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| CDF logo 4 MsWord**NG-CDF BELGUT** | **National Government Constituencies Development Fund** **Belgut Constituency****P.O Box 1 - 20205****Sosiot** **Email***:* *cdfbelgut@cdf.go.ke.* | **Website:***www.ngcdf.go.ke* |

**MINUTES OF NG-CDFC MEETING OF BELGUT HELD ON 8thAPRIL 2019 AT BELGUT NG-CDF BOARDROOM**

**MEMBERS PRESENT**

1. Anthony Macharia Deputy County Commissioner
2. Sharon Kapto Fund Account Manager
3. Henry Kipsang Ngeno CDFC Chairman
4. Lilian Chemutai Maritim CDFC Secretary
5. Tecler Chepkemoi CDFC Member
6. Evans Kurgat CDFC Member
7. Emily Sawe CDFC Member
8. Charles Kiprono Kerich CDFC Member
9. Geoffrey Maiywa CDFC Member
10. Dennis Bett CDFC Member

**Preliminaries.**

The meeting was called to order by the NG-CDFC Chairman at 12.05 PM with a word of prayer from Mrs. Tecler chepkemoi. The chairman welcomed all the members present and asked the FAM to brief them on the following agenda:

**Agenda;**

1. Confirmation of the previous minutes.
2. Matters arising.
3. Bursary for tertiary institutions.
4. Unspent development funds;
* Kiplalmaat primary school.
1. Audit management letter.
2. Payments of creditors.
3. Report on strategic plan.
4. Bursary to starehe schools.
5. Re-submission of Projects.
6. Priority projects.
7. Emergency funding;
* Ngariet primary school
* Nyabangi primary school

**MIN1/4 /2019** **CONFIRMATION OF THE PREVIOUS MINUTES.**

The NG-CDFC chairman welcomed the secretary to read through minutes of the previous meeting. The minutes were proposed by Mr.Geofrey Maiywa and seconded by Mrs. Emily sawe and the entire committee confirmed to be true.

**MIN2/4/2019** **MATTERS ARISING.**

The chair reported to members that the contractor at Belgut TTI is almost completing the work assigned to them. The NG-CDFC chairman had visited the institution to receive the new principal who had just been posted. The enrollment of students to the institute will begin as from May though there are still some challenges such as water supply, electrical works, perimeter wall and gate.

The FAM informed the members that the pre-qualification exercise was done successfully and awaiting for the final report from the committee.

The members discuss at length about how the bursary vetting committee conducted the exercise. Due so some repeated mistakes that touches on the integrity of the committee’s, the members agreed to conduct an overhaul of the vetting committee in the next financial year. This will see a better proper and efficient process of vetting. It will also minimize the challenges faced.

The FAM informed the members that the launching of bursaries FY 2018/2019 on Tuesday the 2nd April 2019 at Seretut Secondary school was successful. She further stated that the office have started delivering cheques to various institutions through POSTA so that when schools reopen funds will be in their accounts and students will not be send back.

The FAM brought to attention of members that CDFC account was credited with Ksh 9 million. The funds were used to clear the bursary disbursement for both secondary schools and tertiary institutions.

The FAM informed the members that the emergency funding for Mobego Primary School, Kiboito Primary School, and Chepkosilen Secondary School were ready and the cheques will be delivered this week.

The FAM inform the committee that performance contract review is an ongoing process. She further requested the members to inform youths who are interested with internship program to apply for the same since the office has managed to take only 3 youth through the program against 5 that are required in the PC.

**MIN 3/4/2019 BURSARY FOR TERTIARY INSTITUTIONS**

The FAM reported to members that the re-allocation of funds that belonged to ICT hubs i.e Ksh 4,677,027.20 was approved and a letter has been issued. As a result the members discussed and agreed that these funds be used to empower the youths from the constituency by offering them with short term courses. These courses will enable them acquire skills and better their lives through employment. The members discussed identified the following courses such as; driving, plumbing, electrical, welding, automotive, hairdressing among others. For a start the members decided to pick two courses and enroll youth who are interested, these tow courses are; hairdressing & beauty therapy and driving. The committees also suggested to sponsor 100 trainees each for both courses. The FAM was asked to prepare tender documents and advertise for the same through open tender so as to attract the best institution to train the youth. The selection of interested youth should also begin immediately so as to enable them register with the identified institution. The selection will be done centrally at each ward and gender should be observed without leaving persons with special needs. The public should be notified through different forms of communication such as posters and Radio about the selection dates as follows;

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| **S/N** | **WARD** | **VENUE** | **DATE** |
| 1. | Waladi | Sosiot Grounds | 17th April 2019 |
| 2. | Seretut/Cheptororiet | Seretut Primary | 17th April 2019 |
| 3. | Chaik | Chebululu Chief | 17th April 2019 |
| 4 | Kapsuser | Kapsoiyo Primary | 18th April 2019 |
| 5 | Kabianga | Kapmaso Day | 18th April 2019 |

Proper public sensitization will make the courses successful because the best candidates will identified. The CDFCs will participate in the whole process of selection for the two days in coordination with the chiefs. The following budget was approved to cater for the selection process;

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| **S/N** | **ITEM** | **AMOUNT** |
| 1 | CDFCs allowances for 2 days | 104,000 |
| 2 | Boda Boda services for distribution of posters  | 10,000 |
| 3. | Radio Announcement | 7,000 |
| 4. | Contingencies  | 5,000 |
| 5. | Chiefs Facilitation | 38,000 |
|  | **TOTAL** | **164,000** |

The 100 students to be selected for each course was distributed differently per ward, depending on the size of the ward and the population. The members agreed to distribute is as follows;

|  |  |  |  |
| --- | --- | --- | --- |
| **S/no** | **WARD** | **NO. OF STUDENTS HAIRDRESSING** | **NO. OF STUDENTS DRIVING** |
| 1. | Kabianga | 27 | 27 |
| 2. | Waldai | 27 | 27 |
| 3. | Kapsuser | 18 | 18 |
| 4. | Seretut | 18 | 18 |
| 5. | Chaik | 10 | 10 |
|  | **TOTAL** | **100** | **100** |

The FAM was told to speed up the whole process so that students can commence their course on May 2019

**MIN 4/4/2019 UNSPENT DEVELOPMENT FUNDS;**

It came to the attention of the members that there’s a school that got unspent funds after completion of their projects and wants to utilize these funds on other projects. The school is

**KIPLALMAT PRIMARY SCHOOL.**

The School was funded with Ksh 1,550,000 for construction of one classroom (Ksh. 850,000) and completion of two classrooms (Ksh. 700,000) in FY 2017/2018. The school managed to complete all the three classrooms which are currently in use and got unspent balance of Ksh, 137,000. The School requested the CDFC to allow them utilize the funds to construct a 3 doors pit latrine. The members agreed to forward the matter to the board for approval.

**MIN 5/4/2019 AUDIT MANAGEMET LETTER**

The FAM informed the members that KENAO auditors had visited the office to carry out audit verification on for the financial statements presented for FY 2017/2018. She further tabled the audit management letter to the committee dated Tuesday 2nd April 2019. Some of the issues raised include but not limited to; issuance of completion certificates to complete projects, on going projects that are not complete, CDFC vehicle log book, and bursary disbursed variance compared to what was allocated, stale cheques among others. The FAM informed the committee that there was no major issue on the letter and that she will give the auditors a detailed report on the issues raised. Once the report is submitted the FAM will then table a draft report on what will be written on the certificate.

**MIN 6/4/2019 PAYMENT OF CREDITORS**

The FAM notified the members that she received sports kits which had been procured. The kits included; socks, sports shoes, nets, balls and uniforms for five teams. The inspection of the sports kits was done by the; procurement officer, staff from treasury, one office staff and two NG-CDFC members. The inspection team confirmed that it the items procured met all the requirements stated in LPO. The supplier, Eckay Technologies requested to be paid ksh 259 200. The members agreed to pay the amount in full.

**MIN 7/4/2019 REPORT ON STRATEGIC PLAN**

The FAM informed the members that the strategic plan is on its final stage. Proof-reading has been done 3 times by the FAM and the chair and all the gaps that were still outstanding have been filled. The consultant is working on the last corrections before he sends back the final draft to the office, so that it can be send to the NG-CDF board for approval. Once the board approves, corrections will be made as required and the final copy will then be printed and launched.

**MIN 8/4/2019 BURSARY TO STAREHE SCHOOLS**

The FAM informed the committee that the starehe schools are requesting for funds to run the operations of school since the students are fully sponsored by the CDFC. The members discussed at length and resolved to give each school Ksh 300 000. On the other hand the committee saw the need to come up with an idea of ending the problem, since starehe schools takes up ¼ of the bursary kitty. The committee suggested to hold a marathon or a fund drive to enable them educate these needy students. The Chair was told to take up the matter and consult with various stake holders so he can report on the next meeting on the progress.

**MIN 9/4/2019 RE-SUBMISSION OF PROJECTS**

The FAM notified the members that there are some schools that were not approved in the code list and that they should be resubmitted. The schools were not approved as a result of an adequate information that the CDFC should provide.The schools are; Chepkoton secondary school Ksh 800,000 and Chaik ward schools Ksh 1,300,000. Chaik ward schools were asked to re do their books list by excluding books that are provided by the Ministry of Education, whereas Chepkoton girls was asked to specify the number of bathrooms. The members agreed to do a resubmission of the projects as follows;

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| **PROJECT NAME** | **PROJECT ACTIVITY** |  **AMOUNT ALLOCATED**  | **CURRENT STATUS** |
| Chepkoton Girls Secondary School | Completion of 24 door modern bathrooms i.e roofing, plastering, walling, tiling, electrification, installing taps and showers fixing doors, painting  | 800,000 | On- going |
| Chaik Ward | Purchase of revision books for 8 schools i.e Kapsongoi Primary school,Finaly FI primary,AHP Workshop,Finaly F II Primary, Kipketer Primary,Saramek Primary,Saosa Primary and Tilwet Primary school at Kshs:100,000 per school. |  800,000 | New |
| Koiwalelach Girls Secondary School | Part Funding of 52, seater school Bus | 500,000 | New |

The FAM was allowed to resubmit the above projects for funding. Necessary schedules should be prepared and submitted as soon as possible.

**MIN 10/4/ 2019 PRIORITY PROJECTS**

The FAM informed the members that there was ksh 11 million in the CDFC account that was credited a week ago. The FAM told the members to prioritize projects according to the urgency since board has not released full funding. On going projects should also be given priority so the value of money can be felt. The members agreed to fund the following schools;

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| **S/NO** | **SCHOOLS** | **AMOUNT** |
| 1. | Seretut Secondary School | 800 000 |
| 2. | Kaptebeswet Girls Sec | 1 000 000 |
| 3. | Chemamul Mixed Day | 1 000 000 |
| 4. | Kapchebet ‘B’ Primary School | 900 000 |
| 5. | Kaplutiet Primary School | 700 000 |
| 6. | Mereonik Primary School | 900 000 |
| 7. | Simotwo Primary School | 1 450 000 |
| 8. | Koiwalelach Girls Sec | 1 000 000 |
| 9. | Samityuk Primary School | 1 000 000 |
| 10. | Chepkutung Primary School | 500 000 |
| 11. | Kabianga Primary School | 300 000 |
| 12. | Kipsolu Primary School | 700 000 |
| 13. | Mobego Primary School | 600 000 |
| 14. | Nyabangi Sec School | 1 500 000 |
| 15. | Nagariet Primary School | 1 000 000 |
| 16. | Kiptaldal Primary School | 700 000 |

**MIN 11/9/2019 EMERGENCY FUNDING**

The FAM tabled the proposals requesting for emergency funding from Nyabangi sec schools and Ngariet primary school for constructions of pit latrines. Both schools were affected by rains that hit the area and caused the latrines to sink. The members agreed to fund the schools with ksh 300 000 and ksh 250 000 respectively to enable them construct latrines urgently.

**A.O.B**

The committee agreed to pay 3 CDFCs Ksh 5,000 each per day for 3 days, 3 CDFC staff Ksh 3,000 each per day (3 day) and 4 treasury staff Ksh 5,000 each per day (3 days) for processing bursary overtime and on weekends due to the urgency.

The CDFCS also agreed to pay 3 CDFCs Ksh. 5,000 per person for their airtime allowance for the month of March 2019

**ADJOURNMENT**

There being no other business the meeting came to an end at 15.45 PM by a word of prayer from Mrs. Emily sawe.

**Secretary;……………………………….Sign…………………………Date…………………….**

**Confirmed by;**

**NG-CDFC Chair; …………………………………Sign……………….Date……………………**

**Fund Account Manager;…………………………..Sign…………………Date………………..**