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| **NG-CDF BOARD** | **National Government Constituencies Development Fund Board**Khwisero ConstituencyP. o. Box 124 – 50135KHWISERO, KENYATel: +254 722269298Email: cdfkhwisero@ngcdf.go.ke/ Website: www.ngcdf.go.ke |

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**MINUTES OF THE KHWISERO NG-CDF COMMITTEE HELD ON 7TH NOVEMBER 2018 IN THE FAM’S OFFICE** **AT 8.00AM**

**Members present**

1. Mrs Vivien Ayuma Member

2. Mr. Justus Ambasu Chairperson

3. Mrs. Phanice Amadi Secretary

4. Mr. Geoffrey Ayuku Member

5. Mr. Bernard S. Misiko FAM

6. Mr Peter Lotulia DCC

7. Mrs. Emily Nasambu Member

8. Mr. Cleophas Mbinji Member

9. Mrs. Rose Nyakowa Member

10. Mr. Paskal Atte Member

**In attendance**

1. Mr.Simon MulukaProcurement officer
2. Mrs Cynthia Leting Sub County Accountant
3. Mr George OlooSub County Mechanical Officer

**Agenda**

1. Preliminaries
2. Reading and confirmation of the previous minutes.
3. Matters arising from previous minutes.
4. Report of the vehicle from the CMC Garage
5. Reallocations 2017/2018FY
6. Budget proposal 2018/2019 FY
7. NGCDFC Staff Contracts
8. AOB

**Min 01/07/11/2018: Preliminaries**

The Chairman called the meeting to order at 9.30 a.m. A word of prayer was given by Rose Nyakowa. He welcomed all the members to the meeting and thanked them for coming. He informed members that the meeting was very important since it was aimed at deliberating on budget for the Constituency. Hence, he asked them to contribute to the agenda items freely.

 **Min 02/07/11/2018: Reading and confirmation of the previous minutes.**

The Secretary read through the minutes of the previous meeting, they were proposed by Geoffrey Ayuku as a true record of what was discussed in the previous meeting.

**Min 03/07/11/2018: Matters arising from the previous minutes.**

Members raised concern on the project of Mulwanda ACC’s office since it had taken a lot of time to kick off. The Procurement Officer explained in detail all the procurement procedures he had to undertake leading to its delay. He also explained that he was also consulting the relevant stakeholders on their part,in particular, the Works Officer. He therefore assured the committee that he will finalize the process as soon as possible.

**Min 04/07/11/2018: Report of the vehicle - GK A371U**

Members had raised concern about the CDF vehicle since it had stalled at the CMC Garage, Nakuru for a long time. They had send out some members to go and access the state of the vehicle and come out with a final report .At the CMC Garage they were told that the vehicle had been worked out and while on road testing it broke down again. The committee members were not satisfied with the report from the CMC since it has been a routine every time we consulted about the vehicle. Some Committee members have so far visited the garage at least three times. The committee therefore resolved that:

* They should terminate contract since the vehicle has been at the CMC for a long time and without the vehicle moving, the company has been unable to repair it, yet CMC is the dealer.
* It is clear that even getting spare parts for the same vehicle, Landrover – Puma is not easy. Even if it moves, breaking down another time will subject the committee to the same delays.
* It has become uneconomical to maintain a vehicle, which is not working despite the duration of time taken at the garage.
* The mechanical Engineer to write a report to the Committee explaining the state of the vehicle and initiate the process of bonding of the vehicle and the motorbike. This will enable the Committee budget for another type of vehicle for office use.

**Min 05/07/11/2018 : Reallocations 2017/2018**

The board had disbursed a sum of 4,677,027.20 to establish four ICT centres in the constituency in partnership with Ministry of ICT through Telkom Kenya. The Committee has so far paid a sum of Ksh 1,169,256 to Telkom Kenya for installation of an ICT hub at Khwisero Constituency boardroom. It is of concern that the one paid for is not yet operational due to delays by Telkom Kenya. Even tablets have never been delivered. After lengthy deliberation members agreed to re- allocate the balance of **Ksh 3,507,770.40** to some projects due to the following reasons:

* Telkom does not appear serious in the implementation of the project.
* Funds have been tied up in account yet the same would have been put to other use.
* Once Telkom makes the first one hub operational then the Committee will allocate more funds in future to open up the other wards.

After lengthy deliberation the committee resolved to reallocate the money to the following projects under 2017/2018 Financial Year and mandated the FAM to forward the request to the Board for approval without delay:

1. Ibinda Primary School - Construction of I classroom to completion at Ksh. 850,000.
2. Emutsasa Primary School - Construction of I classroom to completion at Ksh. 850,000.
3. Namasoli Primary School - Construction of I classroom to completion at Ksh. 850,000.
4. Emulanda Primary school - Renovation of 2 classroom i.e.,Wall plaster, Reroofing, flooring, windows, doors and painting at ksh 957,770.40. The classrooms are in very pathetic state.

Under Security projects, the committee also agreed to make a reallocation under the 2017/2018 Financial Year to the same project, but change activity as follows:

1. Mundobelwa AP Camp – The community appears to be encroaching on the land for AP Camp. It was resolved that funds set aside for an additional staff house under 2017/2018 FY budget be reallocated to fence off the land- **Ksh.501,595.48**.

**Min 06/07/11/2018 : Budget Proposal for 2018/2019 Financial Year**

The FAM reported to the committee that a sum of **ksh 109,040,875.52** had been allocated to each of the 290 Constituencies. He also requested the Committee Secretary to read part of the Circular on budgeting. He pointed out that the committee has up to 30th November 2018 as the deadline for budget proposal submission. He also advised the committee to give priority to all ongoing projects in funds allocation before setting funds for new ones.The report on Public participation of last year, 2017 would be used during this financial year budgeting since the Act allows committees to use such report for two years.They therefore agreed to be guided by the following:

* Fairness in distribution of resources across the four wards;
* Give priority to the ongoing projects before allocating funds to any new ones;
* Ensure that enough funds are allocated to a project so that they take not more than three years to complete. However, common projects such as a classroom be funded fully in one year.

After a length deliberation the committee came up with the budget proposal as follows:

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| **Project Name**  | **Project Number** | **Project activity**  | **Amount allocated** | **Current Status**  |
| Employees Salaries | 4-037-208-2110000-100-2018/19-001 | Payment of staff salaries and gratuity  | 2,200,000.00 | Ongoing |
| Goods and Services | 4-037-208-2210000-100-2018/19-003 | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea and bank charges.  | 2,815,584.53 | Ongoing |
| NSSF | 4-037-208-2120101-100-2018/19-004 | Payment of NSSF Deductions | 93,868.00 | Ongoing |
| NHIF | 4-037-208-2120201-100-2018/19-005 | Payment of NHIF Deductions | 65,000.00 | Ongoing |
| Committee Expenses | 4-037-208-2210802-100-2018/19-006 | Payment of Committee sitting allowances, transport, conferences | 1,368,000.00 | Ongoing |
| **Administration/Recurrent** |  |  |   |  **6,542,452.53**  |
| Goods and Services | 4-037-208-2210000-111-2018/19-001 | Purchase of fuel, Repairs and Maintenance, Printing, Stationery, Airtime, Travel and Subsistence, e.t.c |  601,226.00  | Ongoing |
| Committee Expenses | 4-037-208-2210802-111-2018/19-002 | Payment of Committee sitting allowances, transport, conferences |  1,170,000.00  | Ongoing |
| NG-CDFC/PMCs Capacity Building | 4-037-208-2210700-111-2018/19-003 | Undertake Training of the PMCs/NG-CDFCs and Staff on NG-CDF Related issues |  1,500,000.00  | Ongoing |
| **Monitoring and Evaluation/Capacity Building** |  |  |  |  **3,271,226.00**  |
| Bursary Secondary Schools | 4-037-208-2640101-103-2018/19-001 | Payment of bursary to needy students in Secondary Schools |  25,534,190.00  | Ongoing |
| Bursary Tertiary Institutions | 4-037-208-2640102-103-2018/19-002 | Payment of bursary to needy students in Tertiary Institutions |  6,000,000.00  | Ongoing |
| Bursary Special Institutions | 4-037-208-2640105-103-2018/19-004 | Payment of bursary to special need students in Special Need Institutions |  500,000.00  | Ongoing |
| **Bursary** |  |  |  |  **32,034,190.00**  |
| Emergency  | 4-037-208-2640200-101-2018/19-001 | To cater for any unforeseen occurrences in the constituency during the financial year  | 5,738,993.45 | Ongoing |
| **Emergency**  |  |  |  |  **5,738,993.45**  |
| **Primary Education Projects** |  |  |   |  |
| Mulwanda Primary School | 4-037-208-2630204-104-2018/19-025 | Completion of Administration Block -Fascia board, Floor and Painting |  200,000.00  | Ongoing |
| Ebuhonga Primary School | 4-037-208-2630204-104-2018/19-009 | Completion of 1no. classroom - Fascia board, conduiting,Floor & panes. |  100,000.00  | Ongoing |
| Emung’abo Primary School | 4-037-208-2630204-104-2018/19-010 | Completion of 1no. classroom - Fascia board & Painting |  100,000.00  | Ongoing |
| Khwisero Primary School | 4-037-208-2630204-104-2018/19-004 | Completion of a boys’ Dormitory - Fascia board, window panes and Painting. |  500,000.00  | Ongoing |
| Elukanji Primary School | 4-037-208-2630204-104-2018/19-007 | Completion of Administration Block -Fascia board, window panes,Floor and Painting. |  500,000.00  | Ongoing |
| Mushiangubu Primary School | 4-037-208-2630204-104-2018/19-027 | Completion of Administartion Block - Flooring,Fascia board, windows, panes and Painting. |  218,000.00  | Ongoing |
| Munjeche Primary School | 4-037-208-2630204-104-2018/19-044 | Completion of 1no. classroom – Fascia board, conduiting, Floor, panes and painting. | 150,000.00 | Ongoing |
| Ekambuli Primary School | 4-037-208-2630204-104-2018/19-003 | Construction of 1no. Dormitory up to window grills and steel doors. |  1,200,000.00  | New |
| Ebuhonga Primary School | 4-037-208-2630204-104-2018/19-009 | Construction of an Administration Block up to Lintel |  800,000.00  | New |
| Emukhunzulu Primary School | 4-037-208-2630204-104-2018/19-019 | Renovation of 3no. classrooms - Wall plaster,flooring,window panes, Plaster. |  750,000.00  | New |
| Ebukanga Primary School | 4-037-208-2630204-104-2018/19-017 | Construction of an Administration Block up to Lintel |  800,000.00  | New |
| Mundeku Primary School | 4-037-208-2630204-104-2018/19-012 | Construction of 1no. classroom to completion |  850,000.00  | New |
| Eshirali Primary School | 4-037-208-2630204-104-2018/19-039 | Construction of an Administration Block up to Lintel |  800,000.00  | New |
| Munyanza Primary School | 4-037-208-2630204-104-2018/19-040 | Construction of 1 no. new classroom to completion  |  850,000.00  | New |
| Emako Primary School | 4-037-208-2630204-104-2018/19-041 | Construction of an Administration Block up to Lintel. |  800,000.00  | New |
| Ebuyonga Primary School | 4-037-208-2630204-104-2018/19-026 | Construction of 1 no. new classroom to completion  |  850,000.00  | New |
| Eshikhungula Primary School | 4-037-208-2630204-104-2018/19-036 | Purchase of 0.75 acre Land. |  800,000.00  | New |
| Ebukwala Primary School | 4-037-208-2630204-104-2018/19-032 | Construction of 1 no. new classroom to completion  |  850,000.00  | New |
| Ematundu Primary School | 4-037-208-2630204-104-2018/19-042 | Construction of 1 no. new classroom to completion  |  850,000.00  | New |
| Eshibinga Primary School | 4-037-208-2630204-104-2018/19-006 | Renovation of 3no. classrooms - Wall plaster,flooring,window panes, Plaster. |  750,000.00  | New |
| Emakuche Primary School | 4-037-208-2630204-104-2018/19-016 | Construction of 1 no. new classroom to completion  |  850,000.00  | New |
| Eshiruli Primary School | 4-037-208-2630204-104-2018/19-043 | Construction of an Administration Block up to Lintel |  800,000.00  | New |
|  Munjiti Primary School | 4-037-208-2630204-104-2018/19-045 | Renovation of 3no. Classrooms - Flooring, wall plaster and Painting. |  750,000.00  | New |
| Mushichubulu Primary School | 4-037-208-2630204-104-2018/19-046 | Construction of 1 no. new classroom to completion  |  850,000.00  | New |
| Eshinutsa Primary School | 4-037-208-2630204-104-2018/19-011 | Construction of 1 no. new classroom to completion  |  850,000.00  | New |
| Mwikalikha Primary School | 4-037-208-2630204-104-2018/19-048 | Construction of 1no. new classroom to completion |  850,000.00  | New |
| Ebukutenga Primary School | 4-037-208-2630204-104-2018/19-038 | Construction of 1no. new classroom to completion |  850,000.00  | New |
| Luanda SDA Primary School | 4-037-208-2630204-104-2018/19-052 | Construction of an Administration Block up to Lintel. |  800,000.00  | New |
| Enyanya Primary School | 4-037-208-2630204-104-2018/19-022 | Construction of 1no. new classroom to completion |  850,000.00  | New |
| **Secondary Education**  |  |  |  | **20,168,000.00** |
| Khwisero Girls’ Secondary School | 4-037-208-2630205-104-2018/19-001 | Completion ongoing Twin Laboratory - water,gas system and painting. |  867,936.54  | Ongoing |
| Mulwanda Secondary School | 4-037-208-2630205-104-2018/19-0002 | Completion of a single Laboratory - Fume chamber, Gas, Water system and Electricity. |  400,000.00  | Ongoing |
| Emwaniro Secondary School | 4-037-208-2630205-104-2018/19-003 | Completion of twin Laboratory - Working tables tiles,water tank,gas/ water system,electricity, plaster & painting. | 2,670,000.00 | Ongoing |
| St. Mathew’s Ikomero Secondary School | 4-037-208-2630205-104-2018/19-004 | Completion of twin Laboratory - Working tables tiles,water tank,gas/ water system,electricity, plaster & painting. | 2,670,000.00 | Ongoing |
| Emalindi Girls’ Secondary School | 4-037-208-2630205-104-2018/19-020 | Construction of 2 no. Dormitories - Roofing, Steel doors and Windows, panes, plumbing works & electricity and painting. |  5,205,750.00  | Ongoing |
| Mushinaka Secondary School | 4-037-208-2630205-104-2018/19-006 | Completion of 1no. new classroom - Fascia board, Panes & Painting. |  100,000.00  | Ongoing |
| Mundoli Girls’ Secondary School | 4-037-208-2630205-104-2018/19-007 | Completion of Dining Hall - Roofing,Plaster,shutters, fascia board and painting. |  1,279,267.00  | Ongoing |
| Shirali Secondary School | 4-037-208-2630205-104-2018/19-008 | Completion of single Laboratory -Water/Gas system,Electricity connection. |  1,143,060.00  | Ongoing |
| Emalindi Girls’ Secondary School | 4-037-208-2630205-104-2018/19-019 | Reinforcement of the Multi purpose dining hall – roof & wall. | 1,250,000.00 | Ongoing |
| Ekatsombero Secondary School | 4-037-208-2630205-104-2018/19-017 | Completion of Twin Laboratory – Fume chamber, Gas system installation. | 450,000.00 | Ongoing |
| St. Joseph's Shirotsa Secondary School | 4-037-208-2630205-104-2018/19-009 | Construction of Administration Block to completion |  1,500,000.00  | New |
| Emwiru Secondary School | 4-037-208-2630205-104-2018/19-010 | Construction of 1no. new classroom to completion |  850,000.00  | New |
| Emung’abo Secondary School | 4-037-208-2630205-104-2018/19-012 | Purchase of 2 acres Land |  1,500,000.00  | New |
| Emutsasa Girls’ Secondary School | 4-037-208-2630205-104-2018/19-014 | Construction of 1no. new classroom to completion |  850,000.00  | New |
| Emuruba Secondary School | 4-037-208-2630205-104-2018/19-016 | Purchase of 2 acres Land  |  1,500,000.00  | New |
| Khwisero Mixed Secondary School | 4-037-208-2630205-104-2018/19-018 | Construction of Dining Hall to completion |  1,600,000.00  | New |
|  |  |  |  |  **23,836,013.54**  |
| **Tertiary Institution Projects** |  |  |  |  |
| Khwisero Technical Training Institute | 4-037-208-2630206-104-2018/19-001 | Construction of ground floor of the 2 storey offices block (sh.10,000,000)+ Land Survey, title deed processing and 3 phase electricity connection (sh.350,000)+Concrete/ Chainlink fencing (sh.1,200,000). | 11,550,000.00 | New |
| **Security Projects** |  |  |  | **11,550,000.00** |
| Khwisero West Division ACC’s Office | 4-037-208-2640507-108-2018/19-019 | Construction of ACC’s Office - erection of 1st floor up to roofing. |  2,000,000.00  | Ongoing |
| Khwisero Police Station Staff houses | 4-037-208-2640507-108-2018/19-002 | Completion of 5no. Staff units -Plaster,doors,Ceiling,Painting |  1,500,000.00  | Ongoing |
| Khwisero Police Station Toilet | 4-037-208-2640507-108-2018/19-002 | Completion of Ablusion Block - Water tank, stand,plumbing works |  100,000.00  | Ongoing |
| Kisa Central Location Chief’s Office | 4-037-208-2640507-108-2018/19-022 | Construction of Chief’s Office up to Lintel. |  800,000.00  | New |
| Khwisero DCC’s Residential House | 4-037-208-2640507-108-2018/19-023 | Construction of DCC’s Residential House |  1,500,000.00  | New |
|   | **Grand total** |   | **109,040,875.52** |  **5,900,000.00**  |
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**Min 07/07/11/2018: NGCDFC Staff Contracts**

The FAM informed the committee that of all the seven staff members, their one year contract had ended on 31st October 2018 except the office Secretary (Bennah Ongalo), whose contract expires on 30th April 2019. This is because she joined later. The Accounts Assistant (Bonface Sakwa)and Security Officer (Zakayo Omemo) would continue serving as the recruitment process goes on for the other four vacancies. This is because their positions cannot lack a an employee at any one time.The four will be allowed to re-apply for the positions if interested. The Committee is also introducing a new post of ICT Officer, who will manage the ICT hub at the NGCDF premises once Telkom finishes what is pending i.e delivery of tablets.

A fresh advertisement was done on 26th October 2018. The applications should reach FAM’s office by 12thNovember 2018. However, their salaries for the month of October and gratuity had been settled.

**Min 08/07/11/2018: AOB**

The FAM reminded members to keep the proposed budget confidential and avoid leaking it to the public up to when it will be approved by the Board for implementation. This will help avoid conflicts among constituents.

The committee requested the FAM to complete the budget in its proper format and forward to the Board as soon as possible so that we be among the first Constituencies to submit to the Board for approval.

There being no other business Paskal Atte proposed the adjournment of the meeting and was seconded by Vivien Ayuma.Word of closing prayer was given by Rose Nyakowa.

Compiled by Confirmed by

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**(NG-CDFC Secretary) (NG-CDFC Chairman)**