



National Government Constituencies Development Fund
Butula Constituency
Bumala-Ejinja Road
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**MINUTES OF BUTULA NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND COMMITTEE
MEETING HELD AT NG-CDF OFFICE BOARD ROOM ON 28TH SEPTEMBER, 2021**

MEMBERS PRESENT

1. Leonard Nakhungu
2. Joackim E.Ongidi
3. Godliver A.Okumu
4. Hezron Odongo
5. Habel Otele
6. Phoebe Lucy Bwibo
7. Veronica Tirop
8. John O.Shiundu
9. Pamela A.Otieno
10. Peter Ochokolo

POSITION

- Chairperson
Member
Secretary
Member
Member
Member
Member
Member
DCC
FAM

AGENDA

1. Preliminaries
 - a. Prayer
 - b. Introduction
 - c. Chairman Remarks
2. Confirmation of previous minutes
3. Ward Public Participation Reports
4. Budget Proposal 2021-2022
5. Emergencies Cases
6. Approval of disbursement of Fund to PMC
7. Approval of Project Payments-Supply of Desks
8. Progress of CSR Project at Butunyi Girls Sec School



9. Approval of Payments

• NGCDFC Siting Allowances for 28/09/2021 meeting	52,000
• Office Operations	50,000
• Central Farmers Garage (Service due)	40,228
• Fuels Busia Nafuu Filing Station	200,000
• Kenya Power	10,000
• Safaricom Ltd	10,411.05
• Public participation Facilitation Allowances	600,000
• Staff Salary for September,2021	273,604

10. Adjournment

MIN.BTL/01/09/2021 PRELIMINARIES

a) Prayer

The meeting started with a word of prayer by the Habel Otele at 10.00AM

b) Introduction

There was self-introduction by each member

c) Chairman's remarks

The chairman welcomed members to the meeting and thanked them for attending the meeting and emphasized on members working as a team for success of the constituency.

MIN.BTL /02/09/2021 CONFIRMATION OF THE PREVIOUS MINUTES

The minutes of the previous meeting were read by the secretary which was confirmed by Members proposed by Mr. Joackim Ongidi as true minutes and seconded by Miss Phoebe Bwibo.

MIN.BTL/03/09/2021 MATTERS ARISING

The Members were informed that the STD 7 Mock was paid for and already done.

The Members were also told there are some projects for 2020-2021 still pending for approval which what was requested has been complied and waiting approval from NGCDF BOARD and Namwitsula Sec School and Elukhari Primary School reallocated letters have been receive

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MIN.BTL/ 04/09/2021 WARD PUBLIC PARTICIPATION REPORTS

The reports from all wards was tabled to members and Fund Account Manager thanked all members for fully participating in the exercise despite short notice and encourage them to liaise with all ward coordinators in future to avoid raising projects that fall under devolved unit.

MIN.BTL/ 05/09/2021 BUDGET PROPOSAL 2021-2022

The manager tabled circular number NGCDFB/Circulars Vol. II (030) Dated 26th August, 2021 from the NGCDF Board which indicated that each NGCDF Committee is required to prepare and submit project proposals to NGCDF Board for consideration and approval in compliance with sections **27,28,29,30 and 31 of the NGCDF Act. Before 30th September, 2021**

He further informed the members that according to the circular the total allocation for **2021/2022** financial year is **Ksh. 129,890,639.62** which includes **Ksh. 7,198,241.38** for emergency funding.

The Fund Account Manager informed the members that ongoing projects should be given the first priority. The members scrutinized the ward proposals one by one. They discussed and resolved the projects proposal 2021-2022 FY as below;

Project Name	Activity	Project Number	Amount allocated	Status
Adm recurr				
Employees' Salaries	Payment of staff salaries	4-040-229-2110000-100-2021/22-001	3,600,000.00	On-going
Employees' Gratuity	Payment of staff gratuity	4-040-229-2110000-100-2021/22-002	1,200,000.00	New
Committee Expenses	Payment of Committee sitting allowances, transport, conferences	4-040-229-2210802-100-2021/22-003	1,400,000.00	On-going
Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea, bank charges .	4-040-229-2210000-100-2021/22-004	1,420,000.00	On-going
NSSF	Payment of NSSF Deductions	4-040-229-2120101-100-2021/22-005	400,000.00	On-going
NHIF	Payment of NHIF Deductions	4-040-229-2120201-100-2021/22-006	200,000.00	On-going
SUB TOTAL			8,220,000.00	
Monitoring &Evaluation				
M&E Goods and Services	Purchase of fuel, repairs and maintenance, printing,	4-040-229-2210000-111-2021/22-001	1,400,000.00	On-going

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	stationery, Airtime, travel and subsistence, bank charges.			
M&E Committee Expenses	Payment of Committee sitting allowances, transport, conferences	4-040-229-2210802-111-2021/22-002	1,032,666.00	On-going
CDFC/PMC Capacity Building	Undertake Training of the PMCs/CDFCs/Staff on CDF Related issues	4-040-229-2210700-111-2021/22-003	1,680,000.00	On-going
SUB TOTAL			4,112,666.00	
Emergency				
Emergency	To cater for any unforeseen occurrences in the constituency during the financial year	4-040-229-2640200-101-2021/22-001	7,192,206.90	On-going
SUB TOTAL			7,192,206.90	
Environment				
Busiada Girls Sec School	Fixing of Pipes and Plumbing works to 7doors and 1door for people living with disabilitiesUltra modern biogas digester latrines	4-040-229-2640200-110-2021/22-001	400,000.00	New
Butula Boys High School	Fixing of Pipes and Plumbing works to 7doors and 1door for people living with disabilitiesUltra modern biogas digester latrines	4-040-229-2640200-110-2021/22-002	400,000.00	New
Bumala AC Sec School	Fixing of Pipes and Plumbing works to 7doors and 1door for people living with disabilitiesUltra modern biogas digester latrines	4-040-229-2640200-110-2021/22-003	400,000.00	New
Buhuyi Secondary School	Construction of 40m3(cubic metres) 7doors and 1door for people living with disabilities Ultra modern biogas digester latrines;Sub-Structure,walling,roofing,Painting,Plumbing works and general finishes.	4-040-229-2640200-110-2021/22-010	1,200,000.00	New.

Mungabo Primary School	Supply,Delivery ,planting of 940 ovacado tree seedling@50 kshs 47,000 and2,50kg DAP Fertilizer@10,006.	4-040-229-2640200-110-2021/22-004	57,006.00	New
Esibembe Sec School	Supply,Delivery ,planting of 940 ovacado tree seedling@50 kshs 47,000 and2,50kg DAP Fertilizer@10,006.	4-040-229-2640200-110-2021/22-005	57,006.00	New
Simuli primary school	Supply,Delivery ,planting of 940 ovacado tree seedling@50 kshs 47,000 and2,50kg DAP Fertilizer@10,006.	4-040-229-2640200-110-2021/22-006	57,006.00	New
Namwitsula secondary school	Supply,Delivery ,planting of 940 ovacado tree seedling@50 kshs 47,000 and2,50kg DAP Fertilizer@10,006.	4-040-229-2640200-110-2021/22-007	57,006.00	New
Masebula Sec School	Supply,Delivery ,planting of 935 ovacado tree seedling@50 kshs 46,750and2,50kg DAP Fertilizer@10,006.	4-040-229-2640200-110-2021/22-008	56,756.00	New
KMTC Butula Campus	Supply,Delivery ,planting of 935 ovacado tree seedling@50 kshs 46,750and2,50kg DAP Fertilizer@10,006.	4-040-229-2640200-110-2021/22-009	56,756.00	New
SUB TOTAL			2,741,536.00	
Sports				
Butula Constituency Sports	To Carry Out Constituency Sports Tournament Where Winning Teams Will Be Awarded With Balls, uniforms And Trophies, Where Facilitation Of Tournament @ Kshs 741,536 and Purchase Of Balls, Uniforms,	4-040-229-2640509-112-2021/22-001	2,741,536.00	New

	Trophies And Equipment @ Kshs 2,000,000			
SUB TOTAL			2,741,536.00	
Bursary				
Bursary Secondary Schools	Payment of bursary to needy students	4-040-229-2640101-103-2021/22-001	25,000,000.00	On-going
Bursary Tertiary Schools	Payment of bursary to needy students	4-040-229-2640101-103-2021/22-002	14,460,934.10	On-going
Bursary Special Schools	Payment of bursary to needy Special students	4-040-229-2640101-103-2021/22-003	1,220,000.00	New
SUB TOTAL			40,680,934.10	
Primary School Projects				
Buduma Primary School.	Renovation of 3no Classrooms;wall plastering,roofing,pain ting,fixing of doors,windows and tiling to Completion	4-040-229-2630204-104-2021/22-001	1,200,000.00	New
Namwitsula Pri School.	Tiling,piping and wiring of 1no classroom	4-040-229-2630204-104-2021/22-002	200,000.00	New
Bumutiru AC Pri School	Renovation of 3no Classrooms;wall plastering,roofing,pain ting,fixing of doors,windows and tiling to Completion.	4-040-229-2630204-104-2021/22-003	1,200,000.00	New
Busibi Primary School.	Tiling of 6no.Classrooms	4-040-229-2630204-104-2021/22-004	500,000.00	New
Bukhakhala Pri School	Renovation of 3NO.Classrooms Roofing,Painting,Fixing of doors windows and tiling to completion@1,200,000 and tiling of 6NO Classrooms@500,000.	4-040-229-2630204-104-2021/22-005	1,700,000.00	New
Bujumba Pri School.	Construction of 2NO.Classrooms to completion;Sub-Structure,walling,roofi ng,painting,fixing of doors and windows.	4-040-229-2630204-104-2021/22-006	2,200,000.00	New

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Tingolo Pri School	Renovation of 3no Classrooms;wall plastering,roofing,painting,fixing of doors,windows and tiling to Completion.	4-040-229-2630204-104-2021/22-007	1,200,000.00	New
Burinda Pri School	Tiling of 7NO.Classrooms.	4-040-229-2630204-104-2021/22-008	600,000.00	New
Bumutiru RC Pri School	Renovation of 3no Classrooms;wall plastering,roofing,painting,fixing of doors,windows and tiling to Completion	4-040-229-2630204-104-2021/22-009	1,200,000.00	New
Esibembe Primary School	Renovation of 3no Classrooms;wall plastering,roofing,painting to Completion	4-040-229-2630204-104-2021/22-010	1,200,000.00	New
Bumala AC Pri School	Fencing of 2acres with concrete poles,chain link and barbed wire @1,300,000. to completion	4-040-229-2630204-104-2021/22-011	1,300,000.00	New
Bumala AC Pri School.	Renovations of 3no classrooms;roofing,painting,fixing of doors,windows and tiling@1,200,000	4-040-229-2630204-104-2021/22-012	1,200,000.00	New
Busibula Pri School.	Fencing of 2acres with concrete poles,chainlink and Barbed wire	4-040-229-2630204-104-2021/22-013	1,300,000.00	New
Isongo Pri School	Construction of 2NO.Classrooms to completion;Sub-Structure,walling,roofing,painting,fixing of doors and windows.	4-040-229-2630204-104-2021/22-014	2,200,000.00	New
SUB TOTAL			17,200,000.00	
Secondary School Projects				
Buhuyi Secondary School	Additional funds for completion ground floor of a dormitory;Plumbing works,mechanical works,painting,fixing of shutters,doors and windows.	4-040-229-2630205-104-2021/22-001	3,000,000.00	On-going

Simuli Secondary School	Construction of 2NO.Classrooms to completion;Sub-Structure,walling,roofing,painting,fixing of doors and windows.	4-040-229-2630205-104-2021/22-002	2,200,000.00	New
Simuli Secondary School	Fencing of the remaining 2acres with chainlink,barberd wire,concrete poles.	4-040-229-2630205-104-2021/22-003	1,300,000.00	New
Madola Sec School	Construction of 1NO.Classroom to completion;Sub-Structure,walling,roofing,painting,fixing of doors and windows.	4-040-229-2630205-104-2021/22-004	1,100,000.00	New
Bulwani Sec School	Tiling of 3no classrooms.	4-040-229-2630205-104-2021/22-005	300,000.00	New
Bulwani Sec School	Construction of 1NO.Classroom to completion;Sub-Structure,walling,roofing,painting,fixing of doors and windows. and Tiling of 2no classroom	4-040-229-2630205-104-2021/22-006	1,100,000.00	New
Bulwani Sec School	Purchase of 1acre of land@500,000,Land processing for tittle deed@100,000	4-040-229-2630205-104-2021/22-007	600,000.00	New
Masebula Sec School	Construction to completion of 500 capacity Dinning Hall;sub-structure,walling,roofing,fixing of doors,windows,chimney and Tiling.	4-040-229-2630205-104-2021/22-008	5,000,000.00	New
Buriya Sec School	Tiling of 3NO.Classroom	4-040-229-2630205-104-2021/22-009	300,000.00	New
Buriya Sec School	Additional funds for completion of science Laboratory for capacity of 80 learners; Gas fitting,plumbing works,glass fitting,sinks,doors	4-040-229-2630205-104-2021/22-010	1,200,000.00	On-going

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	fixing,windows and ceiling to completion			
Kingandole Sec School	Additional funds for completion of dining hall of 200 Students putting of Terezzo	4-040-229-2630205-104-2021/22-011	600,000.00	On-going
Bujumba Girls Sec School	Tiling of 6NO.Classrooms	4-040-229-2630205-104-2021/22-012	500,000.00	New
SUB TOTAL			17,200,000.00	
Security Projects				
Deputy County Commissioner Residence	Construction to completion of 3NO.police houses 1bed room each;Sub-Structure,walling,roofing,painting,fixing of windows and doors and general finishes	4-040-229-2640507-113-2021/22-001	3,000,000.00	New
Butula Police Station	Tiling of Officer Commanding Police Department,Deputy Officer Commanding Police Department,Directorate of Criminal Investigating Officer ,Cells,Toilts and Varanda	4-040-229-2640507-113-2021/22-002	1,000,000.00	New
SUB TOTAL			4,000,000.00	
Tertiary Projects				
Kenya Medical Training College-Butula Campus	Additional Fund for Completion of Two Storey Building for Administration Block, Plasting,flooring,fixing of doors,shuttering,windows,plumbing,mechanical works,piping and wiring for Ground floor and First Floor..	4-040-229-2630206-104-2021/22-01	20,000,000.00	On-going
Kenya Medical Training College-Butula Campus	Additional Purchase of land 1.2hetres@2,700,000 Land title processing,Stamp duty@300,000	4-040-229-2630206-104-2021/22-02	3,000,000.00	New

Benga TTI	Fixing of Plumbing and Mechanical works;Piping and wiring of Ground floor Hostels.	4-040-229-2630206-104-2021/22-003	5,000,000.00	New
Benga TTI	Completion of Dining Hall,Walling,Roofing,Painting,Fixing of windows,doors,Plumbing and Mechanical works.	4-040-229-2630206-104-2021/22-004	5,000,000.00	On-going
SUB TOTAL			33,000,000.00	
GRANT TOTAL			137,088,879.00	

MIN.BTL/ 06/09/2021 EMERGENCIES CASES

Members were told that there were a lot of emergencies arising from various institutions especially Pitlatines which needed an urgent action As follows,

S/NO	PROJECT NAME	ACTIVITY	AMOUNT
1	Bumala B Primary School	Construction of 4 door pitlatrine&1no urinal	400,000
2	Bulwani Sec School	Construction of 8door pitlatrine1no urinal &&1no Bathroom	700,000
3	Bumala A Primary School	Construction of 4door pit latrine for Teachers &4door pitlatrine&1no Urinal	600,000
4	Burinda Primary School	Construction of 4 door pitlatrine&1no urinal	400,000
5	Buriya Primary School	Construction of 4door pitlatrine&1no urinal	400,000
6	Sikura Primary School	Construction of 4door pitlatrine&1no urinal	400,000
7	Dadira Primary School	Construction of 4door pit latrine for Teachers &4door pitlatrine&1no Urinal	600,000
8	Igula Primary School	Construction of 8door pitlatrine&1no Bathroom and 1no.Urinal	700,000
	TOTAL		4,200,000

Members unanimously approved funding of the same.

MIN.BTL/ 07/09/2021 APPROVAL OF DISBURSEMENT OF FUND TO PMC

Fund Account Manager requested the following to be disbursed to PMCS account to help project to be implemented.

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PROJECT NAME	PROJECT CODE	ACTIVITY	AMOUNT
Sports	4-040-229-2640509-112-202-2021-1	Carry out sporting Activities	1,605,960.28
Burinda Chiefs Camp	4-00400-229-2630206-104-2020-2021-1	Completion of 2 storey building	9,274,484.00
Butula KMTC	4-00400-229-2630206-104-2020-2021-2	Additional funds for construction of Storey Tuition block	17,000,000.00
Kingandole Sec School		Purchase of School Bus	2,000,000.00
TOTAL			30,330,434.28

MIN.BTL/ 08/09/2021 APPROVAL OF PROJECT PAYMENTS-SUPPLY OF DESKS

Members were informed that there requests to supply desks in various schools which is being procured centrally and same desks will be distributed to the said schools which members agreed and requested Fund A ccount Manager to fast tract the process.

MIN.BTL/ 09/09/2021 PROGRESS OF CSR PROJECT AT BUTUNYI GIRLS SEC SCHOOL

The Fund Account Manager informed members the CSR Project is going well and currently is at Lintal level and encourage members to monitor it properly.

MIN.BTL/ 10/09/2021 APPROVAL OF PAYMENTS

Members discussed and approved the payments as follows

- NGCDFC Siting Allowances for 28/09/2021 meeting 52,000
- Office Operations 50,000
- Central Farmers Garage (Service due) 40,228
- Fuels Busia Nafuu Filing Station 200,000
- Kenya Power 10,000
- Safaricom Ltd 10,411.05
- Public participation Facilitation Allowances 600,000
- Staff Salary for September,2021 273,604

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MIN.BTL/ 11/09/2021 ADJOURNMENT

The meeting ended with a word of prayer by Hezron Odongo at 2.00pm

Prepared By

Approved By

Secretary

Chairman

Godliver A.Okumu

Leonard Nakhungu

Sign..... 

Sign..... 

Date..... 28-09-2021

Date..... 28/09/2021



MIN.BTL/ 10/09/2021 APPROVAL OF PAYMENTS

Members discussed and approved the payments as follows

- * NGCBC Siting Allowances for 28/09/2021 meeting 82,000
- * Office Operations 50,000
- * Central Farmers Garage (service desc) 40,328
- * First Busu Nation Filing Station 200,000
- * Kenya Power 10,000
- * Suburam Ltd 10,411.08
- * Public participation facilitation Allowances 600,000
- * Staff Salary for September/2021 278,001