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| --- | --- |
| **NG-CDF BOARD** | **National Government Constituencies Development Fund** |
| **Homabay Town Constituency** |
| Kabunde Multipurpose Hall |
| P.O BOX 240 Homabay, 40300 |
| Email: [cdfhomabaytown@ngcdf.go.ke](mailto:cdfhomabaytown@ngcdf.go.ke) | Website: [www.ngcdf.go.ke](http://www.ngcdf.go.ke) |
|  | |

**MINUTES OF THE HOMABAY TOWN NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND COMMITTEE 14TH MEETING HELD ON 15TH APRIL 2024 AT THE NG-CDF KABUNDE OFFICES**.

**MEMBERS PRESENT**

1. Harrison Ouko Chairperson
2. Bugo Agoro Charles Secretary
3. Babby Hildigard Owenga Member
4. Richard Ochieng Askari Member
5. Edith Awuor Obonyo Member
6. John Onyango Member
7. Lorna Awuor Okidi Member
8. Teresa Ochieng Co-Opted Member
9. David Agong Fund Account Manager
10. Charles Mwayaya Deputy County Commissioner

**IN ATTENDANCE**

1. Ziadah Osano Sub County Director of education

**AGENDA**

1. Preliminaries
2. Reading and confirmation of the previous minutes
3. Matters arising
4. Resubmission of projects for financial year 2023/2024
5. Reallocation of project funds for 2021/2022 and 2023/2024 financial years
6. Approval of budgets
7. Approval of emergency funding
8. Any Other Business

**MIN.HBTC NG-CDFC 01/15/04/01/2023/2024: PRELIMINARIES**

The meeting was brought to order at 10:00 a.m by the chairperson, Mr. Harrison Ouko, after confirming the quorum. He requested Mr. Richard Askari to lead the members in an opening prayer. The chairperson then appreciated the members for honouring the invitation to attend the meeting and for observing time.

**MIN.HBTC NG-CDFC 02/15/04/01/2023/2024: READING AND CONFIRMATION OF THE PREVIOUS MINUTES**

The chairman requested the secretary to read to the members the minutes of the previous meeting. The secretary, read the minutes which were confirmed and seconded by Mrs. Bertha Kopany and Mr. John Onyango to be the true deliberations of 28th March 2024.

**MIN.HBTC NG-CDFC 03/15/04/01/2023/2024:MATTERS ARISING**

There were no matters arising from the minutes of the previou meeting.

**MIN.HBTC NG-CDFC 04/15/04/01/2023/2024: RESUBMISSION OF PROJECTS FOR FINANCIAL YEAR 2023/2024**

The Fund Account Manager informed the members of the communication from the NG-CDF Board in regards to decline in approval of the junior secondary school projects proposed for funding in the 2023/2024 financial year by both the NG-CDF and the Ministry of Education. Junior Secondary Schools being new and upcoming, they needed to be constructed for additional infrastructure , other than renovation of the existing infrastructures. The following projects were declined and recommended by the board for resubmission.

The NG-CDF Committee resolved to resubmit the unapproved projects as tabulated below:

1. **JUNIOR SECONDARY SCHOOL PROJECTS NG-CDF**

| **Initial projects that were given conditional Approval/deferred/declined** | **Proposed Projects** | **Activity** | **ORIGINAL COST** | **Amount Allocated** |
| --- | --- | --- | --- | --- |
| 1. Adongo Primary School Kshs. 1,125,000- Renovation to completion of 3 classrooms: Reroofing, plastering, glazing, tiling and painting 2. Asego Primary School Kshs. 1,125,000- Renovation to completion of 3 classrooms: Reroofing, plastering, glazing, tiling and painting 3. Watata Primary School Kshs. 750,000.00- Renovation to completion of 2 classrooms: Plastering, floor screeding, tiling, glazing and painting 4. Lala Primary School Kshs. 1,125,000- Renovation to completion of 3 classrooms: Plastering, floor screeding, tiling, glazing and painting 5. Ndiru Primary School Kshs. 1,125,000- Renovation to completion of 3 classrooms: Reroofing, plastering, floor screeding | Ndiru Primary School | Construction of two classrooms; Foundation , walling, roofing, fitting of doors and windows.  A balance of Kshs.750,000 to complete the project has been provided in the reallocation | 2,250,000.00 | 1,500,000.00 |
| Watata Primary School | Construction of two classrooms; Foundation, walling, roofing, fitting of doors and windows.  A balance of Kshs.750,000 to complete the project has been provided in the reallocation | 2,250,000.00 | 1,500,000.00 |
| Got Kokech Primary School | Construction to completion of two classrooms | 2,250,000.00 | 1,500,000.00 |

1. **JUNIOR SECONDARY SCHOOL PROJECTS MOE**

| **Initial projects that were given conditional Approval/deferred/declined** | **Proposed Projects** | **Activity** | **ORIGINAL COST** | **Amount Allocated** |
| --- | --- | --- | --- | --- |
| 1. Maguti Primary School Kshs. 750,000- Renovation to completion of 2 classrooms: Extension of the verandah area, plastering, tiling, glazing and painting 2. Masakla Primary School Kshs. 1,125,000- Renovation to completion of 3 classrooms: Plastering, tiling, glazing and painting 3. Wahambla Primary School Kshs. 750,000- Renovation to completion of 2 classrooms: Extension of the verandah area, plastering, tiling, glazing and painting 4. Ruga Primary School Kshs. 750,000.00- Renovation to completion of 2 classrooms: Reroofing, plastering, floor screeding, tiling, glazing and painting 5. Disii Primary School Kshs. 1,125,000- Renovation to completion of 3 classrooms: Reroofing, plastering, glazing, tiling and painting 6. Riwa Primary School Kshs. 1,125,000- Renovation to completion of 3 classrooms: Reroofing, plastering, glazing, tiling and painting 7. Lieta Primary School Kshs. 750,000- Renovation to completion of 2 classrooms: Plastering, floor screeding, tiling, glazing and painting 8. Rangwena Primary School Kshs. 1,125,000- Renovation to completion of 3 classrooms: Reroofing, plastering, floor screeding, tiling, glazing and painting | Arunda Primary School | Construction of two classrooms to completion (Kshs. 2,390,000) and equipping with 30 sets of students chairs and lockers made of metal frame at Kshs. 210,000.00 at Kshs. 210,000.00 | 2,600,000.00 | 2,600,000.00 |
| Muche Primary School | Construction of two classrooms to completion (Kshs. 2,240,000) and equipping with 30 sets of students chairs and lockers made of metal frame at Kshs. 210,000.00 | 2,450,000.00 | 2,450,000.00 |
| Chiga Primary School | Construction of two classrooms to completion (Kshs. 2,240,000) and equipping with 30 sets of students chairs and lockers made of metal frame at Kshs. 210,000.00 | 2,450,000.00 | 2,450,000.00 |

The committee resolved to allocate varying amounts to similar projects with the same scope due to different soil types and the location of the schools.

The meeting further resolved to resubmit projects totaling to twelve million seven hundred and fifty thousand shillings only **(Ksh. 12,750,000.00).** The Fund Account Manager was mandated to fastrack the process to ensure approval of the new proposed projects by the NG-CDF Board to allow for immediate implementation to completion for use by the students.

**MIN.HBTC NG-CDFC 05/15/04/01/2023/2024: REALLOCATION OF PROJECT FUNDS FOR 2021/2022 AND 2023/2024 FINANCIAL YEARS**

The chairperson informed the members of the urgent need to reallocate project funds to education projects and bursaries. The members deliberated on the matter and resolved to reallocate project funds for the various financial years as tabulated below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **NO** | **REALLOCATION FROM**  **(ORIGINAL PROJECT)** | **FY** | **APPROVED AMOUNT**  **KSHS.** | **REALLOCATION TO**  **(NEW PROJECT)** | **AMOUNT**  **RE-ALLOCATED**  **KSHS.** | **REASON FOR**  **REALLOCATION** |
|  | Ojunge Primary School  Cost of geological survey, drilling and equipping of borehole.  **Project Code number**  **4-0043-249-2630204-104-2020-2021-30** | 2020/2021 | 2,000,000 | Ojunge Primary School  Construction of two new classrooms to completion | 2,000,000 | The proposed project had been implemented by another development initiative ( Plan International)  The PMC therefore requested for reallocation of the funds towards construction of two classrooms as the some pupils are currently having their lessons under trees, an exercise which is dangerous especially with weather changes. |
|  | Wiga Primary School  Completion of two classrooms; External plastering, fitting of window panes, flooring and painting.  **Project code number**  **4-0043-249-2630204-104-2021/2022-16** | 2021/2022 | 500,000.00 | Wiga Primary School  Completion of two classrooms; Internal finishes, plastering, floor tiling, painting, fitting of windows and doors. | 500,000.00 | The internal works was prioritized to provide the learners with a condusive internal environment.  The NG-CDF Committee commits to allocate more funds for external finishes in 2024/2025 FY. |
|  | Bishop Okullu Magare Girls Secondary School: Demolition of 4 existing classrooms and construction to completion of 3 classrooms  **Project code number**  **4-0043-249-2630210-263-2023-2024-13** | 2023/2024 | 3,800,000.00 | Bursary secondary schools; To cater for needy students in secondary schools. | 3,800,000.00 | Unforeseen escalated demand for bursaries by the needy students in various learning institutions.  The NG-CDF Committee intends to make good the commitments to clear the arrears of the fully sponspored students across the various learning institutions to ensure they are retained in school.  The committee committed to allocate funds towards construction of the initial proposed project in 2024/2025 financial year . |
|  | Gogo Katuma Primary School: Renovation to completion of 8 classrooms: Reroofing, plastering, glazing, tiling and painting of 6 classrooms and plastering, glazing and tiling of 2 classrooms  **Project Code number**  **4-0043-249-2630209-263-2023-2024-2** | 2023/2024 | 2,600,000.00 | Bursary Secondary Schools; To cater for needy students in secondary schools. | 2,600,000.00 | Unforeseen escalated demand for bursaries by the needy students in various learning institutions.  The NG-CDF Committee intends to make good the commitments to clear the arrears of the fully sponspored students across the various learning institutions to ensure they are retained in school.  The committee committed to allocate funds towards construction of the initial proposed project in 2024/2025 financial year . |
|  | Kijawa Primary SchoolConstruction to completion of 5 roomed Administration Block  **Project Code number**  **4-0043-249-2630209-263-2023-2024-16** | 2023/2024 | 3,200,000.00 | Bursary Secondary Schools; To cater for needy students in Secondary Schools. | 3,200,000.00 | Unforeseen escalated demand for bursaries by the needy students in various learning institutions.  The NG-CDF Committee intends to make good the commitments to clear the arrears of the fully sponspored students across the various learning institutions to ensure they are retained in school.  The committee committed to allocate funds towards construction of the initial proposed project in 2024/2025 financial year . |
|  | Homabay Primary School: Fencing of 7 acres school compound using concrete posts, barbed wire and chain link and installation of the main gate  **Project Code number**  **4-0043-249-2630209-263-2023-2024-17** | 2023/2024 | 1,400,000.00 | Bursary Secondary Schools; To cater for needy students in Secondary schools. | 1,400,000.00 | Unforeseen escalated demand for bursaries by the needy students in various learning institutions.  The NG-CDF Committee intends to make good the commitments to clear the arrears of the fully sponspored students across the various learning institutions to ensure they are retained in school.  The committee committed to allocate funds towards construction of the initial proposed project in 2024/2025 financial year . |
|  | Homabay Primary School: Fencing of 7 acres school compound using concrete posts, barbed wire and chain link and installation of the main gate  **Project Code number**  **4-0043-249-2630209-263-2023-2024-17** | 2023/2024 | 945,000.00 | Bursary tertiary; To cater for needy students in Tertiary Institutions. | 945,000.00 | Unforeseen escalated demand for bursaries by the needy students in various learning institutions.  The NG-CDF Committee intends to make good the commitments to clear the arrears of the fully sponspored students across the various learning institutions to ensure they are retained in school.  The committee committed to allocate funds towards construction of the initial proposed project in 2024/2025 financial year |
|  | Watata Primary School:  Renovation to completion of 2 classrooms: Reroofing, plastering, floor screeding, tiling, glazing and painting  **Project Code number**  **4-0043-249-2630209-263-2023-2024-8** | 2023/2024 | 750,000.00 | Watata Primary School  Completion of two classrooms : Plastering, tiling, glazing and painting. | 750,000.00 | The committee resolved to comply with the guideline on Junior Secondary Schools instructing that new infrastructure be put in place instead of rehabilitating the existing facilities.  ***The two classrooms have been proposed for resubmission vide MIN.HBTC NG-CDFC MIN.HBTC NG-CDFC 04/15/04/01/2023/2024: RESUBMISSION OF PROJECTS FOR 2023/2024 FY.*** |
|  | Ndiru Primary School  : Renovation to completion of 2 classrooms: Reroofing, plastering, floor screeding, tiling, glazing and painting  **Project Code number**  **4-0043-249-2630209-263-2023-2024-10** | 2023/2024 | 750,000.00 | Ndiru Primary School  Completion of two classrooms : Plastering, tiling, glazing and painting. | 750,000.00 | The committee resolved to comply with the guideline on Junior Secondary Schools instructing that new infrastructure be put in place instead of rehabilitating the existing facilities.  ***The two classrooms have been proposed for resubmission vide MIN.HBTC NG-CDFC MIN.HBTC NG-CDFC 04/15/04/01/2023/2024: RESUBMISSION OF PROJECTS FOR 2023/2024 FY.*** |
|  | **TOTAL** |  | **15,945,000.00** |  | **15,945,000.00** |  |

**MIN.HBTC NG-CDFC MIN.HBTC NG-CDFC 06/15/04/01/2023/2024: APPROVAL OF BUDGETS**

In compliance with the NG-CDF Board memo **ref:ngcdfb /2023-2024/vol.I/ 001 and dated 3rd April, 2024** onConsultative Forums Between The Board And National Government Constituencies Development Committee’s Chairpersons, Secretaries And Fund Account Managers, the members approved the budget below to cater for the travelling exepenses, perdiems, accommodation and the meal allowances.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **REGIONAL CONSULTATIVE MEETING IN MOMBASA** | | | | | |
| **18TH TO 23RD APRIL 2024** | | | | | |
| **SN** | **Budget Item** | **Pax** | **Days** | **Rate** | **Amount** |
| A | **Facilitation of Participants** |  |  |  |  |
| A1 | **Transport by bus ( Homabay- Nairobi 18/4/2024** |  |  |  |  |
|  | Fund Account Manager | 1 | 1 | 2,000 | 2,000 |
|  | Secretary | 1 | 1 | 2,000 | 2,000 |
|  | Chairman | 1 | 1 | 2,000 | 2,000 |
|  | **Sub Total** |  |  |  | **6,000** |
| A2 | **Transport by bus ( Nairobi- Mombasa) 19/04/2024** |  |  |  |  |
|  | Fund Account Manager | 1 | 1 | 2,000 | 2,000 |
|  | Secretary | 1 | 1 | 2,000 | 2,000 |
|  | Chairman | 1 | 1 | 2,000 | 2,000 |
|  | **Sub Total** |  |  |  | **6,000** |
| A3 | **Transport by bus ( Mombasa- Nairobi) 21/04/2024** |  |  |  |  |
|  | Fund Account Manager | 1 | 1 | 2,000 | 2,000 |
|  | Secretary | 1 | 1 | 2,000 | 2,000 |
|  | Chairman | 1 | 1 | 2,000 | 2,000 |
|  | **Sub Total** |  |  |  | **6,000** |
| A4 | **Transport by bus ( Nairobi- Homabay ) 22/04/2024** |  |  |  |  |
|  | Fund Account Manager | 1 | 1 | 2,000 | 2,000 |
|  | Secretary | 1 | 1 | 2,000 | 2,000 |
|  | Chairman | 1 | 1 | 2,000 | 2,000 |
|  | **Sub Total Transport** |  |  |  | **6,000** |
|  |  |  |  |  |  |
| B1 | **Perdiems ( Travelling days)** |  |  |  | - |
|  | Fund Account Manager | 1 | 4 | 11,200 | 44,800 |
|  | Secretary | 1 | 4 | 5,000 | 20,000 |
|  | Chairman | 1 | 4 | 7,000 | 28,000 |
|  | **Sub-Total Per diems** |  |  |  | **92,800** |
|  |  |  |  |  |  |
| B2 | **Perdiems ( Meeting days)** |  |  |  | - |
|  | Fund Account Manager | 1 | 2 | 11,200 | 22,400 |
|  | Secretary | 1 | 1 | 5,000 | 5,000 |
|  | Chairman | 1 | 1 | 7,000 | 7,000 |
|  | **Sub-Total Per diems** |  |  |  | **34,400** |
|  |  |  |  |  |  |
| B3 | **Accomodation and meals Allowance 18,19,20,21,22 April 2024** |  |  |  |  |
|  | Secretary | 1 | 4 | 5,000 | 20,000 |
|  | Chairman | 1 | 4 | 7,000 | 28,000 |
|  | **Sub Total Transport** |  |  |  | **48,000** |
| B3 | **Meals Allowance ( 22 or 23 April 2024) 40% of padiem** |  |  |  |  |
|  | Fund Account Manager | 1 | 1 | 4,480 | 4,480 |
|  | Secretary | 1 | 1 | 2,000 | 2,000 |
|  | Chairman | 1 | 1 | 2,800 | 2,800 |
|  | **Sub Total Transport** |  |  |  | **9,280** |
|  |  |  |  |  | **208,480** |
| C1 | Misc ( Taxi and Sundry) |  |  |  | **6,000** |
|  | **Grand Total** |  |  |  | **214,480** |
|  | **Totals** |  |  |  |  |
|  | **Fund Account Manager** |  |  |  | **85,680** |
|  | **Secretary** |  |  |  | **55,000** |
|  | **Chairman** |  |  |  | **73,800** |
|  | **TOTAL** |  |  |  | **214,480** |

1. **Project administration costs**

The members approved the project administration costs for the following projects implemented in 2022/2023 FY as under:

|  |  |
| --- | --- |
| **PROJECT NAME** | **AMOUNT**  **KSHS.** |
| Sinangi Primary School, Project Admin Cost-Construction Of 2 Classrooms | 50,000 |
| Sinangi Primary School, Project Admin Cost-Construction Of 4 Door Latrine | 37,000 |
| **TOTAL** | **87,000** |

**MIN.HBTC NG-CDFC MIN.HBTC NG-CDFC 07/15/04/01/2023/2024: APPROVAL OF EMERGENCY FUNDING**

The Fund Account Manager tabled request letters from the various learning institutions facing risk of closure by the ministry of health as a result of their collapsed pit latrines resulted by the heavy rains experienced in the past few weeks. In some of the schools, the pupils and the teachers were forced to share pit latrines while in some cases, girls and boys were being served by one latrine. That was observed to be against the guidelines of the ministry of health on matters sanitation and hygiene of the learners and their teachers.

The members deliberated on the requests and resolved to approve the following projects for emergency funding:

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Project Name** | **Project Activity** | **Amount**  **Kshs.** |
|  | Asego Primary School | Construction of 10 doors pit latrines | 1,000,000.00 |
|  | Hon. Kaluma Kotewa Primary School | Construction of 6 doors pit latrines | 600,000.00 |
|  | Kambeke Primary School | Construction of 6 doors pit latrines | 600,000.00 |
|  | Nyauu Primary School | Construction of 4 doors pit latrines | 400,000.00 |
|  | **Total** |  | **2,600,000.00** |

**MIN.HBTC NG-CDFC MIN.HBTC NG-CDFC 08/15/04/01/2023/2024:ANY OTHER BUSINESS**

There being no other business, the meeting ended at 02:40 pm with a word of prayer from Mrs. Teresa Ochieng. The date of the next meeting was to be communicated to the members through the secretary after consultation with the Chairman anf Fund Account Manager.

**Confirmation:**

**Name:** Harrison Ouko Ogalo **Designation:** Chairperson **Sign: ………………. …Date…………………**

**Name:** Charles Agoro Bugo **Designation:** Secretary **Sign: ………………... Date……….……………**