

MINUTES OF KIMILILI NG-CDFC HELD ON 3RD NOVEMBER 2020 HELD IN THE KIMILILI NG-CDF BOARDROOM

MEMBERS PRESENT

1. PHILIP MUTAI- CHAIRMAN/ACC
2. PETER AGOI KIBISU- SECRETARY/FAM
3. HILLARY WAFULA - CDFC MEMBER
4. WYCLIFFE SIMIYU- CDFC MEMBER
5. ENOCK OBWAKA- CDFC MEMBER
6. CELESTINE WALIAULA- CDFC MEMBER
7. ELIZABETH WEKESA- CDFC MEMBER
8. MARY MUNANDA- CDFC MEMBER
9. JACKLYNE KITUI- CDFC MEMBER
10. DANIEL MULONGO- CDFC MEMBER

AGENDA

1. Adoption of the agenda
2. Preliminaries
3. Inauguration of the committee
4. Election of Chairman and Secretary
5. Change of signatories
6. Submission of proposals for FY 2020/2021, Kshs. 137,088,879.31.

MIN 266 KIM NG-CDFC 03/11/2020 PRELIMINARIES.

The chairman called the meeting to order and requested Mr. Wycliffe Simiyu to give a word of prayer at 10:50 a.m. He informed the members that he was the acting chairman and the FAM is the acting secretary now the committee is newly appointed.

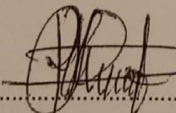
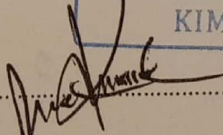
MIN 267 KIM NG-CDFC 03/11/2020 ADOPTION OF THE AGENDA

The secretary read through the content of the agenda for the day. The agenda was adopted as a basis for discussion.

MIN 268 KIM NG-CDFC 03/11/2020 INAUGURATION

The chairman welcomed the members and thanked them for their coming. He led the members to do a self-introduction. The chairman welcomed the FAM to give his views, He congratulated the members for the appointment and welcomed them officially to serve the people of Kimilili on the matters of development. He also informed them that their contract lasts for two years, which can be renewed or terminated. He encouraged the members to go through the NG-CDF Act and familiarize themselves with the responsibilities and mandate of NG-CDFC members. The FAM informed members to adhere to Constitution of Kenya 2010 Chapter 6 on leadership and integrity now that they are public officers.

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He also informed members that the office will organize for a capacity building training which will be discussed later. He informed them that they are not employed and not entitled salaries but allowances of KShs. 5,000.00 and the chairman will get KShs. 7,000.00. They are also entitled to allowances when they go for Monitoring & Evaluation or any other official duties assigned to them by the office. He informed them that they needed to form sub committees. He finally encouraged the members to enhance teamwork.

MIN 269 KIM NG-CDFC 03/11/2020 ELECTION OF OFFICIALS

The chairman informed the members that they need to elect the chairman and the secretary. Hillary Wafula was proposed by Enock Obwaka and seconded by Mary Naswa and members anonymously agreed. They had also to observe gender balance and Wycliffe Simiyu proposed Celestine Waliaula, she was seconded by Elizabeth Wekesa, members anonymously agreed.

The acting chairman welcomed the elected chairman to give his remarks. The elected chair invited the secretary first to give her views, she thanked the members for electing her as the secretary and encouraged them to work as a team.

The chairman thanked the members and encouraged them to always consult each other in everything they need to do and work as a team for them to achieve their goals. He told the secretary to create a channel on WhatsApp so that they use it to air out their views and issues.

He encouraged them to be good representatives of the M.P. to the community

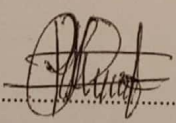
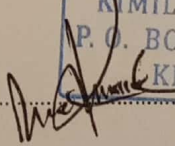
MIN 270 KIM NG-CDFC 03/11/2020 CHANGE OF BANK SIGNATORIES

Following the transfer of the FAM Mr. Julius Oketch and now that Mr. Patrick Osito Juma signatory had gone with the last regime, it was agreed that the following be introduced as the mandatory signatories of the Kimilili NG-CDF Cooperative Bank Kimilili Branch Acc. No. 01141470264700, the Sub county District Accountant and Mr. Hillary Wafula were to remain.

NAME	I.D NO	DESIGNATION	PHONE NO.
Mr. Peter Agoi Kibisu	10884527	F.A.M	0743807499
Mrs. Celestine Waliaula	27364560	NG-CDFC Secretary	0706169414
Mr. Hillary B.W Wafula	3463204	NG-CDFC Chairman	0712498755
Zacharia Anangwe	2484898	Sub-County District Accountant	0722704794

MIN271KIM NG-CDFC 03/11/2020 SUBMISSION OF PROPOSALS FOR FY 2020/2021, KSH. 137,088,879.31.

The F.A.M took the members through the compiled project proposals as received from the members for confirmation and approval. The committee reviewed the pending ongoing projects and prioritized them, the proposal was approved as below: -

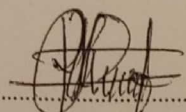
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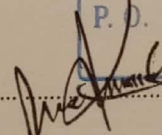
PROJECT PROPOSAL 2020-2021 FINANCIAL YEAR

Project Name	Project Number	Original Cost	Activity	Amount	Status
Administration/ Recurrent AP1					
Employees' Salaries	4-039-223-2110000-100-2020/21-001	3,332,334.48	Payment of staff salaries@ Kshs 2,100,000 and gratuity @ Kshs 1,277,151.48	3,377,151.48	New
Goods and Services	4-039-223-2210000-100-2020/21-002	710,000.00	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea, etc.	710,000.00	New
NSSF	4-039-223-2120101-100-2020/21-003	103,200.00	Payment of NSSF Deductions	103,200.00	New
NHIF	4-039-223-2120201-100-2020/21-004	76,800.00	Payment of NHIF Deductions	76,800.00	New
Committee Expenses	4-039-223-2210802-100-2020/21-005	810,000.00	Payment of Committee sitting allowances, transport, conferences	810,000.00	New
Monitoring & evaluation AP2					
Goods and Services	4-039-223-2210000-111-2020/21-001	504,154.02	Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence,	504,154.02	New
Committee Expenses	4-039-223-2210802-111-2020/21-002	803,523.50	Payment of Committee sitting allowances, transport, conferences	803,523.50	New
CDFC/PMC Capacity Building	4-039-223-2210700-111-2020/21-003	891,660.41	Undertake Training of the PMCs/CDFCs/Staff on CDF Related issues	891,660.41	New
Emergency					
Emergency	4-039-223-2640200-101-2020/21-001	7,192,206.90	To cater for any unforeseen occurrences in the constituency during the financial year	7,192,206.90	New
Environment					

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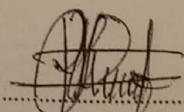


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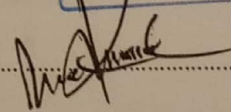
Environment	4-039-223-2640509-110-2020/21-001	500,000.00	Construction of 6 Door pit latrine with urinal at Bituyu Secondary School to completion. (setting out, foundation laying, floor slab casting, walling, roofing, plaster work and fittings to completion	500,000.00	New
Sports					
Sports	4-039-223-2640509-112-2020/21-001	500,000.00	To carry out a constituency sports tournament where the winning teams will be awarded with balls, uniforms and trophies where facilitation of the tournament @ Kshs 300,000 and Purchase of balls, uniforms, trophies and equipments @ Kshs 200,000	500,000.00	New
Bursary					
Bursary to Secondary Schools	4-039-223-2640101-103-2020/21-001	12,000,000.00	Payment of bursary to needy students in secondary schools	12,000,000.00	Ongoing
Bursary to tertiary institutions	4-039-223-2640101-103-2020/21-002	8,000,000.00	Payment of bursary to needy students in tertiary institutions	8,000,000.00	Ongoing
SECONDARY SCHOOLS					
Chesamisi High School	4-039-223-2630205-104-2020/21-001	8,000,000.00	Completion of 90 student capacity twin laboratory-roofing and general fittings plastering and painting to completion	2,800,000.00	Ongoing

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Kamukuywa Township High Sch.	4-039-223-2630205-104-2020/21-002	6,300,000.00	Purchase of 1 acre of land inclusive of processing title deed	1,000,000.00	New
PRIMARY SCHOOLS					
Kitayi Primary School	4-039-223-2630204-104-2020/21-001	4,000,000.00	Renovation of 10 Classrooms,(Replacing roofing, windows, doors and paintworks)	4,000,000.00	New
Allan Bradley primary school	4-039-223-2630204-104-2020/21-002	1,200,000.00	Purchase of 1 acre of land inclusive of processing title deed	1,200,000.00	New
Nasianda Primary school	4-039-223-2630204-104-2020/21-004	14,441,304.00	Additional funding for completion of 8 Classrooms (Storey) 2nd Floor walling, roofing, plastering of 1st Floor and painting to completion	1,441,304.00	Ongoing
Sango Baptist Primary School	4-039-223-2630204-104-2020/21-005	12,856,647.00	Additional funding for completion of 8 Classrooms (Storey) 2nd Floor walling, roofing, plastering of 1st Floor and Second Floor).	6,000,000.00	Ongoing
Sango Baptist Primary School	4-039-223-2630204-104-2020/21-006	2,400,000.00	Completion of 2 classrooms plaster, flooring and painting.	900,000.00	Ongoing
Kikwechi Primary School	4-039-223-2630204-104-2020/21-007	2,400,000.00	Completion of 2 classrooms plaster, flooring and painting.	500,000.00	Ongoing
Chesamisi fym primary school	4-039-223-2630204-104-2020/21-008	2,000,000.00	Completion of renovation works on 5 classrooms, plastering and painting to completion(previous funding FY 2016/17)	1,000,000.00	Ongoing

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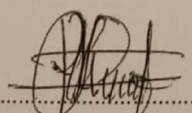
Maeni Primary School	4-039-223-2630204-104-2020/21-009	4,800,000.00	Construction of 4 Classrooms,(setting out, foundation laying, floor slab casting, walling, roofing and plaster work	4,800,000.00	New
Chesamisi fym primary school	4-039-223-2630204-104-2020/21-010	14,000,000.00	Additional funding for completion of 8 Classrooms (Storey)plastering of 1st Floor, 2nd Floor walling, and roofing	7,800,000.00	Ongoing
Kamukuywa FYM primary school	4-039-223-2630204-104-2020/21-011	14,000,000.00	Construction of 8 No Classrooms (Storey). -Foundation setting, Slab casting, walling and roofing	10,000,000.00	New
Kibingei Primary school	4-039-223-2630204-104-2020/21-012	6,000,000.00	Construction of 5 Classrooms,(setting out, foundation laying, floor slab casting, walling, roofing and plaster work	5,000,000.00	New
Siuna Primary school	4-039-223-2630204-104-2020/21-013	11,200,000.00	Construction of 9 Classrooms for 10,800,000(setting out, foundation laying, floor slab casting, walling, roofing, plaster work and fittings to completion and 4 Door pit latrine with urinal to completion. for (400,000) (setting out, foundation laying, floor slab casting, walling, roofing, plaster work and fittings to completion	11,200,000.00	New
Buko Primary School	4-039-223-2630204-104-2020/21-014	12,000,000.00	Construction of 10 Classrooms (setting out, foundation laying, floor slab casting, walling, roofing and plaster work	10,500,000.00	New

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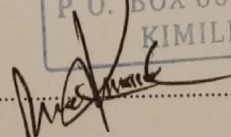
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Musembe Primary School	4-039-223-2630204-104-2020/21-015	10,800,000.00	Construction of 9 Classrooms to completion setting out, foundation laying, floor slab casting, walling, roofing, plaster work and fittings to completion	10,800,000.00	New
Didmus Barasa Primary school	4-039-223-2630204-104-2020/21-016	9,600,000.00	Construction of 8 Classrooms for (setting out, foundation laying, floor slab casting, walling and roofing.	5,465,000.00	New
Didmus Barasa Primary school PUNDA PRI	4-039-223-2630204-104-2020/21-017	900,000.00	Purchase of 1 acre of land inclusive of processing title deed	900,000.00	New
Kimilili DEB Primary School	4-039-223-2630204-104-2020/21-018	14,000,000.00	Construction of 8 no classrooms (1 Storey). (1st phase foundation, walling, 1st floor slab casted, Walling and roofing for (10,400,000.00)and Construction of an Administration block to completion comprising of 3 roomed offices and 1 staffroom for Ksh. 2,600,000.00	7,000,000.00	New
Matisi primary school	4-039-223-2630204-104-2020/21-019	8,890,006.00	Additional funding for Completion of 6 Classrooms. (Roofing, plaster work and fittings and Painting to completion)	1,090,006.00	Ongoing
Makhonge primary school.	4-039-223-2630204-104-2020/21-020	8,847,507.00	Additional funding for Completion of 6 Classrooms. (Roofing, plaster work and fittings and Painting to completion)	1,047,507.00	Ongoing
Allan Bradley primary school	4-039-223-2630204-104-2020/21-022	8,734,190.00	Additional funding for Completion of 6 Classrooms. (Roofing, plaster work and	934,190.00	Ongoing

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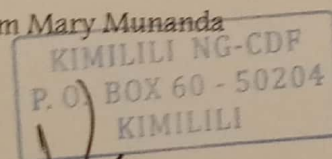
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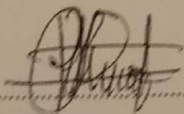


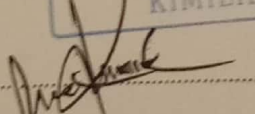
			fittings and Painting to completion)		
Misikhu Main Primary School	4-039-223-2630204-104-2020/21-023	8,821,530.00	Additional funding for Completion of 6 Classrooms.(Roofing, plaster work and fittings and Painting to completion)	1,021,530.00	Ongoing
Namakhele Primary School	4-039-223-2630204-104-2020/21-002	8,820,646.00	Additional funding for Completion of 6 Classrooms.(Roofing, plaster work and fittings and Painting to completion)	820,646.00	Ongoing
TERTIARY INSTITUTION					
ICT Centre	4-039-223-2630206-104-2020/21-001	4,400,000.00	Additional rooms (studio room and Library) @ 2,000,000 - setting out, foundation laying, floor slab casting, walling, roofing, plaster work fittings and painting to completion and Furnishing @ @,2,200,000 - Studio -furniture, Audio computers, Controllers, Monitors, Mixers, Studio Arm Mic Stands, Micro phones/stands , Electronic drum kits, Carpet, Ventilators, head phones, pop filters/reflection filters, Bass traps, studio rack mounts, guitars, key board and sound proof wall insulation.	4,400,000.00	New
TOTAL				137,088,879.31	

The chair person then tasked the FAM to fast track the process of submission to the board for approval.

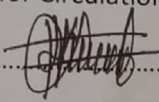
There being no other business the meeting ended with a word of prayer from Mary Munanda at 12:00 p.m.



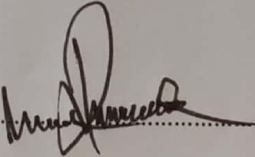
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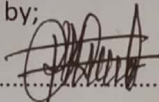
Signed..........Date.....4/11/2020.....

Chairman


Signed..........Date.....4/11/2020.....

Secretary

Confirmed by;

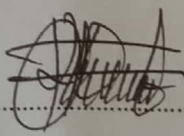
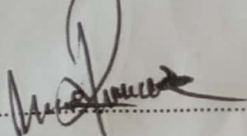
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Secretary

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