



National Government Constituencies Development Fund Board
Navakholo Constituency
P. O. Box 14-50127
NAMBACHA, KENYA
Tel: 0722288299/0722325799
Email: cdfnavakholo@ngcdf.go.ke/info@ngcdf.go.ke
Website: www.ngcdf.go.ke

NG-CDF BOARD

MINUTES OF THE NAVAKHOLO NGCDFC HELD ON 6TH NOVEMBER, 2018 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. Yuvus Akhonya Salim | - Member |
| 6. Mr. Bathez Wechuli | - Member |
| 7. Mrs. Susy Lichuma Andayi | - Member |
| 8. Mr. Gaxton B. Makheti | - Member |
| 9. Mr. Thomas Ontweka | - Fund Account Manager |
| 10. Mr. Gideon Ombongi | - Deputy County Commissioner |

AGENDA

1. Preliminaries
2. Project proposals for the 2018/2019 Financial year
3. Formation of Navakholo KMTC-PMC
4. Title deed for NGCDF office
5. NGCDF Office Motor Cycles operations
6. PMC Training
7. NGCDFC Bench marking

NGCDFC/MIN/001/11/2018: PRELIMINARIES

The meeting started at 11.20am with a word of prayer from Mrs. Mary I. Macheso. The Chairman welcomed the members to the meeting and thanked them for their attendance and cooperation during the monitoring and evaluation exercise.

The secretary read the previous minutes which were proposed by Mrs. Susy Lichuma Andayi and seconded by Mrs. Margaret Andati as a true copy of the previous minutes.

NGCDFC/MIN/002/11/2018: PROJECT PROPOSALS FOR THE 2018/2019 FINANCIAL YEAR

The manager tabled circular number NGCDF/Circulars Vo. II (008) from the board which indicated that according to CDF Act section 6,8,23 and 34 of 2015 as amended in 2016, each NGCDFC is required to prepare and submit project proposals to the NGCDF Board for approval in compliance with section 27,28,29,30 and 31 of the CDF Act. He further informed the

members that according to the circular the total allocation for 2018/2019 financial year is ksh.109,040,875.52 and that the ongoing projects should be given first priority before allocating funds for the new projects. The members discussed and agreed that the following projects be allocated funds as follows:

Project Name	Activity	Project Number	Amount allocated	Status
Employee's Salaries	Payment of staff salaries and gratuity	4-037-203-2110000-100-2018/19-001	2,342,124.00	Ongoing
Committee Expenses	Payment of Committee sitting allowances, transport, conferences	4-037-203-2210802-100-2018/19-002	1,248,000.00	Ongoing
Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea and bank charges etc.	4-037-203-2210000-100-2018/19-003	2,646,328.53	Ongoing
NSSF	Payment of NSSF Deductions	4-037-203-2120101-100-2018/19-004	240,000.00	Ongoing
NHIF	Payment of NHIF Deductions	4-037-203-2120201-100-2018/19-005	66,000.00	Ongoing
Committee Expenses	Payment of Committee sitting allowances, transport, conferences	4-037-203-2210802-111-2018/19-001	1,080,000.00	Ongoing
Capacity Building	Undertake Training of the PMCs/CDFCs on CDF Related issues	4-037-203-2210700-111-2018/19-002	1,200,000.00	Ongoing
Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence, e.t.c	4-037-203-2210000-111-2018/19-003	991,226.27	Ongoing
Bursary Secondary Schools	Payment of bursary to needy students	4-037-203-2640101-103-2018/19-001	11,000,000.00	Ongoing
Bursary Tertiary Schools	Payment of bursary to needy students	4-037-203-2640102-103-2018/19-002	16,060,218.88	Ongoing

Bursary Special Schools	Payment of bursary to needy students	4-037-203-2640105-103-2018/19-004	200,000.00	Ongoing
Emergency	To cater for any unforeseen occurrences in the constituency during the financial year	4-037-203-2640200-101-2018/19-001	5,738,993.50	Ongoing
Constituency Sports Activities	To carry out Constituency Schools Sports tournaments and the winning teams to be awarded with trophies, balls and games kits.	4-037-203-2640509-112-2018/19-001	1,500,000.00	Ongoing
Tumaini Primary School	Construction of six door pit latrines to completion	4-037-203-2640510-110-2018/19-001	250,000.00	New
Ebumangale Primary School	Construction of six door pit latrines to completion	4-037-203-2640510-110-2018/19-002	250,000.00	New
Mukangu Primary School	Construction of 4 new classrooms - substructure, walling, roofing, flooring	4-037-203-2630204-104-2018/2019-001	2,700,000.00	New
Joab's Primary School	Completion of 4 classrooms - Roofing, painting, plastering, doors and windows, glazing, flooring.	4-037-203-2630204-104-2018/2019-002	700,000.00	Ongoing
Ebumangale Primary School	Completion of 3 classrooms - Roofing, fascia board, painting, flooring, doors and windows and glazing	4-037-203-2630204-104-2018/2019-009	400,000.00	Ongoing
Sikubale Primary School	Construction of 4 new classrooms- substructure, walling, roofing, flooring	4-037-203-2630204-104-2018/2019-003	3,200,000.00	New
Chekata Primary School	Construction of 4 new classrooms- substructure, walling, roofing, flooring	4-037-203-2630204-104-2018/2019-004	3,200,000.00	New

Sisokhe Primary School	Completion of 4 classrooms - Roofing, painting, plastering, doors and windows, glazing, flooring.	4-037-203-2630204-104-2018/2019-005	800,000.00	Ongoing
Emasinga Primary School	Purchase of 2 acres of Land	4-037-203-2630204-104-2018/2019-006	1,200,000.00	New
Namukoye Primary School	Purchase of 2 acres of Land	4-037-203-2630204-104-2018/2019-007	1,500,000.00	New
Musaga Secondary School	Construction of one storey tuition block - External plaster, worktops, gaspiping, septic tank, electrical works, painting, fascia board, fume chamber.	4-037-203-2630205-104-2018/2019-004	6,500,000.00	New
Namundera Secondary School	Completion of 3 classrooms - Doors, flooring, painting, electrical works	4-037-203-2630205-104-2018/2019-005	500,000.00	Ongoing
Ingotse High School	Completion of learning resource centre - Walling of first floor, ring beam, roofing, ceiling board, fascia board, windows and glazing, plastering, doors, electrical works, painting	4-037-203-2630205-104-2018/2019-002	2,500,000.00	Ongoing
Ematiha Secondary School	Completion of library - Flooring, windows and doors, glazing, plastering, fascia board, painting.	4-037-203-2630205-104-2018/2019-001	1,000,000.00	Ongoing
Budonga Secondary School	Completion of twin science laboratory - Internal plaster, worktops, electrical works, glazing, floor screed, fascia board, painting, gas piping, fume chamber,	4-037-203-2630205-104-2018/2019-003	500,000.00	Ongoing

	water sinks and pipes, septic tank.			
St. Kizito's Girls Secondary School	Completion of twin dormitory - Ceiling board, flooring, fascia board, external plaster, window glazing, water storage tank, septic tank, plumbing works, electrical works, reinforcement pillars, flooring.	4-037-203-2630205-104-2018/2019-006	1,500,000.00	Ongoing
Burangasi Secondary School	Completion of one storey tuition block - External plaster, worktops, gas piping, septic tank, electrical works, painting, fascia board, fume chamber.	4-037-203-2630205-104-2018/2019-007	7,500,000.00	Ongoing
Namundera Secondary School	Construction of Twin science laboratory - Laying of foundation, walling and roofing	4-037-203-2630205-104-2018/2019-008	2,500,000.00	New
Ebutenje Girls Secondary School	Purchase of 2 acres of Land	4-037-203-2630205-104-2018/2019-009	1,500,000.00	New
Lwakhupa Secondary School	Construction of Twin science laboratory - Laying of foundation, walling and roofing	4-037-203-2630205-104-2018/2019-010	2,500,000.00	New
Ingotse Girls Secondary	Purchase of one Acre Land	4-037-203-2630205-104-2018/2019-011	1,000,000.00	New
Weremba Muslim Secondary school	Purchase of one Acre Land	4-037-203-2630205-104-2018/2019-012	1,000,000.00	New
Sirigoi Secondary School	Construction of Dining Hall - Laying of foundation, walling and roofing	4-037-203-2630205-104-2018/2019-013	2,500,000.00	New
Kenya Medical Training Institute-Navakholo	Construction of administration block and lecture	4-037-203-2630206-104-2018/2019-001	10,227,984.32	Ongoing

	halls – casting of 1 st floor and walling			
Navakholo Police Station - OCPD	Renovation - Painting, electrical works, Armoury suspension slab, plastering of the children cell.	4-037-203-2640507-113-2018/2019-001	600,000.00	New
Navakholo Police Division	Painting, fascia board, doors and windows, glazing and floor screed and paving slab.	4-037-203-2640507-113-2018/2019-002	500,000.00	Ongoing
Ematiha AP Camp	Roofing, fascia board, ceiling board, painting, flooring, doors and windows and glazing.	4-037-203-2640507-113-2018/2019-003	700,000.00	Ongoing
Ebutenje Primary School	Installation of lightening arrestor	4-037-203-2640507-113-2018/2019-004	2,500,000.00	New
Namirama Girls Secondary School	Installation of lightening arrestor	4-037-203-2640507-113-2018/2019-005	2,500,000.00	New
Namundera Primary School	Installation of lightening arrestor	4-037-203-2640507-113-2018/2019-006	2,500,000.00	New
TOTAL			109,040,875.50	

NGCDFC/MIN/003/11/2018: FORMATION OF NAVAKHOLO KMTC-PMC

The chairman informed the members that there is need to form the Project Management Committee for KMTC - Navakholo for the implementation of the project. He further advised that the members of the Project Management Committee should be representation from all the wards. The members discussed and agreed that the following be the Project Management Committee members of KMTC – Navakholo.

1. Nahashon Amino Ingotse/Matiha Ward
2. Hellen Kulundu Bunyala Central Ward
3. Agnes Waudu Bunyala East Ward
4. Jotham Wamere Bunyala West Ward
5. Paul Nandwa Butsotso West Ward
6. Sub County Administrator
7. Co-opted members from; i. County Government
ii. National Government
iii. Fund Account Manager

NGCDFC/MIN/004/11/2018: TITLE DEED FOR NGCDF OFFICE

The Fund Account Manager informed the members that there is need to process the Title Deed of the NGCDF Office. The members discussed and resolved that the Chairman, Secretary and Fund Account Manager be in charge of processing of the Title Deed to assist in ownership of the land. They were informed to provide photocopies of their KRA pin numbers, ID and passport photos.

NGCDFC/MIN/005/11/2018: NGCDF OFFICE MOTOR CYCLES OPERATIONS

The Fund Account Manager informed the members that the office had received the newly purchased motor cycles and advised that there is need to insure them with Insurance providers, assigned to employees and also they should be operated with a Work Ticket signed by Government Employees. The members discussed and agreed that the motor cycles be insured and a commitment of Kshs. 50,000 be made at Shreej Petrol Station for fueling of the motor cycles.

NGCDFC/MIN/006/11/2018: PMC TRAINING

The Fund Account Manager informed the members that there was need to train PMC members for the projects that were to be funded in due course. The members discussed and agreed to have the training done for 2 days.

NGCDFC/MIN/006/11/2018: NGCDFC BENCH MARKING

The chairman informed the members that there was need to do bench marking in one or two constituencies to ascertain and compare notes on funding and implementation of the projects. The member agreed that the bench marking should be done before the end of December, 2018.

There being no any other business the meeting ended with a word of prayer from Mrs. Margaret Andati at 2.10 p.m.

Confirmed by;



Mr. Kennedy Barasa Ngao
Chairman



Mrs. Mary Imbwaka Macheso
Secretary