



National Government Constituencies Development Fund Board
Khwisero Constituency
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**MINUTES OF THE KHWISERO NG-CDF COMMITTEE MEETING HELD ON 18/08/2020
AT 11.00 AM IN THE FUND ACCOUNT MANAGER'S OFFICE**

Members present

- | | |
|---------------------------|-------------|
| 1. Mr. Daniel Sumba | Chairperson |
| 2. Mrs. Phanice Amadi | Secretary |
| 3. Mr. Geoffrey Ayuku A. | Member |
| 4. Mrs. Betty Aliviza | Member |
| 5. Mrs. Emily Nasambu | Member |
| 6. Mr. Conrad Lukania | Member |
| 7. Mrs. Everlyne Okumu | Member |
| 8. Mr. Musa Ochieng | Member |
| 9. Mathew Koskei | ACC |
| 10. Mr. Bernard S. Misiko | FAM |

Agenda

- 1.) Preliminaries
- 2.) Reading and confirmation of the previous minutes.
- 3.) Matters arising from the previous minutes
- 4.) Approval of payments to PMCs
- 5.) Approval of Executive Committee Airtime/Travel facilitation
- 6.) Budget Proposal 2020/2021 FY
- 7.) AOB

Min 01/18/08/2020: Preliminaries

The meeting was called to order at 11.00 am. A word of prayer was given by Madam Emily Nasambu. The chairman welcomed all members to the meeting and thanked them for coming. He informed members that the meeting was very important since it aimed at deliberating on budget for the constituency. Hence, he asked them to contribute to the agenda items freely for the good of the constituents.

1 | Page

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Min 02/18/08/2020: Reading and confirmation of the previous minutes

The minutes of the previous meeting were read through by the secretary of the NG-CDFC. They were proposed by Madam Betty Aliviza and seconded by Mr. Geoffrey Anyangu as a true record of what was discussed in the previous meeting.

Min 03/18/08/2020: Matters arising from the previous minutes.

- The FAM explained to the members that he forwarded the handover/takeover report plus its attachments to the NG-CDF Board as discussed in the previous meeting.
- He confirmed that all approved funds from Emergency vote head had been paid and the works were ongoing.
- A member wanted to know whether the PMC dealing with sanitary towels availed documents to justify their purchase and distribution to various beneficiaries. It was clarified that the PMC was yet to avail all the documents e.g program, photos etc. The chairman promised to take up the matter.
- Members wanted to know if indeed the OCPD's vehicle was repaired given that it was funded from Emergency. The FAM explained that the officer had availed some documents, but was yet to avail an inspection report after the works had been done from a Mechanical Officer.
- It was noted that labeling of the OCPD's offices was not done with a proper financial year. It should read: 2020/2021 FY since the borrowed funds to implement the works would be factored in the 2020/2021 financial year budget proposal. Mr. Geoffrey Anyangu was mandated by the chairman to follow up the issue.

Min 04/18/08/2020: Approval of payments to PMCs

Since Coronavirus struck in March 2020 and all institutions of learning were closed down, bursary had been paid partially. Instead of the funds just lying in the main account, the committee resolved to internally borrow part of the funds and implement some projects on condition that such projects would be allocated funds in the 2020/2021 financial year budget proposal to be returned to bursary vote. The projects to benefit from the borrowed funds include the following:

1. Emulunya Primary School - Renovation of 4no. classrooms including reroofing as they are in very pathetic state - Ksh.1,600,000.
2. Khwisero Police Station Headquarters - Renovation of the building. Had earlier paid sh. 685,000. To add another sh.1,415,000 as the total cost estimate based on the BQ is Ksh.2,100,000.

Min 05/18/8/2020: Approval of Executive Committee Airtime/Travel facilitation

The Fund Account Manager explained to the committee that the Executive (Chairman, Secretary and FAM) have been getting airtime monthly to facilitate their work. Since it was implemented under the previous committee, it is imperative that the new committee deliberates on the same as this is a new regime in the fund management, which should have a way of working. After lengthy deliberations it was resolved that it is justified for them. However, it was noted that our

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25/08/2020



office Clerk of Works and Accounts Assistant also qualify to be facilitated based on the nature of their work. It was also noted that since we do not have a working vehicle, facilitation for transport should also be provided when handling public activities outside the premises.

For Airtime, it was resolved as follows:

- | | |
|------------------------------|-----------|
| a) NG-CDF Committee Chairman | Ksh.5,000 |
| b) NG-CDFC Secretary | Ksh.3,000 |
| c) Fund Account Manager | Ksh.5,000 |
| d) Accounts Assistant | Ksh.2,000 |

For the Clerk of Works, he will be facilitated both airtime and transport to a total of Ksh.4,000.

A total of Ksh.19,000 per month effective August, 2020.

About transport facilitation, it was resolved that whenever one is called to handle official matters e.g signing cheques, minutes etc and/or when away from NG-CDF premises on official assignment e.g going to the bank in Mumias, remitting staff statutory deductions in Kakamega, attending to audit issues at the Kakamega regional offices, etc facilitation will be as follows:

- | | |
|--------------------------------|---|
| a) NG-CDF Committee Chairman | Ksh.1,500 |
| b) NG-CDF Committee Secretary | Ksh.1,000 |
| c) Fund Account Manager | Ksh.2,500 |
| d) Accounts Assistant | Ksh.1,000 |
| e) Alternate Account Signatory | Ksh.1,000 - Mr. Musa Ochieng may be called to sign as an alternate signatory when Committee Secretary can't be found to sign cheques. |

Airtime facilitation shall be done monthly to facilitate the mentioned officers. However, transport facilitation shall be paid as need arises (not fixed).

A member proposed that they all be facilitated whenever they have been sent by MP to foresee projects implementation. However, conclusion was not reached and the issue was left pending. It will be discussed in the next meeting, although there is likelihood of being abused if implemented.

Min 06/18/08/2020: Budget Proposal 2020/2021 Financial Year

The Fund Account Manager informed the committee of the received circular on submission of Project proposals for 2020/2021 financial year i.e NG-CDFB/CEO/BOARD CIRCULARS Vol II (024), dated 10th August, 2020. Khwisero Constituency has been allocated **Ksh.137,150,879.31** including **Ksh.62,000** as **Appropriation in Aid** in the financial year, 2020/2021. It was read through by the committee secretary. In brief, the following factors shall be followed strictly during the budget process:

- The committee will be required to allocate funds to all ongoing projects before new ones are allocated;
- Statutory ceilings must be adhered to avoid underbudgeting/overbudgeting.
- Labelling/branding of constituency projects – committee to ensure that such costs are incorporated in the BQ for each project.

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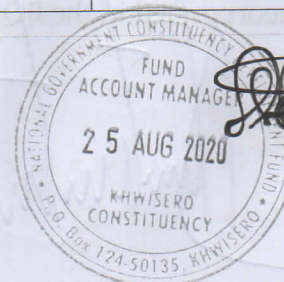


- The Constituency Strategic Plan shall be a guide to the committee during budgeting.
- We had forwarded our request to the Board for disposal of our non-working vehicle. Since the process is not yet complete, we cannot allocate funds for purchase of a new one until the old/immovable one is disposed.
- NG-CDF Committee minutes shall be authenticated by ensuring that all pages are signed by Chairman & Secretary and countersigned and stamped by the Fund Account Manager.
- The project proposals should be submitted in the shortest time possible, but not later than 30th September, 2020.
- Collected Project proposals during public participation should be referred to when budgeting as required under Public Finance Management Act.

Project Name	Project Number	Project activity	Amount allocated	Current Status
Employees' Salaries	4-037-208-2110000-100-2020/21-001	Payment of staff salaries @ Ksh.2,530,000 and gratuity @ Ksh.200,000.	2,730,000.00	New
Goods and Services	4-037-208-2210000-100-2020/21-002	Printing, Stationery, Telephone, Domestic Travel and Subsistence, cost of developing service charter (@sh.100,000), publications and public awareness, office utility bills, legal services, risk management, postage expenses, advertisement and Bank charges.	2,314,052.75	New
NSSF	4-037-208-2120101-100-2020/2021-003	Payment of NSSF Deductions	115,000.00	New
NHIF	4-037-208-2120201-100-2020/21-004	Payment of NHIF Deductions	70,000.00	New
Committee Expenses	4-037-208-2210802-100-2020/21-005	Payment of Committee sitting allowances, transport and conferences.	3,000,000.00	New
Total Adm/ Recurrent				8,229,052.75
Goods and Services	4-037-208-2210000-111-2020/21-001	Purchase of fuel, Repairs and Maintenance, Printing, Stationery, Airtime, Travel and Subsistence.	614,526.35	New

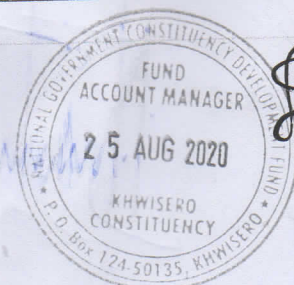
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Committee Expenses	4-037-208-2210802-111-2020/21-002	Payment of Committee sitting allowances, transport, conferences.	1,500,000.00	New
NG-CDFC/PMCs Capacity Building	4-037-208-2210700-111-2020/21-003	Undertake Training of the PMCs/NG-CDFCs and Staff, relevant Government Agencies and development partners on NG-CDF related issues.	2,000,000.00	New
Total Monitoring and Evaluation				4,114,526.35
Bursary Secondary Schools	4-037-208-2640101-103-2020/21-001	Payment of bursary to needy students in Secondary Schools.	10,000,000.00	New
Bursary Tertiary Institutions	4-037-208-2640102-103-2020/21-002	Payment of bursary to needy students in Tertiary Institutions.	3,000,000.00	New
Bursary Special Institutions	4-037-208-2640105-103-2020/21-003	Payment of bursary to special need students in Special Need Institutions.	500,000.00	New
Total Bursary				13,500,000.00
Emergency	4-037-208-2640200-101-2020/21-001	To cater for any unforeseen occurrences in the constituency during the financial year.	7,192,206.90	New
Constituency Sports Activities	4-037-208-2640509-112-2020/21-001	To carry out Constituency Sports tournaments where the winning teams will be awarded with trophies, balls and uniforms.	2,000,000.00	New
Primary Schools				
Ekatsombero Primary School	4-037-208-2630204-104-2020/21-001	Completion of renovation works of 3no. classrooms - Flooring, window panes, fascia board & painting (sh.450,000) + Renovation of 1no. classroom - Reroofing, fascia board, flooring & painting (sh.400,000) to completion.	850,000.00	Ongoing
Emulole Primary School	4-037-208-2630204-104-2020/21-002	Renovation of 3no. classrooms - Plaster, fascia board, verandah, flooring & painting.	450,000.00	Ongoing

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Eshikhungula Primary School	4-037-208-2630204-104-2020/21-003	Renovation of 3no. classrooms - Plaster, fascia board, verandah, flooring & painting.	450,000.00	Ongoing
Luanda AC Primary School	4-037-208-2630204-104-2020/21-004	Renovation of 3no. classrooms - Fascia board, flooring & painting.	250,000.00	Ongoing
Mushikongolo Primary School	4-037-208-2630204-104-2020/21-005	Renovation of 3no. classrooms - Fascia board, flooring & painting.	250,000.00	Ongoing
Mwibelenya Primary School	4-037-208-2630204-104-2020/21-006	Renovation of 3no. classrooms - Plaster, fascia board, verandah, flooring & painting.	450,000.00	Ongoing
Mwirembe Primary School	4-037-208-2630204-104-2020/21-007	Completion of Administration Block comprising of 3 roomed offices and 1 staffroom - Fascia board, pavement slab, window panes, Flooring and Painting.	800,000.00	Ongoing
Ebushibungo Primary School	4-037-208-2630204-104-2020/21-008	Renovation of 3no. classrooms - Plaster, fascia board, window panes, verandah, flooring & painting.	500,000.00	Ongoing
Ekambuli Primary School	4-037-208-2630204-104-2020/21-009	Renovation of 4no. classrooms - Plaster, fascia board, verandah, flooring, reroofing & painting.	1,600,000.00	New
Mulwanda Primary School	4-037-208-2630204-104-2020/21-010	Renovation of 3no. classrooms - Plaster, fascia board, verandah, flooring, reroofing & painting.	1,200,000.00	New
Ebukwala Primary School	4-037-208-2630204-104-2020/21-011	Renovation of 5no. classrooms - Plaster, fascia board, verandah, flooring, reroofing & painting.	2,000,000.00	New

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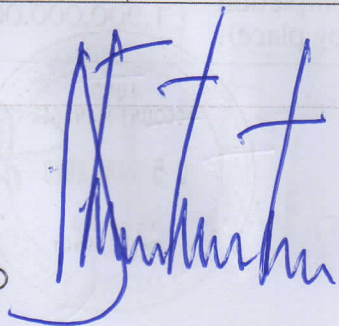
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Shiongo Primary School	4-037-208-2630204-104-2020/21-012	Renovation of 3no. classrooms - Plaster, fascia board, verandah, flooring, reroofing & painting.	1,200,000.00	New
Ebuyonga Primary School	4-037-208-2630204-104-2020/21-013	Renovation of 3no. classrooms - Plaster, fascia board, verandah, flooring, reroofing & painting.	1,200,000.00	New
Nyamboga Primary School	4-037-208-2630204-104-2020/21-014	Renovation of 4no. classrooms - Plaster, fascia board, verandah, flooring, reroofing & painting.	1,600,000.00	New
Ikomero Primary School	4-037-208-2630204-104-2020/21-015	Renovation of 4no. classrooms - plastering, windows, panes, flooring, fascia board & painting.	800,000.00	New
Huluwinu Primary School	4-037-208-2630204-104-2020/21-016	Renovation of 2no. classrooms - Reroofing, plastering, windows, panes, doors, fascia board & painting.	800,000.00	New
Emulunya Primary School	4-037-208-2630204-104-2020/21-017	Renovation of 4no. classrooms - Reroofing, plastering, windows, panes, fascia board & painting.	1,600,000.00	New
Ebukanga Primary School	4-037-208-2630204-104-2020/21-018	Renovation of 3no. classrooms - Plaster, fascia board, verandah, flooring, reroofing & painting.	1,200,000.00	New
Luanda AC Primary School	4-037-208-2630204-104-2020/21-019	Renovation of 5no. classrooms - Plaster, fascia board, flooring, reroofing & painting.	1,500,000.00	New
Mushichubulu Primary School	4-037-208-2630204-104-2020/21-020	Renovation of 3no. classrooms - Plaster, fascia board, windows, panes, verandah, flooring, reroofing & painting.	1,200,000.00	New

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Emwiru Primary School	4-037-208-2630204-104-2020/21-021	Renovation of 3no. classrooms - Plaster, fascia board, panes, verandah, flooring, reroofing & painting.	1,200,000.00	New
Munjeche Primary School	4-037-208-2630204-104-2020/21-022	Construction of 1no. new classroom to completion.	850,000.00	New
Emako Primary School	4-037-208-2630204-104-2020/21-023	Construction of 2no. new classrooms to completion.	1,700,000.00	New
Eshibinga Primary School	4-037-208-2630204-104-2020/21-024	Construction of Administration block to completion comprising of 3 roomed offices and 1 staffroom.	1,800,000.00	New
Emulanda Primary School	4-037-208-2630204-104-2020/21-025	Construction of Administration block to completion comprising of 3 roomed offices and 1 staffroom.	1,800,000.00	New
Mulufu Primary School	4-037-208-2630204-104-2020/21-026	Construction of Administration block to completion comprising of 3 roomed offices and 1 staffroom.	1,800,000.00	New
Mundaha Primary School	4-037-208-2630204-104-2020/21-027	Construction of Administration block to completion comprising of 3 roomed offices and 1 staffroom.	1,800,000.00	New
Ematundu Primary School	4-037-208-2630204-104-2020/21-028	Construction of Administration block to completion comprising of 3 roomed offices and 1 staffroom.	1,800,000.00	New
Emukhunzulu Primary School	4-037-208-2630204-104-2020/21-029	Construction of 2no. new classrooms to completion.	1,700,000.00	New
Ebuhonga Primary School	4-037-208-2630204-104-2020/21-030	Construction of 2no. new classrooms to completion (It is in a swampy place).	1,900,000.00	New

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Namasoli Primary School	4-037-208-2630204-104-2020/21-031	Construction of 1no.new classroom to completion.	850,000.00	New
Emung'abo Primary School	4-037-208-2630204-104-2020/21-032	Construction of 2no. new classrooms to completion (It is in a swampy place).	1,900,000.00	New
Mwikalikha Primary School	4-037-208-2630204-104-2020/21-033	Renovation of 3no. classrooms - Plaster, fascia board, panes, verandah, flooring, reroofing & painting.	1,200,000.00	New
Emuruba Primary School	4-037-208-2630204-104-2020/21-034	Renovation of 3no. classrooms - Plaster, fascia board, panes, verandah, flooring, reroofing & painting.	1,200,000.00	New
Mundeku Primary School	4-037-208-2630204-104-2020/21-035	Construction of 2no. new classrooms up to completion.	1,700,000.00	New
Ebulwani Primary School	4-037-208-2630204-104-2020/21-036	Construction of 1no. classroom to completion (sh.850,000) + 8 door pit latrine (sh.350,000) to completion.	1,200,000.00	New
Total Primary School Projects				44,300,000.00
Secondary Education				
Mushinaka Secondary School	4-037-208-2630205-104-2020/21-001	Completion of a 23 capacity Single Science Laboratory - Fittings, plaster, Fascia board and painting works (It is in a swampy place).	1,500,000.00	Ongoing
Emwaniro Secondary School	4-037-208-2630205-104-2020/21-002	Completion of a Storey block of 4no. classrooms/ Administration offices comprising of 5 roomed offices plus 1 staffroom - Casting of suspended floor slab, erection of first floor columns & beams, walling, roofing and fittings.	5,655,834.00	Ongoing

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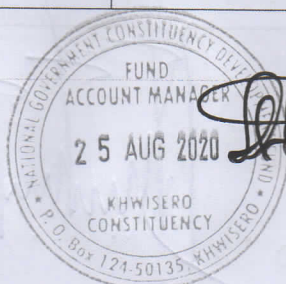


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Ekambuli Secondary School	4-037-208- 2630205-104- 2020/21-003	Completion of a Storey block of 4no. classrooms/ Administration offices comprising of 5 roomed offices plus 1 staffroom - Casting of suspended floor slab, erection of first floor columns & beams, walling, roofing and fittings.	5,552,006.00	Ongoing
St. Mathew's Ikomero Secondary School	4-037-208- 2630205-104- 2020/21-004	Completion of a Storey block of 4no. classrooms / library of a capacity of 70 - Casting of suspended floor slab, erection of first floor columns & beams, walling, roofing and fittings.	5,504,448.00	Ongoing
St. Stephen's Mulwanda Secondary School	4-037-208- 2630205-104- 2020/2021-005	Completion of a Storey block of 4no. classrooms / library of a capacity of 70 - Casting of suspended floor slab, erection of first floor columns & beams, walling, roofing and fittings.	5,764,299.00	Ongoing
Khwisero Mixed Secondary School	4-037-208- 2630205-104- 2020/21-006	Completion of a Storey block of 4no. classrooms/ Administration offices comprising of 5 roomed offices plus 1 staffroom - Casting of suspended floor slab, erection of first floor columns & beams, walling, roofing and fittings.	5,891,270.00	Ongoing
Eshibinga Secondary School	4-037-208- 2630205-104- 2020/21-007	Completion of Storey block of 6no. classrooms - Casting of suspended floor slab, erection of first floor columns & beams, walling, roofing and fittings.	5,431,236.31	Ongoing

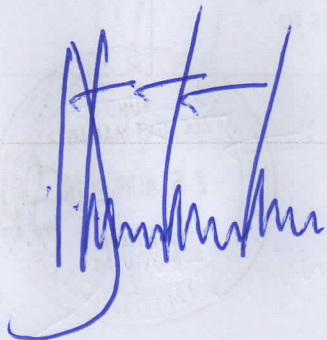
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Shiongo Secondary School	4-037-208-2630205-104-2020/21-008	Completion of a Single Science Laboratory of 23 capacity - Fascia board, window panes and painting work.	200,000.00	Ongoing
Emutsasa Girls' Secondary School	4-037-208-2630205-104-2020/21-009	Completion of a Single Science Laboratory of 23 capacity - Fascia board, window panes and painting.	200,000.00	Ongoing
Khwisero Girls' Secondary School	4-037-208-2630205-104-2020/21-010	Completion of Twin Laboratory of 46 capacity - Window panes, fascia board and painting.	173,400.00	Ongoing
Emaholia Secondary School	4-037-208-2630205-104-2020/21-011	Construction of 2no. classrooms to completion (sh.1,700,000) + 8door pit latrine (sh.400,000) to completion.	2,100,000.00	New
Ibinda Secondary School	4-037-208-2630205-104-2020/21-012	Construction of 2no. classrooms to completion (sh.1,700,000) + 8door pit latrine (sh.400,000) to completion.	2,100,000.00	New
Shirali Secondary School	4-037-208-2630205-104-2020/21-013	Construction of 1no. classroom to completion.	850,000.00	New
Emung'abo Secondary School	4-037-208-2630205-104-2020/21-014	Construction of 2no. classrooms to completion (sh.1,700,000) + 8door pit latrine (sh.400,000) to completion.	2,100,000.00	New
Eshinutsa Secondary School	4-037-208-2630205-104-2020/21-015	Construction of Storey block of 4no. classrooms / library of 70 capacity - Substructure works, Columns, vertical sides of columns and Beams.	5,000,000.00	New
Total Secondary School Projects				48,022,493.31
Security Projects				

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Khwisero West Assistant County Commissioner's Offices	4-037-208-2640507-108-2020/21-001	Completion of Assistant County Commissioner's offices of 24 rooms plus 1 boardroom - Fencing (Concrete posts with barbed wire - sh.350,000), Landscaping @ sh.50,000 and Gate @ sh.100,000. Funded as follows:2016/17 (sh.3,520,000); 2018/19 (sh.2,000,000); 2019/20 (sh.3,600,000).	500,000.00	Ongoing
Khwisero Deputy County Commissioner's Residence	4-037-208-2640507-108-2020/21-002	Completion of Deputy County Commissioner's residence comprising of 8 rooms - Plumbing works, glazing, fascia board, water connection, electricity and painting. Funded as follows:2018/19 (sh.1,500,000); 2019/20 (sh.2,000,000).	700,000.00	Ongoing
Khwisero Police Station Staff houses	4-037-208-2640507-108-2020/21-003	Completion of 3no. Staff units -Plaster, window panes, flooring and painting.	600,000.00	Ongoing
Assistant Chief's Office, Khushiku	4-037-208-2640507-108-2020/21-004	Construction of Assistant Chief's office comprising of 4 rooms to completion.	1,000,000.00	New
Assistant Chief's Office, Mundaha	4-037-208-2640507-108-2020/21-005	Renovation of Assistant Chief's office - Reroofing, plastering, door, flooring, fascia board and painting to completion.	400,000.00	New
Khwisero Officer Commanding Police Division Office	4-037-208-2640507-108-2020/21-006	Renovation of Storey Police Station building of 11 offices, 3 cells and 3 flush toilets - Carpentry works, fascia board, window grills, glazing, painting, floor finishes, wall finishes, ceiling and new iron sheets to completion.	2,100,000.00	New

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Khwisero District Criminal Investigation Officer Offices	4-037-208-2640507-108-2020/21-007	Construction of District Criminal Investigation Officer's offices of 6 rooms to completion.	2,500,000.00	New
Khwisero Administration Police houses	4-037-208-2640507-108-2020/21-008	Renovation of Administration Police houses of 10 rooms - Wiring, electricity connection, ceiling board, fascia board and painting to completion.	492,600.00	New
Assistant Chief's Office, Mushiangubu	4-037-208-2640507-108-2020/21-009	Purchase of land - 0.5 Acres inclusive of processing title deed (sh.500,000) + Construction of offices of 4 rooms (sh.1000,000) to completion.	1,500,000.00	New
				9,792,600.00
		Grand total	137,150,879.31	

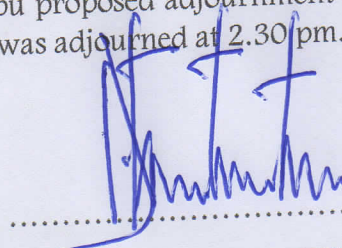
Min 07/18/08/2020: A.O.B

- The Fund Account Manager advised the members to keep the proposed budget confidential until when approved as it is subject to amendments. They should not leak allocations to the general public.
- The chairman thanked the members for attending the crucial meeting, being the first budgeting exercise by the new NG-CDF Committee after recent gazettelement.

There being no other business, Madam Emily Nasambu proposed adjournment of the meeting. It was seconded by Mr. Conrad Lukania. The meeting was adjourned at 2.30 pm. Closing prayer was given by Mr. Musa Ochieng.



Secretary (NG-CDFC)



Chairman (NG-CDFC)

