**MINUTES OF WEBUYE EAST NG-CDFC MEETING HELD ON 21ST NOVEMBER 2018 AT CDF BOARDROOM AT 9:00AM.**

**NG-CDFC MEETING 3 FY 2018 /2019**

**PRELIMINARIES:**

* Prayer
* Introduction
* Apologies
* Adoption of Agenda
* Communication from the Chair

**AGENDA**

1. Reading and Confirmation of previous minutes
2. Matters arising
3. Project Proposals 2018/2019
4. Bank reconciliation- July, Aug, Sep & Oct
5. Expenditure returns- July, Aug, Sep & Oct
6. Asset register - 30th June
7. Approval of payments

**MEMBERS PRESENT**

1. Herbers Enos Holi - Chairman
2. Wilson N. Wekesa - Secretary
3. George Shibanda - FAM
4. Elizabeth Wanji - Member
5. Esther Kasisi - Member
6. Anne Simiyu - Member
7. Wilson Mwanzia - Member
8. John Smith Muyira - Member
9. Fredrick Ogola - Interior A.C.C I

**IN ATTENDANCE**

1. Lincoln Barasa - C.O.M

**PRELIMINARIES**

**Prayer**

The Chairman called the meeting to order at 10:40 am with an opening prayer from Elizabeth Wanji

**Apologies**

There were no apologies registered

**Adoption of agenda**

The Agenda was adopted after being proposed by Elizabeth Wanji and seconded by John smith Muyira

**Communication from the Chair**

The chairman welcomed members to the meeting and ushered them to contribute actively openly and be as objective as possible during the deliberations .He asked members to carefully look at the project proposals for every ward in the Constituency for the year 2018/2019 and give their views.

**NG-CDFC/WEBY.E/MIN-01/21/11/2018- READING AND CONFIRMATION OF PREVIOUS MINUTES.**

Minutes of the previous meeting held on 16th October 2018 were read by the secretary and confirmed as a true record of the deliberations after being proposed by Anne Simiyu and seconded by Wilson Mwanzia.

**NG-CDFC/WEBY.E/MIN-02/21/11/2018- MATTERS ARISING**

**1. SPORTS**

One member wanted to know how sporting activities had been planned towards the end of the year in the Constituency. In response one member replied that NG-CDF does not undertake sports activities but helps acquiring of some facilities like balls, uniforms, trophies ETC. However the planning committee was ushered to work closely with the sports officer in the Constituency in planning for future activities.

**2. BURSARY**

One member appreciated how bursary forms to needy students are being availed through the web-site the process that has made easier to many applicants. It was also agreed that a lot of care should be taken when considering those students who appealed and reapplied so that they do not benefit twice

**3. COMPLAINTS COMMITTEE**

After review by members taking into account gender, the following were named to serve under sub-committee

1. Esther Kasisi

2. John Smith

3. Lincoln Barasa

4. Isaac Mangeni

**NG-CDFC/WEBY.E/MIN-03/21/11/2018- PROJECT PROPOSAL 2018/2019 – FINANCIAL YEAR**

After lengthily deliberations the committee approved the project proposals for 2018/2019 financial year. There were proposed by Esther Kasisi and seconded by John Smith Muyira as the table below.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Code list** | | | | | | | |
| **FINANCIAL YEAR: 2018/19 1ST JULY 2018 TO 30TH JUNE 2019** | | | | | | | |
| **NO** | **Project Name** | **WARD** | **Original Cost** | **Cumulative allocation** | **Project activity** | **Balance** | **Current Status** |
| 1 | Mukhuyu Fym Primary School. | Maraka | 4,281,815 | 1,000,000 | Reinforcement of tuition Block-reinforced concrete frame | 3,281,815.00 | ongoing |
| 2 | Nabuyole Pefa Primary School | Maraka | 8,580,433 | 5,000,000 | Completion of 6 Classrooms-glazing, finishes, painting and electrical installation | 2,000,000.00 | ongoing |
| 3 | Sambu Central Primary School | Maraka | 18,000,000 | 15,000,000 | Completion of 6 Classrooms -roof covering | 1,500,000.00 | ongoing |
| 4 | Lufwindiri primary School | Maraka | 4,000,000 | 0 | Construction of 3 Classrooms-up to roof covering | 2,500,000.00 | New |
| 5 | St. Josephs Primary School | Maraka | 13,490,185 | 10,400,000 | Completion of six classrooms -wall and ceiling finishes | 1,200,000.00 | ongoing |
| 6 | Lumuli Primary School | Mihuu | 4,000,000 | 0 | Construction of 3 Classrooms-up to roof covering | 2,500,000.00 | New |
| 7 | Lutacho Primary School | Ndivisi | 10,000,000 | 0 | Construction of 80 Capacity Dorm | 7,000,000.00 | New |
| 8 | Ondoti Primary School | Ndivisi | 3,405,740 | 3,300,000 | Completion of 3 Classroom- Painting, glazing. | 105,740.00 | ongoing |
| 9 | Sambu PAG Primary School | Ndivisi | 16,000,000 | 0 | Construction of 6 classrooms storey Block-upto 1st floor slab | 6,000,000.00 | ongoing |
| 10 | Mukhuyu Fym Primary School | Maraka | 1,600,000 | 1,000,000 | Completion of Ablution Block-walling, roofing doors, finishes | 500,000.00 | ongoing |
| 11 | Nzoia RC Primary School | Maraka | 1,600,000 | 1,000,000 | Completion of Ablution Block-walling, roofing doors, finishes | 500,000.00 | ongoing |
| 12 | Sipala FYM Primary School | Mihuu | 1,600,000 | 1,000,000 | Completion of Ablution Block-walling, roofing doors, finishes | 500,000.00 | ongoing |
| 13 | Silungai Primary School | Ndivisi | 1,600,000 | 1,000,000 | Completion of Ablution Block-walling, roofing doors, finishes | 500,000.00 | ongoing |
| 14 | Lutacho Secondary School | Ndivisi | 20,000,000 | 0 | Construction Of Dining Hall 0f 600 Pax | 17,500,000.00 | New |
| 15 | Mitukuyu Friends Secondary School | Mihuu | 4,000,000 | 0 | Construction of 3 Classrooms-up to roof covering | 2,500,000.00 | New |
| 16 | Mihuu Secondary School | Mihuu | 2,000,000 | 0 | Construction of Septic Tank of 90 cubic meters capacity | 2,000,000.00 | New |
| 17 | St. Johns Savanna Secondary School | Mihuu | 4,000,000 | 0 | Construction of 3 Classrooms-up to roof covering | 2,500,000.00 | New |
| 18 | Magemo Friends Secondary School | Ndivisi | 9,742,132 | 4,432,912 | Construction of Library-roofing, internal doors, glazing, floor, wall and ceiling finishes works | 3,000,000.00 | New |
| 19 | Wabukhonyi Secondary School | Ndivisi | 4,000,000 | 0 | Construction of 3 Classrooms-up to roof covering | 2,500,000.00 | New |
| 20 | Silungai Secondary School | Ndivisi | 1,800,000 | 0 | Completion of four classes-floor screed, part roofing, painting | 1,000,000.00 | ongoing |
| 21 | Sinoko Secondary School | Ndivisi | 1,600,000 | 1,000,000 | Completion of Library Block-ceiling and shelf finishes | 500,000.00 | ongoing |
| 22 | Assistant Chiefs Office Lutacho | Ndivisi | 5,000,000 | 0 | Construction Chiefs Office-up to substructure, walling and roofing | 2,000,000.00 | New |
| 23 | Chiefs Office Maraka | Maraka | 5,496,154 | 1,000,000 | Completion of chiefs office-walling, roof covering, rain water installation, windows doors, finishes, electrical installation and mechanical works | 4,496,154.00 | ongoing |
| 24 | Secondary Bursaries | Constituency | 10,000,000 | 0 | To cater for education bursary for needy and deserving secondary school students in the constituency | 14,260,218.90 | New |
| 25 | Tertiary Bursaries | Constituency | 15,000,000 | 0 | To cater for education bursary for needy and deserving tertiary school students in the constituency | 13,000,000.00 | New |
| 26 | Employee salaries office admin | Constituency | 4,606,452.00 | 0 | Payment of NG-CDF staff salaries and gratuity | 4,606,452.00 | New |
| 27 | Goods and services office admin | Constituency | 715,502.00 | 0 | NG Advertisements, publications, and public awareness, office utility bills, stationery and motor vehicle operating costs | 715,502.00 | New |
| 28 | NSSF office admin | Constituency | 102,000.00 | 0 | Payment of NSSF deductions | 102,000.00 | New |
| 29 | NHIF office admin | Constituency | 84,000.00 | 0 | Payment of NHIF deductions | 84,000.00 | New |
| 30 | Committee expenses office admin | Constituency | 800,000.00 | 0 | Payment of sitting allowances, transport and conferences | 800,000.00 | New |
| 31 | Emergency | Constituency | 5,738,993.50 | 0 | Unallocated amount to be available for emergencies that may occur within the constituency | 5,738,993.50 | New |
| 32 | Monitoring and evaluation NG-CDFC/PMC capacity building | Constituency | 1,500,000.00 | 0 | Monitoring & evaluation goods and services committee expenses NG-CDFC/PMC capacity building | 1,500,000.00 | New |
| 33 | Committee expenses | Constituency | 700,000.00 | 0 | Payment committee sitting allowances, transport and conferences | 700,000.00 | New |
| 34 | Goods and services | Constituency | 700,000.00 | 0 | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence | 700,000.00 | New |
| 35 | Environment | Constituency | 250,000 | 0 | Planting of trees at NG- CDF office compound in Webuye | 250,000 | New |
| 36 | Sports | Constituency | 500,000 | 0 | Purchase of Equipments for winning teams in soccer tournaments Ndivisi Ward Team, Mihuu Ward Team, Maraka Team | 500,000 | New |
|  | **TOTAL** |  |  |  | **109,040,875.40** | |  |

The members also resolved that

1. Projects below 5million should be awarded to contractors from Webuye East
2. Bricks were allowed to be used for construction to reduce cost.

**NG-CDFC/WEBY.E/MIN-04/21/11/2018- BANK RECONCILIATIONS.**

Bank reconciliations for July, August, September and October 2018 were presented by the F.A.M .They were approved details on D3, D4 and D5

**NG-CDFC/WEBY.E/MIN-05/21/11/2018- EXPENDITURE RETURNS**

The Expenditure returns for July, August, September and October 2018 were presented by F.A.M and approved by the committee details on D6.

**NG-CDFC/WEBY.E/MIN-06/21/11/2018- ASSET REGISTER-30TH JUNE 2018**

Assets register of 42,080,596 was presented by F.A.M. The committee approved of the same details on D7

**NG-CDFC/WEBY.E/MIN-07/21/11/2018- APPROVAL OF PAYMENTS**

1. The members approved committee allowances of Kshs 50,000

There being no other items for discussion the meeting ended at 1:45 pm with a closing prayer by Lincoln Barasa

**MINUTES SIGNED FOR CIRCULATION**

NG-CDFC CHAIRMAN ………………………….. DATE……………………………..

NG-CDFC SECRETARY…………………………..DATE………………………………

**MINUTES SIGNED AT THE NEXT MEETING**

NG-CDFC CHAIRMAN ………………………….. DATE……………………………..

NG-CDFC SECRETARY…………………………..DATE……………………………….