



**Bobasi NG-CDFC
MINUTES**

**September
29th**

2020

Minutes of the NG-CDF Committee meeting held on September 2020



MINUTES OF THE NG-CDF BOBASI COMMITTEE MEETING HELD ON 29TH SEPTEMBER 2020 AT NG-CDF BOARDROOM, NYAMACHE AT 10.00 AM

PRESENT

- | | | |
|--------------------------|---|-----------|
| 1. Samwel N. Karuru | - | Chairman |
| 2. Daniel J.O.Oreri | - | F.A.M |
| 3. Mr. Naftal M. Omare | - | Member |
| 4. Mr. Mathew T. Ondieki | - | Member |
| 5. Mr. Doctor O. Ongesa | - | Member |
| 6. Mrs. Vane G. Nyabigo | - | Secretary |
| 7. Mrs. Jane K. Oboko | - | Member |
| 8. Mrs. Lucia Nyakundi | - | Member |

ABSENT WITH APOLOGY

- | | | |
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| 1. Mr. Robert Momanyi | - | Member |
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AGENDA

1. Preliminaries
2. Reading and confirmation of the previous minutes
3. 2020/2021 FY development project proposal
4. Emergency projects FY. 2019/2020
5. Formation of sub-committees
6. A.O.B
7. Adjournment



MIN 1/29/09/2020 PRELIMINARIES

The meeting opened with a word of prayer from Mr. Otucho Doctor. Thereafter, the Chairman welcomed all the members and wished them fruitful deliberations. The FAM then briefed the members on the need to work on the proposals for they were urgently needed by the Board.

MIN 2/29/09/2020 READING AND CONFIRMATION OF THE PREVIOUS MINUTES

Minutes of the previous meeting held on 14th September 2020 were read out by the secretary and were proposed as true reflection of the previous deliberations by Mr. Naftal Omare and Seconded by Mrs. Jane Oboko.

MIN 3/29/09/2020 DEVELOPMENT PROJECT PROPOSAL 2020/2021 FY

The FAM took the members at length through the entire circular, NG-CDFB/CEO/BOARD CIRCULARS Vol II (024) from the Board on preparation and submission of 2020/2021 FY project proposal. It was observed that project proposals for the financial year 2020/21 ought to be submitted to the Board not later than 30th September 2020 for consideration. It was further observed that the constituencies got equal allocation of kshs. ~~137,088,879.31~~. The Committee then resolved to fund the projects as tabulated

hereunder, and asked the Fund Account Manager to expedite the submission of the proposals to the Board before time.



Project Name	Project activity	Amount Allocated	Current Status
ADMINISTRATION AND RECURRENT			
Employees' Salaries	Payment of staff salaries and gratuity	3,380,000.00	Statutory
Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence and office tea.	3,245,972.74	Statutory
NSSF	Payment of NSSF Deductions	99,360.00	Statutory
Committee Expenses	Payment of Committee sitting allowances, transport, conferences	1,500,000.00	Statutory
MONITORING AND EVALUATION/ CAPACITY BUILDING			
Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence.	612,666.38	Statutory
Committee Expenses	Payment of Committee sitting allowances, transport, conferences	2,000,000.00	Statutory
NG-CDFC/PMC Capacity Building	Undertake Training of the PMCs/CDFCs on CDF Related issues	1,500,000.00	Statutory
EMERGENCY			
Emergency	To cater for any unforeseen occurrences in the constituency during the financial year	7,192,206.90	Statutory
SPORTS			
Constituency Sports, festivals and Tournaments.	Carry out Constituency Sports, festivals and Tournaments and the winning teams to be awarded with trophies, balls, and games kits	2,741,777.58	Statutory
BURSARY			
Bursary Secondary Schools	Payment of bursary to needy students in secondary schools.	15,000,000.00	Statutory



Bursary Tertiary Institutions (Vocational Schools)	Payment of bursary to needy students in tertiary institutions.	6,981,107.76	Statutory
Bursary Tertiary Institutions (Colleges/Universities)	Payment of bursary to needy students in various universities and college institutions.	26,000,000.00	Statutory
EDUCATION – PRIMARY SCHOOLS			
Rusinga Primary School	Construction of a one storey building block where; Ground floor is comprised of 3 classrooms, 5 offices and 2 washrooms. The first floor is comprised of 50 capacity computer lab and 5 classrooms. The activities include raising of columns, walling, roofing, installation of steel grills, steel doors and windows, electrical piping and plumbing, plastering. (The project was initiated 2018/2019 FY)	8,000,000.00	Ongoing
Nyantira Primary School	Re-roofing and plastering of 8 classrooms to completion.	800,000.00	New
Keera Primary School	Re-roofing and plastering of 8 classrooms to completion.	800,000.00	New
Nyabite Primary School	Construction of 2 New Classrooms to completion	1,000,000.00	New
Nyabisia Primary School	Re-roofing and plastering of 8 classrooms to completion.	800,000.00	New
Omokonge Primary School	Re-roofing and plastering of 8 classrooms to completion.	800,000.00	New
Kegochi PAG primary	Construction of 2 New classrooms to completion.	1,000,000.00	New



Gesure Primary School	Re-roofing and plastering of 6 classrooms to completion.	594,010.37	New
Nyamonema Primary School	Construction of 2 New Classrooms to completion	1,000,000.00	New
Kenyoro Primary School	Construction of 2 New Classrooms to completion	1,000,000.00	New
Igoma Primary School	Flooring and plastering of 11 classrooms to completion.	800,000.00	New
Nyabigonkoru Primary School	Construction of 2 New Classrooms to completion.	1,000,000.00	New
Nyakegogi Primary School	Re-roofing and plastering of 8 classrooms to completion	800,000.00	New
Kiombwori Primary School	Construction of 2 New Classrooms to completion.	1,000,000.00	
Ekeonga Primary School	Re-roofing and plastering of 6 classrooms to completion.	600,000.00	New
Enchoro Emma Primary School	Re-roofing and plastering of 5 classrooms to completion.	500,000.00	
Emenwa primary school	Re-roofing and plastering of 8 classrooms to completion	800,000.00	New
Nyamware primary school	Re-roofing and plastering of 8 classrooms to completion	800,000.00	New
Getome primary school	Re-roofing and plastering of 8 classrooms to completion	800,000.00	New
Kionduso primary school	Construction of an Administration block to completion comprising of 5 roomed offices and 1 staffroom.	1,000,000.00	New
Kiongeti primary school	Construction of 2 new classrooms to completion	1,000,000.00	New
St. Joseph's Nyamagwa primary school	Construction of 4 new classrooms to completion	2,000,000.00	New



Keigamere primary school	Construction of 2 new classrooms to completion	1,000,000.00	New
Itumbe primary school	Construction of 2 new classrooms to completion	1,000,000.00	New
EDUCATION – SECONDARY SCHOOLS			
Orogare Secondary School	Construction of 2 new classrooms to completion.	1,000,000.00	New
Kenyerere Secondary School	Completion of 80 capacity laboratory by flooring, plastering, painting and fixing of doors and windows. The project was initiated 2016/17 FY.	800,000.00	Ongoing
Nyachogochogo Secondary School	Construction of a 100 capacity Dormitory to completion	1,000,000.00	New
Birongo Secondary School	construction of 1 classroom to completion	500,000.00	New
Getai Secondary School	Construction of 2 new classrooms to completion.	1,000,000.00	New
Gionsaria Secondary School	Construction of a 100 capacity Dormitory to completion	1,000,000.00	New
Turwa Secondary School	Additional funds for construction of 100 capacity laboratory by flooring, plastering, painting and fixing of doors and windows. (This project was initiated 2014/2015 FY)	1,000,000.00	Ongoing
Ebigogo Secondary School	Construction of a 100 capacity Dormitory to completion	1,000,000.00	New
Proposed Riosugo Girls Secondary School	Construction of 4 new classrooms to completion.	2,000,000.00	New



St. Charles Kabeo Secondary School	Completion of Administration block comprising of 4 offices and 1 staffroom by fixing steel doors and windows, plastering, painting, ceiling and installation of electricity.	500,000.00	Ongoing
Nyachenge Secondary School	Completion of 800 capacity laboratory by flooring, fixing steel doors and windows, plastering, painting and ceiling.	800,000.00	Ongoing
Riobara Secondary School	Construction of a 100 capacity Dormitory to completion	1,000,000.00	New
Nyagancha Secondary School	Construction of a 100 capacity Dormitory to completion	1,000,000.00	New
Nyaboterere Secondary School	Construction of 2 new classrooms to completion.	1,000,000.00	New
Mosora Secondary School	Purchase of a 51 seater school bus.	7,200,000.00	New
Nyoera Boys Secondary School	Construction of a 100 capacity boys Dormitory.	1,000,000.00	New
Igoma Secondary School	Re-roofing of six classroom to completion	600,000.00	New
Nyamakorobo Secondary School	Construction of 2 new classrooms to completion.	1,000,000.00	New
Suguta Girls Secondary School	Construction of 2 new classrooms to completion	1,000,000.00	New
Ikenye Secondary School	Construction of a 50 capacity Dormitory to completion.	500,000.00	New
Majimazuri Secondary School	Additional funds for Completion of administration block; plastering, painting, Ceiling, installation of electricity and general finishes consisting of 8 offices to completion	500,000.00	New



Kenyoro Secondary School	Completion of school kitchen by flooring, plastering, painting, fixing of windows and doors and installation of electricity. (Kshs. 350,000) and completion of a 7 door toilet by purchasing and fixing floor and wall tiles, painting, plumbing installation of sink. Kshs. 100,000 and installation of 500l water tank Kshs. 50,000. (Project was initiated by the school management & they requested funds for completion)	500,000.00	New
Emenwa Secondary School	Additional funds for the construction of 250 Dormitory by walling Flooring, painting, plastering, installation of doors and windows and roofing of the first floor. The project will be added more funds for completion.	2,000,000.00	Ongoing
St. pauls Nyacheki secondary school	Additional funds for construction of science 50 capacity laboratory by Flooring, painting, plastering, construction of laboratory work tops and tables and installation of water and gas system. This project was initiated 2017/2018 FY.	500,000.00	Ongoing
Borangi PAG sec. school	Construction of a 100 capacity Dormitory.	1,000,000.00	New
EDUCATION – TERTIARY INSTITUTIONS			
Orogare TIVET	Fencing of the 4 acres the newly established institution using chain link with concrete poles.	400,000.00	New
NG-CDF OFFICE			



NG-CDF office	<p>First Time Purchase of Furniture for A Newly Constructed Office Building with 10 Offices. The Offices Include;</p> <p>i. Hon. Mp's Office- Executive Office Table Ksh. 90,000, Executive office chair Ksh. 50,000, 1 long conference table Ksh. 100,000, 6 conference chairs Ksh. 40,000, 1 five seater sofa set Ksh. 170,000, 1 water dispenser (cold/hot) Ksh. 20,000, 1 metallic cabinet Ksh. 25,000 and 1 wooden cabinet Ksh. 50,000.</p> <p>ii. Chairman's Office – 1 office chair Ksh. 40,000, 1 water dispenser (cold/hot) Ksh. 20,000 and 4 visitor's chairs Ksh. 30,000</p> <p>iii. Fam's Office – 1 executive table Ksh. 100,000, 1 office chair Ksh. 40,000, 4 visitor's chairs Ksh. 30,000, 1 wooden cupboard Ksh. 50,000, 1 TV set 55" Ksh. 100,000, 1 water dispenser Ksh. 20,000.</p> <p>vi. Board Room – 15 conference chairs Ksh. 40,000, 1 executive table Ksh. 100,000, 1 TV set 55" Ksh. 100,000, 1 water dispenser (cold/hot) Ksh. 20,000, 1 projector Ksh. 80,000, 3 executive office chairs Ksh. 50,000.</p> <p>viii. Reception – 1 executive reception desk Ksh. 70,000, 1 TV set 55" Ksh. 100,000, 1 water dispenser (cold/hot) Ksh. 20,000, waiting chairs 2 (3-in-one) Ksh. 25,000.</p> <p>x. Kitchen – utensils assorted Ksh. 20,000, gas 1 cylinder Ksh. 10,000, 1 gas cooker Ksh. 10,000.</p> <p>i. xi. Office standby – 1 generator, Kshs.300,000 approximately.</p>	3,000,000.00	New
SECURITY PROJECTS			



Bassi central chief's office	Construction of a 3 roomed Chief's office to completion	1,000,000.00	New
Sameta sub-county head quarters	Fencing of the 4 acres the newly established institution using chain link with concrete poles.	400,000.00	New
ENVIRONMENT			
Nyamaruma Primary School	Additional funds for the Construction of Storm Drainage and Box Culvert to protect Nyamaruma Pri. School; Excavation, Stone Pitching, Box Culvert and back filling	341,777.58	Ongoing
Nyagiki Community Spring	Spring protection: Bush clearing, drenching, Walling, piping and installation of treatment tank	300,000	New
Moşasa Primary School	Construction of 6 door pit latrines to completion	300,000	New
Nyabiosi Primary School	Construction of 4 door pit latrines to completion	200,000	New
Nyacheki Spring (Getionko)	Spring protection: Bush clearing, drenching, Walling and piping.	200,000	New
NG-CDF Office	Purchase two 10,000 litres water tank @ Kshs 200,000 construction of a tank base @ Kshs 100,000 , installation of pipes and gutters @ Kshs 100,000	400,000	New
Gekongo Primary	Purchase a 10,000 litres water tank @ Kshs 100,000 construction of a tank base @ Kshs 50,000 , installation of pipes and gutters @ Kshs 50,000	200,000	New
Ebigogo Secondary School	Purchase a 10,000 litres water tank @ Kshs 100,000 construction of a tank base @ Kshs 50,000 , installation of pipes and gutters @ Kshs 50,000	200,000	New
Enchoro PEFA Primary	Construction of 4 door pit latrines to completion	200,000	New
Sameta Boy Boarding Primary	Purchase a 10,000 litres water tank @ Kshs 100,000 construction of a tank base @ Kshs 50,000 , installation of pipes and gutters @ Kshs 50,000	200,000	New
Inani Primary School	Construction of 4 pit latrines to completion	200,000	New
TOTAL		137,088,879.31	



MIN 4/29/09/2020 EMERGENCY PROJECTS FOR 2019/2020

The committee resolved to fund the following projects under emergency for the financial year 2019/2020;

S/NO.	PROJECT NAME *	ACTIVITY	AMOUNT
1.	Nyangoso Mixed Boarding Primary	Construction of 4 door pit latrine	300,000
2.	Kenyerere secondary school	Construction of 4 door pit latrine	200,000
3.	Kionduso primary school	Construction of 4 door pit latrine	200,000

MIN 5/29/09/2020 FORMATION OF SUB-COMMITTEES

The FAM informed the committee that the 2015 CDF regulations permits the formation of two standing sub-committees and several adhoc subcommittees such as tender, etc. Two sub-committees viz M&E and Bursary were given priority and the following shall be the membership composition;

M&E sub-committee

1. Mrs. Jane K. Oboko - Chairperson
2. Mr. Otucho Doctor - Member
3. Samwel N. Karuru - Member
4. Mr. Naftal M. Omare - Member
5. Mr. Mathew T. Ondieki - Member
6. Mrs. Vane G. Nyabigo - Member
7. Mrs. Lucia Nyakundi - Member
8. Mr. Robert Momanyi - Member

Bursary sub-committee

1. Mr. Otucho Doctor - Chairperson
2. Mr. Mathew T. Ondieki - Member
3. Mrs. Vane G. Nyabigo - Member
4. Samwel N. Karuru - Member

The officer of the board (FAM) and the officer representing the national government shall be automatic members of the subcommittees by virtue of their offices.

MIN 6/29/09/2020 A.O.B

1. **Strategic plan** - The FAM raised a concern on the issue of the strategic plan consultant demanding for payment. Members looked at the draft strategic plan produced by the consultant and realised that it did not comply with the NG-CDF Act. The committee advised the FAM to seek



advice on the way forward from the Board because the consultant is not in a position to ammend the draft as per the committee's advice.

2. **Staff salary** - On the salary increment requested by staff, the committee considered that the staff had not been given any increment since appointment in 2018. They therefore resolved that an increment not exceeding 20% of their current pay be given as the bugdet may allow.
3. The committee also directed the FAM to immediately recruit a clerk of works to help them in ensuring quality project implementation.

MIN 7/29/09/2020 ADJOURNMENT

There being no any other business , the meeting adjourned at 2.00Pm with a closing prayer from Jane Oboko.

Signed: Name: Vane Gecore Signature: [Signature] Date: 29/09/2020
Secretary

Minutes approved Name: Samuel Kanuru Maraka Signature: [Signature] Date: 29/9/2020
Chairman

