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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 | Website: [www.ngcdf.go.ke](http://www.ngcdf.go.ke) |
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**MINUTES OF THE HOMABAY TOWN, NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND COMMITTEE MEETING HELD ON 23RD JUNE, 2022 AT THE NG-CDF KABUNDE OFFICES**.

**MEMBERS PRESENT**

1. Harison Ouko Ogalo Chairperson
2. Charles Bugo Secretary
3. Monica Nyadiero Member
4. Calvins Amolo Member
5. Richard Askari Member
6. Bertha Babby Kopany Member
7. Edith Obonyo Member
8. Teresa Ochieng Member
9. David Agong Fund Account Manager
10. Jude Wasonga DCC

**AGENDA**

1. Preliminaries
2. Reading and confirmation of the previous minutes
3. Matters arising
4. Clearance of pending issues
5. Resubmission of project
6. Approval of payments; Sinangi Primary School
7. Distribution of AIEs
8. AOB

**MIN.HBTC NGCDFC 01/06/01/2021/2022: PRELIMINARIES**

The chairperson brought the meeting to order at 9: 30 am after confirming the quorum. He requested Mr. Richard Askari to lead the members in an opening prayer.

He thereafter welcomed the members to the meeting and read out the agenda for the day which had been communicated to the members prior to the meeting. The agenda were seconded by Mrs. Bertha Kopany.

**MIN.HBTC NG-CDF 02/06/01/2021/2022: READING AND CONFIRMATION OF THE PREVIOUS MINUTES**

The secretary read the minutes of the previous meeting held on 30th May, 2022 at the NG-CDFC Offices and were proposed and seconded by Mrs. Monica Nyadiero and Mr. Calvins Amolo to be the true minutes of that day.

**MIN.HBTC NG-CDF 03/05/01/2021/2022: MATTERS ARISING**

The Fund Account Manager informed the members that the requests for change of project activities for the renovation works that were forwarded to the NG-CDF Board had been approved.

 **MIN.HBTC NG-CDF 04/04/01/2021/2022: RESUBMISSION OF PROJECTS**

The NG-CDFC had allocated Three Million Shillings Only **(Ksh. 3,000,000.00)** in 2021/2022 financial year towards the Purchase of land for establishment of Achiero Primary School.

However, the NG-CDFC in their letter referenced **HBTC NG-CDF/LAND.03/2021/202** anddated 19th May, 2022 requested the land valuer to value the proposed land parcel number E. Kanyada/Kanyadier/956 to facilitate procurement of the same.

The members received land valuation report of the proposed land for purchase dated **19th May, 2022**. The estimated cost set by the valuer was One Million Five Hundred Thousand Shillings Only (**Ksh.1, 500,000.00)**

It was therefore resolved that the project funds be resubmitted as under:

| **NO** | **RESUBMISSION FROM** | **F/Y** | **AMOUNT TO BE RESUBMITTED** | **RESUBMISSION TO** | **REASONS FOR RESUBMISSION** |
| --- | --- | --- | --- | --- | --- |
|  | Achiero primary school- Purchase of 3 acres of land. | 2021/2022 | 1,500,000.00 | Achiero primary school- Purchase of 3 acres of land. | The members resolved to resubmit the project funds since the land valuation report indicated that the cost estimate was **Ksh.1, 500,000.00** |
|  | Achiero primary school- Purchase of 3 acres of land. | 2021/2022 | 1,500,000.00 | Achiero primary school- Construction of one classroom to completion Ksh. 1.450,000 and Purchase of 20 schools desks Ksh. 50,000.00 | The members resolved to resubmit the project as the proposed Achiero Primary School had no infrastructure.  |
|  | **TOTAL** |  | **3,000,000.00** |  |  |

The members mandated the FAM to forward copies of the following documents to the NG-CDF Board for approval purposes:

* NG-CDFC Minutes dated 23rd June, 2022
* Third and fourth schedules
* Copy of tittle deed for the land parcel number E. Kanyada/Kanyadier/956
* Search report
* Land valuation report
* A letter from MOE okaying the establishment of the school

**HBTC NG-CDF 05/06/01/2021/2022: CLEARANCE OF PENDING ISSUES ON PROJECTS APPROVAL**

The Fund Account Manager reminded the members that it was time the members cleared all the pending issues on projects approval with the NG-CDF Board as the financial year was coming to an end. The following projects were pending approval by the NG-CDF Board.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **NO** | **PROJECT NAME** | **PROJECT ACTIVITY** | **FY** | **AMOUNT** | **NG-CDF BOARD’S RECOMMENDATIONS** | **NG-CDFC’S RESPONSE** |
|  | Ogande Girls High School | Additional funds for construction of modern library (Dr Idah Odinga Library, Research, Innovation and Resource Centre).Substructure works of the library wing: excavations, site preparations, concrete works, reinforcements, form works, foundation walling and DPM  | 2019/2020 | 3,000,000.00 | TheNG-CDFC and the BOM of Ogande Girls High School to sign a Memorandum of Understanding clearly showing the duties and responsibilities of the two parties in ensuring the completion of the project, the phase to be funded by NG-CDFC funds and the installments in which the funds will be disbursed to the PMC. | The NG-CDFC and the BOM of Ogande Girls High School signed an MOU on 30th August, 2019 clearly outlining the recommendations of the NG-CDF Board.It was resolved that copies of the following documents be submitted to the NG-CDF Board for approval:* MOU dated 30th August, 2019
* Bill of Quantities
* Relevant schedules
* NG-CDFC Minutes dated 23rd June, 2022
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| **NO** | **PROJECT NAME** | **PROJECT ACTIVITY** | **FY** | **AMOUNT** | **NG-CDF BOARD’S RECOMMENDATIONS** | **NG-CDFC’S RESPONSE** |
| --- | --- | --- | --- | --- | --- | --- |
|  | Ogande Girls High School | Additional funds for construction of modern library (Dr Idah Odinga Library, Research, Innovation and Resource Centre): Fittings, fixtures and finishes of the library wing and reinforced concrete superstructure for entrance canopy, finishes of flat roof and finishes of the columns with a marine board. | 2020/2021 | 10,000,000.00 | TheNG-CDFC and the BOM of Ogande Girls High School to sign a Memorandum of Understanding clearly showing the duties and responsibilities of the two parties in ensuring the completion of the project, the phase to be funded by NG-CDFC funds and the installments in which the funds will be disbursed to the PMC. | The NG-CDFC and the BOM of Ogande Girls High School signed an MOU on 31st May, 2022 clearly outlining the recommendations of the NG-CDF Board.It was resolved that copies of the following documents be submitted to the NG-CDF Board for approval:* MOU dated 31st May, 2022
* Bill of Quantities
* Relevant schedules
* NG-CDFC Minutes dated 23rd June, 2022
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|  | Ogande Girls High School | Additional funds for construction of modern library (Dr Idah Odinga Library, Research, Innovation and Resource Centre): Fittings, fixtures and finishes of the library wing and reinforced concrete superstructure for entrance canopy, finishes of flat roof and finishes of the columns with a marine board. | 2021/2022 | 10,000,000.00 | TheNG-CDFC and the BOM of Ogande Girls High School to sign a Memorandum of Understanding clearly showing the duties and responsibilities of the two parties in ensuring the completion of the project, the phase to be funded by NG-CDFC funds and the installments in which the funds will be disbursed to the PMC | The NG-CDFC and the BOM of Ogande Girls High School signed an MOU on 31st May, 2022 clearly outlining the recommendations of the NG-CDF Board.It was resolved that copies of the following documents be submitted to the NG-CDF Board for approval:* MOU dated 31st May, 2022
* Bill of Quantities
* Relevant schedules
* NG-CDFC Minutes dated 23rd June, 2022
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**OUTLINE OF DELIBERATIONS ON THE PROPOSED CONSTRUCTION OF MODERN LIBRARY (DR IDAH ODINGA LIBRARY, RESEARCH, INNOVATION AND RESOURCE CENTRE) AT OGANDE GIRLS HIGH SCHOOL**

Homabay Town NG-CDFC in consultation with regional works officer established that the only activities that were pending implementations in the library wing were fittings, fixtures and finishes of the library wing and reinforced concrete superstructure for entrance canopy, finishes of flat roof and finishes of the columns with a marine board. The rest of the activities were funded by the Ministry of Education, a major partner in the construction of modern library (Dr Idah Odinga Library, Research, Innovation and Resource Centre) at Ogande Girls High School.

They further confirmed that it was not possible to implement a defined phase. However the outlined activities would be implemented upon approval by the NG-CDF Board and accountability of the funds will not be difficult.

Homabay Town NG-CDFC appealed to the NG-CDF Board to reconsider approval of the proposed project owing to the fact that the constituency had already disbursed some funds to the project in 2019/2020 FY. It would be necessary to have the project completed and put into use.

**HBTC NG-CDF 06/06/01/2021/2022: APPROVAL OF PAYMENTS: SINANGI PRIMARY SCHOOL**

The members guided by the payment certificate and minutes of the inspection and acceptance committee approved payment of **Ksh. 679,000.00** to M/S Vinago Company Limited for the substructure works done towards the construction of two classrooms at Sinangi Primary School.

**HBTC NG-CDF 07/06/01/2021/2022: DISTRIBUTION OF AIES**

1. **AIE number A888974 of 2018/2019 FY**

The NG-CDFC received disbursement of funds from the NG-CDF Board for 2018/2019 FY vide AIE number A888974 of Two Million Shillings Only **(Ksh. 2,000,000.00)** and resolved to vote the AIE as indicated below:

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Name Of Project** | **Project Activity** | **Amount** |
|  | Bursary secondary schools | To cater for needy students in secondary schools | 2,000,000.00 |
|  | **TOTAL** |  | **2,000,000.00** |

1. **AIE number B155943 of 2020/2021 FY**

The committee received and resolved to vote the AIE number B155943 of Twelve Million Six Hundred and Fifty Nine Thousand Four Hundred and Eighty Six Shillings Only **(Ksh. 12,659,486.00)** as tabulated below:

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Name Of Project** | **Project Activity** | **Amount** |
|  | Nyatago Kachar Primary School Road | Road opening, grading and gravelling 2Km | 891,692.00 |
|  | Riwa Primary School Road | Road opening, grading and gravel patching 3km to enable access to the school. | 1,400,000.00 |
|  | Watata Primary School | Road opening, grading gravel patching of 0.5Km to enable access to the school. | 708,551.00 |
|  | Lang’oromo Primary School Road | Road opening, grading, gravelling and trenching of 0.4 Km to enable access to the school. | 1,000,000.00 |
|  | Got-Kochungo Primary School Road | Road opening, grading, gravelling and trenching of1km road to enable access to the school. | 1,000,000.00 |
|  | Chiga Primary School Road | Road opening, grading and gravelling of 3Km road to enable access to the school. | 999,757.000 |
|  | Otaro Primary School Road | Road opening, grading and gravelling of 1.2 Km road to enable access to the school. | 1,000,000.00 |
|  | Bursary secondary schools | To cater for needy students in secondary schools | 659,486.00 |
|  | St. Marys Marindi Girls School | Purchase of 51-seater school bus (Isuzu FRR 33L,51-Seater semi – luxury institution bus with a Diesel propelled engine) | 5,000,000.00 |
|  | **TOTAL** |  | **12,659,486.00** |

The committee further resolved that disbursements be made to the relevant PMCs and other projects being implemented be funded accordingly.

**HBTC NG-CDF 08/06/01/2021/2022: AOB**

There being no any other business, the meeting ended at 13: 30 pm with a word of prayer from Mrs. Monica Nyadiero. The date for the next meeting will be communicated to the members through the secretary.

**Signed**:

**Chairperson……………………………………………….Date…………………………………**

**Secretary…………………………………………Date…….……………………….…………….**

Witnessed by:

**Fund Account Manager……………………………………………. Date……………………...**