**WEBUYE WEST NG-CDFC MEETING HELD ON 7TH NOVEMBER 2018 AT THE CDF BOARDROOM AT 9:00 AM.**

**NG-CDFC MEETING 4**

**PRELIMINARIES**

1. Prayer

2. Introduction

3. Apologies

3. Adoption of Agenda

4. Chairman’s remarks

**AGENDA**

|  |
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| 1. Reading and confirmation of previous minutes  |
| 2. Matters arising3.2018/2019 Project proposals4. Service charter5. M&E report6. Audit report status7. Staff reports |

**MEMBERS PRESENT**

1. PETER AMUTALLAH CHAIRMAN

2. ESTHER SIMIYU SECRETARY

3. GEORGE SHIBANDA FAM

4. BENAIAH NGOYA MEMBER

8. KIZITO KISIANG’ANI MEMBER

9. DORCAS N. NABAYI MEMBER

10. MARY BUTASI MEMBER

**IN ATTENDANCE**

1. ANDREW NGEYWA COM
2. ELIUD WEPUKHULU MEMBER
3. EZEKIEL MUGITA SUB COUNTY ACCOUNTANT

**ABSENT WITH APOLOGY**

1. WYCLIFFE LANGAT DCC

2. EMMANUEL BARASA MEMBER

 **NG-CDFC WBY.W/MIN-01/07/011/18 PRELIMINARIES**

The meeting was called to order at 10:00am with a word of prayer from Dorcas Munyole.The chairman welcomed members to the meeting by thanking them for keeping time.

**NG-CDFC WBY.W/MIN-02/07/011/18 READING AND CONFIRMATION OF**

**PREVIOUS MINUTES**

The secretary read minutes of the previous meeting which were proposed by Benaih Ngoya and seconded by Dorcas Nabayi, it was unanimously confirmed by members as a true record of deliberations.

**Matters arising**

There were no matters that arose after reading and confirmation of the previous minute.

**NG-CDFC WBY.W/MIN-03/07/011/18 PROJECT PROPOSAL**

* The committee to focus on ongoing projects up to completion.
* The committee agreed to majority big four agendas, they emphasized on the agendas e.g paying bursary for K.M.T.C students to enable them achieve their career.
* They approved the proposal submitted as per ward and all on administrative and committee activities, as proposed by Kizito Kisiang’ani and seconded by Mary Butasi and unanimously confirmed by the committee.
* This was the agreed proposal as below and fund manager requested to code and submit

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| --- |
| **WEBUYE WEST NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND PROJECT PROPOSALS 2018/19** |
| **NO** | **Project Name**  | **ward** | **Project activity**  | **Balance to complete** | **Current Status**  |
| 1 | Webuye Muslim Pry sch | Matulo | **Completion of 1 storey block of 6 classrooms** plasterworks, glazing Painting and finishes. | 1,500,000.00 | Ongoing |
| 2 | Bunang’eni Pry sch | Misikhu | **Completion of 3 classrooms** Painting and finishes | 243,232.00 | Ongoing |
| 3 | Manani RC pry sch | Misikhu | **Completion of 1 storey block of 6 classrooms** Walling, Roofing, plasterworks, glazing Painting and finishes. | 6,000,000.00 | Ongoing |
| 4 | Yalusi primary school | Sitikho | **Completion of 3 classrooms** Plasterworks, glazingPainting and finishes | 1,549,556.40 | Ongoing |
| 5 | Chengoli Pry School | Misikhu | **Construction of 3 Classrooms** -up to roof covering | 2,500,000.00 | New |
| 6 | Matulo RC Primary | Matulo | **Construction of 3 Classrooms-**up to roof covering | 2,500,000.00 | New |
| 7 | Ngachi SA Pry School | Sitikho | **Construction of 3 Classrooms-**up to roof covering | 2,500,000.00 | New |
| 8 | Mahanga FYM Pry School | Bokoli | **Construction of 6 Classes 1 storey block** –up to 1st floor slab | 6,500,000.00 | New |
| 9 | Maloho RC Pry School | Bokoli | **Construction of 3 Classrooms**-up to roof covering | 2,500,000.00 | New |
| 10 | Bukunjangabo Pry Sch | Sitikho | **Construction of 3 Classrooms**-up to roof covering | 2,500,000.00 | New |
| 11 | Bunjosi FYM Pry School | Misikhu | **Construction of 3 Classrooms-**up to roof covering | 2,500,000.00 | New |
| 12 | Sambu Pefa Lukuku Pry School | Bokoli | **Completion of one classroom** Plaster works and screed  | 200,000.00 | New |
| 13 | Misikhu Friends Boys High sch  | Misikhu | **Completion of 80 capacity dorm, Plasterworks**, mechanical works, glazing Painting and finishes | 3,362,885.00 | Ongoing |
| 14 | Ngwelo Sec School | Sitikho | **Completion of dininghall and kitchen** Plasterworks, glazingPainting and finishes | 500,000.00 | Ongoing |
| 15 | Chebosi Girls sec School | Bokoli | **Completion of 320 capacity adormitory** Walling first floor, Roofing, plasterworks, glazing  | 27,000,000.00 | Ongoing |
| 18 | Brenda Girls Sec School Misikhu | Misikhu | Purchase of Land 1 acre | 993,536.72 | New |
| 19 | Bokoli chiefs office | Bokoli | **Completion of chief’s office** roofingplastering, Floor screed | 2,800,000.00 | Ongoing |
| 20 | Township chief’s office Webuye | Matulo | **Construction of 15 cubic meters sceptic at chiefs office** | 300,000.00 | New |
| 21 | Secondary Bursaries  | Constituency | To cater for education bursary for needy and deserving secondary school students in the constituency | 14,260,218.90 | New |
| 22 | Tertiary Bursaries  | Constituency | To cater for education bursary for needy and deserving tertiary school students in the constituency | 13,000,000.00 | New |
| 23 | Employee salaries office admin | Constituency | Payment of NG-CDF staff salaries and gratuity  | 3,606,453.00 | New |
| 24 | Goods and services office admin | Constituency | NG Advertisements, publications, and public awareness, office utility bills, stationery and motor vehicle operating costs | 1,750,000.00 | New |
| 25 | NSSF office admin | Constituency | Payment of NSSF deductions | 102,000.00 | New |
| 26 | NHIF office admin | Constituency | Payment of NHIF deductions | 84,000.00 |   |
| 27 | Committee expenses office admin | Constituency | Payment of sitting allowances, transport and conferences | 1,000,000.00 | New |
| 28 | Emergency | Constituency | Unallocated amount to be available for emergencies that may occur within the constituency | 5,738,993.50 | New |
| 29 | Monitoring and evaluation NG-CDFC/PMC capacity building | Constituency | Monitoring & evaluation goods and services committee expenses NG-CDFC/PMC capacity building | 1,800,000.00 | New |
| 30 | Committee expenses | Constituency | Payment committee sitting allowances, transport and conferences | 500,000.00 | New |
| 31 | Goods and services | Constituency | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence | 500,000.00 | New |
| 32 | Environment | Constituency | Planting of trees at NG- CDF office compound 1.5 acres in Matisi 2500 K-yaple seedlings | 250,000.00 | New |
| 33 | Sports | Constituency | **Purchase of Equipments** for winning teams in soccer tournaments Misikhu ward Team, Bokoli ward Team, Sitikho ward Team and Matulo ward Team | 500,000.00 | New |
|  | **TOTAL** |  |  | **109,040,875.52** |  |

**NG-CDFC WBY.W/MIN-04/07/011/18 SERVICE CHARTER**

1. The FAM tabled the agenda by rising up the matter of office issues and how the service is supposed to be run.
2. Service charter to be put on noticeboard (display).
3. The service charter was proposed was proposed by Beneah Ngoya and seconded by Dorcas Munyole and thereafter the committee agreed on facilitation of the activity.

**NG-CDFC WBY.W/MIN-05/07/011/18 AUDIT REPORT STATUS**

Audit report was discussed both from KENAO and the board and the committee was satisfied with the way the audit queries are well answered.

**NG-CDFC WBY.W/MIN-06/07/011/18 OFFICE REPORT**

The staff reports will be presented in the next meeting, over project status, financial status, complains and office returns.

Bursary applicants report was as follows as at 6th November 2018/2019

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **WARDS** | **SECONDARY**  | **TERTIARY** | **UNIVERSITY** | **TOTAL** |
| 1 | **BOKOLI** | 256 | 74 | 59 | **389** |
| 2 | **MISIKHU** | 184 | 50 | 47 | **281** |
| 3 | **MATULO** | 197 | 54 | 62 | **313** |
| 4 | **SITIKHO** | 163 | 40 | 19 | **222** |
|  | **TOTAL** | **800** | **218** | **187** | **1205** |

Bursary applicants report as at 23rd November 2018/2019

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **WARDS** | **SECONDARY**  | **TERTIARY** | **UNIVERSITY** | **TOTAL** |
| 1 | **BOKOLI** | 223 | 69 | 56 | **348** |
| 2 | **MISIKHU** | 176 | 47 | 44 | **267** |
| 3 | **MATULO** | 172 | 49 | 52 | **273** |
| 4 | **SITIKHO** | 158 | 40 | 19 | **217** |
|  | **TOTAL** | **729** | **205** | **171** | **1105** |

**NG-CDFC WBY.W/MIN-07/07/011/18 M & E REPORT**

* The committee adopted the report and gave directive to the institutions that have not acquired title deeds to ;
1. No more funding to schools that have not submitted tittle deeds.
2. Follow up on the schools that have not met the deadline of submission of the tittle deeds.
3. The M&E team to revisit the projects ongoing and schools with land issues.

**NG-CDFC WBY.W/MIN-08/07/011/18 PROJECT SITE INSPECTION FOR C.D.F TOILETS**

The committee visited the site and confirmed the works paid.

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

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

**MINUTES SIGNED AT THE NEXT MEETING**

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

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