

**FULL NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND COMMITTEE
MEETING HELD ON 30/8/2018 AT THE BOARDROOM**

ATTENDANCE

- | | | |
|------------------------------|---|-------------------------------|
| 1. Mr. Joseph Rocky Odada | - | Chairman |
| 2. Mr. Henry India Odep | - | Secretary |
| 3. Mr. Alfred Chisaina | - | Fund Account Manager |
| 4. Mrs. Eunice A. Ochieng | - | Member |
| 5. Mr. Zedekiah Odalo Hongo | - | Member |
| 6. Mr. Naphtal Opapa | - | Member |
| 7. Mrs. Marcella Onyango | - | Member |
| 8. Mrs. Hellen Adhiambo Muga | - | Member |
| 9. Kenneth Ogalo | - | Member |
| 10. Mr. Mohammed Yusuf | - | Assistant County Commissioner |

IN ATTENDANCE

- | | | |
|-------------------|---|-----------------------------|
| Sospeter A. Arodi | - | Constituency Office Manager |
|-------------------|---|-----------------------------|

AGENDA

1. Reading and Confirmation of the Previous Minutes
2. Matters arising from the previous minutes
3. Monthly Expenditure Return
4. Project Proposals 2018
5. NG-CDF Performance Contract 2018/2019
6. Audit Report
7. A.O.B

MIN: 22/8/2018: PRELIMINARIES

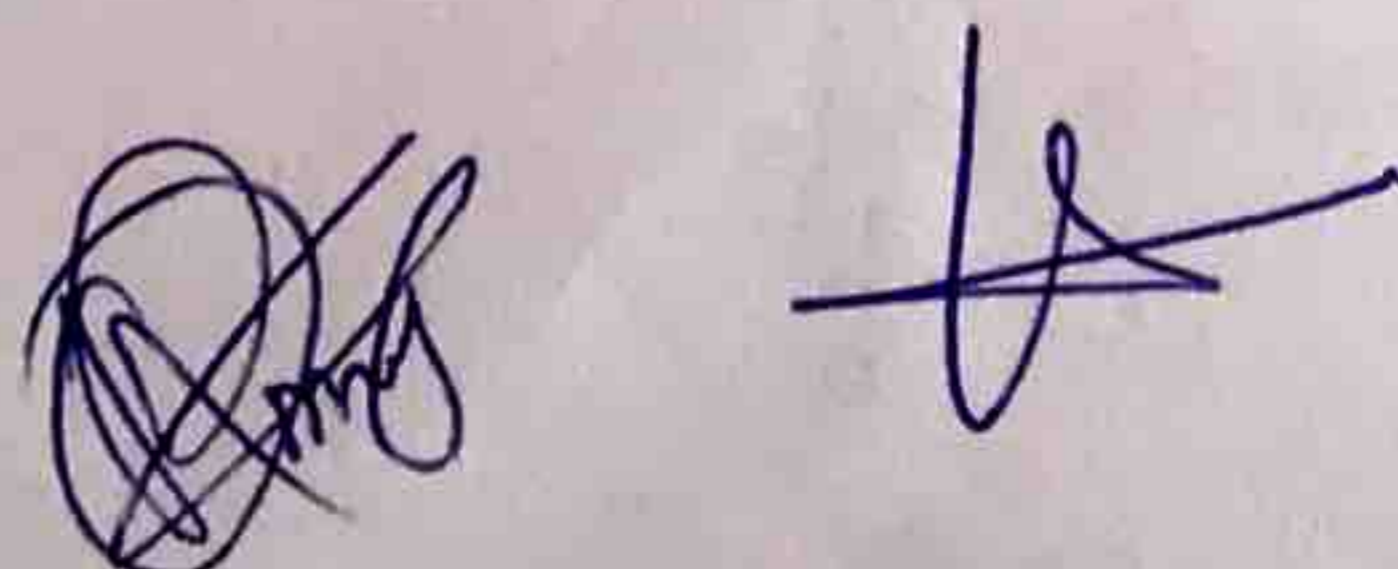
The Chairman called the meeting to order at 10.15am.. An opening prayer was offered by Mr. Naphtal Otieno Opapa.

MIN: 24/8/2018: READING AND CONFIRMATION OF THE PREVIOUS MINUTES

The minutes were read by the Secretary and confirmed as true records of what was discussed by Eunice Ochieng and seconded by Mr. Naptali Opapa.

MIN: 25/8/2018: MATTERS ARISING FROM THE PREVIOUS MINUTES

- i. The Fund Manager said all projects cheques for issuances are ready. The issuance will be done by the Area MP.
- ii. The executives agreed to meet a day earlier to peruse the minutes and prepare agenda.



MIN: 26/8/2018: MONTHLY EXPENDITURE

The report was given by the Constituency Funds Manager. He said that the following had been paid:-

1. Water
2. Electricity
3. Salaries
4. Approved projects
5. CDFC Allowances
6. Stationeries

Note: For salary, members recommended that Winnie the CDF Secretary should be added more salary.

MIN:27/8/2018: PROJECT PROPOSAL 2018/2019

The Fund Manager guided the members through the ongoing projects approved for funding by the board for 2018/2019. The Fund Manager explained that completing on going projects does not stop the board from funding a new project. The Fund Manager asked members to help in identifying new projects from their areas to be funded. For the projects to be funded members agreed to balance schools in the constituency depending on the school percentage distribution.

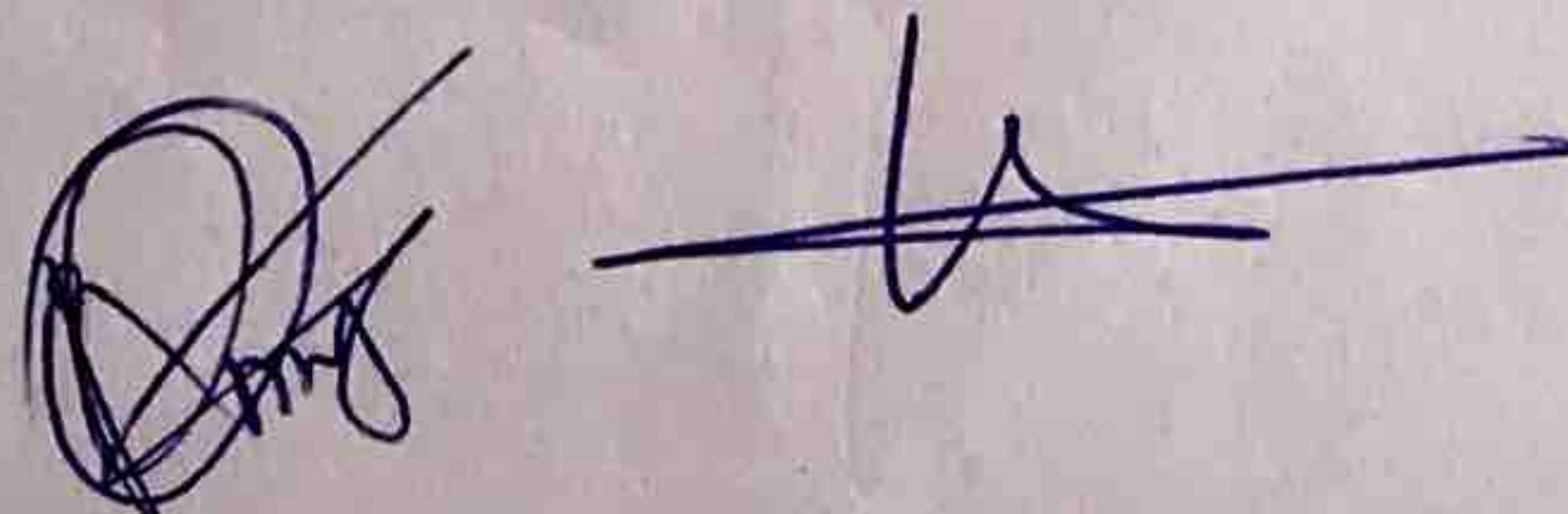
On going Projects to be completed

- | | | |
|----------------------|---|---|
| 1. Kobura Ward | - | 8 |
| 2. Kabonyo/Kanyagwal | - | 8 |
| 3. Ahero Ward | - | 5 |
| 4. Wawidhi | - | 1 |
| 5. Awasi | - | 4 |

After thorough discussion members approved the following as draft proposal 2018/2019

- | | | |
|--|---|------------------|
| CDF Resource Centre | - | ksh. 8 million |
| 6 laboratories | | |
| 4 chiefs offices | - | ksh. 1.7 million |
| 2 buses (51 seater) | - | ksh. 9 million |
| DCC Office (Nyando) | - | Ksh. 2.4 million |
| Bursary | - | Ksh. 30 million |
| Renovation – each ward to bring one school for renovation. | | |

completion of one classroom at Okanja Primary School at 1.7 million.



The executive to meet and prepare a draft copy after getting communication from NGCDF Board Nairobi. Members further resolved to fund the following new schools.

The following schools to be added funds to complete

Olası pri. School	-	200,000.00
Luora Pri. School	-	200,000.00
Nyarombe Pri. School	-	200,000.00

MIN:28/8/2018: NGCDFC PERFORMANCE CONTRACT 2018/2019

The Fund Manager informed the members about the contract performance which is a requirement from the National NGCDF. He said the following were invited to attend seminar for signing of Performance Contract on behalf of the Nyando NGCDFC in Embu from 8th to 14th. The committee resolved that costs incurred by the officers attending the event shall be borne by NGCDFC

- i. NGDFC Chairman
- ii. Fund Account Manager
- iii. District Accountant

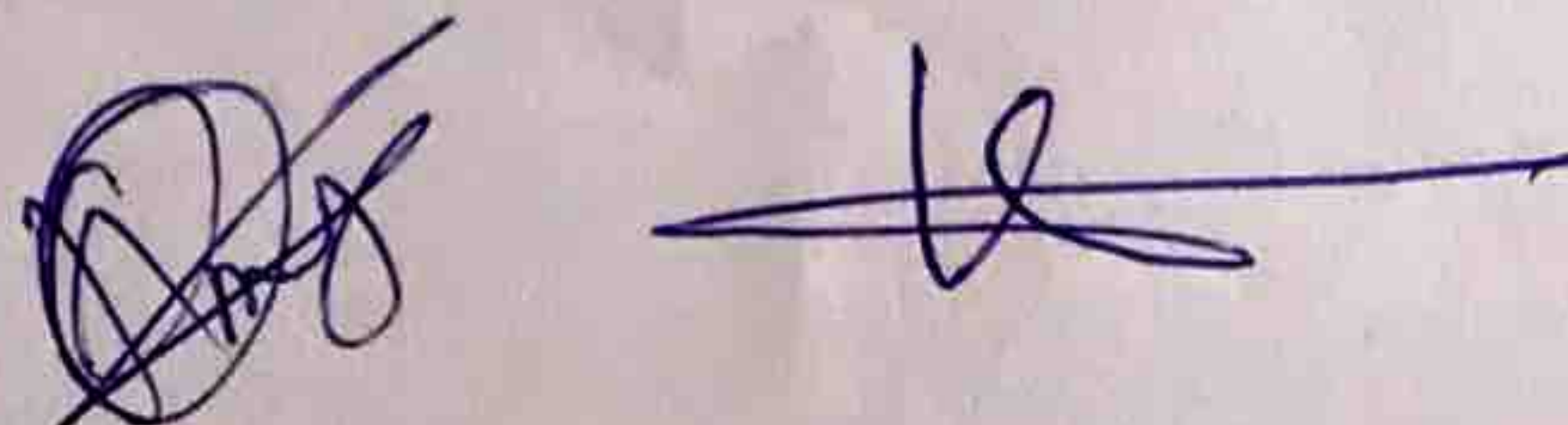
MIN:29/8/2018: NGCDFC AUDIT REPORT

The Fund Manager took members through the Audit report thus:-

- I. Bursary. The audit was concerned that despite money being send to institutuions for bursary there were no acknowledgements for the same.
 - i. The Committee resolved that cheques should be taken to institutions by responsible persons from NGCDF Office and a receipt to be brought back .
 - ii. Schools outside Nyanza, their cheques should be taken by bearers but they Must bring receipts from those institutions.
- II. With reference of Kobura Girls Secndary School where they found cracks, it was recommended that NGCDF should involve proper Building Engineer before the work is done. Members resolved that they should be some technical people for consultation e.g. Engineer.
- III. Auditor found some stall projects e.g. Karanda Mixed Secondary School which has been there for 5 years. They advised that sufficient fund should be allocated to project.

MIN:30/8/2018: A.O.B

- i. Kanyangoro Secondary School. The committee corrected the project activity description for Kanyangoro Secondary School which had been erroneously captured as construction of barbed wire fence and gate in the minutes of 19/2/2018 minute number 4/19/2/2018. The correct **description is Construction of Three Door** pit latrine.

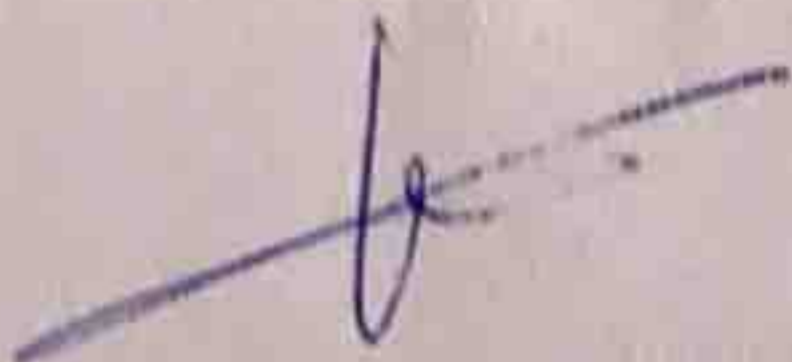


Project Name	Activity	Amount allocated
Kyangoro Secondary School	Construction of Three door Pit Latrine	328,301

- ii. NGCDFC was informed that the Land rover is being repaired to be used.
- iii. Members wanted to know state of murruming roads in Nyando Constituency.
- iv. Yogo Primary. A member wanted to follow up on the money given to Yogo Primary School and see if it was used in the right manner.
- v. Members agreed to remain focused politically.
- vi. Members of NGCDFC are suppose to educate the public on the roles of NG-CDF.
- vii. There is need to employ one field officer.

There being no any other business for transaction the meeting ended with a prayer from Mrs. Hellen Muga

Prepared by



Mr. Henry India Odep
Secretary

Approved by



Joseph Rocky Odada
Chairman