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| Description: CDF logo 4 MsWord  **NG-CDF** | **National Government Constituencies Development Fund**  **Tongaren Constituency**  **P.O Box 214-50211**  **Naitiri**  **Tel: 0202634751** | **Cell**: ……………………  **Email**: [cdftongaren@ngcdf.go.ke](mailto:cdftongaren@ngcdf.go.ke) | **Website:**[www.ngcdf.go.ke](http://www.ngcdf.go.ke) |

**FULL NG-CDFC MEETING HELD ON 18TH JULY 2018 AT NG CDF BOARD ROOM MUKUYUNI**

**MEMBERS PRESENT**

1. Maurice Changalwa - Chairman
2. Christopher Simiyu - Secretary
3. Andrew Muhanji - Member
4. Priscilla Chereti - Member
5. Jacklyne Mutoro - Member
6. David Juma Wanyonyi - Member
7. Japhether Wanyonyi - Member
8. Carolyn Edebe - Member
9. Mary G.M Wanjala - Member
10. Ivan Opakas - Member

**IN ATTENDANCE**

1. Edward Nkichabe - Office Administrator

**AGENDA**

1. Preliminaries.
2. Reading and confirmation of previous minutes and matters arising.
3. Sub-committee reports.
4. A.I.E Priorities – 2017/18
5. PMC training
6. Schedule of meetings and budget.
7. Annual leave programme for NG-CDFC staff.
8. Emergency projects.
9. Any Other Business.

The meeting started at 10.50 am with a prayer from Jacklyne Mutoro.

**MIN. NG-CDFC/TONG/38/07/2018. PRELIMINARIES.**

The chairman welcomed members to the meeting. He said the meeting did not start on time as the KERRA members were launching the grading of the road at Area. However he asked members to air their views freely.

**MIN. NG-CDFC/TONG/39/07/2018 READING AND CONFIRMATION OF PREVIOUS MINUTES AND MATTERS ARISING**.

The previous minutes were read and confirmed. It was proposed by Jacklyne Mutoro and seconded by Japhether Wanyonyi.

**Matters arising**

1. Funds disbursed to Kabarnet, Kisii and Siaya KMTCs to a tune of kshs. 30,000 (thirty thousand only) will pay for continuing students in those respective colleges.
2. The NG-CDFC training booklets and certificates to be given later.

**MIN. NG-CDFC/TONG/40/07/2018 SUB-COMMITTEE REPORTS**

1. **Bursary sub-committee**
2. Bursary committee will have a meeting on Wednesday 25th July 2018 at 10.00 am
3. There were so far 66 first year university applicants and 7 first year KMTC applicants. The members to sensitize more students in their areas to apply as we are soon to close and sit for the award.
4. There was bursary balance of ksh. 121,402 for secondary and kshs. 3,179,440 for tertiary.
5. The NG-CDFC committee members to avail names of student leaders from universities with students from our Constituency.

1. **Monitoring and evaluation sub-committee**
2. The NG-CDF office will compensate Fred Wandera for the house which is on the land bought by Sinoko primary school at a cost of kshs. 180,000 (one hundred and eighty thousand shillings only) plus the cost of valuation of kshs. 10,000 (Ten thousand only)
3. Kananachi primary school will only pay for land after the owner has cleared the outstanding bank loan on land.
4. The Project management committees should be advised to only purchase land with clear title deeds.

**MIN. NG-CDFC/TONG/41/07/2018 A.I.E PRIORITIES – 2017/18**

The Fund account manager informed members that the last disbursement of funds of kshs. 54,784,483.15 has been received.

She requested members to allocate the same funds according to project priorities as shown below in the 3rd A.I.E schedule, column 7.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FINANCIAL YEAR 2017 1ST JULY TO 30TH JUNE 2018** | | | |  |  |
| **PROJECT AIE PRIORITIES - 1ST, 2ND & 3RD AIEs** | | | |  |  |
| **PROJECT NAME** | **ACTIVITY** | **AMOUNT** | **1ST AIE** | **2ND AIE** | **3RD AIE** |
| **ADMINSTRATION AND RECURRENT** |  |  |  |  |  |
| Employees salaries | Payment of staff salaries and gratuity | 2,000,000.00 | 324,146 | 1,675,854 | - |
| NSSF | Payment of NSSF deductions | 152,640.00 | 0 | 152,640 | - |
| NHIF | Payment of NHIF deductions | 66,600.00 | 0 | 66,600 | - |
| PAYE | Payment of PAYE deductions | 147,296.00 | 0 | 147,296 | - |
| Goods and services | Purchase of fuel, repairs and maintenance, vehicle insurance, printing, stationery, telephone, travel and subsistence, office tea, etc. | 2,424,842.83 | 0 | 1,814,066 | 610,776.83 |
| Committee expenses | Payment of committee sitting allowances, transport, conferences | 1,100,000.00 | 261,654 | 838,346 | - |
| **Monitoring and evaluation** |  |  |  |  |  |
| Goods and services | Purchase of fuel, repairs and maintenance, printing, stationery, airtime, travel and subsistence, e.t.c | 1,000,000.00 | 414,200 | 585,800 | - |
| Committee expenses | Payment of committee sitting allowances, ward meeting allowances, transport, conferences | 1,045,689.00 | 0 | 664,310 | 381,379.00 |
| NG-CDF PMC capacity building | Undertake training of the PMCs/CDFC on CDF related issues | 900,000.00 | 0 | 700,000 | 200,000.00 |
| **ICT HUBS** |  |  |  |  | - |
| NG CDF Office Tongaren | Establishment of an ICT hubs in partnership with ministry of ICT through Telkom Kenya | 1,169,256.80 | 0 | 0 | 1,169,256.80 |
| Bungoma North Education Centre | Establishment of an ICT hubs in partnership with ministry of ICT through Telkom Kenya | 1,169,256.80 | 0 | 0 | 1,169,256.80 |
| Tongaren Constituency Office | Establishment of an ICT hubs in partnership with ministry of ICT through Telkom Kenya | 1,169,256.80 | 0 | 0 | 1,169,256.80 |
| Makutano Dispensary - Brigadier | Establishment of an ICT hubs in partnership with ministry of ICT through Telkom Kenya | 1,169,256.80 | 0 | 0 | 1,169,256.80 |
|  |  |  |  |  |  |
| Strategic planning | Consultative and validation forums, consultancy fee, fact sheet data collection, printing and launching of the Strategic Plan | 3,500,000.00 | 0 | 0 | 3,500,000.00 |
| Emergency | To cater for any unforeseen occurrences in the constituency during the financial year | 5,137,931.03 | 0 | 0 | 5,137,931.03 |
| Sports | Organizing Tongaren constituency sports tournament where winning teams shall be awarded games kits, balls and nets. | 1,000,000.00 | 0 | 0 | 1,000,000.00 |
| **Environment** |  |  |  |  | - |
| KananachiPri School | Planting of trees and beautification- | 100,000.00 | 0 | 0 | 100,000.00 |
| SinokoPri School | Planting of trees and beautification- | 100,000.00 | 0 | 0 | 100,000.00 |
| Kewa Sec School | Planting of trees and beautification- | 100,000.00 | 0 | 0 | 100,000.00 |
| MukomariPri School | Planting of trees and beautification- | 100,000.00 | 0 | 0 | 100,000.00 |
| Dr. ReginaldaPri School | Planting of trees and beautification- | 100,000.00 | 0 | 0 | 100,000.00 |
| Milimani Sec School | Planting of trees and beautification- | 100,000.00 | 0 | 0 | 100,000.00 |
| Nakoba Sec School | Planting of trees and beautification- | 100,000.00 | 0 | 0 | 100,000.00 |
| Mwikhupo DEB Pri School | Planting of trees and beautification- | 100,000.00 | 0 | 0 | 100,000.00 |
| Riverside Pri School | Planting of trees and beautification- | 100,000.00 | 0 | 0 | 100,000.00 |
| MachakhaPri School | Planting of trees and beautification- | 100,000.00 | 0 | 0 | 100,000.00 |
| **Bursary** |  |  |  |  |  |
| Bursary Secondary Schools | Payment of bursary to needy student | 10,527,974.00 | 3,000,000 | 7,000,000 | 527,974.00 |
| Bursary Tertiary/Universities Schools | Payment of bursary to needy student | 14,019,440.10 | 1,500,000 | 10,019,440 | 2,500,000.10 |
| **Education Secondary** |  |  |  |  |  |
| Bilibili Sec School | Completion of twin lab- plastering of 1st wing, painting and start the construction of 2nd wing | 1,500,000.00 | 0 | 1,000,000 | 500,000.00 |
| Milima Friends Sec School | Completion of dormitory- plumbing, electrification and painting | 800,000.00 | 0 | 800,000 | - |
| Eluuya Friends Girls Sec Sch | Completion of library- ceiling board, painting, fittings, plumbing | 1,000,000.00 | 0 | 1,000,000 | - |
| Mitua Girls Sec School | Completion of dining hall- painting, electricity and terrazo flooring | 1,000,000.00 | 0 | 1,000,000 | - |
| St.Pauls Sec School Narati | Completion of twin lab- flooring, electrification and painting | 500,000.00 | 0 | 500,000 | - |
| St MarysMwikhupo Sec Sch | Completion of two classrooms- fitting, flooring and painting | 300,000.00 | 0 | 300,000 | - |
| Pwani Sec School | Completion of twin lab- plumbing, gas fitting, flooring and painting | 600,000.00 | 0 | 600,000 | - |
| St BrigidsSiumbwa Sec Sch | Construction of the lab-foundation, walling and roofing of 1st wing | 1,445,715.00 | 0 | 0 | 1,445,715.00 |
| Nakoba Sec School | Construction of two classrooms- foundation, walling, roofing, plastering, fittings and painting. | 1,000,000.00 | 0 | 0 | 1,000,000.00 |
| Sango SA Sec School | Construction of two classrooms- foundation, walling, roofing, plastering, fittings and painting. | 1,000,000.00 | 0 | 0 | 1,000,000.00 |
| Lungai Sec School | Renovation of 4 classrooms- plastering, fittings and painting | 500,000.00 | 0 | 0 | 500,000.00 |
| Mbakalo Boys Sec School | Completion of dining hall- fittings, painting and electricity | 1,000,000.00 | 0 | 1,000,000 | - |
| Lunyu Sec School | Completion of lab- walling, roofing, painting and fittings | 1,500,000.00 | 0 | 1,500,000 | - |
| Namawanga RGC Sec School | Construction of two classrooms- foundation, walling, roofing, plastering, fittings and painting. | 1,000,000.00 | 0 | 0 | 1,000,000.00 |
| Nabiswa Sec School | Construction of two classrooms- foundation, walling, roofing, plastering, fittings and painting. | 1,000,000.00 | 0 | 0 | 1,000,000.00 |
| St. Patrick’s Naitiri Boys Sec Sch | Construction of dormitory- foundation, walling and roofing. | 1,500,000.00 | 0 | 0 | 1,500,000.00 |
| Kibisi Sec School | Purchase of school bus plus insurance | 6,322,250.00 | 0 | 0 | 6,322,250.00 |
| Birunda PAG Sec School | Purchase of 1 acre of land. | 800,000.00 | 0 | 800,000 | - |
| Manyasa Friends Sec School | Construction of two classrooms- foundation, walling, roofing, plastering, fittings and painting. | 1,000,000.00 | 0 | 0 | 1,000,000.00 |
| Milimani Sec School | Construction of two classrooms- foundation, walling, roofing, plastering, fittings and painting. | 800,000.00 | 0 | 0 | 800,000.00 |
| Friends Kiminini Sec School | Purchase of 1 acre of land. | 800,000.00 | 0 | 800,000 | - |
| Muliro Sec School | Construction of admin block- fittings, painting and plastering | 1,200,000.00 | 0 | 1,200,000 | - |
| Friends school Naitiri girls | Purchase of school bus plus insurance | 6,322,250.00 | 0 | 0 | 6,322,250.00 |
| **Education Primary** |  |  |  |  | - |
| Milima Boarding Pri School | Completion of the kitchen- plumbing and electrification | 300,000.00 | 0 | 300,000 | - |
| Luuya DEB Pri School | Construction of two classrooms- foundation, walling, roofing, plastering, fittings and painting. | 1,000,000.00 | 0 | 0 | 1,000,000.00 |
| Kegode Pri School | Construction of two classrooms- foundation, walling, roofing, plastering, fittings and painting. | 1,000,000.00 | 0 | 0 | 1,000,000.00 |
| Dr.Reginalda Pri School | Purchase of 2 acres of land. | 1,600,000.00 | 0 | 1,600,000 | - |
| Mbakalo ACK Pri School | Renovation of 4 classrooms- plastering, fittings and painting | 500,000.00 | 0 | 0 | 500,000.00 |
| MilimaniPri School | Renovation of five classrooms- plastering, fittings and painting. | 800,000.00 | 0 | 0 | 800,000.00 |
| MabusiPri School | Construction of two classrooms- foundation, walling, roofing, plastering, fittings and painting. | 1,000,000.00 | 0 | 0 | 1,000,000.00 |
| MatisiPri School | Construction of two classrooms- foundation, walling, roofing, plastering, fittings and painting. | 1,000,000.00 | 0 | 0 | 1,000,000.00 |
| St Mary’s Mwikhupo RC PriSch | Construction of two classrooms- foundation, walling, roofing, plastering, fittings and painting. | 1,000,000.00 | 0 | 0 | 1,000,000.00 |
| KananachiPri School | Purchase of 1 acre of land construction of 2 classrooms - payment of land and transfer process, and foundation, walling, roofing, plastering, fittings and painting. | 1,800,000.00 | 0 | 1,240,820 | 559,180.00 |
| LunaoPri School | Construction of two classrooms- foundation, walling, roofing, plastering, fittings and painting. | 1,000,000.00 | 0 | 0 | 1,000,000.00 |
| NgoyaBuyofuPri School | Construction of two classrooms- foundation, walling, roofing, plastering, fittings and painting. | 1,000,000.00 | 0 | 0 | 1,000,000.00 |
| MinyaliPri School | Construction of two classrooms- foundation, walling, roofing, plastering, fittings and painting. | 1,000,000.00 | 0 | 0 | 1,000,000.00 |
| Ndalu multi -Purpose hall | Completion of the hall- electrification, painting and fittings. Constructed at Ndalu primary school managed by school b.o.m. | 600,000.00 | 0 | 600,000 | - |
| Tongaren Primary School | Construction of one multi-purpose hall- foundation, walling, roofing and fittings. | 1,500,000.00 | 0 | 0 | 1,500,000.00 |
| Mukuyuni Primary School | Construction of one multi-purpose hall- foundation, walling, roofing and fittings. | 1,500,000.00 | 0 | 0 | 1,500,000.00 |
| **TOTAL** |  | **98,189,655.16** | **5,500,000** | **37,905,172** | **54,784,483.16** |

**CHANGE OF PROJECT ACTIVITY – PWANI SECONDARY SCHOOL**

Pwani secondary school has written a letter requesting for change of activity i.e. from completion of laboratory to completion of dormitory. The school has a current accommodation challenge where the students are sleeping in the incomplete Laboratory structure. The dormitory that was under construction has stalled due to lack of funds as it was a PTA project. They have hence, requested to be allowed to complete the dormitory structure first before the Laboratory can be funded later. The members approved this change of activity and requested the manager to finalize the proceedings on the same.

The NG-CDFC will make direct payment for the bus projects for Naitiri Friends Girl’s secondary school and Friends Secondary School Kibisi to CMC Motors Kenya Ltd of Ksh. 6.2 million by two which is 12.4 million. The balance of Ksh. 132,250 shall be used as part payments for insurance purposes. The respective schools to top up the insurance amount.

The A.I.E Project priorities were approved by NG-CDFCs. This was proposed by Japhether Wanyonyi and seconded by David Juma.

**MIN. NG-CDFC/TONG/42/07/2018 PROJECT MANAGEMENT COMMITTEE TRAINING**

There will be PMC training on 27th July 2018. The venue will be at Mukuyuni Girls secondary school. Each project will present 5 (five) participants. There will be 200 participants drawn from 40 projects, NGCDFC staff/members and relevant H.O. Ds (facilitators) plus the school’s members of staff totaling 250 persons.

The facilitators will be drawn from the following departments among others; Public works, public health, Education, Procurement, Audit and the NG-CDF office.

Below is the estimated budget to carter for the training: -

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **RATE** | **RATE** | **TOTAL** |
| Hospitality | 250 | 1,000.00 | 250,000.00 |
| Allowances (NG CDFC, Facilitators) | 15 | 5,000.00 | 75,000.00 |
| Allowances (KENAO & Procurement Facilitators from BGM) | 2 | 10,000.00 | 20,000.00 |
| Allowances (NG CDFC Rapporteurs | 7 | 2,000.00 | 14,000.00 |
| Projector | 1 | 5,000.00 | 5,000.00 |
| Chairs | 250 | 10.00 | 2,500.00 |
| Note books | 250 | 80.00 | 20,000.00 |
| Pens | 250 | 15.00 | 3,750.00 |
|  |  | **TOTAL** | **390,250.00** |

The budget was proposed by Mrs. Carolyne Adebe and seconded by Mr. Andrew Muhanji.

**MIN. NG-CDFC/TONG/43/07/2018 SCHEDULE OF MEETINGS AND BUDGET**

The Fund account manager told members that due to limited funds for the remaining period, it was prudent to have a schedule of meetings and budget for six months up to December 2018 as follows:-

1. **SCHEDULE OF MEETINGS**

|  |  |  |
| --- | --- | --- |
| **S/NO** | **MONTH** | **DATE** |
| 1 | JULY | 18TH JULY 2018 |
| 2 | SEPTEMBER | 27TH SEPTEMBER 2018 |
| 3 | OCTOBER | 25TH OCTOBER 2018 |
| 4 | DECEMBER | 18TH DECEMBER 2018 |

1. **BUDGET FOR SIX MONTHS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ADM/M&E VOTES - SIX MONTHS BUDGET FOR JULY TO DECEMBER, 2018** | | | | | | |
| **ADMIN VOTE** | | | | | | |
| **BALANCE AS AT 1ST JULY 2018** |  | |  | | **2,571,317.57** | |
| **ITEM** | **RATE** | | **AMOUNT** | | **TOTAL** | |
| Gratuity | 12 | | 32,943.00 | | 395,316.00 | |
| NG CDFC Meeting Allowance | 4 | | 62,000.00 | | 248,000.00 | |
| Salaries | 6 | | 169,493.00 | | 1,016,958.00 | |
| Standing Imprest | 6 | | 50,000.00 | | 300,000.00 | |
| Fuel |  | |  | | 100,000.00 | |
| Service | 3 | | 50,000.00 | | 150,000.00 | |
| Repairs |  | |  | | 100,000.00 | |
| Sub Committee | 1 | | 35,000.00 | | 35,000.00 | |
| Stationary |  | |  | | 100,000.00 | |
| Electricity |  | |  | | 20,000.00 | |
| Other Committee Expenses |  | |  | | 106,043.57 | |
|  |  | | **TOTAL** | | **2,571,317.57** | |
| **MONITORING AND EVALUATION VOTE** | | | | | | |
| **BALANCE AS AT 1ST JULY 2018** | |  | |  | | **944,949.00** |
| **ITEM** | | **RATE** | | **RATE** | | **TOTAL** |
| **PMC CAPACITY BUILDING** | | 1 | | 390,250.00 | | 390,250.00 |
| **CDFC/STAFF TRAINING ON M&E** | |  | |  | | 80,000.00 |
| Sub Committee Meeting | |  | |  | | 35,000.00 |
| Routine Monthly M & E | | 5 | | 30,000.00 | | 150,000.00 |
| Fuel | |  | |  | | 200,000.00 |
| Other Committee Expenses | |  | |  | | 89,699.00 |
|  | |  | | **TOTAL** | | **944,949.00** |

The budget was discussed and proposed by Mr. David Wanyonyi and seconded by Mrs Priscilla Chereti

**MIN. NG-CDFC/TONG/44/07/2018 ANNUAL LEAVE PROGRAMME FOR NG-CDFC STAFF.**

The members were drawn to the fact that the NG-CDFC staff have never gone on leave. To improve efficiency of the staff, the committee resolved that the staff take their annual leave as scheduled below: -

**NG-CDFC STAFF LEAVE SCHEDULE**

|  |  |  |  |
| --- | --- | --- | --- |
| **S/NO** | **NAME** | **LEAVE PERIOD** | **REPORTING DATE** |
| 1 | Wanjala N.Susan | 30/07/2018 – 07/09/2018 | 10/09/2018 |
| 2 | Wanjala N. Geoffrey | 10/09/2018 – 19/10/2018 | 22/10/2018 |
| 3 | Waliaula N. Karen | 10/09/2018 – 19/10/2018 | 22/10/2018 |
| 4 | Walumbe C. Abiud | 08/10/2018 – 16/11/2018 | 19/11/2018 |
| 5 | Nkichabe M.Edward | 29/10/2018 – 11/12/2018 | 13/12/2018 |
| 6 | Khaemba W.Evans | 29/10/2018 – 11/12/2018 | 13/12/2018 |
| 7 | Aduvagah N.Lucy | 01/11/2018 – 17/12/2018 | 18/12/2018 |

This was proposed by David Juma and secoded by Priscilla Chereti.

**MIN. NG-CDFC/TONG/45/06/2018 EMERGENCY PROJECTS**

The Constituency has not paid out any emergency funds for the 2017/18 financial year. The members discussed and approved payment to the following projects: -

1. Soysambu AP Camp to be allocated kshs. 110,000 as the roof was blown off and sign post writing. The roof of the AP staff house was blown off which compelled an immediate response as the officers were already in residence. A contractor **M/s. Damana Enterprises** was approached and did the works on credit at a cost of Ksh. 97,000. The signage and sign post to be done at Ksh. 13,000 and be paid to the Signage Contractor on completion.
2. Makumu Primary School to be allocated kshs. 250,000 for lightening arrestors. The school is prone to lightening attacks which in February this year had one pupil struck dead at the school compound. This has created a great fear and the pupils keep running away during the rains. Hence, the need to curb the menace temporarily.
3. Maliki primary school to receive kshs. 1,000,000 to construct two classrooms which collapsed during the storm and made a whole block of four classrooms being unfit for occupancy and condemned.
4. Milima Friends secondary school to receive **kshs. 600,000** to pay for the bus which is about to be auctioned. The school entered a hire purchase agreement with **NIC BANK** in June 2015 for a 51 seater bus at an initial loan of **Ksh. 5,986,720**. This plus interest has been paid though not timely along the years until the recent removal of parents’ contributions in the schools which has proved a challenge to repay the loan. The school has now received both a demand notice and auctioneers sent to repossess the vehicle. The balance of loan plus accrued interest now stands at **Ksh. 3,276,799.35.** Hence, the urgent need to pay at least one installment as the NG CDF organizes for more funds to clear the outstanding loan.

The emergency allocations were proposed by Jacklyne Mutoro and seconded by Carolyn Edebe.

**MIN. NG-CDFC/TONG/46/07/2018 ANY OTHER BUSINESS**

1. The Persons living with Disability will have their first meeting in Mumias NG-CDF office.
2. It is important that members be given diaries.
3. The Assistant County Commissioner was pleased that trees shall be planted soon to avert his fear as he had promised 5,000 trees by NG CDF.
4. Members were asked to make follow ups on the projects and ensure they witnessed and signed the Inspection and Acceptance Certificate.

There being no other business the meeting ended at 1.49 pm with a prayer from David Juma.

Signed…………….…….. Date…………………..

Christopher Simiyu - Secretary

Signed…………….…….. Date…………………..

Maurice Changalwa - Chairman

Signed…………….…….. Date…………………..

Mary G.M Wanjala – Fund Account Manager