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| **NG-CDF** | **National Government Constituencies Development Fund**  **Laikipia West Constituency**  **NG-CDF BUILDING**  **NEXT TO D.C.C NYAHURURU OFFICE**  **P.O Box 2084-20300**  **Nyahururu.**  **Tel: 0700390244**  **Email: cdflaikipiawest@ngcdf.go.ke** |

**MINUTES OF NG-CDFC MEETING HELD ON 30TH MAY 2023 AT THE NGCDF BOARDROOM**

**MEMBERS PRESENT**

1. DANIEL WAKANYI…………………………………CHAIRMAN
2. MUTHIKE NDAMBUKI……………………………..DCC
3. SAMUEL MWANGI…………………………………FAM
4. EMILY LANGAT……………………………………..MEMBER
5. CHARITY LOKTANO………………………………..MEMBER
6. PETER LORUNYEI…………………………………...MEMBER
7. ANTHONY WANYOIKE………………………….…MEMBER
8. EUNICE WANJIKU……………………………….….MEMBER
9. GLADYS NYAGUTHII…………………………….…MEMBER
10. JAMES MWANGI……………………………………MEMBER

**AGENDAS**

1. PREAMBLE
2. MATTERS ARISING
3. 6TH TRANCHE NGCDF BOARD DISBURSEMENT
4. NGCDF BOARD NAKURU & NAIVASHA TRAINING
5. EMERGENCY
6. RESUBMISSION OF KSH 23 MILLION
7. PROJECTS DETAILS AMENDMENT
8. CHANGE OF USE
9. A.O.B

**MIN 01/NGCDFC/30/05/2023: PREAMBLE**

The chairman called the meeting to order at10.00 A.m He thanked all for turning up and asked James Mwangi to lead with a word of prayers. The secretary read the minutes of the previous meeting and were confirmed to be a true read by Eunice wanjiku and seconded by Peter Lorunyei.

**MIN 02/NGCDFC/30/05/2023: MATTERS ARISING**

There were no matters arising.

**MIN 03/NGCDFC/30/05/2023: 6TH TRANCHE FROM NGCDF BOARD DISBURSEMENT**

The committee had received ksh. 12,000,000 (twelve million only).according to various pressing needs in the constituency the committee prioritized the following projects for execution.

|  |  |  |  |
| --- | --- | --- | --- |
| **S/NO.** | **PROJECT /VOTE HEAD** | **ACTIVITY** | **AMOUNT** |
|  | salary | Compensation of employees | 200,000 |
|  | Courier and postal services | Pay delivery and other postal charges | 50,000 |
|  | Supply and accessories for computers and printers | Purchase of computers and computer stationery | 100,000 |
|  | Daily subsistence allowance | Pay for travel while on official duty | 50,000 |
|  | Bank charges | Pay bank commissions | 10,000 |
|  | Motor vehicle maintenance | Cater for GKA 210U repair and maintenance | 100,000 |
|  | Maintenance of furniture & equipment | Maintenance of furniture & equipment | 100,000 |
|  | M&E committee allowance | Committee expenses during monitoring and evaluation | 500,000 |
|  | M&E capacity building | Train PMCs, NG-CDFC members and NG-CDFC staff. | 218,171.74 |
|  | Strategic plan | Consultancy service for constituency five years road map. | 1,500,000 |
|  | Silale primary school | Construction of five unit pit latrine | 600,406.26 |
|  | Karia-ini primary school **(emergency)** | Construction of five unit pit latrine | 600,000 |
|  | Rumuruti police station **(security)** | Completion of the ongoing police division offices. | 4,234,419 |
|  | Pesi secondary school **(education secondary)** | Completion of the school multipurpose hall | 509,003 |
|  | Limunga secondary school **(education secondary)** | Renovation of classroom as per the code list. | 3,228,000 |
| **TOTAL** | | | **12,000,000** |

**MIN 04/NGCDFC/30/05/2023 NG-CDF board Nakuru & Naivasha training**

The committee was informed that the NG-CDF board had invited three staff from the constituency for monitoring and evaluation & other reports training in Nakuru for four days. The NGCDFC approved the below budget to facilitate them.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/NO.** | **NAME** | **JOB GROUP** | **DAYS** | **RATE** | **TOTAL** |
|  | Samuel mwangi | k | 4 | 11,200 | 44,800 |
|  | Martin koigi | j | 4 | 6,300 | 25,200 |
|  | Lilian wambui | h | 4 | 6,300 | 25,200 |
|  | Conference fee | | | | 20,000 |
|  | transport | | | | 4,500 |
| **Total** | | | | | **119,700** |

In addition the South Rift region through the regional coordinator is organizing joint staff training in a venue to be communicated from 12th June, 2023 to 15th June, 2023. The committee approved the proposed budget to capacity build the staff to enable them carry out their duties in an effective and efficient manner.

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| --- | --- | --- | --- | --- | --- |
| **S/NO.** | **NAME** | **JOB GROUP** | **DAYS** | **RATE** | **TOTAL** |
|  | Samuel mwangi | k | 4 | 11,200 | 44,800 |
|  | Martin koigi | j | 4 | 6,300 | 25,200 |
|  | Lilian wambui | h | 4 | 6,300 | 25,200 |
|  | Cecilia Gathoni | h | 4 | 6,300 | 25,200 |
|  | Solomon Njoroge | h | 4 | 6,300 | 25,200 |
|  | Peter Njoroge | g | 4 | 6,300 | 25,200 |
|  | Conference fee | | | | 216,000 |
|  | transport | | | | 9,000 |
| **Total** | | | | | **395,800** |

**MIN 05/NGCDFC/30/05/2023 EMERGENCY**

The committee received proposal for emergency funding in the listed schools:

* Marura primary school-construction of five unit pit latrine.
* Nguu primary school- construction of five unit pit latrine.
* Shamanei primary school- construction of five unit pit latrine.
* Mahua primary school- construction of five unit pit latrine.
* Salama primary school- construction of three unit pit latrine.
* Salama secondary school- construction of five unit pit latrine
* Mbogo-ini primary school- construction of five unit pit latrine.
* Simotwo primary school- Construction of five unit pit latrine.
* Rugongo Primary School- Construction of five unit pit latrine (for boys.)

The committee will fund the same once the Board releases the funds to the constituency.

**MIN 06/NGCDFC/30/05/2023 RESUBMISSION KSH. 22,000,000 ( TWENTY MILLION**

The fund manager informed the committee it had a sum of ksh 22,000,000 (twenty two million only) that that was conditionally approved by the NG-CDF board for the financial year 2022-2023. After a lengthy deliberation the committee on review of the received projects proposals approved the following projects for resubmission of the same;

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/NO** | **PROJECT** | **INITIAL FUNDING** | **ADDITIONAL FUNDING ( F/Y 22-23)** | **ACTIVITY** | **TOTAL** |
|  | Lariak secondary school | 1,200,000  F/y 2021/22 | 2,300,000 | Construction of administration block comprising of head teachers, deputy head teacher, bursar, staffroom, secretary’ office and a store up to lintel level. | 3,500,000 |
|  | Salama Secondary School | 0  f/y 2022/23 | 1,000,000 | Construction a dormitory measuring 12x10 holding a capacity of 120 beds up to slab level. | 1,000,000 |
|  | Wangwachi police station | 5,000,000  f/y 2022/23 | 7,000,000 | Completion of police administration block comprising of male, female & juvenile cells, O.B. Amory, OCS, OCPD, secretary, D/ OCPD offices and other three general offices. (Roofing, plastering, flooring, doors, windows, electrical works, painting & labeling.) | 12,000,000 |
|  | Sipili police station | 3.5m f/y 2022/23 | 4,000,000 | Completion of police administration block comprising of male, female & juvenile cells, O.B. Amory, OCS, OCPD, secretary, D/ OCPD offices and other three general offices. (Roofing, plastering, flooring, doors, windows, electrical works, painting & labeling.) | 7,500,000 |
|  | Karandi police station | 5,000,000  f/y 2022/23 | 2,500,000 | Completion of police administration block comprising of male, female & juvenile cells, O.B. Amory, OCS, OCPD, secretary, D/ OCPD offices and other three general offices. (Roofing, plastering, flooring, doors, windows, electrical works, painting & labeling.) | 7,500,000 |
|  | Bursary secondary school | 23,990,043  f/y 2022/23 | 2,000,000 | Cater for bursary disbursement to needy students in secondary schools. | 25,990,043 |
|  | Ndaragwiti Primary School | 0  F/y 2022/23 | 1,350,000 | Construction to completion of one classroom | 1,350,000 |
|  | Shamanei Primary School | 0  F/y 2022/23 | 650,000 | Construction to completion of a six door pit latrines with one door PLWD compliant and a urinal | 650,000 |
|  | Limunga Secondary School | 0  F/y 2022/23  3,228,000 | 1,200,000 | Renovation of two classrooms ( flooring, plastering, verandah, | 1,200,000 |
| **TOTAL** | |  | **22,000,000** |  |  |

**MIN 07/NGCDFC/30/05/2023 CHANGE OF USE- LARIAK SECONDARY SCHOOL.**

During the financial year 2021-2022 the NGCDFC funded Lariaksecondary school to complete an administration block. (Construction of administration block comprising of head teachers, deputy head teacher, bursar, staffroom, secretary’ office and a store i.e. roof covering, windows &doors, plastering, floor and painting. Co funded by the P.T.A.) However, the school principal wrote a letter indicating that the school was unable to honor the co- funding agreement following non disbursement of schools repair maintenance and infrastructure (R.M.I) nor the technical infrastructure grant (T.I.G) from the ministry.Therefore the NGCDFC is requesting the Board for a change of use from completion to construction of administration block (Construction of administration block comprising of head teachers, deputy head teacher, bursar, staffroom, secretary’ office and a store up to lintel level)

**MIN 08/NGCDFC/30/05/2023 RE-ALLOCATION OF FUNDS (SALAMA POLICE STATION)**

The committee was informed that the current site where Salama Police Station is to be constructed is small considering that the chief is in the same compound. The committee decided to re- allocate the ksh 4,000,000 (four Million) in the financial year 2022-2023 to Salama secondary school to complete a 120 capacity dormitory. (i.e. Walling, roofing, plastering, flooring, windows & doors, painting and labeling). The committee will be searching for a bigger parcel of land and purchase it in the near future to construct a police station and address the security issues in the ward.

**MIN 09/NGCDFC/30/05/2023 PROJECTS DETAILS AMENDMENT**

The committee noted two projects as captured in the 2022-2023 project code list required amendment as follows;

1. project change of activity

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **s/no** | **Project code** | **Project** | **Initial activity** | **Amended activity** | **amount** |
| 1 | 4-0031-163-2630204-263-2022-2023-7 | Kisima primary school | Construction to completion of two classrooms | Construction to completion of one classroom | 1,350,000 |

1. **project name change**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **s/no** | **Project code** | **Initial name** | **Amended name** | **amount** |
| 1 | 4-0031-163-2640510-110-2022-2023-6 | Silale primary school | St Louis primary school | 600,406.26 |

**MIN 10/NGCDFC/30/05/2023 OPENING PMCS ACCOUNTS**

The committee mandated the funded PMCs to open new bank accounts at Equity bank Nyahururu Branch or at Rumuruti Sub branch.

**MIN 11/NGCDFC/30/05/2023 A.O.B**

The Deputy county commissioner invited the committee members to 2023 Madaraka day celebration at Nyahururu stadium. Members agreed to attend. Having no other business the meeting ended at 01.45 pm

MINUTES PREPARED BY: **EMILY LANGAT**

DESIGNATION: NGCDFC SECRETARY

SIGNATURE: ......................................

MINUTES CHECKED BY: **DANIEL WAKANYI**

DESIGNATION: NGCDFC CHAIRMAN

SIGNATURE: ......................................