022 for completion	4-037-203-2630206-104-2020/2021-001	49,766,931.00	40,227,984.32	7,000,000.00	Ongoing
Kenya Medical Training College - Navakholo	Construction of administration block of 30 offices - walling, casting of 1st floor slab. The remaining balance will be allocated in 2021/2022 for completion	4-037-203-2630206-104-2020/2021-002	45,509,601.00	7,000,000.00	20,000,000.00	Ongoing
Deputy County Commissioner's Office	Purchase of 2acres of land inclusive of processing title deed	4-037-203-2640507-113-2020/2021-001	5,250,000.00	-00	5,100,000.00	New
National Police Service	Construction 4 units with 3 rooms staff houses block to completion	4-037-203-2640507-113-2020/2021-002	3,000,000.00	-00	3,000,000.00	New
Bunyala West Chief's Office	Purchase of one acre of land inclusive of processing title deed	4-037-203-2640507-113-2020/2021-003	1,000,000.00	-00	1,000,000.00	New
Bunyala West Chief's Office	Construction 3 roomed and boardroom office to completion	4-037-203-2640507-113-2020/2021-004	2,000,000.00	-00	2,000,000.00	New
DCI Navakholo Office	Purchase of 2 Highback office chairs @ Kshs. 50,000.00, Office desk in	4-037-203-2640507-113-2020/2021-005	161,786.00	-00	161,786.00	New



*Abwata*

Bunyala Central Chief's Office	walnut veneer/ L shape office tables boss cabin @ Kshs. 70,000.00 and Arcadia 2 siter large sofa set @ Kshs. 41,786.00	4-037-203- 2640507-113- 2020/2021-006	300,000.00	-00	300,000.00	137,183,879.11	New
-----------------------------------	--	---	------------	-----	------------	----------------	-----

*Mwata* *Am*





**NGCDFC/MIN. 009/09/2020: ANY OTHER BUSINESS**

There being no any other business the meeting adjourned at 3.30 p.m. with a word of prayer from Mrs. Mary Macheso.

Confirmed by;



Mr. Kennedy Barasa Ngao  
Chairman



Mary Imbwaka Macheso  
Secretary