**NYARIBARI MASABA NGCDF COMMITTEE MEETING HELD ON 17.01.2018 AT THE MASIMBA NGCDF BOARD ROOM AT 1045HRS**

**PRESENT**

1. MARK SIKO - CHAIRMAN
2. RONALD INGALA K. - FAM
3. JAYESH OREGO - SECRETARY
4. EDNAH OTOTO - MEMBER
5. JACKLINE KEREBI - MEMBER
6. SIMION OSANO - MEMBER
7. ESTHER OMARI - MEMBER
8. MARGARET NYANGOKA - MEMBER
9. HILLARY KOECH - DCC Rep

**IN-ATTENDANCE**

1. PST. GEORGE NYONGOINA - COOPTED
2. ANDREW NYAKUNDI - C.O.
3. PATRICK GISORE - C.O.

**AGENDA**

1. *Matters Arising*
2. *Proposal*
3. *Bursary*
4. *Staff Recruitment*
5. *Payments*
6. *AOB*

**PRELIMINARIES**

The chairman Mark Siko called the meeting to order by inviting Pst. Nyangoina for a word of prayer. He welcomed all the members and hoped for fruitful discussion.

**MIN NGCDF/NM/001/17/01/18: MATTERS ARISING**

The previous minutes were read by the secretary and confirmed to be true reflection of the deliberations by Simion Osano and Seconded by Margaret Nyangoka.

The manager informed the members that they had been able to change the signatories at the bank and were also able to transfer the books of account from Kisii Central Treasury to Masaba South Treasury. Hence, activities could run smoothly.

**MIN NGCDF/NM/002/17/01/18: PROPOSAL**

The Fund Account Manager explained to the committee the process of coming up with the project proposal for the financial year 2017/2018. The allocation percentages as provided in the Act are as below;

* Administration 6%
* M&E 3%
* Bursary 35% Max
* Sports 2%
* Environment 2%
* Emergency 5%
* Projects 47%

The projects eligible for funding will mainly come from the Education and Security sectors as those are the main functions of the National Government where NGCDF falls.

The manager went through the ward report which was to guide the discussion for the deliberations of the day. Members agreed they will mainly be advised by the Ward report and what they gathered during the ward meetings in coming with the proposal to be forwarded to the Board.

After lengthy discussions and deliberations, the following were the proposed allocations in the education and security sector to be considered for funding by the Board;

|  | **Project Name** | **Project activity** | **Amount Allocated** | **Current Status** | **Ward** |
| --- | --- | --- | --- | --- | --- |
| 1 | Employees’ Salaries | Payment of staff salaries and gratuity |  1,416,000.00  | Statutory | Office |
| 2 | Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea, etc.  |  2,156,620.50  | Statutory | Office |
| 3 | NSSF | Payment of NSSF Deductions |  264,000.00  | Statutory | Office |
| 4 | NHIF | Payment of NHIF Deductions |  72,000.00  | Statutory | Office |
| 5 | Committee Expenses | Payment of Committee sitting allowances, transport, conferences |  1,300,000.00  | Statutory | Office |
| 6 | Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence, etc. |  868,103.40  | Statutory | Office |
| 7 | Capacity Building | Undertake Training of the PMCs/NG-CDFCs on NG-CDF Related issues |  868,103.40  | Statutory | Office |
| 8 | Constituency Oversight Committee Expenses | Payment of Committee sitting allowances, transport, conferences |  868,103.40  | Statutory | Office |
| 9 | Emergency  | To cater for any unforeseen occurrences in the constituency during the financial year 2017/2018 |  4,458,596.00  | Statutory | Office |
| 10 | Constituency Sports Tournament | Carry out Constituency Sports tournament and the winning teams/schools to be awarded with trophies, balls, and games kits in the financial year 2017/2018 |  1,736,206.90  | Statutory | Constituency |
| 11 | Constituency Environment Program | Organizing constituency tree planting activities and other measures for environmental conservation in the year 2017/2018 Financial Year |  1,736,206.90  | Statutory | Constituency |
| 12 | Bursary Secondary Schools | Payment of bursary to needy student |  7,500,000.00  | Statutory | Constituency |
| 13 | Bursary Tertiary Schools | Payment of bursary to needy student |  8,500,000.00  | Statutory | Constituency |
| 14 | Bursary Universities | Payment of bursary to needy student |  14,383,620.60  | Statutory | Constituency |
| 15 | Masimba Innovation Centre Project (Masimba NGCDF Office) | Setting up of the innovation hub with partnership with the Ministry of ICT |  1,169,256.80  | New | Masimba |
| 16 | Constituency Strategic Plan | Development of Nyaribari Masaba NGCDF Five Year Strategic Plan  |  3,000,000.00  | New | Office |
| 17 | Kerema Primary School | Construction of 2 Classrooms: Foundation, Super Structure, Plastering, Doors and Windows, Roofing and Verandah |  1,000,000.00  | New | Masimba |
| 18 | Nyagemi Primary School | Roofing 2No. Classrooms and Construction of girls 4 door pit latrine |  1,000,000.00  | Ongoing | Masimba |
| 19 | Ibacho Primary School | Completion of 2No. Classrooms and roofing of 8 Classrooms |  1,500,000.00  | Ongoing | Kiamokama |
| 20 | Nyankononi Primary School | Roofing of 8No. Classrooms |  1,000,000.00  | New | Kiamokama |
| 21 | Kiamokama Friends Primary School | Completion of 4No. Classrooms: Staircase, plastering, fixing doors and windows |  1,000,000.00  | Ongoing | Gesusu |
| 22 | Kiomiti Primary School | Construction of 4No. Storey Classrooms: Foundation and Super Structure |  1,200,000.00  | New | Gesusu |
| 23 | Ichuni Girls Primary School | Roofing of 8No. Classrooms, Renovation and Pit Latrine |  1,500,000.00  | New | Ichuni |
| 24 | Nyankoba Community School | Construction of 3No. Classrooms Complete: Foundation, Super Structure, Plastering, Doors and Windows, Roofing, Verandah and painting and renovation 3No. Classrooms |  2,000,000.00  | New | Ichuni |
| 25 | Riabiguti Primary School | Roofing of 8No. Classrooms |  1,000,000.00  | New | Ichuni |
| 26 | Godinyango Primary School | Completion of 3No. Classrooms and Installation of Lightening Arresters |  1,500,000.00  | Ongoing | Nyamasibi |
| 27 | Suguta Secondary School | Completion of Laboratory: Foundation, Super Structure and Roofing |  1,500,000.00  | Ongoing | Masimba |
| 28 | St. Mark Mokorogoinwa Secondary School | Completion of Dormitory |  1,000,000.00  | Ongoing | Masimba |
| 29 | Metembe Secondary School | Purchase of School Bus: Co-funding with the PTA |  2,000,000.00  | New | Masimba |
| 30 | Emeroka Secondary School | Construction of Laboratory |  1,800,000.00  | New | Kiamokama |
| 31 | Mogweko Secondary School | Completion of 4No. Storey classrooms |  1,300,000.00  | Ongoing | Kiamokama |
| 32 | Nyamesocho Secondary School | Completion of Laboratory |  1,400,000.00  | Ongoing | Gesusu |
| 33 | Geteri Secondary School | Completion of 4No. Classrooms |  1,400,000.00  | Ongoing | Gesusu |
| 34 | Chibwobi Secondary School | Completion of 4No. Storey classrooms |  1,400,000.00  | Ongoing | Gesusu |
| 35 | Mesabisabi Secondary School | Completion of 4No. Storey classrooms |  1,800,000.00  | New | Gesusu |
| 36 | Bogeche Secondary School | Completion of Laboratory 700k, renovation 300k |  1,000,000.00  | Ongoing | Ichuni |
| 37 | Amasege Secondary School | Completion of Dormitory |  1,600,000.00  | Ongoing | Ichuni |
| 38 | Getare Girls Secondary School | Construction of Dormitory |  1,900,000.00  | New | Ichuni |
| 39 | Moreremi Secondary School | Construction of Laboratory |  1,400,000.00  | New | Nyamasibi |
| 40 | Bongonta Secondary School | Construction of Dormitory |  1,400,000.00  | Ongoing | Nyamasibi |
| 41 | Sosera Secondary School | Construction of Laboratory |  1,800,000.00  | New | Nyamasibi |
| 42 | Masimba Police Quarters | Installation of 10,000 litres Water Tank |  100,000.00  | New | Masimba |
| 43 | Ibacho AP Police Quarters | Installation of 10,000 litres Water Tank |  100,000.00  | New | Kiamokama |
| 44 | Ramasha AP Police Post | Installation of 10,000 litres Water Tank |  100,000.00  | New | Kiamokama |
| 45 | Masimba Sub-County Offices | Construction of Pit Latrines |  313,526.92  | New | Masimba |
| 46 | Masimba NGCDF Office | Plumbing works; gutters, piping, taps and other installations. Purchase of 2x10,000 litres water tank and pump |  500,000.00  | Ongoing | Masimba |
|   | **TOTAL** |   |  **86,810,344.82**  |   |  |

The DCC representative thanked the committee for considering some security projects but urged the committee in future to be more pragmatic in allocating funds to the security sector like in the education sector.

**MIN NGCDF/NM/003/17/01/18: BUDGET**

The committee agreed that the Bursary Sub-Committee to arrange for a meeting and deliberate in detail matters concerning the Bursary. This is because the issue was becoming sensitive with many parents inquiring about the bursary.

The committee is to come up with the design of the forms to be issued to people to apply for the kitty, they will also look at the criteria to be adopted when allocating funds to the various beneficiaries with members requesting they look into special cases of orphans, persons living with disability, poor families and any other case as it may merit.

The Bursary Sub-Committee chairperson Mrs. Nyangoka undertook to call the meeting immediately when all members agreed.

**MIN NGCDF/NM/004/17/01/18: RECRUITMENT OF STAFF**

The FAM informed members of the staff requirement in the NGCDF office. The committee agreed to do a recruitment of the following positions:

* Driver
* Accounts Assistant
* Clerk of Works
* Records Officer
* Clerical Officer
* Support Staff

This was to be done in consultation with various stakeholders.

The only member of staff who was retained was the grounds man who had been working without pay for the last 5 months. The committee agreed to pay his salary which was a gross of Ksh.10,000 per month from the month of September 2017 to January 2018.

**MIN NGCDF/NM/005/17/01/18: PAYMENTS**

The manager requested the members to allow him to process the sitting allowances for all the members for the meetings they held. The budget for the committee allowances was Kshs.260,000 which was to cover any arrears held.

The fund manager requested for a standing imprest of Kshs.250,000 for the running of the office and meeting administration expenses.

**A.O.B**

There was no other business to discuss and the chairman called the meeting to a close at 1446hrs. The closing prayer was offered by Madam Margaret Nyangoka.

The meeting was adjourned to a later date to be communicated by the secretary.

Signed

**Chairman …………………………………………………. Date ……………………………….**

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