**MINUTES OF MUMIAS WEST NGCDFC MEETING HELD ON 25TH SEPTEMBER, 2020 AT MUMIAS WEST NGCDF BOARDROOM**

**Members Present**

**Name Designation**

1. Iddi Abbas Keya Chairperson
2. Hawa S. Mumia Secretary
3. Hassan Emwana Makongolo Member
4. Rukia Matseshe Mukoya Member
5. Samuel Isaac Kombe Member
6. Nancy Aoko Otieno Member
7. Brenda Mung’oma Kulula Member
8. Aaron Omaset Assistant County Commissioner
9. Christine Muyaka Fund Account Manager

**Agenda**

1. Preliminaries
2. Reading & confirmation of previous minutes
3. Matters arising
4. Approval of Project Proposals - 2020/2021 F/Y
5. A.O.B

**MIN 1 MMSW NG CDFC/25/09/2020: PRELIMINARIES.**

The Chairperson called the meeting to order at 1100hrs with an opening prayer led by Hawa

S. Mumia.

The Chairperson went ahead and welcomed members present, thanking each one of them for taking time to attend the meeting.

**MIN 2 MMSW NG CDFC/25/09/2020: CONFIRMATION OF PREVIOUS MINUTES.**

The Secretary took the committee through the minutes of previous meeting which were

proposed by Hassan Emwana Makongolo and seconded by Rukia Matseshe Mukoya and was

later adopted as a true record of the previous proceedings.

**MIN 3 MMSW NG CDFC/25/09/2020: MATTERS ARISING.**

A member wanted to know whether the Board had released the last tranche of funds for CDF office and Lukongo Secondary school.

The FAM informed members that all funds had been received and procurement for the said projects was in progress.

Members wanted to know whether NGCDF Board had communicated on tender award for CSR project at Bumala Primary School.

The FAM informed members that no communication had been received yet.

**MIN 4 MMSW NG CDFC/25/09/2020: APPROVAL OF PROJECT PROPOSALS - 2020/2021**

**F/Y**

The FAM tabled the NG CDF Board Circular Ref**. NG-CDF BOARD/CIRCULAR /Vol. II (024)** dated 10th August, 2020 that outlined requirements for preparation and online submission of project proposals for NG CDF Board approval.

It was noted that Mumias West Constituency had been allocated **Kes. 137,088,879.31** in 2020/21 financial year.

The secretary further tabled the ward consultative report, project implementation status report, ongoing projects report & strategic plan that were adopted by the committee.

Members were reminded that priority be given to completion of ongoing projects before funding new ones. Save for Musanda Divisional Office that was shelved to be funded in FY 2021/22 since the division was yet to be gazetted.

It was noted that the cost of one classroom as per the public Works Engineers’ estimates is Kshs. 1,200,000. This figure includes electrical wiring of Kshs.40,000 and ceiling board fixing of Kshs.170,000. Members had an observation that last financial year the cost of Kshs.1,000,000 given as NGCDF Board ceiling for one classroom was not sufficient since all classrooms constructed lacked ceiling boards. Hence the committee felt it necessary to have the cost of ceiling board incorporated in the BQ.

It was also noted that the cost of gate and fencing varies from one school to the other because of land terrain; where the topography is flat the cost of gate and fencing 1 acre is Kshs. 450,000 and 2 acres is Kshs. 500,000 but where the terrain is uneven the cost is Kshs. 500,000 and 600,000 for 1 and 2 acres respectively. From the above figures the cost of gate remains constant at Kshs. 200,000. Additionally, because of economies of scale, the cost of fencing 2 acres and above is Kshs. 200,000 per additional acre.

After a lengthy discussion it was unanimously agreed upon that the following projects be forwarded to the NG CDF Board for consideration, approval and subsequent funding.

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| --- | --- | --- | --- |
| **PROJECT NAME** | **PROJECT ACTIVITY** |  **AMOUNT**  | **STATUS** |
| **ADMINISTRATION & RECURRENT** |  **8,225,332.76**  |   |   |
| Employees Salaries | Payment of NG CDFC staff salaries and gratuity.  |  2,430,000.00  | Ongoing |
| N.S.S.F | Payment of N.S.S.F deductions. |  152,000.00  | Ongoing |
| N.H.I.F | Payment of N.H.I.F deductions. |  58,000.00  | Ongoing |
| Goods and Services | Advertisements, publications & public awareness, office utility bills, office rental expenses, stationery, motor vehicle operating costs, legal services, website operation costs, asset tagging, risk management, comprehensive insurance for motor vehicles, postage expenses, travelling & accommodation @Kshs 3,117,332.76 and review of service charter @Kshs 100,000/ |  3,217,332.76  | Ongoing |
| Committee Expenses | Payment of committee sitting allowances, transport, conferences, travel & subsistence. |  1,368,000.00  | Ongoing |
| NGCDF office Equipment | Supply & delivery of (3)Executive office chairs, @Kshs 120,000/; (2) executive office tables @Kshs 100,000/; (10) Visitor chairs @Kshs 150,000/; (3)Office cabinets Kes 90,000/ (2)Sony 40" Digital TV set, @Kshs 130,000/; (1) Nikon Digital camera, @Kshs 30,000/; (2) water dispensers Kes. 60,000, Installation of CCTV surveillance system, power backup(smart UPS) - Kes. 120,000, installation of air conditioning system at the Boardroom - Kes. 150,000 and Lawn mower -Kes. 50,000,  |  1,000,000.00  | Ongoing |
| **MONITORING, EVALUATION & CAPACITY BUILDING** |  **4,112,666.38**  |  -  |   |
| Goods and Services | Purchase of fuel, printing, stationery, airtime, travel and subsistence. |  992,666.38  | Ongoing |
| Committee Expenses | Payment of committee monitoring & evaluation allowances, conferences, travel subsistence,Benchmarking Tour transport, accomodation, meals and related costs. |  1,920,000.00  | Ongoing |
| Capacity Building | Capacity building of NG CDFC, PMC, relevant government agencies, NG CDFC staff & development partners on NG CDF related issues,  |  1,200,000.00  | Ongoing |
| **EDUCATION BURSARY** |  **20,000,000.00**  |  -  |   |
| Bursary Secondary School | Provision of bursary awards to needy students in secondary & special education institutions. |  14,000,000.00  | Ongoing |
| Bursary Tertiary Institutions | Provision of bursary awards to needy students in tertiary institutions. |  6,000,000.00  | Ongoing |
| SPORTS ACTIVITIES | Organizing of football & netball tournaments with participating teams being provided sports kits i.e. balls & uniforms in Mumias Central ward, Mumias North ward, Musanda ward, and Etenje ward @ Kes 685,444.40 per ward. |  2,741,777.59  | Ongoing |
| ENVIRONMENTAL ACTIVITIES | Purchase of 5000L water Rotto tank – kes.70,000 construction of a concrete tank base and soak away pit kes.70,000, installation of pipes and gutters kes. 60,000, and supply, delivery & planting of 700 tree seedlings - Kes. 74,177.76 in each of the following 10 schools (Eshibina Primary, Buyundo Primary, Nyapete Primary, Bumanyi Primary, Wang'nyang Primary, Ugana primary, Khungwani Primary, Musanda Primary, Etenje Primary, Ichinga Muslim Secondary,) at Kshs.274,177.76 each)  |  2,741,777.59  | Ongoing |
| EMERGENCY | To cater for unforeseen emergencies in the current year. |  7,192,206.90  | Ongoing |
| NG CDF OFFICE  | Extension of NGCDF Office block-3 rooms and construction of 2 flush toilets @ Kshs 1,560,118.09. Fencing of NGCDF front part using perimeter wall with grills (100 metre wall )-Kes.1M. |  2,260,118.09  | Ongoing |
| Constitueny Strategic Plan | Mid term review of stategic plan (the exisiting strategic plan ends in 2022) |  1,000,000.00  |   |
| **Primary Schools** |  **709,150,000.00**  |  -  |   |
| Booker Primary School |  Renonavation to completion of(2) classrooms(re-roofing, casting of ring beam, wall plate costruction, ceiling board fixing, construction of verandah, repair of wall and floor, electrical fittings and painting  |  1,300,000.00  | New |
| Bukaya Primary School | Construction of 6 door pit latrine to completion-kes.500,000 and Construction of gate and part fencing for 3 acres of land with treated celcured posts and barbed wire-kes.600,000. |  1,100,000.00  | New |
| Buchifi Primary School | Renonavation to completion of(2) classrooms(re-roofing, casting of ring beam, wall plate costruction, ceiling board fixing, construction of verandah, repair of wall and floor, electrical fittings and painting-kes. 1,000,000, Construction of gate and part fencing for 5.5 acres of land with treated celcured posts and barbed wire -kes. 700,000, Construction of 6 door pit latrine-kes. 500,000 and supply of 50 Desks -kes.200,000.  |  2,400,000.00  | New |
| Bumia Primary School | Renonavation to completion of(2) classrooms(re-roofing, casting of ring beam, wall plate costruction, ceiling board fixing, construction of verandah, repair of wall and floor, electrical fittings and painting-kes. 1,400,000, Construction to completion of 6 door pit latrine -kes. 500,000, provision of 50 desks-kes. 200,000, construction of gate and part fencing for 3.5 acre landwith treated celcured posts and barbed wire -kes.600,000, Complete Renovation works of (5) classrooms One of the classrooms was converted into a 4 office - Flooring, fittings & finishes-kes. 1,200,000 |  3,900,000.00  | Ongoing |
| Buriya Primary School | Completion of 3 classrooms - Electrical fittings |  170,000.00  | Ongoing |
| Butende Primary School | Construction of gate and part fencing for 4 acre land with treated celcured posts and barbed wire  |  700,000.00  | New |
| Butobe Primary School | Construction of 6 door pit latrine and Construction of gate and part fencing for 2.5 acre land with treated celcured posts and barbed wire - 600,000 |  1,100,000.00  | New |
| Buyundo Primary School | Completion of (1) classroom - ceiling board fixing- Kes.170,000, construction of gate Shs. 250,000. |  420,000.00  | Ongoing |
| Ebubala Primary School | Completion of 1 classroom- electrical works and ceiling board fixation( project initiated 2019/20 FY)- Kshs. 220,000, completion works to 2 classrooms- painting works( project initiated 2017/18 FY) -Kes. 130,000. |  350,000.00  | Ongoing |
| Ebubaka Primary School | Renovation of (4) classrooms (re-roofing, casting of ring beam, wall plate costruction, , construction of verandah, repair of wall and floor, electrical fittings and painting-kes.2M, construction of gate and part (2 acres) fencing of 6 acre of land with treated celcured posts and barbed wire Kes.500,000. |  2,500,000.00  | New |
| Ebumanyi Primary School | Construction to completion of (1) classroom-1,200,000, construction to completion of 6 door pit latrine -kes.500,000, construction of gate and part fencing for 1.25 acre land with treated celcured posts and barbed wire - kes 400,000 and Completion of 1 classroom - ceiling board fixation-kes.170,000 |  2,270,000.00  | Ongoing |
| Ebuyeshera Primary School | Completion of 1 classroom - ceiling board fixation- kes.170,000, Construction of gate and fence for 2 acres land with treated celcured posts and barbed wire -kes. 500,000 |  670,000.00  | Ongoing |
| Ebuyenjere Primary School | construction of gate and part (2 acres) fencing of 3 acre of land with treated celcured posts and barbed wire Construction of gate and fence for acre land  |  500,000.00  | New |
| Ekambara Primary School | Completion of fencing works for 3.5 acre land-fencing with treated celcured posts and barbed wire  |  160,000.00  | Ongoing |
| Elukala Primary School | Construction of gate and fence for 1.3 acre land with treated celcured posts and barbed wire |  500,000.00  | New |
| Emaungu Primary School | Completion of (1) classroom - Electrical works and ceiling board fixing |  220,000.00  | Ongoing |
| Emulaka Primary School | Construction of gate and fence for 2 acre land with treated celcured posts and barbed wire |  500,000.00  | New |
| Emulembwa Primary School | Complete payment for land valuation and title deed processing Kes. 50,000, completion of fencing works using barbed wire & treated posts for a 3 acre land - 75,000 |  125,000.00  | Ongoing |
| Eshibina Primary School | Construction of 3 units of 14 door pit latrine toilets for teachers, boys and girls @ Kshs 1,200,000/; Landscaping of school compound (ground levelling)-kes. 300,000; Completion of 1 classroom - ceiling board fixation-Kes.170,000 |  1,670,000.00  | Ongoing |
| Eshihaka Primary School | Construction to completion of (2) classrooms-kes.2,300,000, Renovation of (4) classrooms-(re-roofing, casting of ring beam, wall plate costruction, , construction of verandah, repair of wall and floor, electrical fittings and painting) kes.2M, Construction of gate and part fencing for 2.5 acre land with treated celcured posts and barbed wire-Kes.500,000, construction of 6 door pit latrine-kes.500,000, supply of 140 desks-kes.500,000 and Completion of renovation of (3) classrooms to completion - painting works (Project started in 16-17 FY)-kes.100,000 |  5,900,000.00  | Ongoing |
| Eshikalame Primary School | Construction to completion of 6 classrooms-kes. 6,650,000, supply of 150 desks-Kes.550,000, construction of gate and part fencing for 4 acre land with treated celcured posts and barbed wire -kes.600,000. |  7,800,000.00  | New |
| Eshisundusia Primary School | Construction of gate and fence for 1 acre land with treated celcured posts and barbed wire-kes.500,000, Digging of 20 feet (with manual labour) borehole and installation of water Pump-kes.240,000 |  740,000.00  | New |
| Etenje Primary School | Construction of gate and fence for 2 acre land with treated celcured posts and barbed wire |  500,000.00  | New |
| Ihonje Primary School | Construction of gate and part fencing (4 acres) 7 acre land with treated celcured posts and barbed wire |  800,000.00  | New |
| Ingusi Primary School | Renovation of (4) classrooms-re-roofing, casting of ring beam, wall plate costruction, , construction of verandah, repair of wall and floor, electrical fittings and painting) kes.2M and construction of 6 door toilets-Kes. 500,000. |  2,500,000.00  | New |
| Iranda Primary School | Completion of (2) classrooms co-funded with PTA (roofing, electrical works, ceiling board fitting, finishes @Kshs 1,400,000/ and supply of 50 desks Kshs 200,000/  |  1,600,000.00  | New |
| Iyabo Primary School | Construction of gate and fence for 2 acre land with treated celcured posts and barbed wire |  500,000.00  | New |
| Khungwani Primary School | Construction of gate and part fencing 2.5 acre land with treated celcured posts and barbed wire and gate |  500,000.00  | New |
| Lukoye Primary School  | Construction to completion of (1) classroom-kes.1,200,000, Completion of 1 classroom - ceiling board fixation-kes.170,000, construction of gate and fence for 0.75 acre land with treated celcured posts and barbed wire-kes.450,000, construction of 6 door pit latrine-kes.500,000, and supply of 62 desks-kes.250,000. |  2,570,000.00  | Ongoing |
| Lureko Primary Sch | Renovation of (6) classrooms (re-roofing, casting of ring beam, wall plate costruction, , construction of verandah, repair of wall and floor, electrical fittings and painting)-kes.3,000,000, construction of 6 door pit latrine-kes.500,000, construction of gate and part fencing for 3 acre land-kes.500,000.  |  4,000,000.00  | New |
| Matawa Primary School | Renovation of (6) classrooms-kes.3,000,000, construction of 6 door toilets-kes.500,000, construction of gate and part fencing (4 acres) of 8.8 acre land with treated celcured posts and barbed wire and gate-kes.1,000,000  |  4,500,000.00  | New |
| Milimani Primary School | Completion of (4) classrooms -painting, electrical fittings, and ceiling board fixing 900,000, provision of (100) desks - Kes.400,000,  |  1,300,000.00  | Ongoing |
| Mumias Deaf Primary School | Completion of 2-storey building(6 classrooms and admin block of 4 offices) -Internal wall partitions for 4 offices -kes.150,000 , Fitting of balcony grills on 1st, 2nd floor and stair case grills- kes. 250,000, Rain water harvesting and construction of flush toilet, septic tank and soak away pit-kes. 600,000 |  1,000,000.00  | Ongoing |
| Mumias Township Primary School | Construction of gate and part fencing for 5.3 acres land with treated celcured posts and barbed wire and gate-kes 700,000, Completion of 3 classrooms - ceiling board fixation- kes.100,000 |  800,000.00  | Ongoing |
| Mumias Muslim Primary School | Costruction to completion of (3) classrooms-kes.3,300,000 and supply of 100 desks-kes.400,000. |  3,700,000.00  | New |
| Musanda Primary School | Completion of (4) classrooms -window glazing, painting works and ceiling board fixing- Kes. 1,250,000, provision of 75 desks - Kes.300,000. |  1,550,000.00  | Ongoing |
| Nyakwaka Primary School | Construction to completion of (2) classrooms-kes.2,300,000, Renovation of (4) classrooms (re-roofing, casting of ring beam, wall plate costruction, , construction of verandah, repair of wall and floor, electrical fittings and painting)-kes.2,000,000, Construction of gate and fence for1 acre land with treated celcured posts and barbed wire and gate-kes. 450,000 and supply of 62 desks-kes.250,000. |  5,000,000.00  | New |
| Nyapeta Primary School | Construction of gate and part fencing for 2.5 acre landwith treated celcured posts and barbed wire and gate  |  500,000.00  | New |
| Nyapora Primary School  | Renovation of (2) classrooms (re-roofing, casting of ring beam, wall plate costruction, , construction of verandah, repair of wall and floor, electrical fittings and painting)-kes.1,000,000, supply of 50 desks-kes.200,000, Landscaping of school compond (ground levelling)-kes.100,000 and Construction of gate and part fencing for 1.5 acre land with treated celcured posts and barbed wire and gate-kes.400,000.  |  1,700,000.00  | New |
| Ugana Primary School | Construction of gate and part fencing for 2 acre land with treated celcured posts and barbed wire and gate |  500,000.00  | New |
| Wang’nyang Primary School | Construction to completion of (1) classroom-kes.1,200,000, supply of 25 desks-kes.100,000, Construction of 6 door pit latrine to completion-kes.500,000, constuction of gate and part fencing for 3 are landwith treated celcured posts and barbed wire and gate-kes.600,000. |  2,400,000.00  | New |
| **Secondary Schools** | **9,800,000** |  -  |  |
| Bumia Girls Secondary school | Construction of gate and part fencing for 3 acres land-kes. 500,000 |  500,000.00  | New |
| Butobe Secondary School | Construction of gate and fence for 1 acre land-kes. 450,000, Complete purchase of 1 acre land and processing of title deed-kes.150,000.  |  600,000.00  | Ongoing |
| St. Christopher Nyapora Secondary School | Construction to completion of (2) classrooms-2,300,000, supply of 50 desks-kes. 200,000 and 6 door toilets-kes.500,000, Additional funds to complete purchase of (2) 50x100 plots acre land @Kshs 200,000/ and processing of title deed-kes 100,000. |  3,300,000.00  | Ongoing |
| St. Peters' Boys High School | Costruction to completion of (1) classroom-kes.1,200,000 and supply of 25lockers and 25 chairs-kes.300,000. |  1,500,000.00  | New |
| Shibale Secondary School | Purchase of school land (6)-50x100 plots-kes.3,400,000 and construction of gate and part fencing for 2 acre land with treated celcured posts and barbed wire and gate- kes.500,000.  |  3,900,000.00  | New |
| **Tertiary Institutions** | **500,000** |  **-**  |  |
| Mumias West TTI | Construction of gate and Fencing of staff quarters' in 1.0 acre piece of land with treated celcured posts and barbed wire and gate |  500,000.00  | New |
| **Security projects** | **5,700,000** |  -  |   |
| Nyalenya AP Camp | Completion of a unit comprising of (3) staff houses & 2 offices, armoury, 3 cells, 2 flush toilets & water harvesting (purchase of 10,000 ground and 5,000 elevated water tanks and guttering -finishes &plumbing works (project startedd in 16/17 FY). |  1,200,000.00  | Ongoing |
| Eshihaka AP Camp | Completion of a unit comprising of (3) staff houses & 2 offices, armoury, 3 cells, 2 flush toilets & water harvesting (purchase of 10,000 ground and 5,000 elevated water tanks and guttering -finishes &plumbing works Kshs 1,400,000/ (project startedd in 16/17 FY).. Purchase of Land 1 acre inclusive of title dded processing) Kes. 500,000 |  1,900,000.00  | Ongoing |
| Khungema AP Camp | Completion of a unit comprising of (3) staff houses & 2 offices, armoury, 3 cells, 2 flush toilets & water harvesting (purchase of 10,000 ground and 5,000 elevated water tanks and guttering -finishes &plumbing works (project startedd in 16/17 FY). Project started in 15-16 FY).Construction of 6 door pit latrine -kes.500,000 |  1,900,000.00  | Ongoing |
| Musanda Police Station | Construction of 6 door pit latrine-kes.500,000 and kennel house-kes.200,000. |  700,000.00  | Ongoing |
| **Others** |  **1,900,000.00**  |  **-**  |   |
| Mumias Law Court | Complete construction of 1No. Courtroom with two offices- flooring, painting and plumbing works, Kshs 1,700,000/ and furnishing (desk, chair and conference table and chairs) of chief Magistrate's chamber 200,000 |  1,900,000.00  | Ongoing |
| **TOTAL** |  |  **137,088,879.31**  |   |

**MIN 5 MMSW NG CDFC/25/09/2020: A.O.B**

There being no other business the meeting was adjourned at 1600hrs with a word of closing

prayer from Hassan Emwana Makongolo.

**Minutes confirmed by:**