

**MINUTES OF WEBUYE EAST NG-CDFC MEETING HELD ON 30TH OCTOBER 2019
AT NG-CDF BOARDROOM AT 9:00 AM.**

NG-CDFC MEETING 2 FY 2019 /2020

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 2019/2020
4. Staff gratuity and Staff salaries
5. Emergency
6. Approval of payments

MEMBERS PRESENT

- | | | |
|----------------------|---|-----------|
| 1. Herbert Enos Holi | - | Chairman |
| 2. Allan Rotich | - | FAM |
| 3. Wilson N. Wekesa | - | Secretary |
| 4. Elizabeth Wanji | - | Member |
| 5. Anne Simiyu | - | Member |
| 6. Wilson Mwanzia | - | Member |
| 7. John Smith Muyira | - | Member |
| 8. Esther Kasisi | - | Member |
| 9. Chaka Nyamawi | - | DCC |

IN ATTENDANCE

- | | | |
|---------------------|---|------|
| 1. Lincoln Barasa | - | COM |
| 2. Martin Namawanga | - | DCOM |

PRELIMINARIES

Prayer

The Chairman called the meeting to order at 9:30 am with a word of prayer from Lincoln Barasa.



Apologies

No apologies recorded.

Adoption of agenda

The Agenda for the meeting was adopted after being proposed by Anne Simiyu and seconded by Esther Kasisi.

Communication from the Chair

The Chairman welcomed members to the meeting and ushered them to contribute openly to the agenda before them .

NG-CDFC/WEBY.E/MIN-01/30/10/2019- READING AND CONFIRMATION OF PREVIOUS MINUTES.

The minutes of the previous meeting held on 31ST July 2019 were read and confirmed as a true record of the deliberations after being proposed by Elizabeth Wanji and seconded by Wilson Mwanzia.

NG-CDFC/WEBY.E/MIN-02/30/10/2019- MATTERS ARISING

1.Bursary

Mr. Wilson Mwanzia sort to know whether the new application forms were in use and whether applications were being received. In response the FAM reported the new forms were not ready and that when they are ready there will be a meeting to launch the use of the same .on why bursary disbursement especially for universities and colleges had taken too long ,the FAM said, they had discovered that some applicants were not genuine and hence there was need for careful scrutiny of the lists. The process caused the delay.

NG-CDFC/WEBY.E/MIN-03/30/10/2019-PROJECT PROPOSALS

The Chairman briefed members that the committee is required to submit project proposals for the financial year 2019/2020.As per the circular received from the board, the Fund Account Manager told members that the constituency had been allocated a total of **Kshs. 137,367,724.14**. After a brief overview of guidelines and eligibility of projects by the Fund Account Manager, the committee deliberated on project proposals from every ward and agreed on the following projects to be funded in the Financial Year 2019/2020.

After lengthy deliberations the committee approved the project proposals for 2019/2020 after being proposed by John Smith Muyira and seconded by Ann Simiyu .The projects were as follows;



NO	Project Name	Project Activity	Allocated Amount	Remarks
1	Mukhuyu Fym Primary School	Completion of reinforcement of tuition Block-painting, electrical installation and glazing	613,130.00	Ongoing
2	Nabuyole Pefa Primary School	Completion of 6 Classrooms storey building-glazing, finishes, painting ,electrical installation and excavation and construction of ablution block	2,301,235.68	Ongoing
3	Sambu Central Primary School	Payment of Variation and extra works	2,293,176.00	Ongoing
4	Lufwindiri primary School	Completion of 3 Classrooms-floor screeding, plastering, fabrication, painting ,glazing and electrical works	1,500,000.00	Ongoing
5	Lumuli Primary School	Completion of 3 Classrooms-floor screeding ,fabrication, plastering ,painting ,glazing and electrical works	1,500,000.00	Ongoing
6	Lutacho Primary School	Completion of 80 Capacity Dorm-glazing, fabrication ,painting ,electrical installation and finishes	1,700,000.00	Ongoing
7	Sambu PAG Primary School	Completion of 6 classrooms storey Block-floor screeding ,plastering ,painting ,fabrication ,glazing and electrical works	10,000,000.00	Ongoing
8	Lutacho Secondary School	Completion of Dining Hall Of 600 Pax - roof covering ,floor screeding ,plastering ,painting ,fabrication ,glazing and electrical works	10,000,000.00	Ongoing
9	Mitukuyu Friends Secondary School	Completion of 3 Classrooms-floor screeding ,plastering ,fabrication, painting ,glazing and electrical works	1,500,000.00	Ongoing
10	Mihuu Secondary School	Completion of Septic Tank of 90 cubic meters capacity	1,562,532.00	Ongoing
11	St. Johns Savanna Secondary School	Completion of 3 Classrooms-floor screeding ,fabrication, plastering ,painting ,glazing and electrical works	1,500,000.00	Ongoing
12	Magemo Friends Secondary School	Completion of Library-roofing, fabrication, plastering, painting, glazing, floor screeding, ceiling, electrical works and finishes	2,309,219.60	Ongoing
13	Wabukhonyi Secondary School	Completion of 3 Classrooms-floor screeding ,plastering ,fabrication, painting ,glazing and electrical works	1,500,000.00	Ongoing



14	Sinoko Secondary School	Completion of Library Block-ceiling and shelf finishes	1,059,480.80	Ongoing
15	Katumi Primary School	Purchase of 2 acres of land and Title deed processing	2,200,000.00	Ongoing
16	Njata Primary School	Compensation of properties and Title deed processing	250,000.00	Ongoing
17	St. Cecilia Girls Secondary School	Completion of storey dormitory building	3,000,000.00	Ongoing
18	Assistant Chiefs Office Lutacho	Completion Chiefs Office- walling ,floor screeding ,plastering ,fabrication, painting ,glazing and electrical works	2,458,646.00	Ongoing
19	Webuye ACK Primary School	Construction of 6 no. Storey classrooms up to roofing level	6,000,000.00	New
20	St. Francis Magemo Secondary School	Purchase of 52 seater School Bus	7,200,000.00	New
21	Malomonye Primary School	Construction of 3 Classrooms up to roofing level	2,500,000.00	New
22	Misemwa Secondary School	Construction of an Ablution Block and a septic tank	1,500,000.00	New
23	Mabele Primary School	Construction of 3 Classrooms up to roofing level	2,500,000.00	New
24	Masindu Secondary School	Construction of 3 Classrooms up to roofing level	2,500,000.00	New
25	Nabuyole Friends Secondary School	Construction of 3 Classrooms up to roofing level	2,500,000.00	New
26	Muji Primary School	Construction of 3 Classrooms up to roofing level	2,000,000.00	New
27	Bakisa Girls Secondary School	Purchase of 3 acres of Land and processing of title deed	3,000,000.00	New
28	Namarambi Secondary School	Construction of a Twin Laboratory up to roofing level	3,000,000.00	New
29	Secondary Bursaries	To cater for education bursary for needy and deserving secondary school students in the constituency	19,260,000.00	New



30	Tertiary Bursaries	To cater for education bursary for needy and deserving tertiary school students in the constituency	18,000,000.00	New
31	Employee salaries office admin	Payment of NG-CDF staff salaries and gratuity	3,606,452.00	New
32	Goods and services office admin	NG Advertisements, publications, and public awareness, office utility bills, stationery and motor vehicle operating costs	2,342,011.00	New
33	NSSF office admin	Payment of NSSF deductions	189,600.00	New
34	NHIF office admin	Payment of NHIF deductions	104,000.00	New
35	Committee expenses office admin	Payment of sitting allowances, transport and conferences	1,800,000.00	New
36	Emergency	Unallocated amount to be available for emergencies that may occur within the constituency	7,198,241.38	New
37	Monitoring and evaluation NG-CDFC/PMC capacity building	Monitoring & evaluation goods and services committee expenses NG-CDFC/PMC capacity building	2,101,725.00	New
38	Committee expenses	Payment committee sitting allowances, transport and conferences	1,008,618.00	New
39	Goods and services	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence	809,656.68	New
40	Environment	Planting of trees at Ass. Chief's Office Lutacho, Ass. Chiefs Office Maraka ,Sambu P.A.G Primary School ,Lufwindiri Primary School and Mahanga Primary School	500,000	New
41	Sports	Purchase of Equipments for winning teams in soccer tournaments Ndivisi Ward Team, Mihuu Ward Team, Maraka Team	500,000	New
	TOTAL		137,367,724.14	



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However the committee also identified the following projects which require urgent consideration for funding

MARAKA WARD

- Khamoto Secondary School (Land)
- Muji Primary School
- Maraka Pefa Primary School
- Nzoia Primary School (Classrooms)

MIHUU WARD

- Sirende Primary School (Purchase of Land)
- Bakisa Girls Secondary School (Purchase of 3 acre Land)
- Sipala Secondary School (Renovation of dorm)
- Mabele Primary School (Renovation of Classes)
- Nabuyole Secondary School (Classrooms)
- Masindu Secondary School (Classrooms)

NDIVISI WARD

- Kwena Primary School (Classrooms)
- Namarambi Secondary School (Lab)
- Misemwa Secondary School (Ablution Block Septink tank)
- Misemwa Primary School (some classrooms condemned water borehole)

NG-CDFC/WEBY.E/MIN-04/30/10/2019- STAFF GRATUITY AND SALARIES

The committee approved staff gratuity as follows;

NO	NG-CDF STAFF NAMES	BASIC SALARY ANNUALLY	3190 GRATUITY	PERIOD (YEARS)	TOTALS	ADVANCE	NET PAY
1	MUMIA JACKSON NYONGESA	11840x12 =142080	44044.80	3	132,134.40	-	132,134.40
2	ZAZADA ERIC WAFULA	15030x12 =180360	55911.60	3	167,734.80	70,000	97,730.80
3	MAWELELE ALEXINA NELIMA	23340x12 =280080	86824.80	3	260,474.4	-	260,474.4
4	WANYONYI CAROLINE NAKHUMICHA	26520x12 =318240	98654.80	3	295,963.20	125,000	170,963.20
	TOTAL						661,302.80

On staff salaries the committee resolved to affection the conversation as for the Ministry’s Circular dated 2nd July 2019 once the funds for 2019/2020 financial year have been received. In the meantime the staff to be paid under the current rates and all arrears settled once conversion has been effected.

The committee further renewed the contract of casual for a period of 3 months from 1st Oct to 31st December 2019.



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NG-CDFC/WEBY.E/MIN-05/30/10/2019- EMERGENCY FUNDING

The committee approved emergency funding after being proposed by Elizabeth Wanji and seconded by Esther Kasisi as follows

1. BAKISA GIRLS SECONDARY SCHOOL

Purchase of 8 big tables and 16 Schools Chairs at Ksh 152,000

2. LUMULI S.D.A PRIMARY SCHOOL

Purchase of 43 iron sheets to reroof damaged classrooms

NG-CDFC/WEBY.E/MIN-06/30/10/2019-APPROVAL OF PAYMENTS

The members approved Kshs 52,000 for their allowances



There being no other items for discussion the meeting ended at 1:00 pm with a word of prayer from JohnSmith Muyira.

MINUTES SIGNED FOR CIRCULATION

NG-CDFC CHAIRMAN *John Smith* DATE *31/10/2019*

NG-CDFC SECRETARY *John Smith* DATE *31/10/2019*

MINUTES SIGNED AT THE NEXT MEETING

NG-CDFC CHAIRMAN *John Smith* DATE

NG-CDFC SECRETARY *John Smith* DATE

