

**NAKURU TOWN WEST CONSTITUENCY NG-CDF MEETING HELD ON 23RD
JANUARY 2019, AT 9:00 A.M. AT THE CDF BOARD ROOM.**

PRESENT

- | | |
|--------------------|------------|
| 1. Elphas Museve | -Member |
| 2. Jane Alfonzo | -Member |
| 3. Douglas Sengera | -Member |
| 4. Wilfred Omariba | -Chairman |
| 5. Dorcah Gwako | -Secretary |
| 6. Faith Kathambi | -FAM |
| 7. Elmi Shaffi | -Dcc |
| 8. Patrick Chege | -Member |
| 9. Hannah Wambui | -Member |
| 10. Mathew Kirui | -Member |

AGENDA

1. Prayers & Preliminary
2. Reading & Confirmation of previous Minutes
3. Matters Arising
4. Bursary Report
5. Project Report
6. Project Resubmission
8. Office Operation
7. A.O.B

Compiled by

Secretary:

Dorcah Gwako:

Sign.....

Date.....23...../01...../2019

witnessed by

chairman

Wilfred Omariba:

Sign.....

Date.....23rd...../01...../2019

MIN NG-CDFC/NKR.WEST/001/007/038/2018-2019 PRAYERS & PRELIMINARY

The meeting started at 9:15 a.m. with a word of prayer from Mr. Douglas Sengera.

The Chairman welcomed the NG-CDF members to the meeting. He later tabled the issue of the day.

MIN NG-CDFC/NKR.WEST/002/007/039/2018-2019 READING & CONFIRMATION OF PREVIOUS MINUTES

The secretary read through the previous minutes of 27th December, 2018 which was confirmed by members as a true record of what was deliberated upon. The minutes were proposed by Ms. Jane Alfonzo and seconded by Mr. Elphas Museve.

MIN NG-CDFC/NKR.WEST/003/007/040/2018-2019 MATTERS ARISING

- Code list was sent to the constituency NG-CDF office with projects approval except the Road Projects which were waiting approval after site visit bt the board members. The A.I.E was received on 7th January, 2019 in the CDF office of Kshs. 10,000,000.00 (ten Million shillings only).
- It was reported that the bursary application for form one students and other secondary was done.
- It was noted that the emergency project for Ndarugu bridge repair funds were facilitated through the P.M.C and the P.M.C were advised to use the cheque book to pay any project.
- It was noted that Mr. Onyango has reported back to the office.
- It was noted that the security service providers have not yet been paid.

MIN NG-CDFC/NKR.WEST/004/007/041/2018-2019 BURSARY REPORT

The bursary application process was done and all the application forms returned to the office for vetting and bursary award.

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Sign.....*Dorcah*.....

Date.....*23*...../*01*...../*2019*

witnessed by

chairman

Wilfred Omariba:

Sign.....*Wilfred Omariba*.....

Date.....*23*...../*01*...../*2019*

It was reported that due to the urgency of form one's entry to school and 100% transition which was pursued by the National Government, members agreed to ensure the form one applicants be given priority to ensure all applications made by the form ones and are needy be facilitated to ensure they secure their vacancy in various schools where they were admitted.

The form one admission and ensuring 100% transition was championed by the office of Deputy County Commissioner and the area member of parliament.

All form one applicants from Nakuru Town West Constituency were considered for full term one fees scholarship. It was noted that some students could not have gone to school if the NG-CDF bursary was not initiated.

The constituency constituents large slum area with most of the people living in abject poverty.

The bursary which was awarded for most form ones is Kshs. 4,099,000(Four million and ninety-nine thousand shillings only). The need was so high that more funds were needed to fund the said form one admission to school via payment of school fees.

The form one vetting was done on 3rd January where applicants were informed to return the form as soon as possible since the student to be considered are the first come basis as they have all the relevant documentation to prove they qualify for the bursary funds.

It was noted that bursary for form ones cheque were processed as from 4th to ensure all the National school applicants do not miss the space since they were reporting to school on 7th January, 2019.

The bursary cheques for form one's were disbursed at the NG-CDF office on 7th and 11th January 2019.

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The NG-CDFC members were present to help in the efficient disbursement and also encouraged the student during the exercise.

The NG-CDFC were not facilitated for two day and manager informed the members that once the funds are available they will be facilitated for the exercise.

Note: - The members agreed to have funds paid as soon as next fund are disbursed.

The bursary vetting for the other secondary applicants were done for four days, plus vetting for form one, it was five days. Vetting process took five days.

The manager informed members Kshs 308,000.00 (three hundred and eight thousand shillings only) was used to facilitate the vetting process for five days and other office expenses. The members were informed that the amount was got from bursary kitty since there were no funds at the administration vote.

Members were informed that every project there is 5% which can be used for management expenses.

The members approved a budget of kshs. 308,000.00 (three hundred and eight thousand shillings only).

CDFC expenses for 5 days	kshs. 52,000x5=	260,000.00
Other office expenses		<u>48,000.00</u>
Total		<u>308,000.00</u>

The members discussed that the bursary for the colleges and Universities should be considered in this financial year.

The chair requested the fund manager to ensure that the forms for application for university and colleges are vetted and all the list of the applicants tabled to the next meeting for discussion on the way forward.

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MIN NG-CDFC/NKR.WEST/005/007/042/2018-2019 PROJECT REPORT

The fund manager informed the members that the NG-CDF board of management member visited the NG-CDF office for the site visit on 11th January, 2019.

The member were welcomed by the Chairman, Secretary in the office who we visited the project for the roads for verification.

The kerra officer and the driver were present who were the technical adviser on the matters of all the road projects. It was also noted that the facilitation was not done for the members who went for the site visit. The projects report was tabled and members were informed that one of the road project namely Upper Hill Estate Access Roads during the visit. It was noted that the road was connecting the estates and there was no public utility in the estate. •

It was noted that the NG-CDF funds are meant to facilitate the National Government projects only.

Members were advised to ensure they do the resubmission of another new project.

It was noted that all other Road projects were existing projects and the board members requested the manager to send the resubmission of the Upper Hill Estate Access Roads to the head office for consideration.

It was noted that most roads in Nakuru Town West are in pathetic situation.

MIN NG-CDFC/NKR.WEST/006/007/043/2018-2019 RESUBMISSION REPORT

It was noted that the road was replaced by Ndarugu Bridge-Kelelwet Sec School Road which was estimated at the same cost of kshs. 4,500,000.00 (four million five hundred thousand only).


The manager tabled the BQ to the members for the new projects. The members deliberated on the issue and agreed to fund the new project namely Ndarugu Bridge-Kelelwet Sec School Road With kshs. 4.5 million only for the activities as indicated by the BQ.

The chairman requested the manager to fast track the resubmission process.

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MIN NG-CDFC/NKR.WEST/007/007/044/2018-2019 OFFICE OPERATION

The process of prequalification was done and the tender opening was done on 18th December, 2018. Members. Members who had tenders most of them were present during the exercise. The opening of the tender was done for one day and evaluation of the tender was done for five days respectively.

It was reported that the letter for tender award was done and those who never qualified were notified via a letter.

It was reported that the procurement process was not facilitated and the manager informed members that when finances are ready the members who participated in the exercise will be reimbursed their sitting allowances for the work done.


MIN NG-CDFC/NKR.WEST/008/007/045/2018-2019 A.O.B

There being no other business the meeting ended at 12:05 p.m. with a word of prayer from Patrick Chege.

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