**MINUTES OF MT .ELGON NG-CDFC MEETING HELD ON THURSDAY 2ND FEBRUARYY,2018 AT NG-CDF OFFICE KAPSOKWONY**

**MEMBERS PRESENT**

1. JULIAS MASARANJA CHAIRPERSON
2. MS. NANCY KIMACHAS SECRETARY
3. GEOFFREY KISIERO MEMBER
4. GEOFFREY KAKAI ,,
5. MS. JUSTINE CHEROTICH ,,
6. BENSON NAIBEI ,,
7. PHEMMY CHEROTICH ,,
8. CAROLYNE WANYONYI FAM
9. EDWARD LAMEK ACC

**AGENDA**

1. Prayer.
2. Reading and confirmation of the previous minutes and matters arising.
3. Reports:
4. Monitoring and evaluation.
5. On-going projects.
6. Project proposal for year 2017/18.
7. Cheptais community college suit
8. A.O.B

**MIN.01/01/2018. PRAYER**

 The meeting started at 10.45 with a word of prayer from Ms Nancy Kimachas

**MIN.02/01/2018. READING AND CONFIRMATION OF THE PREVIOUS MINUTES**

**AND MATTERS ARISING**

The secretary read the minutes of the previous meeting, which was confirmed as a true record of the meeting by Phemmy Cherotich and seconded by Geoffrey Kakai.

**MATTERS ARISING**

* Concerning the NG-CDF vehicle, members were informed that it was repaired at a cost of ksh. 140,000 and was still not in good condition. The vehicle had a half engine which was tempered with, with the previous regime. The fund manager had written to the mechanical engineer to re- inspect the vehicle and give a thorough report, and advice the committee on the next course of action.
* Concerning computers and photocopier, members were informed that quotations for the same had been send out and the repairs will be done immediately the procedures were over.
* All the staff with employment letters had reported to work.

**MIN.03/01/2018. REPORTS**

1. **MONITORING AND EVALUATION**

Members were informed that the monitoring team will give a full report over the Monitoring and evaluation exercise which was done together with issuing of bursary Cheques in the next meeting.

1. **ON-GOING PROJECTS**.

The monitoring team had visited in-complete projects and will present a full report in the next meeting. However the team requested that the projects be given a priority.

**MIN. 04/01/2018 PROJECT PROPOSAL FOR YEAR 2017/18.**

 The chairman informed members that since it was January and proposals for the financial year 2017/2018 had not been submitted to the NG-CDF Board for approvals, He urged members to work with speed and come up with proposals from the ward meeting report to be submitted to the NG-CDF board for approval.

 He informed members that there were some projects which were funded and were still on-going. He said that those projects were to be given priority. After a lengthy deliberation members unanimously came up with the following projects to be sent to the National Management Board for approval for the financial year 2017/2018.

**FINANCIAL YEAR…….2017 1ST JULY TO 30TH JUNE……2018**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PROJECT NAME** | **PROJECT NUMBER** | **ORIGINAL ALLOCATION** | **CUMULATIVE COST** | **ACTIVITY**  | **AMOUNT** |
| Employees’ Salaries | 4-039-216-2110000-100-2017/18-001 | 2,760,000.00 | 2,760,000.00 | Payment of staff salaries  | 2,760,000.00 |
| NSSF | 4-039-216-2110000-100-2017/18-002 | 242,800.00 | 242,800.00 | Payment of NSSF deductions | 242,800.00 |
| Goods and Services | 4-039-216-2210000-100-2017/18-003 | 1,066,620.38 | 1,066,620.38 | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea, etc.  | 1,066,620.10 |
| Committee Expenses | 4-039-216-2210802-100-2017/18-004 | 1,140,000.00 | 1,140,000.00 | Payment of Committee sitting allowances, transport, conferences | 1,140,000.00 |
| Goods and Services | 4-039-216-2210000-111-2017/18-001 | 700,000 | 700,000 | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence, e.t.c | 700,000 |
| Committee Expenses | 4-039-216-2210802-111-2017/18-002 | 1,104,310 | 1,104,310 | Payment of Committee sitting allowances, transport, conferences | 1,104,310 |
| CDFC/PMC Capacity Building | 4-039-216-2210700-111-2017/18-003 | 800,000 | 800,000 | Undertake Training of the PMCs/CDFCs on CDF Related issues | 800,000 |
| Emergency  | 4-039-216-2640200-101-2017/18-005 | 4,568,965.52 | 4,568,965.52 | To cater for any unforeseen occurrences in the constituency during the financial year  | 4,568,965.52 |
| Constituency Sports Tournament | 4-039-216-2640509-112-2017/18-001 | 1,736,000 | 1,736,000 | Purchase of balls and nets and uniforms | 1,736,000 |
| Environment | 4-039-216-2640509-112-2017/18-001 | 1,736,000 | 1,736,000 | Planting of trees and beautification | 1,736,000 |
| Bursary Secondary Schools | 4-039-216-2640101-103-2017/18-001 | 10,307,860 | 10,307,860 | Payment of bursary to needy student | 10,307,860 |
| Bursary Tertiary Schools | 4-039-216-2640101-103-2017/18-002 | 10,000,000 | 10,000,000 | Payment of bursary to needy student | 10,000,000 |
| Bursary to special Schools | 4-039-216-2640101-103-2017/18-003 |  700,000 |  700,000 | Payment of bursary to needy Special student |  700,000 |
| Toroso Primary School | 4-039-216-2630204-104-2017/18-001 | 2,500,000 | 2,000,000 | Completion of dormitory-roofing, flooring, plastering and painting | 2,000,000 |
| Kananachi Primary School | 4-039-216-2630204-104-2017/18-002 | 2,000,000 | 2,000,000 | Purchase of 1 acre of land construction of 2 classroom to completion  | 2,000,000 |
| Emgwen Pri School | 4-039-216-2630204-104-2017/18-003 | 2,000,000 | 2,000,000 | Purchase of 1 acre of land construction of 2 classroom to completion | 2,000,000 |
| Kimorong Pri School | 4-039-216-2630204-104-2017/18-004 | 2,000,000 | 2,000,000 | Purchase of 1 acre of land construction of 2 classroom to completion | 2,000,000 |
| Chelilde Pri School | 4-039-216-2630204-104-2017/18-005 | 500,000 | 500,000 | Purchase of 1acre of land  | 500,000 |
| Kipkama Pri School | 4-039-216-2630204-104-2017/18-006 | 2,000,000 | 2,000,000 | construction of 2 classroom to completion | 2,000,000 |
| Changeywa Pri School | 4-039-216-2630204-104-2017/18-007 | 1,000,000 | 1,000,000 | Purchase of 3 acres of land | 1,000,000 |
| Cherendio Pri School | 4-039-216-2630204-104-2017/18-008 | 1,000,000 | 1,000,000 | Construction of 2classrooms to completion | 1,000,000 |
| Kaptoboi Primary School | 4-039-216-2630204-104-2017/18-009 | 1,000,000 | 1,000,000 |  Completion of administration block | 1,000,000 |
| Kapsokwony sec school | 4-039-216-2630205-104-2017/18-001 | 4,000,000 | 4,000,000 | Rehabilitation and completion of the dormitory  | 3,000,000 |
| Cheptonon Sec School | 4-039-216-2630205-104-2017/18-002 | 2,000,000 | 2,000,000 | Construction of 2 classrooms | 2,000,000 |
| Cheptais community college | 4-39-216-2630205-104-2017/18-001 | 10,000,000 | 10,000,000 | Flooring , Plastering, painting, plumbing works and electrification, of 5 classrooms and construction of the gate | 10,000,000 |
| Kopsiro Dos Office | 4-039-216-2640507-108-2017/18-001 | 2,000,000 | 2,000,000 | Renovation of Dos office | 2,000,000 |
| Kopsiro DCC RESIDENCE  | 4-039-216-2640507-108-2017/18-002 | 5,000,000 | 5,000,000 | Construction of DCC residence | 5,000,000 |
| Kipsigon AP Camp | 4-039-216-2640507-108-2017/18-003 | 1,500,000 | 1,500,000 | Construction of AP Camp | 1,500,000 |
| NG –CDF OFFICE | 4-39-216-3110701-104-2017/18-001 | 1,000,000 | 1,000,000 | Refurbishment and furnishing of NG-CDF offices | 500,000 |
| Constituency Innovation Hubs | 4-39-216-2211311-104-2017/18-001 | 4,677,027.20 | 4,677,027.20 | Establishing Constituency Innovation Hubs in partnership with the ministry of ICT through telecom Kenya in the following places1. Mt. Elgon NG-CDF offices Kapsokwony
2. Cheptais sub- county hospital
3. Kopsiro health Centre
4. Kapsokwony Sub-county hospital.
 | 4,677,027.20 |
| Mt .Elgon NG-CDF strategic plan | 4-39-216-2211310-104-2017/18-001. | 2,500,000 | 2,500,000 | Making of the constituency strategic plan. | 2,500,000 |
| NG –CDF OFFICE vehicle | 4-39-216-3110701-104-2017/18-002 | **5,500,000** | **5,500,000** | **Purchase of NG-CDF vehicle** | **5,500,000** |

 Ms.Nancy kimachas proposed the list of the projects proposal seconded by Mr Benson Naibei.

 The committee tasked the Funds Account Manager to send the proposals to head office immediately she receives the circular for the same.

**MIN.05/01/2018 CHEPTAIS COMMUNITY COLLEGE. SUIT**

The Fund Account manager informed members that the contractor who had taken the previous committee to court had visited the office and informed her that he would like to terminate the case. She informed members that she could not respond to any of his sentiments before she consults the NG-CDF board legal department and the NG- CDF Committee. Members discussed the issue with a lot of concern and mandated the Fund Account Manager to write to the board for a legal advice on the way forward on payment of the lawyers and the Ksh.1,500, 000 deposited in the joint Account of the lawyers.

**MIN.06/01/2018.A.O.B**

 There being no any other business, the meeting ended at 13:40 pm with a word of prayer from Mr. Geoffre kisiero.

**Signed…………….……Date…………… Signed………………………Date…………….**

**SECRETARY CHAIRMAN**