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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 MEETING HELD ON 13/09/2019 AT 9.00AM IN THE FAM’S OFFICE**

**Members present**

1. Mr. Justus Ambasu Chairperson

2. Mrs. Phanice Amadi Secretary

3. Mr. Geoffrey Ayuku Member

4. Mrs. Vivien Ayuma Member

5. Mrs. Emily Nasambu Member

6. Mr. Cleophas Mbinji Member

7. Mrs. Rose Nyakowa Member

8. Mr. Paskal Atte Member

 9. Mr Bernard Misiko FAM

 10. Mr Peter Lotulio DCC

**In- attendance**

1. Mr.Meshack Yaura NSCA

 **Agenda**

1. Preliminaries
2. Reading and confirmation of the previous minutes.
3. Matters arising from the previous minutes
4. Budget Proposal 2019/2020 FY
5. NG-CDFC staff performance
6. Work plan 2019/2020 FY
7. Emergency approval
8. AOB

**Min 01/13/09/2019 : Preliminaries**

The meeting was called to order at 9.30am. A word of prayer was given by Emily Nasambu.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.

**Min 02/13/09/2019 : Reading and confirmation of the previous minutes**

The minutes of the previous meeting was read through by the secretary of the NG- CDFC. They were proposed by Geoffrey Ayuku and seconded by Paskal Atte as a true record of what was discussed in the previous meeting.

**Min 03/13/09/2019 : Matters arising from the previous minutes.**

* The committee wanted to know from the representative for East Ward whether he liaised with the Principal of Holy Cross Emalindi Girls’ to avail the documents that were required. He reported to the committee that the school management had promised to bring the documents, but did not honor their promise.The FAM and Chairman therefore decided to go to the school during the week to find out if there is any problem. The documents were availed for filing.
* FAM confirmed to members that all the previous matters were dealt with apart from Emung’abo Secondary school since they had used part of money that was allocated to fence the school to settle the pending debt of the land.
* FAM confirmed to members that he submitted all the reports on time as it was required by the Board.
* Members appreciated the increment that was given to the staffs and advised the staffs to work with diligently.
* FAM confirmed from the NSCA whether he will be working on the reconciliation as it is required. The NSCA promised the committee that he will be working on them on monthly basis to avoid late submission of the same to the Board.

**Min 04/13/09/2019 : Budget Proposal 2019/2020 Financial Year**

FAM reported to the committee that a sum of 137,367,724.14 had been allocated to each of the 290 constituencies. He advised the committee to give priority to all the ongoing projects before setting funds for new ones. Given that the first two years had elapsed with the closure of 2018/2019 FY , recent public participation from the wards report shall apply in budgeting for this financial year up to 2020/2021 FY. As a committee we had received very many proposals. The committee therefore resolved to be guided by the following criteria:

* Fairness in distribution of resources across the four wards.
* Give priority to the ongoing projects before allocating funds to any new ones.
* Committed 5 projects as per our performance contract 2019/2020FY be given priority. They must be funded in one financial year to completion.
* Ensure that enough funds are allocated to a project so that they take not more than 3 years to complete (for major ones). However, common projects such as a classroom to be funded fully in one financial year.

After assessing the Wards report, 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 | 4-037-208-2110000-100-2019/20-001 | Payment of staff salaries and gratuity  | 3,000,000.00 | Ongoing |
| Goods and Services | 4-037-208-2210000-100-2019/20-002 | Fueling, Repairs and Maintenance of vehicle, Printing, Stationery, Telephone, Domestic Travel and Subsistence, cost of developing/reviewing service charter, publications and public awareness, office utility bills, legal services, risk management, comprehensive insurance for vehicle, postage expenses, advertisement, and Bank charges. | 3,072,063.44 | Ongoing |
| NSSF | 4-037-208-2120101-100-2019/209-003 | Payment of NSSF Deductions | 100,000.00 | Ongoing |
| NHIF | 4-037-208-2120201-100-2019/20-004 | Payment of NHIF Deductions | 70,000.00 | Ongoing |
| Committee Expenses | 4-037-208-2210802-100-2019/20-005 | Payment of Committee sitting allowances, transport and conferences. | 2,000,000.00 | Ongoing |
|  |  |  |   | **8,242,063.44** |
| Goods and Services | 4-037-208-2210000-111-2019/20-001 | Purchase of fuel, Repairs and Maintenance, Printing, Stationery, Airtime, Travel and Subsistence. |  621,031.70  | Ongoing |
| Committee Expenses | 4-037-208-2210802-111-2019/20-002 | Payment of Committee sitting allowances, transport, conferences. |  1,500,000.00  | Ongoing |
| NG-CDFC/PMCs Capacity Building | 4-037-208-2210700-111-2019/20-003 | Undertake Training of the PMCs/NG-CDFCs and Staff, relevant Government Agencies and development partners on NG-CDF related issues |  2,000,000.00  | Ongoing |
| Bursary Secondary Schools | 4-037-208-2640101-103-2019/20-001 | Payment of bursary to needy students in Secondary Schools | 34,016,387.62 | Ongoing |
| Bursary Tertiary Institutions | 4-037-208-2640102-103-2019/20-002 | Payment of bursary to needy students in Tertiary Institutions |  5,500,000.00  | Ongoing |
| Bursary Special Institutions | 4-037-208-2640105-103-2019/20-003 | Payment of bursary to special need students in Special Need Institutions |  500,000.00  | Ongoing |
| Emergency  | 4-037-208-2640200-101-2019/20-001 | To cater for any unforeseen occurrences in the constituency during the financial year  | 7,198,241.38 | Ongoing |
| Constituency Sports Activities | 4-037-208-2640509-112-2019/20-001 | To carry out Constituency Sports tournaments and the winning teams to be awarded with trophies, balls and games kits. | 1,500,000.00 | Ongoing |
| Luanda SDA Primary School | 4-037-208-2630204-104-2019/20-001 | Completion of Administration Block -Fascia board, window panes, Floor and Painting |  700,000.00  | Ongoing |
| Eshiruli Primary School | 4-037-208-2630204-104-2019/20-002 | Completion of Administration Block -Fascia board, window panes, Floor and Painting |   800,000.00  | Ongoing |
| Emako Primary School | 4-037-208-2630204-104-2019/20-003 | Completion of Administration Block -Fascia board, window panes, Floor and Painting |   700,000.00  | Ongoing |
| Ebukanga Primary School | 4-037-208-2630204-104-2019/20-004 | Completion of Administration Block -Fascia board, window panes, Floor and Painting |  700,000.00  | Ongoing |
| Ebuhonga Primary School | 4-037-208-2630204-104-2019/20-005 | Completion of Administration Block -Fascia board, window panes, Floor and Painting. |  800,000.00  | Ongoing |
| Ekambuli Primary School | 4-037-208-2630204-104-2019/20-006 | Completion of Boys' Dormitory - fascia board, window panes, plaster & painting. |   300,000.00  | Ongoing |
| Emalindi Primary School | 4-037-208-2630204-104-2019/20-007 | Completion of Administration Block -Fascia board, pavement slab, window panes, Floor and Painting |   890,000.00  | Ongoing |
| Shirali Primary School | 4-037-208-2630204-104-2019/20-008 | Completion of Administration Block -Fascia board, pavement slab, window panes, Floor and Painting |  700,000.00  | Ongoing |
| Mwikalikha Primary School | 4-037-208-2630204-104-2019/20-009 | Completion of 1no. classroom(sh.100,000) - Fascia board and painting + Construction of 1no. new classroom to completion (sh.850,000). |   950,000.00  | Ongoing |
| Emukhunzulu Primary School | 4-037-208-2630204-104-2019/20-010 | Reroofing of 3no. Classrooms |  650,000.00  | New |
| Eshibinga Primary School | 4-037-208-2630204-104-2019/20-011 | Reroofing of 3no. Classrooms |  650,000.00  | New |
| Muhaka Primary School | 4-037-208-2630204-104-2019/20-012 | Construction of 1no. Classroom to completion. |  850,000.00  | New |
| Mushikongolo Primary School | 4-037-208-2630204-104-2019/20-013 | Renovation of 3no. Classrooms - plastering, windows, panes, doors, fascia board & painting. |  750,000.00  | New |
| Ebushibungo Primary School | 4-037-208-2630204-104-2019/20-014 | Renovation of 3no. Classrooms - plastering, windows, panes, doors, fascia board & painting. |  750,000.00  | New |
| Mundoli Primary School | 4-037-208-2630204-104-2019/20-015 | Construction of 1 no. new classroom to completion  |  850,000.00  | New |
| Emakuche Primary School | 4-037-208-2630204-104-2019/20-016 | Construction of Administration block to completion |  1,800,000.00  | New |
| Mwibelenya Primary School | 4-037-208-2630204-104-2019/20-017 | Renovation of 3no. Classrooms - plastering, windows, panes, doors, fascia board & painting. |  750,000.00  | New |
| Luanda AC Primary School | 4-037-208-2630204-104-2019/20-018 | Renovation of 3no. Classrooms - plastering, windows, panes, doors, fascia board & painting. |  750,000.00  | New |
| Emwaniro Primary School | 4-037-208-2630204-104-2019/20-019 | Construction of Administration block to completion |  1,800,000.00  | New |
| Emulole Primary School | 4-037-208-2630204-104-2019/20-020 | Renovation of 3no. Classrooms - plastering, window panes, fascia board & painting. |  750,000.00  | New |
|  Shirotsa Primary School | 4-037-208-2630204-104-2019/20-021 | Construction of 2no.new classrooms to completion |  1,700,000.00  | New |
| Ematundu Primary School | 4-037-208-2630204-104-2019/20-022 | Construction of 1 no. new classroom to completion  |  850,000.00  | New |
| Mwirembe Primary School | 4-037-208-2630204-104-2019/20-023 | Construction of Administration block up to lintel level. |  1,000,000.00  | New |
| Ekatsombero Primary School | 4-037-208-2630204-104-2019/20-024 | Renovation of 3no. Classrooms - plastering, window panes, fascia board & painting. |  750,000.00  | New |
| Munjiti Primary School | 4-037-208-2630204-104-2019/20-025 | Renovation of 3no. Classrooms - plastering, window panes, fascia board & painting. |  750,000.00  | New |
| Eshikhungula Primary School | 4-037-208-2630204-104-2019/20-026 | Renovation of 3no. Classrooms - plastering, window panes, fascia board & painting. |  750,000.00  | New |
| Emalindi Primary School | 4-037-208-2630204-104-2019/20-027 | Construction of 2no.new classrooms to completion |  1,700,000.00  | New |
| Emung'abo Primary School | 4-037-208-2630204-104-2019/20-028 | Construction of 1no.new classroom to completion |  950,000.00  | New |
| Emung’abo Secondary School | 4-037-208-2630205-104-2019/20-001 | Land title deed processing (sh.200,000)and Fencing -Concrete posts + barbed wire(sh.300,000). Land purchased by NG-CDFC - 2.0 acres. |  500,000.00  |  Ongoing  |
| Emuruba Secondary School | 4-037-208-2630205-104-2019/20-002 | Fencing land purchased by NG-CDFC- Concrete posts + barbed wire(sh.450,000) - +Completion of land payment (sh.200,000) – Land size 1.6 acres. Construction of 2no. Classrooms to completion (sh.1,700,000)+ 6door pit latrine (sh.300,000). |  2,650,000.00  |  Ongoing  |
| Emalindi Girls' Secondary School | 4-037-208-2630205-104-2019/20-003 | Construction of Ablusion block to completion. |  1,000,000.00  |  New  |
| Emwaniro Secondary School | 4-037-208-2630205-104-2019/20-004 | Construction of Storey block of 4no. classrooms/ Administration offices - Substructure works, Beams and Columns, formwork to sides of columns. |  5,000,000.00  | New |
| Ekambuli Secondary School | 4-037-208-2630205-104-2019/20-005 | Construction of Storey block of 4no. classrooms/ Administration offices - Substructure works, Beams and Columns, formwork to sides of columns. |  5,000,000.00  | New |
| St. Mathew's Ikomero Secondary School | 4-037-208-2630205-104-2019/20-006 | Construction of Storey block of 4no. classrooms / library - Substructure works, Columns, vertical sides of columns and Beams. |  5,000,000.00  | New |
| St. Stephen's Mulwanda Secondary School | 4-037-208-2630205-104-2019/20-007 | Construction of Storey block of 4no. classrooms / library - Substructure works, Columns, vertical sides of columns and Beams. |  5,000,000.00  | New |
| Khwisero Mixed Secondary School | 4-037-208-2630205-104-2019/20-008 | Construction of Storey block of 4no. classrooms/ Administration offices - Substructure works, Beams and Columns, formwork to sides of columns. |  5,000,000.00  | New |
| Eshibinga Secondary School | 4-037-208-2630205-104-2019/20-009 | Construction of Storey block of 6no. classrooms - Demolition of old building, Substructure works, Columns, formwork to vertical side of columns. |  5,500,000.00  | New |
| Shiongo Secondary School | 4-037-208-2630205-104-2019/20-010 | Construction of Single Science Laboratory to completion. Equipping will be another project. |  2,600,000.00  | New |
| St. Anne’s Dudi Girls’ Secondary | 4-037-208-2630205-104-2019/20-011 | Construction of 2no. Classrooms to completion. |  1,700,000.00  | New |
| Emutsasa Girls’ Secondary School  | 4-037-208-2630205-104-2019/20-012 | Construction of Single Science Laboratory to completion. |  2,600,000.00  | New |
| Mushinaka Secondary School | 4-037-208-2630205-104-2019/20-013 | Construction of Single Science Laboratory up to roofing. |  1,500,000.00  | New |
| Khwisero Medical Training College (there is an approval letter from KMTC) | 4-037-208-2630206-104-2019/20-001 | Cost of processing title deed, 5.9 acres. |  400,000.00  | New |
| **Security Projects** |  |  |  |  |
| Khwisero West Division ACC’s Office | 4-037-208-2640507-108-2019/20-001 | Completion of ACC;s Offices - Plastering, window frames, panes, steel doors, fascia board, pavement, flooring and painting. | 3,600,000.00 | Ongoing |
| Kisa Central Location Chief’s Office | 4-037-208-2640507-108-2019/20-002 | Completion of Chief's offices -Fascia board, window frames, steel doors, window panes, pavement slab, Flooring and Painting. |  700,000.00  | Ongoing |
| Khwisero DCC’s Residential House | 4-037-208-2640507-108-2019/20-003 | Construction of DCC's Residence (sh.1,500,000) - + Fencing -Concrete posts & barbed wire(sh.500,000). Measures 1.07Ha.  |  2,000,000.00  | Ongoing |
| Khwisero Police Station Staff houses | 4-037-208-2640507-108-2019/20-004 | Construction of a block of 3no. Staff units up to fixing window frames,steel doors. Each unit to have sitting room, bedroom and kitchen. |  1,200,000.00  | New |
|   |   | **Grand total** | **137,367,724.14** |  |

**Min 05/13/09/2019 : NG-CDFC Staff Performance**

The committee had a brief discussion of all the NG-CDF staff on their performance. They pointed out few issues on some of the staff and asked chairman to talk to them in case he finds out any mis-conduct. The ICT Officer appeared before the committee in order to explain what had transpired during the encounter of losing his personal laptop which contains the NG-CDF information. He explained everything in details. The committee advised him to take proper care of office information. They asked him to transfer all the constituency information from his laptop to the NG-CDF laptop. He was also asked to be leaving the laptop at work after duty. He promised never to repeat such a thing and asked the committee to forgive him .He promised to work hand in hand with the NG-CDF committee for the betterment of the Constituency.

**Min 06/13/09/2019 : Emergency Approval**

The Chairman informed the committee that he had received some emergencies which needed attention. Members, after deliberation agreed to allocate funds from Emergency Reserve to cater for the following projects:

* Ksh 100,000 for music festivals for some schools at National level, Nakuru.
* Purchase of laboratory equipment amounting sh.250,000 at Emutsasa Girls’ Sec School.

**Min 07/13/09/2019 : Work Plan 2019/2020 FY**

The team which was appointed from the committee by committee members to deliberate on the work plan prepared it and surrendered it to the committee during the meeting. Members agreed to look at it one by one and later give their input in the next meeting before adoption.

**Min 08/13/09/2019 : A.O.B**

* The chairman to talk to the executive from the KCB, Mumias branch to honor their promise as they had promised earlier.
* The PMC of Eshinutsa and Eshiruli Primary Schools to avail themselves to the FAM’s office to sign their contracts as they are taking too long to do so.
* The Committee mandated the FAM to work on the budget proposal in liaison with the Secretary & Chairman and ensure its submission to the Board within the set timelines.

There being no other business the meeting was adjourned at 2.00 pm closing prayer by Emily Nasambu.

Minutes compiled by: Confirmed by:

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**Ms.Phanice Amadi-** **Secretary, NG-CDFC** **Mr. Justus M. Ambasu-** **Chairman, NG-CDFC**