



BUTULA CONSTITUENCY

National Government Constituency Development Fund
Butula Constituency
P.O.Box 53 - 50504
Butula
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MINUTES OF BUTULA NG-CDFC MEETING HELD ON 7TH OCTOBER, 2020 AT THE NG-CDF BOARDROOM

MEMBERS PRESENT

1. Leonard Nakhungu	Chairman
2. Perez Anyango	Fund Account Manager
3. Godliver Okumu	Secretary
4. Habel Otele	Member
5. Hezron Odongo	Member
6. Phoebe Lucy Bwibo	Member
7. Hadija Sadat	Member
8. Joakim Ongidi	Member
9. Kipkoech Arap Kigen	DCC

PRELIMINARIES

The chairman called the meeting to order at exactly 11:00AM by inviting Ms. Phoebe Bwibo to open with a word of prayer.

AGENDA

- Reading and confirmation of previous minutes
- Matters arising from the previous meeting
- 2020/2021 Budget Proposals
- Project resubmission
- Reallocations
- Change of Project Activity
- Payments
- AOB

Signature
Dr.

MIN 1/07/10/2020 - READING AND CONFIRMATION OF PREVIOUS MINUTES

The Secretary read through the minutes of the previous meeting which were confirmed by Mr. Habel Otele and seconded by Mrs. Hadija Saddat as a true copy of the deliberations of the meeting of 25th September, 2020.

MIN 2/07/10/2020 - MATTERS ARISING FROM THE PREVIOUS MEETING

- The Fund Account Manager informed the Committee that there was a delay in disbursement of Funds to the PMC Accounts because the DA was on leave but Funds will be disbursed immediately she resumes duty.

MIN 3/07/10/2020 -2019/2020 FY BUDGET PROPOSAL

The Fund Account Manager reminded members that the deadline for submission of 2020/2021 FY Proposals as set by the NGCDF Board is 30th September, 2020. The allocation for Butula Constituency is Kshs 137,233,879.31.

She observed that being there first time to do a Budget Proposal, it was important to consider the statutory provisions as per the NGCDF Act 2015.

While allocating Funds to Projects the Committee resolved to give priority to ongoing Projects as well.

Hence The Committee allocated Funds to the following Projects for the Financial Year 2020/2021.

No.	Project	Project Activity	Amount	Status
1.	Administration - Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, internet, other utilities etc.	2,920,683.00	Statutory
2.	Administration - Staff salaries	Payment of staff salaries and gratuity	2,513,349.00	Statutory
3.	NSSF	Payment of NSSF deductions	100,000.00	Statutory
4.	NHIF	Payment of NHIF deductions	200,000.00	Statutory
5.	Administration - Committee Expenses	Payment of Committee allowances, transport, conferences	2,500,000.00	Statutory
6.	Monitoring and Evaluation- Goods and Services	Purchase of fuel, repairs and maintenance, printing	1,000,000.00	Statutory

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7.	Monitoring and Evaluation-Committee Allowances	Payment of Committee allowances and other committee expenses	1,317,100.00	Statutory
8.	Monitoring and Evaluation-Capacity Building	Training for NGCDF Staff, NG-CDFC and PMCs, Seminars and conferences	1,800,000.00	Statutory
9.	Emergency	To cater for unforeseen occurrences within the Constituency	7,192,206.90	Statutory
10.	Sports	Carry out constituency sports tournament, trophies, sports equipment	2,744,677.00	Statutory
11.	Environment	Bumala B Secondary School – Construction of 40m ³ (cubic meters), 7-door biodigester latrines to completion	1,200,000.00	Statutory
		Bumutiru Secondary School – Construction of 40m ³ (cubic meters), 7-door biodigester latrines to completion	1,200,000.00	Statutory
12.	Bursary	Secondary Schools	20,000,000.00	Statutory
		Tertiary Institutions	14,753,580.12	Statutory
13.	Sirandala Primary School	Completion of Fencing of 4 acres School Compound with chain with concrete posts, chain link and barbed wire including gate and security office	571,000.00	Ongoing - the initial allocation of Kshs 1,000,000.00 in 2019/2020 is not enough to complete the Project
14.	Namwitsula Primary School	Construction of one classroom to completion	1,000,000.00	New
15.	Tingolo Primary School	Renovation of 7 classrooms	2,000,000.00	New
16.	Bumutiru Secondary School	Completion of repair of floor and walls of the multipurpose 250 capacity dining hall with kitchen and store – plastering and painting	298,650.00	Ongoing
17.	Busiada Girls Secondary School	Completion of Administration Block – roofing, plastering, painting, wiring and tiling	2,500,000.00	Ongoing
18.	Bwaliro Girls Secondary School	Completion of Fencing of 5 acres school compound with concrete posts, chain link and barbed wire and	707,132.00	Ongoing

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		construction of security house		
19.	Ikonzo Secondary School	Completion of construction of one classroom equipped with 40 student lockers with chairs – tiling, wiring and painting	250,000.00	Ongoing
20.	Kingandole Secondary School	Completion of 200 students Capacity Dinning Hall with kitchen and store block – fittings, plumbing, plastering, painting, wiring and tiling	2,300,000.00	Ongoing
21.	Mungabo Secondary School	Completion of the Administration Block housing Principal's Office, Deputy Principal's Office, Staff Room, Boardroom, Accounts Office, Library, Guiding and Counselling Office, Heads of Department Offices, Kitchen Area, with Toilets Walling, roofing, fittings, finishes, flooring and branding	539,720.00	Ongoing
22.	Simuli Secondary School	Fencing of 5 Acres School Compound Concrete Posts, chain link and barbed wire including Security Office	1,000,000.00	New
23.	Sikoma Secondary School	Construction of two new classrooms to completion	2,000,000.00	New
24.	Namwitsula Secondary School	Purchase two acres of land	1,000,000.00	New
25.	Bumala AC Secondary School	Construction of the Storey Tuition Block housing 4 classrooms - walling, slabbing, roofing	2,000,000.00	New
26.	Benga TTI	Construction of 500 capacity 3-Storey students hostels, ground floor – walling, columns, wiring, fittings and slabbing	15,000,000.00	Ongoing
27	Butula KMTC	Construction of Storey Tuition Block to house 4 Lecture halls and 4	20,000,000.00	Ongoing

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		classrooms - Walling, roofing, fixing of doors and windows, finishes, flooring and branding		
28.	Butula KMTC	Completion of Fencing of 7 acres compound with chain link, concrete posts and barbed	1,500,000.00	Ongoing - initial allocation of Kshs 1,500,000.00, in FY 2019/2020 is not enough to implement the Project to completion
29.	Butula TVET	Fencing of 9.9Acres School Compound with Concrete Posts, Chain Link and barbed wire including Security Office	4,000,000.00	New
30.	Burinda Chief Camp	Completion of Storey Administration Block - 6 offices, Floor, Rump and Tilling, slabbing	9,274,484.00	Ongoing
31.	Butula Deputy County Commissioner	Completion of of 3-bedroomed house for Deputy County Commissioner Official Residence - Plastering, painting, wiring, tiling	1,737,199.00	Ongoing-Project was initially funded in 2019/2020, Kshs 3,000,000.00.The additional amount is meant for completion of the Project.
32.	Deputy County Commissioner	Fencing of 1 Acres Butula Deputy County Commissioner Residence Compound - perimeter wall using machine cut natural stones	2,000,000.00	New
33.	Butula Police Station	Construct six new offices on the first floor , Staircase, walling, beams, rump, painting, wiring, septic tank, plumbing and fittings - Phase II	4,500,000.00	New
34.	Butula Police Station	Completion of Construction of Administration Block with Prisoners' Holding cells with Armory - Phase I	614,183.00	Ongoing
35.	Shibale Police Station	Completion of 8 houses - Roofing, plastering, wiring, painting fittings	2,000,000.00	Ongoing-Project was funded in 2014/2015, Kshs 500,000.00.It is stalled at the lintel level
36.	Butula NG-CDF Office	Renovation of NG-CDF Office buildings -	1,000,000.00	New

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	Plumbing, painting, fittings and roof repairs		
TOTAL		137,233,879.31	

MIN 4/07/10/2020- PROJECT RESUBMISSION

The Fund Account Manager informed members that allocations for Sports and Environment in the Financial Year 2017/2018 amounting to Kshs 2,180,817.00 for each vote was not approved by the Board. The Committee deliberated and agreed to allocate the Funds to the following Projects:

No.	Project	Project Activity	Amount	Status
1.	Busiada Girls Secondary School	Construction of 40m ³ (cubic meters), 7-door biodigester latrines	350,000.00	Ongoing – the initial allocation of Kshs 800,000.00, 2019/2020, is not enough to implement the Project to completion
2.	Bumala AC Secondary School	Construction of 40m ³ (cubic meters), 7-door biodigester latrines	350,000.00	Ongoing – the initial allocation of Kshs 800,000.00, 2019/2020, is not enough to implement the Project to completion
3.	Butula Boys High School	Construction of 40m ³ (cubic meters), 7-door biodigester latrines	350,000.00	Ongoing – the initial allocation of Kshs 800,000.00, 2019/2020, is not enough to implement the Project to completion
4.	Buhuyi Secondary School	Construction of 40m ³ (cubic meters), 7-door biodigester latrines to completion	1,130,817.00	New
5.	Sports	Sports	2,180,817.00	Carry out constituency sports tournament within the constituency - purchase of Sports kits – balls, uniforms,
Total			4,361,634.00	

MIN 4/07/10/2020- REALLOCATIONS

The Committee observed that most Schools still lacked adequate infrastructure and are ill prepared for the imminent reopening. The Fund Account Manager advised that since we are already in a new Financial Year and the Bursary allocation for the FY 2019/2020 has not been spent, part of the allocation can be reallocated towards improvement of schools infrastructure and expansion in some schools which are congested.

Thus, the Committee agreed to reallocate Kshs 7,000,000.00 from Bursary for Secondary Schools to the following projects:

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No.	Project	Project Activity	Amount	Status
1.	Eluhari Primary School	Construction of two new classrooms to completion	2,000,000.00	New
2.	Madola Secondary School	Construction of one new classroom to completion	1,000,000.00	New
3.	Madola Secondary School	Purchase of 1 acre piece of land	500,000.00	New
4.	Bukati Primary School	Renovation of five classrooms	1,000,000.00	New
5.	Musibiriri Secondary School	Construction of two classrooms to completion	2,000,000.00	New
6.	Musibiriri Secondary School	Purchase 1 acre piece of land	500,000.00	New
TOTAL			7,000,000.00	

These resolutions shall be communicated to the Board for approval.

MIN 5/07/10/2020- CHANGE OF PROJECT ACTIVITY

- The Fund Account Manager informed the Committee that the Codelist for FY 2019/2020 indicated the Project at Mung'abo Secondary School as completion of Administration block instead of completion of Laboratory.

The same clarification was made by the Principal through his communication to the Committee applying for change of activity.

The committee concluded that the amount set aside for purchase of lockers and chairs be spent on construction of the tuition block and tasked the Fund Manager to apply to the Board for change of project activity.

The Committee approved the application for onward transmission to the Board.

MIN 6/07/10/2020 – PAYMENTS

The following payments were approved by the Committee:

- Committee Allowances for the meeting of 9th October, 2020 – Kshs 47,000.00
- Airtime for the month of October, 2020 - Kshs 22,000.00
- Bursary - Kshs 92,750.00
- Fund Manager's Per Diem - Kshs 70,000.00

MIN 7/07/10/2020 - AOB

There being no other business, the meeting ended at 3.36p.m with a word of prayer from Mrs Godliver Okumu

Confirmed:

Chairman.....  Date: 9/10/2020
Secretary:  Date: 9/10/2020