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| **NG – CDF BOARD** | **National Government Constituencies Development Fund**  **Lugari Consitituency**  **P.O.Box 700**  **Turbo**  **Email**: cdflugari@ngcdf.go.ke |

**MINUTES OF LUGARI NG-CDFC MEETING HELD ON 7TH August, 2023 AT THE NG-CDF BOARDROOM**

**MEMBERS PRESENT**

1. Wycliffe Soita Chairman
2. Winnie Kageha Secretary
3. Perez Anyango Fund Account Manager
4. Mispella Mulari Member
5. Beatrice Shirandula Member
6. Abraham Otieno Member
7. Nelly Alividza Member
8. John Wafula Sabuni Member
9. Oliver Amuko Member

**ABSENT WITH APOLOGY**

1. Moses Gicharu DCC

**AGENDA**

1. Preliminaries
2. Reading and confirmation of the previous minutes
3. Matters arising from the previous minutes
4. Bursary
5. Ongoing Projects
6. Purchase of Office Furniture
7. Project Monitoring and Evaluation
8. Reallocation of Projects
9. Payments
10. AOB

**MIN 1: 07/08/2023 – PRELIMINARIES**

The Chairman called the meeting to order at 11.20 a.m. A word of prayer was offered by Mr. Abraham Otieno.

**MIN 2: 07/08/2023 – READING AND CONFIRMATION OF THE PREVIOUS MINUTES**

The Secretary read through the minutes of the previous meeting which were confirmed by Mr. John Sabuni, seconded by Ms. Mispella Mulari and adopted by the Committee as a true record of the meeting of 7th July, 2023.

**MIN 3: 07/08/2023 - MATTERS ARISING FROM THE PREVIOUS MINUTES**

* The Fund Account Manager informed members that Funds had been disbursed to respective PMC Accounts as per the Committee’s approval.
* The Committee was informed that most of the PMCs had opened PMC Accounts at KCB Webuye Branch as guided and approved by the Committee.
* The Fund Account Manager informed the Committee that the Balance of Kshs 5,051,700.00 from the 2022/2023 FY Budget, had not yet been disbursed by the Board.

**MIN 4: 07/08/2023 - BURSARY**

The Committee observed that it was necessary to commence the Bursary application and award process early enough this Financial Year in order. The Committee deliberated at length and concluded that the process would commence immediately the 2023/2024 FY Projects are approved.

Members agreed to strictly adhere to the recommendations of the Bursary Committee in order to improve accountability and transparency.

Members also agreed to pay Bursary for deserving students an amount of Kshs 4,514,500.00, because the students especially form fours, risk losing out during the most critical moment of their studies as exams approach, due to school fees arrears.

It was however noted that Bursary for FY 2023/2024 has not yet been disbursed by the Board. After lengthy deliberations, the Committee agreed to borrow funds from other Projects towards bursary to arrest the dire situation since the students’ academic calendar may be affected.

The Projects identified were as listed below:

* Lwandeti DEB Primary School – Kshs 2,800,000.00
* Munyuki Secondary School – Kshs 1,300,000.00

**MIN 5: 07/08/2023 – ONGOING PROJECTS**

The Fund Account Manager tabled a report of incomplete Projects that had been carried forward for implementation during the current Financial Year.

The Committee unanimously adopted the report and recommended it for onward transmission to the Board for inclusion in the FY 2023/2024 Budget proposal.

**MIN 6: 07/08/2023 - PURCHASE OF OFFICE FURNITURE**

The Committee was informed that the Board had partly approved the purchase of furniture for the Office. It was agreed that procurement for the same should commence immediately since the furniture being used at the office are worn out.

**MIN 7: 07/08/2023 - PROJECT MONITORING AND EVALUATION**

The Monitoring and Evaluation Chairperson tabled the Field visit report for the month of July, 2023, during which the following Projects were visited:

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| **No.** | **Project** | **Project Activity** | **Amount allocated** | **Observation** | **Remarks** |
| 1. | Makhukhuni Primary School | Construction of 8No. classrooms, one storey building | 4,800,000.00 | Contractor is onsite, enough materials have been delivered, works ongoing | The Committee advsed the contractor not to use bricks for partitioning otherwise the structural strength would be compromised. |
| 2. | Chevaywa TTI | Renovation of 6No. classrooms | 2,100,000.00 | Works are yet to commence.  There is need for additional funding since the funds allocated cannot implement the Project to completion | The Procurement process should be fast tracked for the Project to commence immediately. |
| 3. | Chekalini Secondary School | Construction of a 200-capacity dormitory | 2,000,000.00 | The contractor is onsite, works ongoing - at the substructure level. | Good progress, additional funding required for the project to be implemented to completion this Financial Year. |
| 4. | St. Cecilia Girls Secondary School | Renovation of dormitory | 1,800,000.00 | The Project is not yet complete, flooring has not been completed. | There is need for additional funding for the terrazzo floor to be done |

**MIN 8: 07/08/2023 –REALLOCATION OF PROJECTS**

The Chairman informed the Committee that it was not possible to implement the Project of construction of a police station at Panpaper Police Station as had been planned by the Committee in FY 2022/2023 because of a land dispute between the families that had donated the land to the Police Station and the Police Station.

The families were alleging that the Government had not honoured the promse to compensate them and were unwilling to surrender their titles to the police before compensation.

The Committee observed the NGCDF risked losing funds if the police was put up without settling the issue of land ownership. Hence, it was resolved that the funds that had been earmarked for the Panpaper Police Station Project be reallocated as follows:

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| --- | --- | --- | --- |
| **No.** | **Project** | **Project Activity** | **Amount** |
| 1. | Mugunga Primary School | Renovation of 8No. classrooms – Flooring (Terazzo) | 1,600,000.00 |
| 2. | Lugari Chiefs Office | Construction of a 4-door pit latrine to completion | 400,000.00 |
| **Total** | | | **2,000,000.00** |

**MIN 9: 07/08/2023 – PAYMENTS**

The Committee approved the following payments:

* Committee Allowances for the meeting of 7th August, 2023 – Kshs 47,000.00
* Payment for outdoor screening and live coverage of the Strategic Plan launch – Kshs 281,326.00 on 14th July, 2023 at Holy Family Musembe.
* KPLC Kshs 6,000.00
* Per diems during updating of the VBMS for FY 2023/2024 in Kakamega Kshs 29,400.00
* Monitoring and Evaluation for August 2023 – Kshs 135,000.00

**MIN 9: 07/08/2023 – AOB**

There being no other business, the meeting ended at 2.05p.m with a word of prayer from Ms. Nelly Alivitza.

Signed:

Chairman: ………………………………………………… Date: ………………………..

Secretary: ………………………………………………….. Date: ……………………......