

TONGAREN NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND

P.O BOX 214-50211, NAITIRI

MINUTES OF NG-CDFC MEETING HELD ON 8THNOVEMBER 2018 AT NG-CDF BOARD ROOM MUKUYUNI

MEMBERS PRESENT

1. Maurice Changalwa	-	Chairman
2. Christopher Simiyu	-	Secretary
3. Andrew Muhanji	-	Member
4. Jacklyne Mutoro	-	Member
5. Carolyn Edebe	-	Member
6. David Juma Wanyonyi	-	Member
7. Japhether Wanyonyi	-	Member
8. Priscilla Chereti	-	Member
9. Mary G.M Wanjala	-	Member
10. Alfred Makau	-	Member

IN ATTENDANCE

1. Edward Nkichabe	-	Office Administrator
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AGENDA

1. Preliminaries.
2. Reading and confirmation of previous minutes and matters arising.
3. Sub-committee reports.
4. Project proposals for 2018/2019 financial year.
5. Any Other Business.

MIN. TONG/56/11/2018. PRELIMINARIES.

The meeting started at 12.05 am with a prayer from David Juma. The chairman welcomed members to the meeting and urged them to participate actively.

MIN. TONG/57/11/2018 READING AND CONFIRMATION OF PREVIOUS MINUTES AND MATTERS ARISING.

The previous minutes were read and confirmed. It was proposed by Jacklyne Mutoro and seconded by Japhether Wanyonyi.

MATTERS ARISING

1. Members will use the chiefs to meet university students and elect their leaders per ward.
2. The ICT Hub is for the public use.
3. The Project management committee for Ndalú multi-purpose hall to initiate the process of removing the contractor from the site with the assistance of the engineer.
4. Appointment letters and certificate of attendance will be given soon.
5. The surveyor for Dr. Reginalda W. Primary school to bring valid documents before he is paid.
6. More obsolete and unserviceable assets to be included before they are earmarked for disposal.
7. The Project management committee for St. Joan special school to be changed after exams are over.
8. The NG-CDFC resolved to make a gate to the DCC's entrance at a cost of Kshs. 52.000 from the balance on the environment vote.

MIN. TONG/58/11/2018 SUB-COMMITTEE REPORTS

NDALU WARD

NO	PROJECT NAME	ACTIVITY	STATUS
1	Muliro Secondary School	Construct Administration Block	Building the ramp
2	Ndalú primary school	Construct Multipurpose hall	Contractor not on site
3	Ngoya Buyofu primary school	Construct 2 Classrooms	At Ring Beam
4	Minjali primary school	Construct 2 Classrooms	Tender documents just given out
5	Friends school Kiminini	Purchase one acre Land	Land not bought

MITUA/SOYSAMBU WARD

NO	PROJECT NAME	ACTIVITY	STATUS
1	Kananachi Primary School	Purchase one acre land, Construct 2 classrooms	Land not bought. Classrooms Completed
2	Lunao D.E.B primary School	Construct 2 classrooms	Completed
3	Mwikhupo RC Primary School	Construct 2 classrooms	Completed pending branding
4	Mitua Girls Secondary School	Complete Dinning Hall	Completed
5	Matisi P.A.G primary school	Construct 2 classrooms	Plastering
6	St.Paul's Narati Secondary School	Complete Twin Lab	Completed

TONGAREN/KIMININI WARD

NO	PROJECT NAME	ACTIVITY	STATUS
1	Manyasa secondary school	Purchase 3 acres of land	Paid for one acre of land
2	Mabusi boarding primary school	Construct 2 classrooms	At slab level
3	Birunda PAG secondary school	Purchase one acre of land	Land under succession
4	Milimani primary school	Renovate 3 Classrooms	Plastering ongoing
5	Tongaren primary school	Construct multi-purpose hall	Awarded but work not started
6	Milimani secondary school	Purchase one acre of land	Land not found

NAITIRI/KABUYEFWE WARD

NO	PROJECT NAME	ACTIVITY	STATUS
1	Friends Nakoba Sec school	Construct 2 Classrooms	At ring beam level
2	Sango S.A Secondary School	Construct 2 Classrooms	Not started – School yet to move from Primary section
3	St.Brigid's Siumbwa Sec school	Construct Twin Lab	At Sub structure level
4	Pwani Secondary School	Complete Dormitory	Plastering ongoing
5	Lungai Secondary School	Renovate 4 Classrooms	Completed
6	Dr. Reginalda Wanyonyi Primary School	Purchase of 2 acres Land	Title deed held by surveyor due to "non-payment of fee". Surveyor has not availed documents as requested by the office to enable payment being processed.

MBAKALO WARD

NO	PROJECT NAME	ACTIVITY	STATUS
1	Namawanga RGC Secondary School	Construct 2 Classrooms	Being Painted
2	D.E.B Lunyu Secondary School	Construct Twin Lab	At roof level
3	Lunyu AP Camp	Complete Office block	Just awarded tenders
4	Kibisi Secondary School	Purchase of School Bus	School Bus was delivered
5	St.Patrick's Boys Secondary School Naitiri	Construct Dormitory	Started roofing
6	Mbakalo Boys Secondary School	Complete Dinning Hall	Completed
7	Mbakalo ACK Primary School	Construct 2 Classrooms	Being Painted
8	Nabiswa Secondary School	Construct 2 Classrooms	Being Painted

MILIMA WARD

NO	PROJECT NAME	ACTIVITY	STATUS
1	Milima FYM Primary School	Complete Kitchen	Kitchen complete and in use
2	Milima Friends Secondary School	Complete Dormitory and Septic Tank	Dormitory completed Septic tank to be constructed after the KCSE Exams
3	Luuya D.E.B primary school	Construct 2 Classrooms	At roof level
4	Eluuya Friends Girls Secondary School	Complete Library	Library completed and officially opened
5	Mukuyuni FYM Primary School	Construct Multipurpose Hall	Construction of multi-purpose hall not yet started
6	Bilibili Secondary School	Construct Twin Lab	Roofed pending plaster, fittings and other finishes
7	Maliki FYM Primary School	Construct 3 Classrooms	3 classrooms to be plastered outside.

BURSARY SUB-COMMITTEE

- The format of bursary form was modified and hence, all members were requested to carry enough forms and distribute to Cybers and chiefs' areas in their ward for easiness to public.
- Members to use chiefs to elect the university students' leaders

PMC EXPENDITURES - The Fund Account Manager informed the committee about the Project Management Committees payments and balances. She advised the PMCs to make haste on their projects as she will leave for training which might stagnate their payments. She will expect any ready PMCs to avail there requests for payments by 15/11/2018.

The PMC expenditures were availed to each member but not discussed as the main Agenda of the day was Project Proposals for 2018/19 Financial year which was involving.

MIN. TONG/59/11/2018 PROJECT PROPOSALS FOR 2018/2019 FINANCIAL YEAR

The Fund Account Manager informed members that Tongaren NG-CDFC had been allocated kshs. 109,040,875.52. She read to members the circular dated 30th October 2018 from the National Management board on preparation and submission of the Constituency proposals for the financial year 2018/2019. She emphasized on project identification, eligible projects and co-funded projects. She stressed that the on-going projects should be completed first before starting the new ones.

The circular showed the breakdown of utilization of the NG-CDFC funds. She then requested members to prepare the project proposals.

Members identified the on-going projects and allocated funds they then itemized the new projects as summarized during the ended consultative meetings for strategic plan. They proposed the following projects and allocated the funds. The final project priorities listed for funding were as follows: -

SNo	PROJECT NAME	ACTIVITY	AMOUNT
	ADMINISTRATION AND RECURRENT		
1	Employees' salaries	Payment of staff salaries and gratuity	2,602,288.27
2	NSSF	Payment of NSSF Employer's deductions	85,680.00
3	Goods and services	Purchase of fuel, repairs and maintenance, vehicle insurance, stationery, telephone, travel and subsistence, hospitality and sanitation among others	2,619,146.00
4	Committee expenses	Payment of committee sitting allowances	1,200,000.00
	TOTAL		6,507,114.27
5	Goods and services	Purchase of fuel, repairs and maintenance, stationery, airtime, travel and subsistence and hospitality	1,300,000.00
6	Committee expenses	Payment of committee sitting allowances, transport, conferences	1,271,226.00
7	Training of PMCs/NGCDFCs	Undertake training of the PMCs/CDFC on CDF related issues	700,000.00
	TOTAL		3,271,226.00
8	Ndalu Multipurpose Hall	Installation of satellite Antenna, Router, Digital Access Kit and Digital Ruggedized tablets, WIFI with outdoor wireless devise complete with 12U cabinet complete with installation accessories	1,169,256.80
9	Emergency	To cater for any unforeseen occurrences in the constituency during the financial year	5,738,993.45
10	Sports Activities	Purchase of sports kits - balls, Nets and uniforms for ten schools - Mapera, Machakha, Lunao, Lukhokhwe, Nyange D.E.B and Kewa Primary Schols. Pwani, Nabing'eng'e, Luuya D.E.B and St. Kizito Sirende Secondary Schools	1,000,000.00
11	Environmental Activities	Planting of trees and beautification in ten schools - Musembe, Bituyu, Buyanzi, Bilibili, Lumukile, Sirende, Manyasa and Luuya Primary Schools. Sango S.A and James Mwei Secondary Schools	1,000,000.00
	TOTAL		8,908,250.25
	Bursary		
12	Bursary Secondary Schools	Payment of bursary to needy and bright students	11,000,000.00
13	Bursary Tertiary/Universities	Payment of bursary to needy and bright students	16,000,000.00
14	Bursary Special Institutions	Payment of bursary to needy and bright students	1,000,000.00
	TOTAL		28,000,000.00

SNo	PROJECT NAME	ACTIVITY	AMOUNT
15	Bilibili Secondary School	Completion of twin lab - Gas fitting, plumbing and painting	1,000,000.00
16	Milima Friends Secondary School	School Bus - Complete hire purchase payments	2,600,000.00
17	St Brigids Siumbwa Sec Sch	Completion of Twin lab - Plastering, flooring, fitting, plumbing, gas system	2,054,285.00
18	Friends Nakoba Secondary School	Complete two classrooms- external plastering and painting	200,000.00
19	Lungai Secondary School	School Bus - Complete hire purchase payments	1,500,000.00
20	Lunyu Secondary School	Completion of Twin lab - Plastering, flooring, fitting, plumbing, gas system	1,500,000.00
21	St. Patrick's Naitiri Boys Secondary School	Completion of dormitory- Plastering, flooring, fittings and painting	1,500,000.00
22	Manyasa Friends Secondary School	Complete land payment for 3 acres	1,800,000
23	St. Augustine's Lukhuna Girls Secondary School	Complete Staff House - Walling, Roofing and internal Plastering	1,000,000
24	Maliki Boys Secondary School	Construct Principals House - Slab and walling to roof level	1,000,000
25	Nabiswa Secondary School	Construct 2 Classrooms to completion	1,200,000
26	Maliki Mixed Secondary School	Construct 2 Classrooms to completion	1,200,000
27	RCEA Namunyiri Girls Secondary School	Construct Twin Lab - Slab and walling to lintel level	1,200,000
28	Milimani Secondary School	Construct Twin Lab - Slab and walling to lintel level	1,200,000
29	Musembe Secondary School	Construct Twin Lab - Slab and walling to lintel level	1,500,000
30	Mukuyuni Friends Girls Secondary School	Construct Dormitory - Slab and walling to lintel level	1,500,000
31	Kiminini Friends Secondary School	Construct Twin Lab - Slab and walling to lintel level	1,500,000
32	St. Peter's Ndalul Secondary School	Purchase a 51 seater School Bus	7,000,000
33	Sango SA Secondary School	Complete Construction of 2 Classrooms - Fittings, painting and signage	200,000
34	Pwani Secondary School	Complete Construction of Twin laboratory - Plastering, flooring, fitting, plumbing, gas system and painting	700,000
	SUB TOTAL		31,354,285
	Education Primary		
35	Naitiri RC Primary School	Completion of Multipurpose - External male and female toilets	300,000.00
36	Ndalul Primary School	Completion of Multipurpose - External male and female toilets	300,000.00
37	Tongaren Primary School	Completion of multi-purpose hall - flooring, painting, electricity and fittings plus External toilets - Male and Female	900,000.00

	PROJECT NAME	ACTIVITY	AMOUNT
38	Mukuyuni Primary School	Completion of multi-purpose hall - flooring, painting, electricity and fittings plus External toilets - Male and Female	900,000.00
39	Arch Bishop Wabukala Primary School	Construct 2 Classrooms to completion	1,200,000
40	Bunambo Primary School	Construct 2 Classrooms to completion	1,200,000
41	Buyanzi Primary School	Construct 2 Classrooms to completion	1,200,000
42	Chuma Primary School	Construct 2 Classrooms to completion	1,200,000
43	Lumukile Primary School	Construct 2 Classrooms to completion	1,200,000
44	Machakha Primary School	Construct 2 Classrooms to completion	1,200,000
45	Makololwe Primary School	Construct 2 Classrooms to completion	1,200,000
46	Marinda Primary School	Construct 2 Classrooms to completion	1,200,000
47	Matisi CEB Primary School	Land Purchase 2 acres	1,600,000
48	Mbakalo DEB Primary School	Renovate 4 Classrooms - plastering, flooring and paint works	1,000,000
49	Mbirira Primary School	Construct 2 Classrooms to completion	1,200,000
50	Mitua Primary School	Renovate 4 Classrooms - plastering, flooring and paint works	1,000,000
51	Miyuke Primary School	Construct 2 Classrooms to completion	1,200,000
52	Musembe Primary School	Construct 2 Classrooms to completion	1,200,000
53	Ndengelwa Primary School	Construct 2 Classrooms to completion	1,200,000
54	Shikuku Primary School	Construct 2 Classrooms to completion	1,200,000
55	Sikulu Primary School	Construct 2 Classrooms to completion	1,200,000
56	Sirende Primary School	Construct 2 Classrooms to completion	1,200,000
57	St. Joan Sango RC Primary School	Construct 2 Classrooms to completion	1,200,000
58	St. Peter's Makumu Primary School	Construct 2 Classrooms to completion	1,200,000
59	Tabani RC Primary School	Construct 2 Classrooms to completion	1,200,000
60	Sirakaru Primary School	Complete Construction of 2 Classrooms - Window panes, plastering outside and painting	500,000
61	Minyali Primary School	Complete Construction of 4 Classrooms - Window panes, plastering outside and painting	500,000
62	Dr. Eseli Primary School	Complete Construction of 2 Classrooms - Fittings and painting	200,000
63	Lunao Primary School	Complete Construction of 2 Classrooms - Fittings and painting	200,000
	SUB TOTAL		29,000,000.00
	Security Projects		
64	Kiminini AP Camp	Complete AP Staff house - fittings, plastering and painting	300,000
65	Nabing'eng'e AP Camp	Construct a three roomed Staff House	1,000,000
66	Sirakaru chief's office/ AP camp	Complete Construction of AP Staff House - Plastering, fittings and painting of AP houses	400,000
67	Milima Assistant Chief's Office	Complete Construction of Assistant Chief's Office - Ceiling board/Fittings, painting and electricity	300,000
	SUB TOTAL		2,000,000.00
			109,040,875.52

Due to scarcity of funds, not all projects could be captured. The project proposals were proposed and seconded by Andrew Muhanji and Carolyn Edebe respectively.

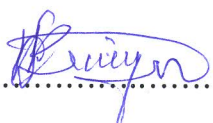
STRATEGIC PLAN

The Strategic Plan was complete and printed. Each member shall get a book for reference. Bilibili special school was captured in the strategic plan document and will be given priority in the next funding.

MIN. TONG/60/11/2018 ANY OTHER BUSINESS


The launching of the strategic plan to be done next year 2019 due to time as the FAM is proceeding for the training to ELDORET and then to Mombasa till mid-December, 2018.

There being no other business the meeting ended at 1.55 pm with a prayer from Jacklyne Mutoro.

Signed.....

Date.....13/11/2018

Christopher Simiyu - Secretary

Signed.....

Date.....13/11/2018

Maurice Changalwa - Chairman

Signed.....

**Fund Account Manager
TONGAREN NG CDF**

Date.....13/11/2018

Mary G.M Wanjala – Fund Account Manager