**TONGAREN NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND**

**P.O. BOX 214-50211 NAITIRI**

**MINUTES OF NG-CDFC MEETING HELD ON 11TH DECEMBER, 2019 AT NG-CDF BOARD ROOM MUKUYUNI**

**MEMBERS PRESENT**

1. Maurice Changalwa - Chairman
2. Alfred Makau - DCC
3. Paul Adome - F.A.M
4. Christopher Simiyu - Secretary
5. Priscilla Chereti - Member
6. Japhether Wanyonyi - Member
7. David Juma Wanyonyi - Member
8. Andrew Muhanji - Member
9. Carolyne Edebe - Member

10.Jacklyne Mutoro - Member

**IN ATTENDANCE**

1. Edward Nkichabe - Office Administrator
2. Stephen Simiyu - Mechanical works engineer Bungoma County

**AGENDA**

1. Preliminaries.
2. Reading and confirmation of previous minutes and matters arising.
3. Stalled project: Kiminini FYM Secondary school

. Twin laboratory

. Purchase of land

1. The ICT Hubs
2. Disposal of CDF vehicle GKB166R
3. Tongaren constituency delivery service charter
4. Toilets at Lunyu AP camp and Maliki police post
5. Postal Corporation Services
6. Bursary financial year 2019/2020

10.Terms of CDFC and appointment of members

11.Appoved payments

i. Driver and FAM travel to Kakamega - Ksh. 26,600

ii. Central farmers garage: - Ksh. 191, 852.40

iii. Fuel - Ksh. 50,000

iv. Branding of 65 ICT Hubs laptops -Ksh. 30,000

v. Committee meeting -Ksh. 67000

vi. Monitoring and Evaluation of projects -Ksh. 690,000

**MIN: NGCDFC/TONG/18/12/2019: PRELIMINARIES**

The meeting started with a prayer from Edward Nkichabe at 10:58a.m. The chairman welcomed members to the meeting. He said he happened to be picked by the Party in the launching of Building Bridges Initiative (BBI) at Bomas of Kenya

**MIN: NG-CDFC/TONG/19/12/2019: READING AND CONFIRMATION OF THE PREVIOUS MINUTES AND MATTERS ARISING**

The previous minutes were read and confirmed. Jackyline Mutoro proposed and Carolyne Edebe seconded.

**MATTERS ARISING**

i. Members to first track the completion of the ongoing projects

ii. KMTC Ndalu will be approved when registration status is

complete

iii. Launch of strategic plan will be done together with the opening of

the ICT HUBS

**MIN: NGCDFC/TONG/20/12/2019: STALLED PROJECTS**

Kiminini Friends Secondary school was given funds to purchase one acre of land and later given funds to built a twin laboratory but up to date nothing has been done. The committee resolved that the CDF office visits the school on Tuesday, 17th December, 2019 to find out why

**MIN: NG CDF/TONG/21/12/2019: THE ICT HUBS**

The FAM informed the members that all the ICT Hubs have received each thirteen computers. Thus is to help the youths and the public at large to access internet for browsing. The program for launching will be as follows :

|  |  |
| --- | --- |
| DATE | VENUE |
| 18/12/2019 | Mukuyuni CDF office |
| 19/12/2019 | Naitiri RC primary school |
| 20/12/20119 | Tongaren DEB primary school |
| 21/12/2019 | Soysambu/Brigdia hospital[makutano dispensary] |
| 22/12/2019 | Ndalu primary school[St Peters Ndalu for comrades |

The event will be presided over by the MP. Hon. Maj. Rtd. DR. David Eseli Simiyu

**MIN: NGCDFC/22/12/2019: DISPOSAL OF CDF VEHICLE GKB166R**

The FAM had invited the Mechanical works Engineer – Bungoma County to give a report on the status of the vehicle. The officer informed the committee that because the vehicle usually operates on rough terrain this has caused problems to suspension system and problems to the gear box. The committee found that it has been very expensive to service the vehicle and repair all the time. The committee resolved to donate the vehicle to Sub county director of Education Tongaren or Deputy County Commissiners Office-Tongaren and buy a new one. The depreciation rate has also been high as the vehicle was bought in 2013

**MIN: NGCDFC/23/12/2019: TONGAREN CONSTITUENCY CITIZEN SERVICE DELIVERY CHARTER**

This was to show what service is offered to the public. It will be reviewed and displayed at the strategic places in the office for the public to read. There was need for it be printed. This will be done both in English and Swahili

**MIN: NGCDFC/24/12/2019: TOILETS AT LUNYU AP CAMP AND MALIKI POLICE POST**

After lengthy deliberations, members agreed to allocate funds to construct toilets at Lunyu AP camp and Maliki post.

**MIN: NGCDFC/25/12/2019: POSTAL CORPORATION OF SERVICES**

The committee had in past encountered challenges of state cheques as beneficiary doesn’t cash them on time and also same crude student remove attached list to present cheques without attachment. To solve the problem the committee decided to enter an agreement so that postal corporations to be delivering cheques on our behalf. This was proposed by David Juma and seconded by Andrew Muhanji

**MIN: NGCDFC/26/12/2019: BURSARY FINANCIAL YEAR 2019/2020**

Members were advised not to have vested interests when serving the public. It was agreed that when vetting of form 1 National students and continuing will start on 23/12/2019. Other cases will follow later.

**MIN: NGCDF/27/12/2019: TERMS OF CDFC AND APPOINTMENT OF MEMBERS**

The FAM read to the members a circular from CDF Board all the 29/11/2019 on guidelines on appointment of members of the National Government Constituency Development Fund committees. He told members that their term will expire end of December 2019and that they will be either be renewed or other members will not come.

He also referred members to page 4 of the circular as to those who would wish to remain would express so in writing after written communication by him.

**MIN: NG –CDFC/28/12/2019: APPROVED PAYMENTS**

The following expenditures were approved for payment:

* Driver and FAM travel to Kakamega -Ksh 26,600
* Central farmers Garage service and repair of GKB166R - Ksh.191, 852.40
* Shadema Enterprises - Ksh.150,000
* Branding of 65 ICT Hubs laptops - Ksh.30,000
* Committee meetings - Ksh.67,000
* Monitoring and Evaluation of projects - Ksh.690,000
* Launch of strategic plan - Ksh.295,000

The payments were approved as proposed by Carolyn Edebe and Japheth seconded

**MIN: NG- CDFC/29/12/2019: ANY OTHER BUSINESS**

* There was disability World day at Tongaren where one of the committee David Juma attended
* In the next financial year an office and cells shall be build at Maliki police post

There being no other business, the meeting ended at 2:50p.m with a prayer from Jackyline Mutoro

……………………..……………… Date…………………..

Christopher Simiyu

Secretary, CDFC

…………………………………….… Date…………………..

Maurice Changalwa

Chairman, CDFC