



National Government Constituencies Development Fund
Kapseret Constituency
P.O Box 2449-30100,
Eldoret, Kenya.
Tel: | Cell: 0725411354
Email: cdfkapseret@ngcdf.go.ke | Website: www.ngcdf.go.ke

NG-CDF BOARD

**NG-CDF COMMITTEE MEETING HELD ON 12TH MAY 2021 AT NG-CDF BOARDROOM
OUTSPAN AT 10:30 AM**

MEMBERS PRESENT

- | | |
|--------------------------|-------------------------------------|
| 1. Sammy Kipchumba Rutto | Chairman |
| 2. Mamka Sainare | Fund Account Manager (FAM) |
| 3. Stella Jemutai Tanui | Secretary |
| 4. Evans Manga Ogoti | Member |
| 5. Jasper Sammy Kurgat | Member |
| 6. Lilian Jepkemboi | Member |
| 7. Daniel Kiptanui Kemei | Member |
| 8. Emma Naswa | Assistant County Commissioner (ACC) |
| 9. Julius Katam | Member |
| 10. Susan Murei | Member |

AGENDA

1. Preliminaries.
2. Confirmation of previous minutes.
3. Matters arising.
4. Disbursement of FY 2020/21 Kshs 7M,6M and 12M.
5. Renewal of contract and approval of gratuity.
6. Approval of payments.
7. Implementation of projects.
8. Change of activity
9. M&E reports briefing.
10. A.O.B
11. Adjournment.

MIN.67/12/5/21: PRELIMINARIES

The meeting started at 10.30 am with a word of prayer from Stella Tanui thereafter Chairman welcomed all members.


3/6/2021


3/06/2021

MIN.68/12/5/21: CONFIRMATION OF PREVIOUS MINUTES

The previous minutes of 17 /03/2021 were read by Ms Lilian Jepkemboi, proposed to be true minutes by Jasper Kurgat and seconded by Julius Katam.

MIN. 69/12/5/21: MATTERS ARISING

The F.A.M raised an issue concerning three co-opted members who were left out in the previous minutes as co-opted under bursary committee by the names: Ammon Letting and Mr. Stanley Rutto from the community and the sub-county Director. She added that budget costing approved by members on both social security and bursary vetting activity was erroneously omitted in Min. 61/17/3/2021 on the meeting held on 17th March 2021 which was as follows;

- Facilitation of sitting allowances for NG-CDFC members @5,000 each, co-opted members @3,000 each and staff allowance @ 2,000 each.
- Refreshments,
- Hire of transport
- Stationaries,printing of forms and photocopying documents
- Public address system, carwash services, purchase of sanitizers
- Contingencies to cater other expenses that may come up.

The F.A.M clarified that posting of Kshs 12,000,000 was as follows:

1.Administration (Employees' Salaries) -----	1,300,000
2.Administration (Committee Expenses) -----	1,000,000
3.Administration (Goods and Services) -----	1,250,106.50
4.M&E (Goods and Service) -----	250,000
5.M&E (Committee Expenses) -----	1,140,000
6.Secondary projects -----	1,058,130
7.Bursary secondary -----	3,000,000
8.Emergency projects-----	1,000,000
9.Primary projects -----	1,514,290
10.NG-CDF Office (Renovation)-----	487,473.50

Therefore secondary project Kshs 1,058,130 is for Kipkaren Secondary School additional funds for fencing 16 acres of school land using concrete posts and barbed wire at Kshs 500,000 to completion, reinforcing the fence using dropper treated cedar posts and installation of a steel gate at Kshs 558,130 .

The F.A.M also informed members that Eulita C Koech for Public relations and Emmanuel Kipruto as attachee under building and Civil engineering did not turn up and after consultation with Human Resource officer and Chairperson they resolved to replacing Emmanuel Kipruto with Brian Kipkemboi as an attachee under the same field. As for the public relations field the position needs to be re-advertised, all members were in agreement.

The F.A.M told members that we received draft report of the Office of the Auditor General and the report was fair as we managed to get qualified opinion Project Management Committee bank reconciliation statement and stale cheques being our main issues in the report. She promised members that come next financial year the issues raised will not be in the report as she's working on mechanism to improve on the same. Members were pleased by the report and applauded the F.A.M and chairperson for the good work they are doing.


3/6/2021


3/06/2021

Member asked for a report on the progress of the NG-CDF office renovation and chairperson responded that the work is almost complete, just finishing touches.

The F.A.M highlighted that clerk of works with assistance from the county engineers are implementing the projects. Members congratulated the good work the clerk of works is doing since it will fast track implementation ensuring projects are completed within stipulated time.

MIN.70/12/5/21: DISBURSMENT OF FY 2020/2021

The FAM informed members that NG-CDF Board has disbursed Ksh 7,000,000, Kshs 6,000,000 and Kshs 12,000,000 for financial year 2020/2021. Further, Kapseret NG-CDF committee members agreed the posting and disbursement of funds to the projects to be as follows;

Ksh 7,000,000

Bursary secondary 7,000,000

KSHS 6, 000,000

1. Administration (Committee Expenses)600,000
2. Administration (Goods and Services)163,246.26
3. M&E (Goods and Services)660,000
4. Bursary secondary.....1,227,070.34
5. Bursary Special.....800,000
6. Emergency Projects.....1,271,933.40
7. Primary Projects.....777,750

Under the primary projects the following projects were considered; Kingwal Primary School- Completion of administration block comprising of 5 offices (Plastering, flooring finishes, 6 NO flush doors, ceiling, wiring, keying, gutters, painting and labeling) at Kshs. 400,000

Ochemina Primary School- Completion of administration block comprising of 5 offices (Floor finishes, glazing, 6No flush doors, Gutters, Fascia board, Painting and labeling) at Kshs.377,750.

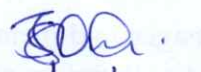
KSHS 12, 000,000

1. Administration (employees' salaries)1,176,120
2. M&E (Goods& Services)150,000
3. Tertiary bursary.....7,804,910
4. Secondary projects.....1,000,000
5. Primary projects..... 1,868,970

The following projects were factored under secondary and primary respectively,

- a) ACK. ST. Barnabas Kipkenyo Secondary School- Additional funds for purchase of one land to completion at Kshs. 1,000,000.
- b) Kapkenduiwo Primary School-Additional funds for construction of 287 meters drainage system to completion at Kshs.748, 970.


3/6/2021


3/06/2021

- c) Ngarafalls Primary School- Completion of three classrooms (Glazing, Painting and decorating, Skirting, Ceiling, Wiring and labeling) at Kshs.400, 000.
- d) Kanetik Primary School-Completion of three classrooms (Paving slab, Electrical works, Door frames, Window frames, Wall finishes and Flooring finishes, Glazing, Ceiling and Labeling) at Kshs.720,000.

The F.A.M informed members that Kshs 7,000,000 had been disbursed to the account last week and requested members to allow her post the amount under bursary tertiary once she receives the A.I.E. Members had no objection.

MIN.71/12/5/21: RENEWAL OF CONTRACT AND APPROVAL OF GRATUITY

The Fund Account Manager informed members that Jane Kurgat and Philemon Bett contracts will be ending in 3rd June 2021 and they have both requested for renewal and payment of gratuity through writing whereby an appraisal report has already been done for both which is a good report. Members agreed to renew their contracts to one (1) year and upon expiry they will be paid on a casual basis until appointment and gazettelement of new NG-CDFC members.

Further, they anonymously agreed that any staff under contract whose tenure will end as earlier agreed upon he or she will be paid on casual basis until appointment and gazettelement of new NG-CDFC members who will deliberate on the same.


MIN. 72/12/5/21: APPROVAL OF PAYMENTS

The fund account manager told members that she had incurred some office expenses under administration and Monitoring vote which requires their approval. Members agreed to the payments made as follows:

1. Payment of Airtime expense @ Kshs 24,000 per month
2. Payment of interns' salary Kshs56,000, Casual salary Kshs 20,000 and attache allowance Kshs 5,000 respectively per month
3. Payment of internet services to Safaricom PLC @ Kshs 5,500 per month
4. Payment of fuel services to Total Kenya Limited @ Kshs 40,000 per month
5. Payment of stationaries supplied to Mastertech computers and stationaries at Kshs 417,405
6. Payment of expenses incurred during social security and bursary vetting process amounting to Kshs 755,000
7. Opening and evaluation of Pre-qualification of tenders (kshs 13,500), recruiting process of interns and attachees(Kshs 30,500)
8. payment of sitting allowances and lunch allowances during meetings and monitoring and evaluation exercise Kshs. 580,000
9. Training attended by FAM at Elgeiyo Marakwet county at Kshs 44,800
10. Payment of sitting allowances and lunch activities during burial for a staff (Sharon's dad) Kshs.63,000

In addition, the fund account manager told members that Jane Kurgat got injured at work place and her waist got dislocated. She therefore requested members to allow her get a helper


3/6/2021


3/06/2021

within Kapseret constituency to assist the staff for a minimum period of six months and maximum period of one year at payable amount of Kshs 4,000 monthly as we monitor how she is doing healthwise.

MIN. 73/12/5/21: IMPLEMENTATION OF PROJECTS

The F.A.M reminded members that they had posted Kshs. 400,000 for purchase of 16 executive office boardroom chairs and also they agreed to make profile board for chairperson and fund account manager offices. In addition, she also informed members due to the increased number of employees more office tables were to be purchased together with computers.

Members unanimously approved and agreed purchase of chairs, tables, profile boards to be voted under administration goods and services. They urged the fund account manager to seek advice from the procurement officer on the right procedure. In conjunction, F.A.M requested members to allow her assist other departments with chairs once we receive ne one though they are still our property. Members had no objection as long as right procedure is followed.

Further, she proposed the purchase of new tyres of the office vehicle due to nature of our roads and length of the vehicle which will help enhance stability and ease implementation of projects to impassable roads especially during rainy season.

Members agreed to the proposal and urged F.A.M to ensure right method of procurement is followed through consultation from the procurement officer.

MIN. 74/12/5/21: CHANGE OF ACTIVITY


The Fund Account Manager informed members that the funds allocated amounting to Kshs 200,000 to purchase two office laptops, iMac laptop @ Kshs 140,000 and Hp laptop @ Kshs. 60,000 in financial year 2020/2021 was underbudgeted. The market price is way higher than amount budgeted making it difficult to purchase the laptops. After lengthy discussions members resolved to allocate the funds (Kshs 200,000) towards to purchase 4 desktop computers due to the increased number of staff which will help reduce work load in the office.

MIN. 75/12/5/21:M&E REPORTS

The monitoring and evaluation reports conducted in the month of April and May were presented to members whereby they made observations as follows;

- Some pit latrines are not in good shape because of poor supervision from the project managers and contractors who are not serious in their work.
- Project labeling is not satisfactory needs to improved and project management committees need to ensure the labelling format is followed to the latter.


3/6/2021


3/06/2021

The F.A.M highlighted that incomplete projects that beyond the contract period, contractors should be out of site through termination of their contracts following the right procedure and members were in agreement.

The chairperson also added that the contractors who are not serious with their work should be blacklisted from the Kapseret pre-qualified list of contractors and suppliers.

Generally, members were pleased with the work Eliud tabut is doing and urged to continue being serious in his work and ensure proper implementation of projects.

The chair recommended that the contractors who were not serious with their work be blacklisted from the pre-qualified list.

MIN. 76/12/5/21: A.O.B

Members agreed labeling of all projects within the constituency be done by one person.

The Chairperson briefed the members on the progress of office work.

FAM suggested that in the near future we need to consider on funding schools together with internet installation.

FAM briefed the members about the training she attended on NG-CDF MIS that all transactions of the office and activities will be digitalized.

MIN. 77/12/5/21.: ADJOURNMENT

There being no any other business, the meeting was adjourned at 2:40 pm with a word of prayer from Jasper Kurgat.

PREPARED BY:

SECRETARY: STELLAH TATU
Date: 3/06/2021

SIGN: 

CONFIRMED BY:

CHAIRPERSON: Sammy-M. Rullo
Date: 3/6/2021

SIGN: 