**MINUTES OF THE MAIN NG- C.D.F COMMITTEE MEETING HELD ON 09TH JANUARY, 2018 AT 10.00A.M AT THE CDF OFFICE (BOARDROOM)**

**MEMBERS PRESENT**

1. Boaz Omondi Odeyo – FAM
2. Daniel Ouma Omondi – Chairman
3. Cecilia Amondi Akuka – Secretary
4. John Otieno Apodo – member
5. Martha Achieng Oduor – Member
6. Benard Omollo Werre – Member
7. Beatrice Achieng Olaka – Member
8. Anne Akoth Aor – Member
9. Mr. Daniel Nduti – Deputy County Commissioner

**AGENDA**

1. Opening prayers.
2. Preliminaries
3. Reading and confirmation of previous minutes
4. Proposal Approval for the Financial Year 2017/2018
5. A.O.B

**Min. 1/9/01/2018: OPENING PRAYERS**

* 1. The meeting was called to order at 10.00 a.m. by an opening prayer from Daniel Ouma

Omondi

**Min. 2/9/01/2018: PRELIMINARIES**

2.1 The Chairman welcomed members to the meeting and thanked them for coming.

2.2 He also informed the members that they should consider proposals that had been

 Collected and the strategic plan in proposal development of the Financial Year

 2017/2018.

**Min. 3/9/01/2018: READING AND CONFIRMATION OF PREVIOUS MINUTES**

3.1 The previous minutes were read by the Secretary and proposed by Martha Achieng

 Oduor and seconded by John Otieno Apodo and they were adopted as the true records

 of the meeting after some corrections were done.

**Min. 4/9/01/2018: MATTERS ARISING FROM THE PREVIOUS MINUTES**

4.1 There were no matters arising from the previous minutes.

**Min. 5/9/01/2018: REVIEW OF THE 2017/2018 PROJECT PROPOSALS DEVELOPMENT**

* 1. The FAM noted that there were certain types of projects that were not allowed under the NG- CDF Act 2015 namely;

 a) Projects supporting political parties.

 b) Projects supporting Religious Institutions.

 c) Personal awards projects.

 d) Projects that only benefit a very narrow cross section of society.

5.2 The FAM also informed the NG-CDFC that they could not increase or reduce the

 Allocation of

 Kshs **4,568,965.52** allocated to the Emergency.

5.3 The FAM also noted the following;

 1. M&E Capacity Building – Maximum of 3% of the total Constituency allocation.

 2. Office Administration & Recurrent Expenditure – 6%

 3. Environment – 2%

 4. Sports – 2%

 5. Bursaries, Mocks, Assessments & Social Security programs – 35%

5.4 The NG-CDFC then prioritized projects from Ward reports and approved them for

 Implementation in the 2017/2018 Financial Year as follows;

|  |  |  |
| --- | --- | --- |
| Serial  | Name of Project | Amount Allocated |
| 233/AP1 | Administration/Recurrent | 5,208,620.69 |
| 233/AP2 | Monitoring and Evaluation/Capacity Building | 2,604,310.34 |
| 233/2640100 | Bursary/CATs/Mocks | 21,800,000.00 |
| 233/2640509 | Sports Activities | 1,500,000.00 |
| 233/2640510 | Environmental Projects | 1,000,000.00 |
| 233/2640200 | Emergency | 4,568,965.52 |
| 233/2630204 | Primary School Projects | 13,830,150.00 |
| 233/2630205 | Secondary School Projects | 12,230,281.80 |
| 233/2630206 | Tertiary School Projects | 7,299,277.27 |
| 233/2640507 | Security projects | 13,499,482.40 |
| 233/3110104 | NG-CDF Offices | 1,169,256.80 |
| 233/2211310 | Strategic Plan | 2,100,000.00 |
| **TOTAL** | **86,810,344.82** |

1. **6% Administration/Recurrent**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Name** | **Activity**  | **Project Number** | **Amount** | **Status** |
| Employees’ Salaries | Payment of staff salaries and gratuity  | 4-041-233-2110000-100-2017/18-001 | 2,744,720.00 | Ongoing |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence and office tea,  | 4-041-233-2210000-100-2017/18-002 |  1,100,000.69 | Ongoing |
| NSSF | Payment of NSSF Deductions | 4-041-233-2120101-100-2017/18-003 | 43,900.00 | Ongoing |
| NHIF | Payment of NHIF Deductions | 4-041-233-2120201-100-2017/18-004 | 68,400.00 | Ongoing |
| Committee Expenses | Payment of Committee sitting allowances, transport, conferences and communication. | 4-041-233-2210802-100-2017/18-005 | 1,251,600.00 | Ongoing |
|  | **TOTAL** | **5,208,620.69** |  |

1. **3% Monitoring & Evaluation/Capacity Building**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Name** | **Activity**  | **Project Number** | **Amount** | **Status** |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence | 4-041-233-2210000-111-2017/18-001 | 884,310.34 | Ongoing |
| Committee Expenses | Payment of Committee sitting allowances, transport, conferences | 4-041-233-2210802-111-2017/18-002 | 720,000.00 | Ongoing |
| NG-CDFC/PMC Capacity Building | Undertake Training of the PMCs/NG-CDFCs on CDF Related issues | 4-041-233-2210700-111-2017/18-003 | 1,000,000.00 | Ongoing |
| **TOTAL** | **2,604,310.34** |  |

1. **35% Bursary/CATs/Mocks**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Name** | **Project Activity** | **Project Number** | **Amount Allocated** | **Status** |
| Bursary Secondary Schools | Payment of bursary to needy student | 4-041-233-2640101-103-2017/18-001 | 11,800,000.00 | Ongoing |
| Bursary Tertiary Institutions (Colleges and University) | Payment of bursary to needy student | 4-041-233-2640102-103-2017/18-002 | 7,300,000.00 | Ongoing |
| Bursary special Schools  | Payment of bursary to needy student in special Schools  | 4-041-233-2640103-103-2017/18-003 | 2,100,000.00 | Ongoing |
| Social Security Programmes | Payment of NHIF to Adult and Vulnerable people | 4-041-233-2640104-103-2017/18-004 | 600,000.00 | Ongoing |
| **TOTAL**  |  |  | **21,800,000.00** |  |

1. **2% Sports**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Name** | **Project Activity** | **Project Number** | **Amount Allocated** | **Status** |
| Constituency Sports Tournament | Carry out Constituency Sports tournament and the winning teams/schools to be awarded with trophies, balls, and games kits | 4-041-233-2640509-112-2017/18-001 | 1,500,000.00 | Ongoing |
|  | **1,500,000.00** |  |

1. **2% Environment project**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Name** | **Project Activity** | **Project Number** | **Amount Allocated** | **Status** |
| Ugunja constituency Environment | Planting of tree seedlings in Dendyo Primary,school, Sirandumb Primary School,Ngop Misiengni Primary School,Ugana Primary School and Markuny Primary Each School ksh. **200,000.00** Respectively | 4-041-233-2640510-108-2017/18-001 | 1,000,000.00 | New |
| **TOTAL**  |  |  | **1,000,000.00** |  |

1. **Emergency (5% of the fund)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Name** | **Project Activity** | **Project Number** | **Amount Allocated** | **Status** |
| Emergency  | To cater for any unforeseen occurrences in the constituency during the financial year  | 4-041-233-2640200-101-2017/18-001 | 4,568,965.52 | Ongoing |
|  | **4,568,965.52** |  |

1. **Primary Education Projects**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROJECT NAME** | **PROJECT ACTIVITY**  | **Project Number** | **AMOUNT ALLOCATED** | **Status** |
| Ligala Kabiero primary school | Construction of two classrooms to completion | 4-041-233-2630204-104-2017/18-001 | 1,700,000.00 | New |
| Ukalama primary school | Renovation of three (3) classrooms by plastering, installation of fitting and painting at accost of ksh. 1,000,000.00 And construction of four door pit latrine to completion at accost of ksh. 200,000.00. | 4-041-233-2630204-104-2017/18-003 | 1,200,000.00 | New |
| Markuny primary school | Construction of two (2) classrooms to completion | 4-041-233-2630204-104-2017/18-004 | 1,700,000.00 | New |
| Ambira primary school | Renovations of three (3) classrooms by plastering, installation of fitting and painting. | 4-041-233-2630204-104-2017/18-005 | 1,000,000.00 | New |
| Musiko primary school | Construction of one (1) classroom to completion | 4-041-233-2630204-104-2017/18-006 | 850,000.00 | New |
| Ogeda primary school | Construction of four(4) door pit latrine to completion | 4-041-233-2630204-104-2017/18-008 | 200,000.00 | New |
| Uriya Magoya primary school | Construction of (4) four doors latrine | 4-041-233-2630204-104-2017/18-009 | 200,000.00 | New |
| Ulumba primary school | Construction of four (4)door pit latrine to completion | 4-041-233-2630204-104-2015/15-010 | 200,000.00 | New |
| Wang Otong primary school | Construction of four(4) door pit latrine to completion | 4-041-233-2630204-104-2017/18-011 | 200,000.00 | New |
| Daho primary school | Construction of four (4)door pit latrine to completion | 4-041-233-2630204-104-2017/18-012 | 200,000.00 | New |
| Mauna primary school | Fencing of the school compound with Barbed Wire | 4-041-233-2630204-104-2017/18-013 | 250,000.00 | New |
| Sigomere primary school | Construction of four (4) door pit latrine to completion | 4-041-233-2630204-104-2017/18-014 | 200,000.00 | New |
| Siror primary school | Renovation of three(3) classrooms by plastering, installation of fitting and painting | 4-041-233-2630204-104-2017/18-015 | 1,000,000.00 | New |
| Lunjre primary school | Construction of one (1) classroom to completion | 4-041-233-2630204-104-2017/18-016 | 850,000.00 | New |
| Madungu primary school | Construction of (4) four doors latrine | 4-041-233-2630204-104-2017/18-017 | 200,000.00 | New |
| Ulwani primary school | Construction of two (2) classrooms to completion | 4-041-233-2630204-104-2017/18-018 | 1,700,000.00 | New |
| Ngunya Primary School | Construction of one (1) computer laboratory in partnership with Safaricom to completion as community contribution by Constructing Foundation and walling | 4-041-233-2630204-104-2017/18-019 | 800,000.00 | New |
| Equator Learning Centre  | Completion of one (1) Library by plastering and painting | 4-041-233-2630204-104-2017/18-020 | 700,000.00 | New |
| Ngunya primary school  | Completion of the administration block by plastering and painting | 4-041-233-2630204-104-2017/18-021 | 300,000.00 | Ongoing |
| Mudaho primary school | Completion of one (1) administration block by plastering and painting. | 4-041-233-2630204-104-2017/18-022 | 380,150.00 | Ongoing |
| **TOTAL** |  |  | **13,830,150.00** |  |

1. **Secondary School Projects**

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| --- | --- | --- | --- | --- |
| **PROJECT NAME**  | **PROJECT ACTIVITY** | **Project Number** | **ALLOCATED AMOUNT** | **Status** |
| Sidindi Sec. School | Completion of two (2) classrooms by installation of fittings, plastering and panting | 4-041-233-2630205-104-2017/18-001 | 300,000.00 | Ongoing |
| Ugenya High School | Completion of one (1) Dormitory by plastering **Ksh. 600,000.00** and painting **Ksh. 400,000.00.** | 4-041-233-2630205-104-2017/18-002 | 1,000,000.00 | Ongoing |
| Rambula secondary schoollaboratory | Completion of one (1) Twin laboratory science by Installation of fitting Ksh. **1,000,000.00**, installation of work tops ksh. **800,000.00**, plastering ksh. **687,531.00** And painting ksh. **200,000.00** | 4-041-233-2630205-104-2017/18-003 | 2,687,531.00 | Ongoing |
|  Madungu Secondary School | Completion of one (1) Twin laboratory science by walling ksh. **1,000,000.00**, lintel installation ksh. **500,000.00**, roofing ksh. **1,000,000.00**, Installation of fitting ksh. **1,000,000.00**, installation of work tops ksh.**1, 000,000.00**, plastering ksh. **800,000.00** and painting ksh. **333,150.00**. | 4-041-233-2630205-104-2017/18-004 | 5,633,150.00 | Ongoing |
| Rang’ala Girls Secondary School ;  | Completion of one (1) Abolution block by walling ksh**. 1,000,000.00**, fittings installation ksh. **1,000,000.00**, plastering ksh.**409,600.80.** | 4-041-233-2630205-104-2017/18-005 | 2,409,600.80 | Ongoing |
| Ogeda Secondary School  | Completion of one (1) classroom by plastering and painting | 4-041-233-2630205-104-2017/18-006 | 200,000.00 | Ongoing |
| **TOTAL** |  |  | **12,230,281.80** |  |

1. **Security Projects**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Name** | **Activity** | **Project Number** | **Amount** | **Status** |
| Ugunja Assistant County Commissioner's Residence | Completion of a two (2) bedroomed house by Plumbing and painting  | 4-041-233-2640507-108-2017/18-001 | 273,880.00 | Ongoing |
| Sikalame Administration Centre  | Completion of Assistant County’s commissioner’s Office by painting and installation of fittings | 4-041-233-2640507-108-2017/18-002 | 200,000.00 | Ongoing |
| Sikalame Administration Centre  | Completion of the administration Centre complex by plastering, installation of fittings and painting | 4-041-233-2640507-108-2017/18-003 | 1,000,000.00 | Ogoing |
| North Uholo Chiefs Office | Completion of chiefs office complex structure by installation of fittings, plastering and painting. | 4-041-233-2640507-108-2017/18-004 | 967,832.00 | Ongoing |
| Ugunja sub-county offices. | Completion of one sub-County offices by walling ksh **1,500,00.00**, installation of lintel ksh. **1,500,000.00**, Roofing ksh.1, 200,000.00 and installation of fittings ksh. **800,000.00** | 4-041-233-2640507-108-2017/18-005 | 5,000,000.00 | Ongoing |
| Ambira Administration Police Camp | Construction of two (2) units houses to completion | 4-041-233-2640507-108-2017/18-006 | 1,500,000.00 | New |
| Ugunja Assistant Chiefs office  | Renovations of the office by plastering and painting. | 4-041-233-2640507-108-2017/18-007 | 250,000.00 | New |
| Sigomere Administration police Line  | Completion of two (2) housing units by roofing, installation of fittings, plastering and painting | 4-041-233-2640507-108-2017/18-008 | 800,000.00 | Ongoing |
| Sikalame Administrative Centre  | Implementation of Constituency Innovation Hub **(CIH)** by Installing Satellite Antenna, Router, Digital Access Kit, Digital Ruggedized Tablet, and WI-FI With outdoor Wireless devise complete with installation Accessories. | 4-041-233-2640507-108-2017/18-009 | 1,169,256.80 | New |
| Sigomere Administrative Centre | Implementation of Constituency Innovation Hub **(CIH)** by Installing Satellite Antenna, Router, Digital Access Kit, Digital Ruggedized Tablet, and WI-FI With outdoor Wireless devise complete with installation Accessories. | 4-041-233-2640507-108-2017/18-010 | 1,169,256.80 | New |
| Ugunja Administrative Centre | Implementation of Constituency Innovation Hub **(CIH)** by Installing Satellite Antenna, Router, Digital Access Kit, Digital Ruggedized Tablet, and WI-FI With outdoor Wireless devise complete with installation Accessories. | 4-041-233-2640507-108-2017/18-011 | 1,169,256.80 | New |
| **TOTAL** |  |  | **13,499,482.40** |  |

1. **Tertiary School Institution**

| **Project Name** | **Project Activity** | **Project Code** | **Amount Allocated** | **Status** |
| --- | --- | --- | --- | --- |
| Ugunja Technical Training Institute | Drilling of water Borehole in the institute and equipping ksh. **3,700,000.00**, Erection of Elevated steel tank ksh. **3,000,000.00** and installation of one water kiosk ksh.**599,277.27** | 4-030-233-2630206-104-2017/18-001 | 7,299,277.27 | New |
|  | **7,299,277.27** |  |

1. **NG-CDFC Offices**

| **Project Name** | **Project Activity** | **Project Code** | **Amount Allocated** | **Status** |
| --- | --- | --- | --- | --- |
| Ugunja NG-CDFC Offices | Implementation of Constituency Innovation Hub **(CIH)** by Installing Satellite Antenna, Router, Digital Access Kit, Digital Ruggedized Tablet, and WI-FI With outdoor Wireless devise complete with installation Accessories. | 4-041-233-3110104-108-2017/18-01 | **1,169,256.80** | Ongoing |
|  | **1,169,256.80**  |  |

1. **Strategic Plan**

| **Project Name** | **Project Activity** | **Project Code** | **Amount Allocated** | **Status** |
| --- | --- | --- | --- | --- |
| Ugunja Constituency Strategic Plan | Development of the constituency strategic plan by facilitating public participation, Remunerating Expert, production of copies and launching the documents to assist in the implementation of projects for the period of five (5) years. | 4-041-233-2211310-108-2017/18-01 | **2,100,000.00** | **New** |
|  | **2,100,000.00**  |  |

**Min. 6/9/01/2018: A.O.B**

6.1 There being no other business the meeting ended with a word of prayer from Cecilia

 Amondi Akuka at 1.00p.m

 Confirmed by:

1. **Chairman:** Daniel Ouma Omonndi **Date**:……………………………… **Sign**: ……………..................
2. **Secretary:** Cecilia Amondi Akuka **Date**:…………………………………**Sign**: ……………..................