**MINUTES OF KABUCHAI NGCDFC MEETING HELD ON 11TH SEPTEMBER, 2020 AT KABUCHAI NG CDF BOARDROOM**

**Members Present**

**Name Designation**

1. Charles Sirengo Chairman
2. Douglas Munyasia Secretary
3. Phoebe Wafula Member
4. Felix Makasi Member
5. Wilfred Kisuya Member
6. Judith Murumba Member
7. Fredrick Mutieme Member
8. Maximilla Wanyonyi Member
9. Dorcus Rono DCC
10. Winston Lihanda FAM

**Agenda**

1. Preliminaries
2. Reading & Confirmation of Previous Minutes
3. Matters Arising
4. Project Proposals - 2020/2021 FY
5. Reports
6. A.O.B

**MIN 1 FYL NG CDFC/11/9/2020: PRELIMINARIES.**

The chairman called the meeting to order at 1400 hrs with a word of prayer from Judith Murumba. The Chairperson welcomed members present thanking each one of them for taking time to attend the meeting.

**MIN 2 FYL NG CDFC/11/9/2020: READING & CONFIRMATION OF PREVIOUS MINUTES.**

The Secretary took the committee through the minutes of previous meeting which were proposed by Maximilla Wanyonyi and seconded by Wilfred Kisuya as a true record of the previous proceedings.

**MIN 3 FYL NG CDFC/11/9/2020: MATTERS ARISING.**

There were no matters arising.

**MIN 4 FYL NG CDFC/11/9/2020: PROJECT PROPOSALS 2020/2021 FY**

The FAM tabled the NG CDF Board Circular Ref**. NG-CDF BOARD/CIRCULAR /Vol. II (024)** dated 10th August, 2020 that outlined requirements for preparation and online submission of project proposals for NG CDF Board approval.

It was noted that Kabuchai Constituency had been allocated **Kes. 137,088,879.31** in 2020/2021 financial year. The FAM tabled the ward consultative report, project implementation status report & ongoing projects report that were adopted by the committee.

The secretary tabled the following co-funded project report.

| **S/NO** | **PROJECT NAME** | **PROJECT ACTIVITY** | **CUMULATIVE ALLOCATION** | **REMARKS** |
| --- | --- | --- | --- | --- |
|  | Bwake Secondary School | Final payment for purchase of 51-Seater school bus - (co - funding with BOM) | 3,500,000 | Purchase cost is **Kes. 7,162,250** (Co-funded - BOM &NG CDFwith the latter having committed & allocated a total of K**es. 3,900,000.** The BOM committed & allocated **Kes. 3,262,250**. |
|  | Busakala Secondary School | Construction of 80 student capacity Library (co-funding with BOM) - Fitting & finishes | 1,000,000 | Project is at fittings and finishes stage. Total estimated project cost is **Kes. 5,000,000** (Co-funded - BOM &NG CDFwith the latter having committed & allocated K**es. 1,000,000** in 2019-2020 FY for roofing and an additional **Kes. 2,500,000** for fittings & finishes in this FY. The BOM funded sub structure - foundation slab & walling. Once the project is complete, it will ease congestion in the school. |
|  | Lukhome Secondary School | Construction of Administration Block (co - funding with BOM) comprising of 10No. roomed offices & 1No staff room - Fittings & finishes.  | 3,100,000 | Project is at fittings and finishes stage. Total estimated project cost is **Kes. 10,000,000** (Co-funded - BOM &NG CDFwith the latter having committed & allocated a total of **Kes. 3,100,000** in 2016-2019 FYs for roofing & plastering. The BOM committed to sub structure - foundation slab & walling. Once the project is complete, it will ease congestion in the offices. |

It was further noted that the existing generator was unable to run all office appliances & lighting circuits at once due to its low rating compared to the demand load in the NG CDF office block.

After discussions it was unanimously agreed upon that the generator be transferred to the constituency community library project to provide a power backup solution for their demand load that the generator would smoothly run. Further, it was unanimously agreed upon that there was need to replace the generator with a solar power backup system that would run all office appliances & lighting circuits at once and would be environmentally friendly.

After a lengthy discussion it was unanimously agreed upon that the following projects be

forwarded to the NG CDF Board for consideration, approval and subsequent funding.

| **S/NO** | **SECTOR** | **AMOUNT** |  | **PROJECT NAME** | **ORIGINAL COST** | **CUMULATIVE ALLOCATION** | **PROJECT ACTIVITY** | **AMOUNT ALLOCATED**  | **CURRENT STATUS** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | ADMINISTRATION & RECURRENT | 8,225,332 | 1 | Employees Salaries | 3,406,000 | - | Payment of NG CDFC staff salaries - Kes. 2,600,00 and gratuity - Kes. 806,000. | 3,406,000 | New |
|   |   |   | 2 | Goods and Services | 3,204,332 | - | Payment of advertisements, publications & public awareness costs, office utility bills, office rental expenses, stationery, motor vehicle operating costs, legal services, website operation costs, asset tagging, risk management, comprehensive insurance for motor vehicles, postage expenses, traveling & accommodation. | 3,204,332 | New |
|   |   |   | 4 | N.S.S.F | 105,000 | - | Payment of N.S.S.F deductions. | 105,000 | New |
|   |   |   | 5 | N.H.I.F | 70,000 | - | Payment of N.H.I.F deductions. | 70,000 | New |
|   |   |   | 6 | Committee Expenses | 1,440,000 | - | Payment of committee sitting allowances. | 1,440,000 | New |
| 2 | MONITORING, EVALUATION & CAPACITY BUILDING | 4,112,666 | 1 | Goods and Services | 1,041,030 | - | Purchase of fuel, printing, stationery, airtime, travel and subsistence. | 1,032,666 | New |
|   |   |   | 2 | Committee Expenses | 1,580,000 | - | Payment of committee monitoring & evaluation allowances. | 1,580,000 | New |
|   |   |   | 3 | Capacity Building | 1,500,000 | - | Capacity building of NG CDFC, COC, PMC, relevant government agencies, NG CDFC staff & development partners on NG CDF related issues. | 1,500,000 | New |
| 3 | SOCIAL SECURITY PROGRAMMES, EDUCATION BURSARY SCHEMES, MOCK EXAMINATIONS & CONTINUOUS ASSESSMENT TESTS | 32,233,343 | 1 | Bursary Secondary Schools | 15,341,931 | - | Provision of bursary awards to needy students in secondary education institutions. | 15,341,931 | New |
|   |   |   | 2 | Bursary Tertiary Institutions | 16,891,412.41 | - | Provision of bursary awards to needy students in tertiary institutions. | 16,891,412.41 | New |
| 4 | PRIMARY SCHOOL PROJECTS | 29,800,000 | 1 | Chenjeni Primary School | 1,000,000 | 600,000 | Completion of construction of 1No. Classroom - Fittings & finishes. | 400,000 | Ongoing |
|   |   |   | 2 | Hon Moses Wetangula Sango Primary School | 2,000,000 | 1,000,000 | Completion of construction of 2No. Classroom - Fittings & finishes. | 1,000,000 | Ongoing |
|   |   |   | 3 | Chekwanda Primary School | 1,000,000 | - | Construction of 1No. Classroom to completion. | 1,000,000 | New |
|   |   |   | 4 | Milembe Primary School | 1,000,000 | - | Renovation of 4No. Classrooms - Replacement of roof, repair of floor, repair of wall & finishes to completion. | 1,000,000 | New |
|   |   |   | 5 | St Walumoli Primary School | 1,000,000 | - | Construction of 1No. Classroom to completion. | 1,000,000 | New |
|   |   |   | 6 | Sirwa Primary School | 2,000,000 | 700,000 | Completion of construction of 1No. Classroom - Fittings & finishes - Kes. 300,000, Purchase of 1-acre land - Kes. 1,000,000. | 1,300,000 | Ongoing |
|   |   |   | 7 | Lubembe Primary School | 2,000,000 | - | Construction of 1No. Classroom to completion - 1,000,000, Purchase of 1-acre land - Kes. 1,000,000. | 2,000,000 | New |
|   |   |   | 8 | Wabukhonyi SA Primary School | 1,000,000 | - | Renovation of 4No. Classrooms - Replacement of roof, repair of floor, repair of wall & finishes to completion. | 1,000,000 | New |
|   |   |   | 9 | Sanandiki SA Primary School | 1,000,000 | - | Construction of 1No. Classroom to completion. | 1,000,000 | New |
|   |   |   | 10 | Walukaya Primary School | 1,000,000 | - | Construction of 1No. Classroom to completion. | 1,000,000 | New |
|   |   |   | 11 | Lwanda PEFA Primary School | 3,000,000 | - | Construction of 3No. Classroom to completion. | 3,000,000 | New |
|   |   |   | 12 | Namikelo Primary School | 1,000,000 | - | Construction of 1No. Classroom to completion. | 1,000,000 | New |
|   |   |   | 13 | Nangubo Primary School | 1,000,000 | - | Construction of 1No. Classroom to completion. | 1,000,000 | New |
|   |   |   | 14 | Khatiri Primary School | 1,000,000 | - | Construction of 1No. Classroom to completion. | 1,000,000 | New |
|   |   |   | 15 | Nalondo RC Primary School | 600,000 | - | Renovation of 2No. Classrooms - Replacement of roof, repair of floor, repair of wall & finishes to completion. | 600,000 | New |
|   |   |   | 16 | Chemwa RC Primary School | 600,000 | - | Renovation of 2No. Classrooms - Replacement of roof, repair of floor, repair of wall & finishes to completion. | 600,000 | New |
|   |   |   | 17 | Sitila Primary School | 600,000 | - | Renovation of 2No. Classrooms - Replacement of roof, repair of floor, repair of wall & finishes to completion. | 600,000 | New |
|   |   |   | 18 | Sawali Primary School | 2,000,000 | 700,000 | Completion of construction of 1No. Classroom - Fittings & finishes - Kes. 300,000, Construction of 1No. Classroom - Kes. 1,000,000. | 1,300,000 | Ongoing |
|   |   |   | 19 | Chebukwa DEB Primary School | 600,000 | - | Renovation of 2No. Classrooms - Replacement of roof, repair of floor, repair of wall & finishes to completion. | 600,000 | New |
|   |   |   | 20 | Kabuchai Primary School | 600,000 | - | Renovation of 2No. Classrooms - Replacement of roof, repair of floor, repair of wall & finishes to completion. | 600,000 | New |
|   |   |   | 21 | Pongola Primary School | 600,000 | - | Renovation of 2No. Classrooms - Replacement of roof, repair of floor, repair of wall & finishes to completion. | 600,000 | New |
|   |   |   | 22 | Marobo Primary School | 800,000 | - | Renovation of 5No. Classrooms - Replacement of roof to completion. | 800,000 | New |
|   |   |   | 23 | Mikayu Primary School | 500,000 | - | Construction of 8No. Doors Pit Latrine to completion - Kes. 500,000 | 500,000 | New |
|   |   |   | 24 | Namaondo CBM Primary School | 2,000,000 | - | Construction of 2No. Classroom to completion. | 2,000,000 | New |
|   |   |   | 25 | Ngalasia Primary School | 600,000 | - | Renovation of 2No. Classrooms - Replacement of roof, repair of floor, repair of wall & finishes to completion. | 600,000 | New |
|   |   |   | 26 | Kuywa Special Primary School | 3,000,000 | - | Construction of Administration Block to completion comprising of 4No. roomed offices & 1No staff room. | 3,000,000 | New |
|   |   |   | 27 | Matibo FYM Primary School | 1,300,000 | - | Purchase of 1-acre land | 1,300,000 | New |
| 5 | SECONDARY SCHOOL PROJECTS | 35,100,000 | 1 | Busakala Secondary School | 5,000,000 | 1,000,000 | Construction of 80 student capacity library (co-funding with BOM) - Fitting & Finishes to completion. The BOM funded sub structure - foundation slab & walling. | 2,500,000 | Ongoing |
|   |   |   | 2 | Sanandiki Girls Secondary School | 3,000,000 | - | Purchase of 1-acre land | 3,000,000 | New |
|   |   |   | 3 | Bwake Secondary School | 3,900,000 | 3,500,000 | Renovation of 2No. Classrooms - Repair of floor, repair of wall to completion - Kes. 400,000, Supply, installation, testing & commissioning of lightening arrestor - Height - 30 metres, Voltage - 40Kv, Coverage radius - 500 metres to completion. Estimated no. of beneficiaries - 3,300 persons - Kes. 3,500,000 | 3,900,000 | New |
|   |   |   | 4 | Chekulo Baptist Secondary School | 3,600,000 | 2,500,000 | Completion of construction of 4No. Classroom - Fittings & finishes. | 1,100,000 | Ongoing |
|   |   |   | 5 | Mikayu Secondary School | 5,500,000 | 2,300,000 | Construction of 80 student capacity library - Roofing, fitting & finishes to completion. | 3,200,000 | Ongoing |
|   |   |   | 6 | Chekulo Friends Secondary School | 800,000 | - | Purchase of 0.5 -acre land | 800,000 | New |
|   |   |   | 7 | Lukhome Secondary School | 4,500,000 | 3,100,00 | Construction of Administration Block (co - funding with BOM) comprising of 10No. roomed offices & 1No staff room - Fittings  | 1,000,000 | Ongoing |
|   |   |   | 8 | Chenjeni Secondary School | 2,700,000 | - | Construction of 3No. Classroom to completion. | 2,700,000 | New |
|   |   |   | 9 | Chebunyinyi ACK Secondary School | 3,000,000 | - | Construction of Administration Block to completion comprising of 3No. roomed offices & 1No staff room - Kes. 2,000,000, Purchase of 1-acre land - Kes. 1,000,000. | 3,000,000 | New |
|   |   |   | 9 | St Anne Sirare Secondary School | 3,000,000 | - | Construction of 50 student capacity library to completion  | 3,000,000 | New |
|   |   |   | 10 | Luuya Girls Secondary School | 4,000,000 | 2,800,000 | Construction of laboratory (80 student capacity) - Fittings & finishes to completion. | 1,200,000 | Ongoing |
|   |   |   | 11 | Makhonge Secondary School | 1,000,000 | - | Construction of 1No. Classroom to completion. | 1,000,000 | New |
|   |   |   | 12 | St Kizito Mukhweya Secondary School | 1,000,000 | - | Purchase of 0.75-acre land | 1,000,000 | New |
|   |   |   | 13 | Nangwe Girls Secondary School | 3,000,000 | - | Construction of 80 student capacity library - Sub structure - foundation slab, walling & roofing. | 1,500,000 | New |
|   |   |   | 14 | Kasosi Secondary School | 1,000,000 | - | Construction of 1No. Classroom to completion. | 1,000,000 | New |
|   |   |   | 15 | Pongola Secondary School | 1,200,000 | - | Purchase of 0.75-acre land | 1,200,000 | New |
|   |   |   | 16 | Chemwa Secondary School | 1,000,000 | - | Construction of 1No. Classroom to completion. | 1,000,000 | New |
|   |   |   | 17 | Sikata Secondary School | 2,000,000 | - | Purchase of 1-acre land | 2,000,000 | New |
|  |  |  | 18 | Nasaka Secondary School | 1,000,000 | - | Purchase of 1-acre land | 1,000,000 | New |
| 6 | SECURITY PROJECTS | 10,000,000 | 1 | Kuywa Chief Office | 400,000 | - | Renovation of 2No. offices - Repair of floor, repair of wall & finishes to completion. | 400,000 | New |
|   |   |   | 2 | DCC Residential House | 500,000 | - | Renovation of 3No. rooms - Repair of floor to completion. | 500,000 | New |
|   |   |   | 3 | Chwele Police Station | 10,000,000 | - | Construction of Administration Block (6 offices, male, female & juvenile cells, armoury & exhibit store) to suspended slab. | 4,400,000 | New |
|   |   |   | 4 | Kabuchai ACC office | 5,000,000 | 1,200,000 | Construction of Administration Block to completion comprising of 5No. roomed offices – Fittings & finishes. | 3,800,000 | Ongoing |
|   |   |   | 5 | North Bukusu Assistant Chief Office | 1,300,000 | 1,000,000 | Construction of Administration Block to completion comprising of 3No. roomed offices - finishes to completion. | 300,000 | Ongoing |
|   |   |   | 6 | North Bukusu Chief Office | 600,000 | - | Purchase of 0.5 acre of land - Kes. 600,000. | 600,000 | New |
| 7 | SPORTS ACTIVITIES | 2,741,777 | 1 | Sports Activities | 2,741,777 | - | Organizing of football & Netball tournaments with participating 2No. teams in each of the 4 wards Luuya - Bwake, Mukuyuni, West Nalondo and Chwele - Kabuchai being provided sports kits i.e. balls & uniforms. Facilitation of tournament (Payment of referees’ allowances, transport reimbursements, subscription fees for all participating teams, hire of tents & chairs, water & soft drinks - Kes. 1,741,777. Purchase of Sports Kits for all participating teams - Kes. 1,000,000) | 2,741,777 | New |
| 8 | ENVIRONMENTAL ACTIVITIES | 2,741,777 | 1 | Environmental Activities | 2,741,777 | - | Purchase and planting of 250 assorted tree seedlings (Grevillea - 100, Pine - 100, Eucalyptus - 50 at an average cost of Kes. 400 per seedling that includes purchase , delivery, planting & administration expenses) in Lwanda PEFA Primary, Namikelo Primary, Kuywa Special Primary, Chekwanda Primary, Sitila Primary, Lubembe Primary, Sirwa Primary, Sikusi Primary, Lukhuna Primary, Nangubo Primary, Namusimbi Primary, Kiboochi Primary, Chebukaka Boys Primary, Lukhome Primary, Sanandiki SA Primary, Musokho Primary, Luucho Primary, Luuya Primary, Sichei FYM Primary, Namaondo Primary, Sango Primary, Pongola Secondary, Chemwa Secondary, Chekulo FYM Secondary, Milembe Secondary, Kasosi Secondary, Sanandiki Girls Secondary Schools **@ Kes. 101,547.**  | 2,741,777 | New |
| 9 | EMERGENCY | 7,192,206.90 | 1 | Emergency | 7,192,206.90 | - | To cater for unforeseen emergencies. | 7,192,206.90 | New |
| 10 | NG CDF OFFICE | 4,941,777 | 1 | NG CDF Office | 4,941,777 | - | Construction of concrete wall 2-acre fence - Kes. 3,000,000, Supply, Installation of CCTV Security Surveillance - 16 Full Color Cameras & - Kes. 941,777, Supply, installation, testing & commissioning of solar power back up system (3000 24DC hybrid inverter, 275W polycrystalline module, 3KW charge controller & 12V sealed solar battery) to completion - Kes. 1,000,000. | 4,941,777 | New |
|   | **TOTAL** |  |  |  |  |  |  | **137,088,879.31** |   |

**MIN 5 KAB NG CDFC/11/9/2020: REPORTS**

The FAM tabled the Project Implementation Status, Financial, Monitoring & Evaluation reports and after discussions they were later adopted by the committee.

**MIN 6 KAB NG CDFC/11/9/2020: A.O.B**

There being no other business the meeting was adjourned at 1600hrs with a word of closing prayer from Fredrick Mutieme.

**Minutes confirmed by:**

**Chairman:** Charles Sirengo **Date:** ………………… **Sign:** ………………….…

**Secretary:** Douglas Munyasia **Date:** ………………… **Sign:** …………………….