CONSTITUENCIES DEVELOPMENT FUND

BUDALANGI

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**MINUTES OF CDFC MEETING HELD ON 02ND DEC, 2019 AT THE CDF OFFICE**

**MEMBERS PRESENT**

1. John Omumi -Chair Person
2. Susan Kadogo -Member
3. Marcela Odende -Member

4. Alfred Siduwa - Member

 5. Morine Chimwanyi - Member

 6.Mary Akhoyi - Member

 7.Tadeyi Mukudi - Member

 8.Jacktone Onyango -Secretary

 9.Mr. Ruto Jacob - DCC-Bunyala Sub-County

 10. Boaz Omondi -FAM

**INATTENDANCE**

1. HON. RBS WANJALA

AGENDA

 1. PRELIMINARIES

 2. READING OF PREVIOUS MINUTES

 3. MATTERS ARISING.

 4. INTRODUCTION OF A NEW FAM

 5. CHANGE OF THE SIGNATORIES

 6. PROPOSAL FOR THE FY 2019/2020

**MIN 1/2/12/2019 PRELIMINARIES**

The meeting was called to order with a word of prayer from Mrs. Morrine Chimwanyi at 15.15. Then the chairperson welcomed all members. Patron and a new FAM to the meeting.

**MIN 2/2/12/2019 READING AND CONFIRMATION OF PREVIOUS MINUTES**

The Secretary read the previous minute which were proposed and seconded by Mr. Siduwa and Mr. Mukudi respectively as a true record of what was discussed.

**MIN 3/2/12/2019 MATTERS ARISING**

a).Members wanted to know whether the county land valuer responded to the letter written to them. The chairperson answered that no response has yet been received.

b). The Patron wanted to know if there was response from the board on the relocation of project funds. The chairperson replied the re-allocation approval has not yet been received from the board.

c). The committee also learnt from the chairman that 300 tree seedlings for the replacement had already been supplied by the contractor and the remaining 700 seedlings aren’t ready.

d). Mr. Siduwa wanted to know the progress of Iyanga solar system rehabilitation from the monitoring and evaluation report. The report shows that the system is not working while the spoilt inverter and battery have not been replaced. The Patron instructed the chairperson to write a letter to the Iyanga Solar System Project contractor to shade light.

e) The chairperson informed the committee that the ACK Musoma model toilet is not yet complete. He added that the Toilet needs some additional funds of Kshs 80,000/= for its completion.

f). the Education Sub-committee Chairperson Mr. Siduwa was welcomed to report to the committee on the progress of bursary. He reported that so far 5,227 applicants had already applied. He added that a form has been designed strictly for form ones applicants with dating at 31st Jan, 2019 this is to allow the form one application to get the admission numbers.

**MIN 4/2/12/2019 INTRODUCTION A NEW FAM**

The chairperson welcomed the new FAM to the meeting and called for familiarization session. The new FAM introduced himself as **Mr. Boaz Omondi** Funds Accounts Manager at **Ugunja CDF station**. And he is here on acting capacity.

**MIN 5/2/12/2019 CHANGE OF SIGNATORIES**

Members resolved that on 4th Dec,2019 the outgoing FAM Mr. Hawkins Samba and the incoming FAM Mr. Boaz Omondi should change the account’s signatories to enable Budalang’i CDF activities to continue.

**Min. 6/2/12/2019: REVIEW OF THE 2019/2020 PROJECT PROPOSALS DEVELOPMENT**

* 1. The FAM informed the members that there were certain types of projects that were not allowed under the NG- CDF Act 2015 and amended 2016 namely;

 a) Projects supporting political parties.

 b) Projects supporting Religious Institutions.

 c) Personal awards projects.

 d) Projects that only benefit a very narrow cross section of society.

5.2 The FAM also informed the NG-CDFC that they could not increase or reduce the

 Allocation of Kshs **7,198,241.38** allocated to the Emergency.

5.3 The FAM also informed members the following;

 1. M&E Capacity Building – Maximum of 3% of the total Constituency allocation.

 2. Office Administration & Recurrent Expenditure – 6%

 3. Environment – 2%

 4. Sports – 2%

 5. Bursaries, Mocks, Assessments & Social Security programs – 35%

5.4 The NG-CDFC then prioritized projects from Ward reports 2019/2020 and Ugunja

 Strategic plan 2018- 2023 and approved them for Implementation in the 2019/2020

 Financial Year as Follows;

1. **6% Administration/Recurrent**

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| **Project Name** | **Activity**  | **Project Number** | **Amount** | **Status** |
| Employees’ Salaries | Payment of staff salaries and gratuity  | 4-040-231-2110000-100-2019/20-001 | 3,406,140.00 | Ongoing |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence and office tea,  | 4-040-231-2210000-100-2019/20-002 |  2,637,523.45  | Ongoing |
| NSSF | Payment of NSSF Deductions | 4-040-231-2120101-100-2019/20-003 | 21,600.00 | Ongoing |
| NHIF | Payment of NHIF Deductions | 4-040-231-2120201-100-2019/20-004 | 76,800.00 | Ongoing |
| Committee Expenses | Payment of Committee sitting allowances, transport, conferences and communication. | 4-040-231-2210802-100-2019/20-005 | 2,100,000.00 | Ongoing |
|  | **TOTAL** | **8,242,063.45** |  |

1. **3% Monitoring & Evaluation/Capacity Building**

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| --- | --- | --- | --- | --- |
| **Project Name** | **Activity**  | **Project Number** | **Amount** | **Status** |
| Goods and Services | Purchase of fuel, printing, stationery, Airtime, travel and subsistence | 4-040-231-2210000-111-2019/20-001 | 873,031.72 | Ongoing |
| Committee Expenses | Payment of Committee sitting allowances, transport, conferences | 4-040-231-2210802-111-2019/20-002 | 1,248,000.00 | Ongoing |
| NG-CDFC/PMC Capacity Building | Undertake Training of the PMCs/NG-CDFCs on NG- CDF Related issues | 4-040-231-2210700-111-2019/20-003 | 2,000,000.00 | Ongoing |
| **TOTAL** | **4,121,031.72** |  |

1. **25% Bursary/CATs/Mocks**

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| **Project Name** | **Project Activity** | **Project Number** | **Amount Allocated** | **Status** |
| Bursary Secondary Schools | Payment of bursary to needy students in Secondary Schools | 4-040-231-2640101-103-2019/20-001 | 23,500,000.00 | Ongoing |
| Bursary Tertiary Institutions (Colleges and University) | Payment of bursary to needy students in Tertiary Institutions. | 4-040-231-2640102-103-2019/20-002 | 9,000,000.00 | Ongoing |
| Bursary special Schools  | Payment of bursary to needy students in special Schools  | 4-040-231-2640103-103-2019/20-003 | 2,500,000.00 | Ongoing |
| **TOTAL**  |  |  | **35,000,000.00** |  |

1. **2% Sports**

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| **Project Name** | **Project Activity** | **Project Number** | **Amount Allocated** | **Status** |
| Constituency Sports Tournament | Carry out Constituency Sports tournament consisting 25 teams by provision of Transports for each team @ 10,000.00 totaling to ksh. 250,000.00, provision of lunch’s for each team @ ksh.10,000 for all play offs totaling to ksh. 250,000.00 and all participating 25 teams are awarded with balls Each @ ksh. 5000.00 totaling to ksh. 125,000.00 and full games skits Each.30,000.00 per team of 18 players totaling to ksh. 750,000.00,sports boots @ 45,000 per team totalling to ksh. 1,125,000.00 while winning 3 teams are awarded with trophies @ 30,000.00 per team totalling to ksh. 90,000.00, balls @ ksh. 5,000.00 per team totalling to ksh. 15,000.00 and games kits @ ksh. 30,000 per team totaling to ksh. 90,000.00 and ksh. 52,000 for administrative cost. | 4-040-231-2640509-112-2019/20-001 | 2,747,000 | Ongoing |
|  | **2,747,000** |  |

1. **Emergency (5% of the fund)**

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| **Project Name** | **Project Activity** | **Project Number** | **Amount Allocated** | **Status** |
| Emergency  | To cater for any unforeseen occurrences in the constituency during the financial year  | 4-040-231-2640200-101-2019/20-001 | 7,198,241.38 | Ongoing |
|  | **7,198,241.38** |  |

1. **Primary Education Projects**

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| **PROJECT NAME** | **PROJECT ACTIVITY**  | **Project Number** | **AMOUNT ALLOCATED** | **Status** |
| Lunyofu Primary School | Renovation of 4 classrooms to completion by re-walling, re-installation of ring beam across the wall, re- Lintel Installation on windows and doors, re-plastering, re-roofing, re-screeding on the floors and tiling and re-painting and re-installation of fittings(Metallic Windows and Metallic Doors) | 4-040-231-2630204-104-2019/20-001 | 2,500,000 | New |
| Mubwayo Primary School | Renovation of 5 classrooms to completion by re-walling, re-installation of ring beam across the wall, re- Lintel Installation on windows and doors, re-plastering, re-roofing, re-screeding on the floors and tiling and re-painting and re-installation of fittings(Metallic Windows and Metallic Doors) | 4-040-231-2630204-104-2019/20-002 | 3,100,000 | New |
| Bulemia Primary School  | Renovation of one classroom to completion by re-walling, re-installation of ring beam across the wall, re- Lintel Installation on windows and doors, re-plastering, re-roofing, re-screeding on the floors and tiling and re-painting and re-installation of fittings(Metallic Windows and Metallic Doors) | 4-040-231-2630204-104-2019/20-003 |  800,000 | New |
| Busagwa Primary School | Renovation of 2 classrooms to completion by re-installation of fittings(Metallic Windows and Metallic Doors), re-plastering on the walls, re-screeding and re-painting | 4-040-231-2630204-104-2019/20-004 |  470,000 | New |
| Kenya Gauze Primary School | Renovation of 3 classrooms to completion by re-walling, re-installation of ring beam across the wall, re- Lintel Installation on windows and doors, re-plastering, re-roofing, re-screeding on the floors and tiling and re-painting and re-installation of fittings(Metallic Windows and Metallic Doors) | 4-040-231-2630204-104-2019/20-005 | 1,200,000 | New |
| Nabutswi Primary School | Renovation of 3 classrooms to completion by re-walling, re-installation of ring beam across the wall, re- Lintel Installation on windows and doors, re-plastering, re-roofing, re-screeding on the floors and tiling and re-painting and re-installation of fittings(Metallic Windows and Metallic Doors) | 4-040-231-2630204-104-2019/20-006 | 1,200,000 | New |
| Budala Primary School | Construction of I New classroom to completion | 4-040-231-2630204-104-2019/20-007 | 1,300,000 | New |
| Bulwani Primary School | Renovation of 3 classrooms to completion by re-walling, re-installation of ring beam across the wall, re- Lintel Installation on windows and doors, re-plastering, re-roofing, re-screeding on the floors and re-painting and re-installation of fittings(Metallic Windows and Metallic Doors | 4-040-231-2630204-104-2019/20-008 | 1,000,000 | New |
| Maduwa Primary School | Renovation of 3 classrooms to completion by re-walling, re-installation of ring beam across the wall, re- Lintel Installation on windows and doors, re-plastering, re-roofing, re-screeding on the floors and re-painting and re-installation of fittings(Metallic Windows and Metallic Doors) | 4-040-231-2630204-104-2019/20-009 | 1,000,000 | New |
| Munani Primary School | Construction of I New classroom to completion | 4-040-231-2630204-104-2019/20-010 | 1,300,000 | New |
| Sirimba Primary School | Construction of I New classroom to completion | 4-040-231-2630204-104-2019/20-011 | 1,200,000 | New |
| Bubango Primary School | Purchasing of 47 School Desk Each Costing Ksh. 3,000.00 | 4-040-231-2630204-104-2019/20-012 | 141,000.00 | New |
| Mundika Primary School | Purchasing of 46 School Desk Each Costing Ksh. 3,000.00 | 4-040-231-2630204-104-2019/20-013 | 138,000.00 | New |
| Makunda Primary School | Purchasing of 46 School Desk Each Costing Ksh. 3,000.00 | 4-040-231-2630204-104-2019/20-014 | 138,000.00 | New |
|  |  |  | **15,487,000** |  |

**-**Budalangi Constituency being a swampy area in Kenya the cost of construction one classroom to completion varies from ksh. 1.2M on slightly high grounds and 1.3M on low grounds

1. **Secondary School Projects**

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| **PROJECT NAME**  | **PROJECT ACTIVITY** | **Project Number** | **ALLOCATED AMOUNT** | **Status** |
| Mundere Secondary School | Construction of ground Floor (Phase 1) to usable state comprising of 8 classrooms, 1 laboratory and 3 administration offices by Construction of concrete column pillars Stone walling (outer walls) Block walling(inner Walls) , Casting of the first floor ring beams and lintels and casting of the Ground floor beams to completion. | 4-040-231-2630205-104-2019/20-001 |  15,000,000 | Ongoing |
| ACK Musoma Secondary School | Construction of ground Floor (Phase 1) to usable state comprising of 8 classrooms, 2 laboratories, 1 computer laboratory and 3 administration offices by Construction of concrete column pillars Stone walling (outer walls) Block walling(inner Walls) , Casting of the first floor ring beams and lintels and casting of the Ground floor beams to completion. | 4-040-231-2630205-104-2019/20-002 |  15,000,000 | Ongoing |
| Sisenye Mixed Secondary School | Construction of ground Floor (Phase 1) to usable state comprising of 8 classrooms, 1 laboratory and 3 administration offices by Construction of concrete column pillars Stone wallings (outer walls) Block walling(inner Walls) , Casting of the first floor ring beams and lintels and casting of the Ground floor beams to completion. | 4-040-231-2630205-104-2019/20-003 |  15,000,000 | Ongoing |
| Ruambwa Secondary School | Construction of ground Floor (Phase 1) to usable state comprising of 8 classrooms, 1 laboratory and 3 administration offices by Construction of concrete column pillars Stone walling (outer walls) Block walling(inner Walls) , Casting of the first floor ring beams and lintels and casting of the Ground floor beams to completion | 4-040-231-2630205-104-2019/20-004 |  15,000,000 | Ongoing |
| Bukoma Mixed Secondary School | Variation of 1 classroom to by Excavation of dumpy foundation to get the level, building rump, creation of trench to carry storm water and built the skirting around the foundation wall. | 4-040-231-2630205-104-2019/20-005 |  300,254 | New |
| Bukoma Mixed Secondary School | Construction of I New classroom to completion | 4-040-231-2630205-104-2019/20-006 | 1,300,000 | New |
| ST Cecilia Namenya Secondary School  | Installation of 4 (10,000 litres plastic tanks) with basements and gutters to collect water from the roof tops including the cost of purchasing of tanks and transportation. | 4-040-231-2630205-104-2019/20-007 |  400,000 | New |
|  |  |  | **62,000,254** |  |

-Attached are the bills of quantities for the storey buildings for your reference.

- Since the numbers of classrooms are different there are disparities in cost of similar activities within those classrooms.

1. **Security Projects**

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| **Project Name** | **Project Activity** | **Project Number** | **Amount** | **Status** |
| Mubwayo Police Post  | Renovation of 6 room capacity police post office ksh.677, 387.59 by re-roofing, re- plastering and re-installation of fittings (Metallic Windows, Metallic Doors, and wooden Doors), re-plastering and re-painting and also purchasing of 0.5 Acrs piece of land ksh. 400,000 | 4-040-231-2640507-113-2019/20-001 | 1,077,387.59 | New |
| Nambengele Police Post | Renovation of 5 room capacity police post office by re-roofing, re- plastering and re-installation of fittings (Metallic Windows, Metallic Doors, and wooden Doors), re-plastering and re-painting  | 4-040-231-2640507-113-2019/20-002 | 1,000,000.00 | New |
|  |  |  | **2,077,387.59** |  |

1. **Others**

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| --- | --- | --- | --- | --- |
| **Project Name** | **Project Activity** | **Project Number** | **Amount** | **Status** |
| Budalangi NG-CDF Offices  | Purchasing of 4 kibo model motor bikes for office use with a capacity of 160cc  | 4-040-231-3110104-108-2019/20-01 | 494,746.00 | Ongoing |

**MIN 7/28/11/2019 AOB**

There being no any other businessthe meeting ended with a prayer from Mrs. **Marcela odende** at 1815 pm

**Confirmed by:**

**Chairman……………………....................... Sign……………………….Date………………..**

**Secretary……………………………………Sign……………………….Date……………….**