**NAKURU TOWN EAST CONSTITUENCY NG-CDF MEETING HELD ON 21ST OCTOBER 2020, AT 10:30 A.M. AT THE NGCDF BOARDROOM**

**Members present**

1. Nicodemus Akibah - Chairman
2. Fatma Yusuf - Secretary
3. Otieno Oduor - Member
4. Albert Kaisha - Member
5. Margaret Wanjiru - Member
6. Peris Wambui - Member
7. Susan Wangeci - Member
8. Anthony Maina - Member
9. Mr. Edward Ratemo - FAM

**In Attendance**

Irene Cheptum – ACC

**Agenda**

1. Preliminaries
2. Reading and confirmation of previous minutes
3. Matters Arising
4. Project Proposal
5. Report on auditors
6. Extraneous allowances
7. A.O.B

**MIN 01/21/10/2020: PRELIMINARY**

The meeting started at 10.30 a.m. with a word of prayer from Ms. Peris Wambui

The Chairman welcomed the NG-CDF members to the meeting and thanked them for their commitment. He later tabled the issue of the day.

**MIN 02/21/10/2020: READING AND CONFIRMATION OF PREVIOUS MINUTES**

The previous meeting minutes were read by Fatma Yusuf and confirmed by Anthony Maina and seconded by Susan Wangechi.

**MIN 03/21/10/2020: MATTERS ARISING**

There being no any matters arising from previous minutes members adopted the same and continued with the new Agenda of the day.

**MIN 04/21/10/2020:PROJECT PROPOSAL**

FAM informed the committee that official communication had been done and the board had allocated a total of **Kshs. 137,088,879.31**. He went ahead to inform them that the matter should be handled with urgency for the forwarding of the same was long overdue.

One member raised a concern on the same stating that the projects in the constituency take a long time to be completed because of some project activity narrations. This has caused a delay in the funds being disbursed as the projects take time to be approved. The committed resolved that the project proposal should have clear narrations of the project activities and the current status as per the template from the board.

Members were given a list of the proposals receive from the various schools heads and after much discussion the members agreed to give the projects as listed in the project proposal below.

**MIN 05/21/10/2020:REPORT ON AUDITOR**

The FAM was asked to give a report on the auditors the progress and how long it would take for the whole process. The manager informed the members that the process had come to a halt as the county auditor madam Gitenga who is their senior had lost a daughter and as a way of honoringher, the auditors opted to have the exercise resume after the burial. Generally the work had started on the15th October 2020 and was meant to go for seven working days the auditors were on their third day when the requested to have the exercise halted.

**MIN 06/21/10/2020:EXTRANEOUS ALLOWANCES**

Member discussed about extraneous duty allowances for the secretary FAM and the chairman when carrying their official duties. Since the office had a car members agreed to committee fuel for the office car that had previously been allocated to the manager.

 The officials would only get the communication allowance of 5,000.00 per month upon production of support documents. The funds are to be drawn from Monitoring & Evaluation vote head.

**MIN 07/21/10/2020:AOB**

There being no other business the meeting was closed by a word of prayer from Mr. Otieno Oduor at 1:00 p.m.

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|  | **NAKURU TOWN EAST CONSTITUENCY** |  |  |
|  | **NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND** |  |  |
|  | **2020/2021 PROJECT PROPOSAL CODE LIST** |  |  |
| **Project name** | **Original Cost** | **Cumulative allocation** | **Project activity** | **Amount Allocated** | **Current Status** |
| **ADMINISTRATION** |  |  |  |  |  |
| Employees Salaries | 2,720,000.00 |  | Payment of staff salaries  | 2,720,000.00 | New |
| Gratuity | 1,249,203.00 |  | Payment of gratuity | 1,249,203.00 | New |
| Goods and Services | 2,000,000.00 |  | Purchase of fuel, Vehicle repairs and maintenance, printing, stationery, telephone, Electricity, travel and subsistence, office tea. | 2,000,000.00 | New |
| Machine (computer and appliances) maintenance and services Specify machine | 348,501.76 |  | Payment of machine maintenance and service | 348,501.76 | New |
| Office Vehicle Maintenance Expense | 500,000.00 |  | Maintenance of Office Vehicle | 500,000.00 | New |
| Committee Expenses | 1,408,000.00 |  | Payment of Committee sitting allowances, transport, conferences. | 1,408,000.00 | New |
| **Monitoring and Evaluation** |  |  |  |  |
| Goods and Services | 1,000,000.00 |  | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence. | 1,000,000.00 | New |
| Committee Expenses | 1,500,000.00 |  | Payment of Committee sitting allowances, transport, conferences. | 1,500,000.00 | New |
| CDFC/PMC Capacity Building | 1,600,000.00 |  | Undertake Training of the PMCs/CDFCs on CDF Related issues | 1,600,000.00 | New |
| Emergency  | 7,192,206.90 |  | To cater for any unforeseen occurrences in the constituency during the financial year  | 7,192,206.90 | New |
| Sports  | 2,741,777.59 |  | Carry out constituency sports tournaments the winning teams/schools to be awarded with trophies, balls, and games kits | 2,741,777.59 | New |
| Environment  | 2,741,777.59 |  | Support for environmental conservation activities within the constituency.Planting of tree nurseries in public institution by the youth groups from all wards**Kivumbini ward**At the sewer treatment plant @278,355.52**Nakuru East Ward**Muguga chief’s camp**Menengai Ward*** Kiratina chiefs office
* Teachers chief’s office @278,355.52

**Biashara Ward*** Langalanga chief’s office
* 58 centre

@278,355.52**Flamingo Ward**Flamingo chief’s office @278,355.52* Purchase of drain rods to facilitate in the unblocking of the toilets 2 for each of five wards **@1,350,000.00**

Specify the activities to be undertaken | 2,741,777.59 | New  |
| **Bursary**  |  |  |  |  |  |
| Bursary Secondary Schools | 30,000,000.00 |  | Payment of bursary to needy students in Secondary schools | 30,000,000.00 | New |
| Bursary Tertiary Schools | 5,153,000.00 |  | Payment of bursary to needy students in Tertiary institutions. | 5,153,000.00 | New |
| Bursary University Institutions  | 6,000,000.00 |  | Payment of bursary to needy students in University institutions. | 6,000,000.00 | New  |
| Nakuru Town East Constituency NG-CDF Social Security Programmes | 4,998,000.00 |  | Payment of NHIF medical cover to 833 vulnerable people in the constituency (166 persons from the 4 that is Menengai,Flamingo,Kivumbini, Biashara and 169 persons from Nakuru East wards).Each beneficiary should get 6000 | 4,998,000.00 | New |
| **Primary School Projects** |  |  |  |  |
| Menengai Primary School | 1,000,000.00 | 800,000.00Check on your cumulative and original cost estimatesStill your cumulative is wrong | Completion of 1 classroom (installation of a ramp @500,000.00, window panes, painting @500,000.00) | 1,000,000.00 | On-going |
| Lenana Primary School | 1,000,000.00 |  | Removal of asbestos and reroofing and purchase of a 10,000litres water tank.  | 1,000,000.00 | New  |
| Racetrack Primary School | 1,000,000.00 | 1,600,000.00Check on your cumulative and original cost estimates | Completion of 2 classrooms ( flooring, window panes, painting) Specify the completion activities to be undertaken | 1,000,000.00 | On-going |
| Racetrack primary | 7,000,000.00 |  | Purchase of a 52 seater school bus | 7,000,000.00 | New |
| Jamhuri Primary School | 1,000,000.00 | 1,000,000.00Check on your cumulative and original cost estimates | Removal of asbestos and reroofing and purchase of a 10,000litres water tank. Split the activities and recheck your cumulative allocation | 1,000,000.00 | On-going |
| Langalanga Primary school | 1,000,000.00 |  | Removal of asbestos and reroofing and purchase of a 10,000litres water tank. Split the activities | 1,000,000.00 | New  |
| Lakeview primary | 1,500,000.00 |  | Construction of 2 classrooms to completion | 1,500,000.00 | New |
| Freehold Primary School | 1,000,000.00 |  | Removal of asbestos and reroofing and purchase of a 10,000litres water tank. Split the activities | 1,000,000.00 | New  |
| Hyrax Primary | 900,000.00 |  | Construction of 4 door and 1 urinal ablution block to completion | 900,000.00 | New  |
| Kisulisuli Primary | 1,500,000.00 |  | Construction of a perimeter wall (330 metres)to completion is to completion | 1,500,000.00 | New  |
| **Secondary School Projects** |  |  |  |  |
| Nakuru East Mixed Day Secondary School | 4,000,000.00 |  | Construction of 8 door ablution block to completion @1,000,000.00Construction of an administration block @3,000,000.00 with 10 offices  | 4,000,000.00 | New |
| Kimathi Secondary School | 1,500,000.00 | 1,450,000.00Check on your cumulative and original cost estimates | Completion of a single 30 students capacity laboratory (plastering, windows and window panes installation, flooring and painting) Specify the completion activities to be undertaken | 1,500,000.00 | On-going  |
| Lanet Secondary School | 1,000,000.00 |  | Construction of one classroom to completion | 1,500,000.00 | On-going |
| Kivumbini Secondary | 1,500,000.00 |  | Construction a of a single 30 students capacity laboratory to lintel | 1,500,000.00 | New  |
| St. Maria Veronica Sec | 7,000,000.00 |  | Purchase of a 52 seater school bus  | 7,000,000.00 | NEW |
| Langalanga Secondary | 1,500,000.00 |  | Renovation of 2 classrooms (reinforcing of first floor) Specify the completion activities to be undertaken | 1,500,000.00 | New |
| Flamingo Secondary School | 1,000,000.00 | 1,200,000.00Check on your cumulative and original cost estimates | Completion of two classroom (roofing, plastering, installation of window panes, flooring and painting) | 1,000,000.00 | On-going |
| Natewa Secondary | 1,000,000.00 | 1,000,000.00 | Completion of 2 classrooms | 1,000,000.00 | On-going |
| Afraha Secondary School | 1,000,000.00 |  | Renovation of 5 classrooms (Flooring@400,000.00, window panes@150,000.00, painting @250,000.00) and Administration blocks (Painting @200,000.00) | 1,000,000.00 | New |
| **Others**  |  |  |  |  |  |
| Small Scale Industries | 20,000,000.00 | 20,000,000.00 | Small industries at 5,000,000.00 per ward  | 20,000,000.00 | New |
| Strategic plan | 500,000.00 |  | Review of Nakuru Town East 2018-2021 strategic plan | 500,000.00 | New  |
| CDF Office Equipments | 2,036,412.47 |  | Purchase of office equipment [ 4 desktops, colour printer office seats, Entertainment system for reception, boardroom table and seats, and 2 laptops  | 2,036,412.47 | New  |
| **Security Projects** |  |  |  |  |  |
| Muguga Chief's Office | 3,000,000.00 |  | Renovation of Muguga Borehole @1,500,000.00 (purchase of a pump and installation of electricity for pumping), Specify the renovation activities for the borehole construction of police housing units @1,500,000.00 | 3,000,000.00 | New  |
| Kiratina chief’s office | 1,500,000.00 |  | Re-roofing of a storey building with eight offices, a store and conference hall @1,000,000.00 Specify the number of offices and type of roofand installation of cabros (7502 ft ) @500,000.00Specify the size to be installed with the cabros | 1,500,000.00 | New  |
| Rhino Police Post | 1,000,000.00 |  | Construction of a sewer connection | 1,000,000.00 | New  |
| Freearea ACC Office | 1,500,000.00 |  | Construction of a parking lot( putting up a shed to hold four vehicles) Indicate the activities to be undertaken and the size, completion of a toilet (plastering, flooring and installation of doors and windows of the ongoing project) Specify the completion to be undertaken this should also be ongoing or who started the activities, & renovation of Chief’s office (demarcating the office of the assistant chief and the registration office, re-flooring and painting)Specify the completion to be activitiesthis are three | 1,500,000.00 | New  |
| **GRAND TOTAL** | **137,088,879.31** |  0.00 |   |