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| CDF logo 4 MsWord  **NG-CDF BOARD** | **National Government Constituencies Development Fund Board**  NYAKACH CONSTITUENCY  Next to Nyakach sub county DCC Compound  P.O Box 169-40111  Pap-Onditi, Kenya  **Cellphone**: Fund Manager 0723 896 642  Chairman 0724 525 425  **Email**: [cdfnyakach@cdf.go.ke](mailto:cdfnyakach@cdf.go.ke) | **Website:** [www.ngcdf.go.ke](http://www.ngcdf.go.ke) |

**MINUTES OF THE NYAKACH NG-CONSTITUENCY DEVELOPMENT FUND COMMITTEE MEETING HELD AT THE CONSTITUENCY OFFICES BOARD ROOM ON 17th MAY 2019**

**Present**

1. Joel Mc Odongo - Chairman
2. Hellen Were - Secretary
3. Moses Karakacha - F.A.M
4. Henry Odingo - Member
5. Leah Aringo - Member
6. Susan Otieno - Member
7. Cornelius Sangura - D.C.C
8. Nahashon Osenya - Member
9. Justus Ochieng’ - Member
10. Tom Miruka - Member

**MINUTE 1/17/05/2019: PRELIMINARIES**

The meeting was called to order by the Chairman at 11.40 AM and the quorum confirmed. The word of prayer was then said by Justus Ochieng.

**MINUTE 2/17/05/2019: THE MEETING AGENDA**

The agenda of the meeting was adopted as follows;

1. Preliminaries
2. Adoption of the meeting agenda
3. Reading and confirmation of the minutes of the meetings of 12th March 2019 and 5th April 2019.
4. Consider matters arising from the previous minutes of 12th March 2019 and 5th April 2019
5. Consider ongoing projects for approval of FY 2018-2019 proposal
6. Consider the report of the monitoring & evaluation committee
7. Consider the draft report of the external auditors’ FY 2017-2018
8. Consider the annual training of the committee
9. Consider payment of approved projects FY 2018-2019
10. AOB

**MINUTE 3/17/05/2019: READING AND CONFIRMATION OF THE MINUTES OF 12TH MARCH 2019 AND 5TH APRIL 2019**

The two sets of minutes were confirmed as true records of the proceedings upon proposal by Henry Odingo and seconded by Justus Odhoch.

**MINUTE 4/17/05/2019: MATTERS ARISING FROM THE MINUTES OF 12TH MARCH 2019 AND 5TH APRIL 2019**

The following issues were noted under matters arising from the previous sets of minutes; -

1. The Fund manager confirmed that the report of the on-going projects as at 30th June 2018 had been compiled and submitted to the board. This report contains ongoing projects that were not captured in the FY 2018-2019 budget proposal.
2. The committee will continue to use the tender box at the DCC offices. The box is managed by the sub county supply chain management officer who also manages the committee’s tender matters.
3. The committee noted that all repairs and renovations to the constituency office and the DCC residence will be undertaken through adequate budget provisions in the FY 2018-2019 and 2019-2020.
4. Members noted that the bursary allocation of Kshs 14.5 Million for colleges and universities had been disbursed during the month of March and reports from the beneficiaries indicate that the process was fair and transparent.
5. The meeting was informed that 3 laptops and 2 printers were purchased and delivered to the office. The current users are as tabulated below;

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| S/No | Item | User |
| 1 | HP notebook i7 laptop | Fund account manager |
| 2 | HP notebook i7 laptop | Sub county accountant |
| 3 | HP notebook i7 laptop | Accounts clerk-cdfc |
| 4 | HP printer | Fund account manager |
| 5 | Canon printer | Ng-cdf general office |

**MINUTE 5/17/05/2019: REVIEW AND COMMITMENT TO FUND ONGOING PROJECTS**

The Fund Manager informed the meeting that the reports of the ongoing projects as at 30th April 2019 had been submitted to the board. The board has confirmed that the report tallies with the implementation status report of the constituency. The committee sitting on the 17th May 2019 committed to fund all the ongoing projects in the current and upcoming financial years of 2018-2019, 2019-2020 and 2020-2021. The committee therefore undertakes to fund these projects on priority basis as per the attached schedule marked annex 1. The meeting noted that the remaining projects require a total sum of Kshs 181,600,000 to ensure completion.

**Additional information**

1. The committee noted that the purchase of the Bodi secondary school bus is being co-funded with the school management. Therefore, the allocation of Kshs 2,617,753.30 is the final contribution by Nyakach ng-cdf towards the total cost.
2. Nyabondo Day Mixed Primary School has been allocated Kshs.500, 000 in the current financial year for the completion of two classrooms. The balance of Kshs. 1,000,000 will be allocated in the financial year 2019-2020.
3. Olwa Pry School has been allocated Kshs.500, 000 in the current financial year for the completion of two classrooms. The balance of Kshs. 600,000 will be allocated in the FY 2019-2020
4. St. Lawrence Kogola Sec Sch has been allocated Kshs.500, 000 in the current financial year for the completion of a laboratory. The balance of Kshs. 1,600,000 will be allocated in the FY 2019-2020.

**MINUTE 6/17/05/2019: MONITORING AND EVALUATION COMMITTEE REPORT**

The chairman of monitoring and evaluation committee, Mr. Nahashon Osenya informed the members that the report of the last projects visits in April 2019 had been compiled. The report indicates that most of the projects are ongoing and require further funding to ensure completion. The subcommittee will continue with the work from 20th May 2019 to cover the remaining projects in the programme.

**MINUTE 7/17/05/2019: KENAO AUDIT REPORT-FY 2017/2018**

The audit of the financial statements for the year ended June 2018 was conducted from 15th April 2019 to 8th May 2019 by the office of the auditor general (KENAO- Kisumu). The team was satisfied with the information and records available in the office for the period under review that ran from 1st July 2017 to 30th June 2018. These enabled them to conclude their work as per their work programme. The few issues that required further clarification as contained in the management letter were responded to within the five days allowed.

**MINUTE 8/17/05/2019: ANNUAL TRAINING OF NG- CDFC COMMITTEE AND STAFF**

The committee considered the need to hold its annual training before the close of the financial year. This will be in compliance with the annual performance contracting targets and also sharpen their skills in discharging their mandate. The members considered various venues that could be convenient for bonding and conference facilities and resolved to hold the three days training in Nakuru. The budget available in the current financial year is kshs 1,000,000. The members proposed to hold the training during the last week of May 2019 or in June 2019. The participants will include;

1. Ng-Cdfc Members 10
2. Cdfc Staff 3
3. Treasury Staff 3
4. Regional Coordinator 1
5. Procurement Officer 1
6. Public Works Officer 1
7. One facilitator from head office 1

**TOTAL 20**

The members will be paid daily subsistence allowances to cater for their accommodation and meals. The conference facilities will be paid for separately. The Fund Manager was asked to make the necessary logistical arrangements.

**MINUTE 9/17/05/2019: PAYMENT OF APPROVED PROJECTS FY 2018 – 2019**

Members reviewed the additional approved **code list of six projects in financial year 2017-2018** and recommended that the funds be released to the schools. The funds are in respect of the purchase of school buses.

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| Project name | Project activity | Kshs | Cheque number |
| Urudi secondary school | Purchase of 51 seater school bus, co-funded with PTA | 900,000 |  |
| Magunga secondary school | Purchase of 51 seater school bus, co-funded with PTA | 600,000 ( recover advance payment of kshs 300,000) |  |
| St.Anthony secondary school | Purchase of 51 seater school bus, co-funded with PTA | 900,000 |  |
| Bodi secondary school | Purchase of 51 seater school bus, co-funded with PTA | 900,000 |  |
| Sangoro secondary school | Purchase of 51 seater school bus, co-funded with PTA | 900,000 |  |
| St.Alloys Gem secondary school | Purchase of 51 seater school bus, co-funded with PTA | 900,000 |  |
| **TOTAL** |  | **5,100,000** |  |
| **TOTAL TO PAY** |  | **4,800,000** |  |

Note:

Recover advance payment to St. Anthony of Ksh 300,000

The additional code list in the **financial year 2015-2016** was also reviewed and recommended for the disbursement of the funds as tabulated below;

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| --- | --- | --- | --- |
| Project name | Project activity | Kshs | Cheque number |
| Nyalunya Primary school | Construction of two classrooms | 1,000,000 |  |
| Onyuongo RC Primary school | Construction of one classroom | 500,000 |  |
| Ngege primary school | Construction of one classroom | 500,000 |  |
| Pedo Primary school | Construction of one classroom | 600,000 |  |
| Dirubi secondary school | Plastering & flooring of 2 classrooms | 500,000 |  |
| Moro secondary school | Plastering & fitting of two classrooms | 500,000 |  |
| **TOTAL** |  | **3,600,000** |  |

**MINUTE 9/17/05/2019: NG – CDF BOARD YOUTH TRAINING IN ELDORET**

The two youth members’ Justus Ochieng and Leah Aringo informed the meeting that they attended a training organized by the Ng-cdf board from 23rd April-26th April 2019 at Starbucks hotel in Eldoret. The attendees appreciated that the training was educative and valuable in equipping them to discharge their mandate. The meeting recommended that the two youths be paid/reimbursed the training participatory allowances to cater for their out of pocket expenses. The board paid for their accommodation expenses.

**MINUTE 10/17/05/2019: AOB**

There being no other business the meeting ended at 1.55pm