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| Description: CDF logo 4 MsWord  **NG-CDF** | National Government Constituencies Development Fund  Suba South Constituency  P.O Box 24-40308  SINDO  **Email**: [cdfsubasouth@ngcdf.go.ke](mailto:cdfsubasouth@ngcdf.go.ke) |

**MINUTES OF SUBA SOUTH NG-CDFC MEETING HELD ON 28TH FEBRUARY 2019 AT THE NG CDF OFFICE BOARD ROOM-GINGO**

**MEMBERS PRESENT**

1. MAURICE OPINDE - CHAIRMAN
2. HERINE ODERO - SECRETARY
3. EVALINE DUNGA - MEMBER
4. LAMECK OTIENO - MEMBER
5. ALICE OJOWI - MEMBER
6. CHARLES ODHOK - MEMBER
7. WALTER ODUOL - MEMBER
8. ALFRED OBETTO - MEMBER
9. DAVID AGONG - FAM
10. JOSEPH K. MAINA - DCC

**AGENDA**

1. Preliminaries
2. Reading and confirmation of the previous minutes
3. Matters arising from the previous minutes
4. Bursary administration FY 2018/2019
5. Distribution of the 2nd Disbursement for FY 2018/2019 AIE Kshs. 20Million
6. Approval of Disbursements from the 2nd AIE FY 2018/2019 to PMCs
7. Approval of Emergency projects Funding
8. General reports
9. Distribution of the 3rd Disbursement for FY 2018/2019 AIE Kshs. 6 Million
10. Approval of Disbursements from the 3rd AIE FY 2018/2019 to PMCs
11. Approval of Payments
12. Any Other Business

**MIN: 89 SSNGCDFC / FEBUARY/2018/2019: PRELIMINARIES**

The chairman called the meeting to order at 10:00Am and requested Charles Otieno to offer an opening prayer

**MIN: 90 SSNGCDFC / FEBRUARY /2018/2019: READING AND CONFIRMATION OF THE PREVIOUS MINUTES**

The previous minutes were read and confirmed by members having been proposed by Alice Ojowi and seconded by Alfred Obetto

**MIN: 91 SSNGCDFC / FEBRUARY /2018/2019: MATTERS ARISING FROM THE PREVIOUS MINUTES**

* There was no matter arising

**MIN: 92 SSNGCDFC/ FEBRUARY /2018/2019: BURSARY ADMINISTRATION FY 2018/2019**

The committee agreed to hold locational bursary applications vetting exercise on 20th March 2019 and 21st March 2019 in Central Division (NGCDF Office-Gingo) and Gwassi Division (Magunga Youth hall) respectively facilitated with the budget tabulated below;

Budget for Bursary Applications Vetting Exercise

|  |  |  |
| --- | --- | --- |
|  | **ITEM** | **AMOUNT** |
| 1 | Transport subsidy to 90 vetting committee members @ 1,500 | 135,000.00 |
| 2 | Sitting allowances for NGCDF committee | 52,000.00 |
| 3 | Facilitation of staff | 15,000.00 |
| 4 | Refreshments and contingency | 30,000.00 |
| 5 | Transport Hire to Magunga | 10,000.00 |

**MIN: 93 SSNGCDFC / FEBRUARY /2018/2019: DISTRIBUTION OF THE 2ND DISBURSEMENT FY 2018/2019 AIE KSHS. 20MILLION**

The committee resolved to have the 2nd disbursement AIE for financial year 2018/2019 distributed as follows;

|  |  |  |
| --- | --- | --- |
| **Project Name** | **Project Number** | **Amount Allocated** |
| EMPLOYEES’ SALARIES | 4-043-252-2110000-100-2018/2019-001 | 300,000.00 |
| GOODS AND SERVICES (ADMIN) | 4-043-252-2210000-100-2018/2019-003 | 200,000.00 |
| COMMITTEE EXPENSES (ADMIN) | 4-043-252-2210802-100-2018/2019-004 | 200,000.00 |
| GOODS AND SERVICES (M&E) | 4-043-252-2210000-111-2018/2019-001 | 100,000.00 |
| COMMITTEE EXPENSES (M&E) | 4-043-252-2210802-111-2018/2019-002 | 200,000.00 |
| PRIMARY SCHOOLS PROJECTS | 4-043-252-2630204-104-2018/2019-000 | 1,800,000.00 |
| SECONDARY SCHOOLS PROJECTS | 4-043-252-2630205-104-2018/2019-000 | 12,700,000.00 |
| SECURITY PROJECTS | 4-043-252-2640506-108-2018/2019-000 | 500,000.00 |
| EMERGENCY RESERVE | 4-043-252-2640200-101-2018/2019-000 | 4,000,000.00 |
| **TOTAL** |  | **20,000,000.00** |

**MIN: 94 SSNGCDFC / FEBRUARY /2018/2019: APPROVAL OF DISBURSEMENT OF FUNDS FROM THE 2ND AIE FY 2018/2019 TO PMCS**

The committee resolved to prioritize disbursements to the following PMCs;

|  |  |  |  |
| --- | --- | --- | --- |
| **PMC NAME** | **PROJECT NUMBER** | **ACTIVITIES** | **AMOUNT** |
| Msare Mixed Secondary School Water Project | 4-043-252-2630205-104-2018/2019-005 | Drilling of bore hole, installation of solar water pumping unit and 10,000 litre UPVC water tank and fetching point | 5,000,000.00 |
| Kimange Primary school Water Project | 4-043-252-2630204-104-2018/2019-034 | Drilling of bore hole, installation of solar water pumping unit and 10,000 litre UPVC water tank and fetching point | 5,000,000.00 |
| St. Mercelline Kigoto Mixed Secondary School | 4-043-252-2630205-104-2018/2019-026 | Completion of Dormitory: Roofing and fittings | 800,000.00 |
| St. Mercelline Kigoto Mixed Secondary School | 4-043-252-2630205-104-2018/2019-027 | Completion of Dinning Hall: Floor slabbing and Fittings | 700,000.00 |
| Mwiraria Mixed Secondary school | 4-043-252-2630205-104-2018/2019-020 | Construction of two new class rooms: Foundation to Fittings | 1,200,000.00 |
| Bunge Primary School | 4-043-252-2630204-104-2018/2019-032 | Construction of two new class rooms : foundation to Fittings | 1,200,000.00 |
| Sawanka Primary School | 4-043-252-2630204-104-2018/2019-011 | Construction of one new class room : foundation to roofing | 600,000.00 |
| Sare BMU | 4-043-252-2640506-108-2018/2019-002 | Purchase of security surveillance (Patrol) speed boat | 500,000.00 |
| **TOTAL** |  |  | **15,000,000.00** |

**MIN: 95 SSNGCDFC / FEBRUARY /2018/2019: APPROVAL OF EMERGENCY PROJECT S FUNDING**

The committee resolved to disburse to the PMC as indicated below towards funding of the improvement works at Nyabomo - Msare Secondary school Access Road since the this infrastructure was in pathetic condition hampering accessibility to Nyabomo Primary and Msare Secondary schools

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| --- | --- | --- | --- |
| **PMC NAME** | **PROJECT NUMBER** | **ACTIVITIES** | **AMOUNT** |
| Nyabomo- Msare Secondary school Access Road PMC | 4-043-252-2640200-101-2018/2019-001 | Grading and gravelling of 2.5 Km school access road | 4,000,000.00 |

**MIN: 96 SSNGCDFC / FEBRUARY /2018/2019: GENERAL REPORTS**

It was reported that the disposal committee for Land rover GKA 487P met on 21st February 2019 and recommended that the motor vehicle which was unserviceable be disposed through open tender with a reserve price being set at Kshs. 50,000.00

In addition members were also informed that the new motorcycle and replacement of parts of motorcycle GKB 508L procured from Geolynk Limited (Yamaha dealer in Kisii) were to be delivered by 10th March 2019 to facilitate M & E of projects and other office erands

Further, the committee was informed that CSR tender evaluation were about to be concluded to pave way for commencement of the projects implementation at Ragwe Mixed Secondary School and St. Charles Wiga Secondary School

**MIN: 97 SSNGCDFC / FEBRUARY /2018/2019: DISTRIBUTION OF 3RD DISBURSEMENT FY 2018/2019 AIE KSHS. 6 MILLION**

The committee agreed to distribute the AIE for the 3rd disbursement for financial year 2018/2019 as follows;

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| --- | --- | --- |
| **Project Name** | **Project Number** | **Amount Allocated** |
| PRIMARY SCHOOLS PROJECTS | 4-043-252-2630204-104-2018/2019-000 | 2,100,000.00 |
| SECONDARY SCHOOLS PROJECTS | 4-043-252-2630205-104-2018/2019-000 | 2,900,000.00 |
| EMERGENCY RESERVE | 4-043-252-2640200-101-2018/2019-000 | 1,000,000.00 |
| **TOTAL** |  | **6,000,000.00** |

**MIN: 98 SSNGCDFC / FEBRUARY /2018/2019: APPROVAL OF DISBURSEMENT OF FUNDS FROM THE 3RD AIE FY 2018/2019 TO PMCS**

The committee resolved to prioritize disbursements from this 3rd AIE to the following PMCs;

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| --- | --- | --- | --- |
| **PMC NAME** | **PROJECT NUMBER** | **ACTIVITIES** | **AMOUNT** |
| Nyasoti Primary school | 4-043-252-2630204-104-2018/2019-028 | Completion of one class room: Fittings, Plastering, Glazing and painting | 400,000.00 |
| Nyaburu Primary School | 4-043-252-2630204-104-2018/2019-031 | Construction of one new class room : foundation to roofing | 700,000.00 |
| Ragwe Primary school | 4-043-252-2630204-104-2018/2019-003 | Construction of one new class room : foundation to roofing | 500,000.00 |
| Ngeri Primary School | 4-043-252-2630204-104-2018/2019-001 | Construction of one new class room : foundation to roofing | 500,000.00 |
| Seka Mixed secondary School | 4-043-252-2630205-104-2018/2019-035 | Completion of administration block: Roofing and fittings | 600,000.00 |
| Ngeri Girls Secondary school | 4-043-252-2630205-104-2018/2019-001 | Completion of one classroom :Plastering, glazing and Painting | 200,000.00 |
| Ragwe Mixed Secondary School | 4-043-252-2630205-104-2018/2019-002 | Completion of Science Laboratory: Plumbing, gas system, plastering, glazing | 600,000.00 |
| Msare Mixed Secondary School | 4-043-252-2630205-104-2018/2019-004 | Completion of Science Laboratory: gas system, plastering, glazing and painting | 500,000.00 |
| Nyabera Girls Secondary School | 4-043-252-2630205-104-2018/2019-010 | Completion of Science Laboratory: Fittings, work tops, plumbing, gas system and plastering | 600,000.00 |
| Hon. John Mbadi Oma Mixed Secondary school | 4-043-252-2630205-104-2018/2019-029 | Completion of Science laboratory: Painting Kshs. 200,000/= , guttering and installation of 10,000 litre tank Kshs. 200,000/= | 400,000.00 |
| **TOTAL** |  |  | **5,000,000.00** |

**MIN: 99 SSNGCDFC / FEBRUARY /2018/2019: APPROVAL OF PAYMENTS FOR GOODS AND SERVICES**

The committee approved the following payments;

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| --- | --- | --- | --- |
| **S/N** | **PAYEE** | **PAYMENT DESCRIPTION** | **AMOUNT** |
| 1 | NGCDF Staff | Salaries for February 2019 | 177,466.00 |
| 2 | NGCDF Committee | Expenses for M& E conducted on 15/2/2019 | 79,000.00 |
| 3 | NGCDF Committee | Expenses for the meeting held on 28/2/2019 | 69,000.00 |
| 4 | David Agong | Claim for Travel and subsistence while attending to official duties in Nairobi from 24th to 27th February 2019 | 36,000.00 |
| 5 | David Agong | Claim for Transport hire for 8 days in February 2019 @ 5,000 | 40,000.00 |
| 6 | David Agong | Claim for land rover GKA 487 P disposal committee meeting expenses -21st February 2019 | 25,000.00 |
| 7 | David Agong | Claim for Facilitation of FAM while attending to official duties in Magunga 2 days @ 5,000 facilitation of field staff and other office running expenses | 40,000.00 |
| 8 | Sagoki General Supplies | Supply of Printed T-shirts, field bags, heavy duty stapler and heavy duty paper punch | 108,000.00 |
| 9 | Kenya Power | Electricity bill | 3,749.00 |

**MIN: 100 SSNGCDFC / FEBRUARY /2018/2019: ANY OTHER BUSINESS**

* Members took note and agreed to support a needy student who scored 376 and admitted at St. Charles Gwassi Girls Secondary school
* A member reported that Kianyumba Primary school needed completion/ renovation of class rooms
* It was reported that the network stability of the Constituency Innovation Hub was fluctuating and required follow up with Telkom Kenya Limited for technical support
* A member reminded the meeting that God Oloo Secondary School water project required fencing
* Members were also informed that Nyabera Girls Secondary school water project was not functioning and that girls were now getting water from the community fetching point outside the school compound

There being no A.O.B the meeting was officially closed with prayer from Alice Ojowi at 1:55 PM

**CONFIRMATION**

SIGN……………………………………… SIGN……………………………………………

HERINE ODERO MAURICE OPINDE

**SECRETARY NG-CDFC CHAIRMAN NGCDFC**