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| **NG-CDF BOARD** | **National Government Constituencies Development Fund**  **Butula Constituency**  **Bumala-Ejinja Road**  **P.O Box 53-50405**  **Butula, Kenya**  **Tel| Cell: 0726269213**  **Email: cdfbutula@cdf.go.ke| Website:** [**www.cdf.go.ke**](http://www.cdf.go.ke) |

**MINUTES OF BUTULA NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND COMMITTEE MEETING HELD AT NG-CDF OFFICE BOARD ROOM ON 08TH APRIL, 2021**

**MEMBERS PRESENT POSITION**

1.Leonard Nakhungu Chairperson

2.Joackim E.Ongidi Member

3.Godliver A.Okumu Secretary

4.Hezron Odongo Member

5.Habel Otele Member

6.Phoebe Lucy Bwibo Member

7.Veronica Tirop Member

8.Peter Ochokolo Fam

9.Pamela A.Otieno DCC

**AGENDA**

1. Preliminaries
   1. Prayer
   2. Introduction
   3. Chairman Remarks
2. Confirmation of previous minutes
3. Approval of **AIE NO.B124907 of kshs 12,000,000,AIE NO.B128053 of Kshs 6,900,000 and AIE NO.B119762 of Kshs 15,000,000**
4. Approval of Emergencies Activities
5. Pending Projects without Code Lists for 2020-2021

6. Approval of payments;

7.Adjournment

**MIN.BTL/01/04/2021 PRELIMINARIES**

1. **Prayer**

The meeting started with a word of prayer by the Hezron Odomgo at 11:00am

1. **Introduction**

The members did self-Introduction

1. **Chairman’s remarks**

The chairman welcomed members to the meeting and thanked them for attending the meeting .

**MIN.BTL /02/04/2021 CONFIRMATION OF THE PREVIOUS MINUTES**

The minutes of the previous meeting were read by the secretary which were confirmed by Mr. Habel Otele as true minutes and seconded by Ms Phoebe Bwibo .

Members wanted to know the status of CSR Project of St.Monica Butunyi Girl’s Secondary School which the Fund Account Manager informed Committee that he is still waiting for communication from NGCDF BOARD.

**MIN.BTL/03/04/2021 APPROVAL OF AIE NO.B124907 OF KSHS 12,000,000,AIE NO.B128053 OF KSHS 6,900,000 AND AIE NO.B119762 OF KSHS 15,000,000**

The Fund Account Manager tabled the AIEs above to committee members and apportioned as follows;

**AIE NO B124907 KSHS 12,000,000**

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT NAME** | **PROJECT CODE** | **ACTIVITY** | **AMOUNT** |
| Bursary Secondary | 4-040-229-2640101-103-2020/21-001 | To Cater for needy cases | 12,000,000 |
| **TOTAL** |  |  | **12,000,000** |

**AIE NO B128053 KSHS 6,900,000**

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT NAME** | **PROJECT CODE** | **ACTIVITY** | **AMOUNT** |
| Administration Committee Expenses | 4-040-229-2210000-100-2020/21-005 | Payment of Committee Allowances Transport and Conferences | 900,000 |
| Emergency | 4-040-229-2640200-101-2020/21-001 | To Cater for unforeseen occurances within the constituency | 6,000,000 |
| **TOTAL** |  |  | **6,900,000** |

**AIE NO B119762 OF KSHS 15,000,000**

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT NAME** | **PROJECT CODE** | **ACTIVITY** | **AMOUNT** |
| Bursary Tertiary Institutions | 4-040-229-2210000-100-2020/21-005 | Payment of Bursary to needy students | 14,624,528.12 |
| Good and Services | 4-040-229-221000-100-2020/21-001 | Purchase of Fuels,repairs,and maintainance,printing,stationery,telephone,travel and subsistences internet | 375,471.88 |
| **TOTAL** |  |  | **15,000,000.00** |

The Members discussed and approved them for implementation of the projects mentioned.

**MIN.BTL/ 04/04/2021 APPROVAL OF EMERGENCIES ACTIVITIES**

The Committee was informed that they were a lot of emergencies cases from various Institutions which needed and urgent attention as follows,

|  |  |  |  |
| --- | --- | --- | --- |
| S/NO | PROJECT NAME | ACTIVITIY | AMOUNT |
| 1 | Musoma R.C Primary School | Construction of 10 door pitlatrine&1NO Bathroom &1no urinal | 800,000 |
| 2 | Esibembe Primary School | Construction of 4door pitlatrine | 300,000 |
| 3 | Bumutiri R.C Primary School | Construction of 4door pitlatrine | 300,000 |
| 4 | Bumutiru A.C Primary School | Construction of 4door pitlatrine | 300,000 |
| 5 | Sibembe Primary School | Construction of 4door pitlatrine | 300,000 |
| 6 | Siaka Primary School | Construction of 4door pitlatrine | 300,000 |
| 7 | Nyalwanda Primary School | Construction of 4door pitlatrine | 300,000 |
| 8 | Busiada Primary School | Construction of 4door pitlatrine | 300,000 |
| 9 | Musibiriri Primary School | Construction of 4door pitlatrine | 300,000 |
| 10 | Sikoma Primary School | Construction of 4door pitlatrine | 300,000 |
|  | **TOTAL** |  | **3,500,000** |

Members requested Fund Account Manager to Fund Musoma R.C Primary School urgently since the school risk Closure and tender was done in November, 2020 where a contractor was identified and has already done the works.

**MIN.BTL/ 05/04/2021 PENDING PROJECTS WITHOUT CODE LISTS FOR 2020-2021**

The Fund Account Manager informed the code that they were some pending projects of 2020-2021 financial year which have not be cleared by NGCDF BOARD for them to be issued with code list so that funds should be released hence he showed them summary of the same under below;

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **PENDING APPROVAL** | | |  |  |
|  | **AIA** | | |  |  |
|  | 4-0040-229-3110202-108-2020-2021-2 | Butula NG-CDF Office (Funded through AIA) | Installation of 4-way Solar powered security lights mounted on a 20M mast | 145,000.00 | New |
|  | 4-0040-229-2630205-104-2020-2021-8 | Simuli Secondary School | Fencing of 3 (of 5 acres) of School Compound with concrete Posts, chain link and barbed wire including Security Office (**split cost**) | 1,000,000.00 | New |
|  | 4-0040-229-2640507-113-2020-2021-3 | Butula Police Station | Completion of Administration Block with Prisoners’ Holding cells with Armory – slabbing, fittings, painting and wiring (**specify capacity of the administration block and the units of holding cells)** | 614,183.00 | New |
|  | 4-0040-229-2630206-104-2020-2021-1 | Benga TTI | Completion of 500 capacity 3-Storey students’ hostels, (ground floor) – walling, columns, plastering, plumbing, wiring, fittings, septic tank and slabbing (**Submit BOQs**) | 22,000,000.00 | On-going |
|  | 4-0040-229-2630206-104-2020-2021-5 | Burinda Chief Camp | Construction of community social hall on 2nd Floor of an existing Administration Block office, 4 - flash toilets, and store (on an existing building), slabbing,columns, walling, stairs, rump,plumbing, fittings and painting) **(submit BOQ to justify cost since its been built on an existing structure)** | 8,200,000.00 | New |
| #REF! | 4-0040-229-2630205-104-2020-2021-4 | Ikonzo Secondary School | Completion of one classroom equipped with 40 student lockers with chairs; tiling, wiring and painting (**SPLIT COST)** | 250,000.00 | On-going |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **Totallying to kshs** |  |  | **32,209,183** |  |

The members discussed and agreed to urgently liase with Public Works Officer to prepare the said BOQS so that the Fund Account Manager sends to Nairobi immediately the the said projects to be approved.

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**MIN.BTL/ 06/04/2021 APPROVAL OF PAYMENT**

NGCDFC Siiting Allowances for 08/04/2021 meeting 52,000

Monthly Airtime 22,000

Office Operations 26,000

Safaricom Internet 5,499.04

Printing of Bursary Forms(Eastwood Enterprises) 60,000

**MIN.BTL/ 07/04/2021 ADJOURNMENT**

The meeting ended with a word of prayer by Hezron Odongo at 12.40pm

**Prepared By Approved By**

**Secretary Chairman**

**Godliver A.Okumu Leonard Nakhungu**

**Sign………………………………. Sign……………………………..**

**Date……………………………… Date……………………………**