

MINUTES OF KEIYO SOUTH NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT  
COMMITTEE MEETING HELD ON FRIDAY 11/09/2020 NG-CDF OFFICE HALL NYARU

Members Present	Designation
1. Victor Kimaiyo	Chairman
2. Caren Jeruto	F.A.M
3. Wilson Kosgei	Member
4. Sarah Kibinge	Member
5. Jeremiah Chirchir	A.G Secretary
6. Michael Maiyo	Member
7. Salome Kiptum	Member
8. Johnstone Chemweno	Member

Absent With Apology	Designation
1. Charles Wesonga	DCC
2. Purity Koima	Secretary

#### Agenda

1. Preliminaries
2. Reading and confirmation of previous minutes
3. CSR projects
4. Strategic plan
5. Project proposal approval
6. Stale bursary cheques
7. Monitoring & Evaluation
8. NG-CDF Staff
9. Environment
10. PMC 's Training
11. Handing over of completed projects

#### MIN 1/11/09/20: Preliminaries

The meeting started at 11:30 am with a word of prayer from Mrs. Sarah Kibinge. The chairman gave thanks to members for attending the meeting on time and brief them the agenda of the day. He then requested the secretary to read through the previous minutes.

#### MIN 2/11/09/20: Reading and confirmation of the previous minutes

Secretary read through the previous minutes and were proposed to be a true record by Mr. Michael Maiyo and seconded by Mrs. Salome Kiptum.

#### Matters arising

There was no arising matter.

**MIN 3/11/09/20 CSR PROJECTS FUNDED BY THE BOARD.**

Members were informed of approval status of Board CSR projects. Members committed to monitor the two CSR projects St. Benedict Teber (Construction of two classrooms) and Koptega Secondary school (construction and equipping of Laboratory) during the implementation of the projects and will facilitate the Public works officers during supervision/inspection of the projects until the projects are completed. Member clarify that the proposed laboratory at Koptega secondary will have capacity of 40 students.

**MIN 4/11/09/20: Strategic plan**

Members noted that they are in the midway of implementation of strategic plan and there was need to review it. Members resolved to allocate Ksh 600,000 for review of strategic plan.

**MIN 5/11/09/20: Project proposal approvals**

Members were informed of the receipt of the fy 2020/21 constituency allocation table. They were informed that each constituency has been allocated kshs 137,088,879.31; there is additional Ksh 20,000 to the constituency which was revenue collection after discussion members resolve to allocate funds to statutory votes as indicated below;

- Bursary 26% Ksh. 35,569,954.53
- Administration And Recurrent 6% Kshs 8,226,532.76
- Emergency 5% Kshs 7,192,206.90
- Monitoring & Evaluation 2.5% Kshs 3,520,185.65
- Environment 1.3% Kshs 1,700,000.00

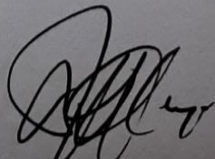
Members made reference to ward reports submitted by each ward during public participation and visited the six wards to affirm their proposals. Each ward submitted their proposals through minutes done by every ward. Members adopted the ward project proposals without any amendments.

On environment members resolved to allocate Ksh 1,700,000.00 to environment for purchase of additional water tanks of 5000L, purchase of gutters and construction water tank base for schools with water challenges

On sports after long discussion members resolve not allocate funds to sports, members noted sports funds for last two financial years have not been utilized. The funds will be utilized in the current financial year.

AIA -members resolved to allocate ksh 20,000 to use of goods and services under administration for purchase of stationery.

	Project Name	Project activity	Original Cost Estimate	Cumulative Allocation	Amount Allocated	Current Status
	<b>ADMINISTRATION</b>					
1.	Employees' Salaries	Payment of staff salaries and gratuity	3,340,000.00		3,340,000.00	New
2.	Goods and Services	Purchase of fuel, repairs and maintenance of motor vehicle and office buildings, Purchase of stationeries, telephone,	2,284,532.76		2,284,532.76	New



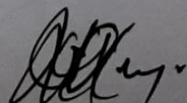


		travel and subsistence, office tea, and other office expenditure			
3.	NSSF	Payment of NSSF Deductions	72,000.00		72,000.00 New
4.	NHIF	Payment of NSSF Deductions	78,000.00		78,000.00 New
5.	Committee Expenses	Payment of Committee sitting allowances, transport, conferences	2,052,000.00		2,052,000.00 New
6.	NGCDF Office	Fixing of in-built filing cabinets in 4 offices at NG-CDF office	400,000.00		400,000.00 new
<b>MONITRING AND EVALUATION</b>					
7.	Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence and other office expenses.	520,185.65		520,185.65 New
8.	Committee Expenses	Payment of Committee sitting allowances, transport, conferences	2,000,000.00		2,000,000.00 New
9.	CDFC,PMC and STAFF Capacity Building	Undertake Training of the PMCs/CDFCs & staff on CDF Related issues	1,000,000.00		1,000,000.00 New
<b>BURSARY</b>					
10	Bursary Secondary Schools	Payment of bursary to needy student	20,069,954.00		20,069,954.00 New
11	Bursary colleges and university	Payment of bursary to needy student	15,000,000.00		15,000,000.00 New
12	Bursary special Schools	Payment of bursary to needy student with special needs	500,000.00		500,000.00 New

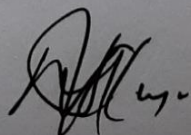
	EMERGENCY				
13	Emergency	To cater for any unforeseen occurrences in the constituency during the financial year			New
			7,192,206.90		
14	Environment	Purchase and installation 5000l PVC water tanks at ksh 100,000 ( Purchase of 5000l tank at ksh 40,000 each, purchase & installation gutters and other fittings such as tank connectors and tap at ksh 40,000 and construction of tank base ksh 20,000 ) for each of the following schools		7,192,206.90	New
		<ol style="list-style-type: none"> <li>1. Kapchorwa primary</li> <li>2. Sitmotwo primary</li> <li>3. Kocholwo primary</li> <li>4. Kiptabach primary</li> <li>5. Kalwa primary</li> <li>6. Ketigoi sec.</li> <li>7. Chepketeret primary.</li> <li>8. Lolgarini primary.</li> <li>9. St. Patrick Kabirusus sec.</li> <li>10. Kombatich sec.</li> <li>11. Chebulbul primary school.</li> <li>12. Mokwo primary.</li> <li>13. St. Mary's secondary- Kitany</li> <li>14. Kapkut primary school.</li> <li>15. Toroplongon primary</li> <li>16. Matungen Primary.</li> <li>17. Kipsanai primary.</li> </ol>	1,700,000.00	1,700,000.00	
	<b>PRIMARY</b>				
15	Kamelil Primary School	Construction of one classroom to completion at ksh 1,000,000 and purchase of 40 desk at ksh 100,000	1,100,000.00	1,100,000.00	New



16	Chebirei Primary School	Renovation of 10 No. classrooms and two offices to completion(replacement of 3no wooden doors with steel doors and windows, glazing, floors tiling, erection of verandah works with support pavement keying, roofing & wall painting and purchase& fixing of gutters)	2,300,000.00		2,300,000.00	New
17	Kaptarkok Primary School	Construction of 1no.classroom to completion	1,000,000.00		1,000,000.00	New
18	Kaptagat Primary School	Construction of boy's dormitory of capacity of 50 students to completion.	1,000,000.00		1,000,000.00	New
19	Kapkenda Primary School	Purchase and installation of solar system for pumping water. Grunfos Sp2a-23	400,000.00		400,000.00	New
20	Lolgarini Primary School	Construction of 2 door pit latrine to completion	250,000.00		250,000.00	New
21	Kipkabus forest Primary School	Construction of 1no.classroom to completion at ksh 1,000,000 and purchase of 40 desk at ksh 100,000	1,100,000.00		1,100,000.00	New
22	Kimwogo Primary School	Renovation of 4no. classrooms to completion( replacement of 4no timber doors with steel doors, cutting of all grills in windows, glazing, floors tiling, eave filling, pavement, keying roof and wall painting)	1,100,000.00		1,100,000.00	New
23	Tulwobei Primary School	Renovation of 3no classrooms to completion (floor tiling)	300,000.00		300,000.00	New



24	Tinone Primary School	Construction of 1no classrooms at ksh 1,000,000 to completion and purchase of 40 desks at ksh100,000	1,100,000.00		1,100,000.00	New
25	Kogibor Primary School	Construction of 1no. classrooms at ksh 1,000,000 to completion and purchase of 40 desks at ksh100,000	1,100,000.00		1,100,000.00	New
26	Kipchorwa Primary School	Construction of 1no.classroom at ksh 1,000,000 to completion, purchase of 40 desks at ksh100,000 and construction of 6 door pit latrine to completion at ksh 600,000	1,700,000.00		1,700,000.00	New
27	Kamwosor Primary School	Construction of 3no classrooms at ksh 3,000,000 to completion and purchase of 120 desks at ksh300,000	3,300,000.00		3,300,000.00	New
28	Kapchorwa Primary School	Construction of 1no classrooms at ksh 1,000,000 to completion, purchase of 40 desks at ksh100,000 and construction of 6 door pit latrine to completion at ksh 600,000	1,700,000.00		1,700,000.00	New
29	Turesia Primary School	Construction of 6 door toilets and plumbing works at ksh 850,000 to completion and Bio digester, soak pit and plumbing works at ksh 650,000 to completion.	1,500,000.00		1,500,000.00	New
30	Kewapmwem Primary School	Construction of 3 door pit latrine to completion.	300,000.00		300,000.00	New
31	Chemoibon Primary School	Construction of 4 door Pit latrine to completion	400,000.00		400,000.00	New
32	Chepsirei Primary School	Construction of 4 door Pit latrine to completion	400,000.00		400,000.00	New





33	Koimur Primary School	Construction of 2 door Pit latrine to completion	250,000.00		250,000.00	New
34	Kapsegut Primary School	Construction of 1no.classroom to completion.	1,100,000.00		1,100,000.00	New
35	Kocholwo Primary School	Construction of 1no.classroom at ksh 1,000,000 to completion and purchase of 40 desk at ksh 100,000	1,100,000.00		1,100,000.00	New
36	Molol Primary School	Construction of 1no. classroom at ksh 1,000,000 to completion and purchase of 40 desks at ksh100,000	1,100,000.00		1,100,000.00	New
37	Setano Primary School	Construction of 4 door Pit latrine to completion	400,000.00		400,000.00	New
38	Chemurgui Primary school	Construction of administration block of 4 Offices to completion of capacity.	2,100,000.00		2,100,000.00	New
39	Epke Primary school	Construction of 1no. classroom to completion	1,100,000.00		1,100,000.00	New
40	Changach primary School	Construction of 2no. classrooms at ksh 2,600,000 to completion and purchase of 40 desks at ksh100,000  The school is located at Elgeyo escarpments with topography and poor road network	2,700,000.00		2,700,000.00	New
41	Kewane Primary School	Construction of 2no. classrooms to completion.  The school is located at Elgeyo escarpments with topography and poor road network	2,600,000.00		2,600,000.00	New
42	Kiptabach Primary School	Construction of dormitory of capacity 100 students to completion.	2,000,000.00		2,000,000.00	New

43	Sesia primary	Completion of 1no. classroom started by parents (plastering, floor tiling, wiring, glazing and painting)	400,000.00		400,000.00	New
44	Kipchiloi primary school	Completion of Administration block of 4 offices started by parents (partitioning plastering, floor tiling, fixing of windows and doors, glazing ceiling works, keying, wiring, fixing of fascia board and painting)	1,000,000.00		1,000,000.00	New
45	Kamosong primary school	Renovation of 10no of Classrooms to completion (replacement of 11no timber doors with steel doors, cutting of grills in all the classrooms to the required standard, glazing, floor tiling, erection of verandah works with support, pavement, roof and wall painting)	1,500,000.00		1,500,000.00	New
46	Mutugen Primary school	Renovation of 10no. Classrooms and two offices to completion (replacement of timber doors with steel doors, glazing, floor tiling, eave fillings, pavement, keying roof and wall painting)	1,500,000.00		1,500,000.00	New
	<b>SECONDARY</b>					
47	Atnas Kandie Secondary School	Construction of 2no. classrooms at ksh 2,000,000 to completion and Purchase of 100 lockers & chairs at ksh 500,000	2,500,000.00		2,500,000.00	new
48	Chebirei Mixed Day Secondary School	Construction of 1no. classroom at ksh 1,000,000 to completion and purchase of 40 desk at 200,000	1,200,000.00		1,200,000.00	New

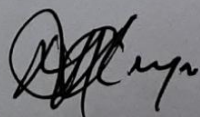


49	St. Mary's Kitany Secondary School	Construction of 1no classroom at ksh 1,000,000 to completion and Purchase of 40 lockers & chairs at ksh 200,000	1,200,000.00		1,200,000.00	New
50	Biwott Mixed Day Secondary School	Construction of 1no. Classroom at ksh 1,000,000 to completion and Purchase of 40 lockers & chairs at ksh 200,000.	1,200,000.00		1,200,000.00	New
51	Kaptilol Secondary School	Construction of 1no. classroom to completion	1,000,000.00		1,000,000.00	New
52	Kapkenda Secondary School	Construction of 2no. Classrooms to completion.	2,000,000.00		2,000,000.00	New
53	St. Gregory mixed day Secondary School	Construction of 1no. classrooms at ksh 1,000,000 to completion and Purchase of 40 lockers & chairs at ksh 200,000	1,200,000.00		1,200,000.00	New
54	Ketigoi Mixed Day Secondary School	Construction of 5 door pit Latrine to completion	500,000.00		500,000.00	New
55	Kapkitony Girls Secondary School	Construction of 4 Bathrooms with soak pit to completion	500,000.00		500,000.00	New
56	St. Patrick kabirisus Mixed Day Secondary School	Construction of 2no. classrooms to completion	2,000,000.00		2,000,000.00	New
57	St. Benedict Teber Mixed day Secondary School	Construction of 4 Door pit latrine to completion.	400,000.00		400,000.00	New

58	Soy Secondary School	Construction of 1no. classroom at ksh 1,000,000 to completion and Purchase of 40 lockers & chairs at ksh 200,000	1,200,000.00		1,200,000.00	New
59	Lolgarini Mixed Day Secondary school	Construction of laboratory of 40 students to completion  Equipping to be done in the next financial year.	3,000,000.00		3,000,000.00	New
60	Biwott secondary	Construction of 1no.classroom at ksh 1,000,000 to completion and Purchase of 40 lockers & chairs at ksh 200,000	1,200,000.00		1,200,000.00	New
61	Kaptilol Mixed Day Secondary school	Purchase of 51 seater school bus (one off payment exclusive insurance)	7,200,000.00		7,200,000.00	New
62	Kimwogo Mixed Day Secondary School	Purchase of 51 seater school bus school bus (one off payment exclusive insurance)	7,200,000.00		7,200,000.00	New
<b>TERTIARY</b>						
63	Chepsirie TTI	Construction Plinth and pannel to mount four phase transformer KPLC to mount the transformer.	400,000.00		400,000.00	New
<b>SECURITY</b>						
64	Cherota Assistant Chief's Office	Construction of chief's office of 2 rooms at ksh 1,300,00 to completion. construction of two door pit latrine with urinal to completion at ksh 300,000 Purchase of office furniture 2 office desk at 50,000, 2 executive office chairs at 50,000 and 10 visitors office chairs at ksh50,000 and purchase & installation of curtain	1,900,000.00		1,900,000.00	New



		rods and curtains for four windows at ksh 50,000 Wiring ksh100,000				
65	Kapkenda Police post	construction of one police staff house of three rooms to completion	1,000,000.00		1,000,000.00	New
66	Koimur Assistant Chief's Office	Purchase of 2 acres of land at ksh 250,000 per acre.	500,000.00		500,000.00	New
67	Kapkwoni Chief's Office	Purchase of office furniture (2 office desk at ksh 50,000, two executive office desks at ksh50,000 chairs and 10 visitors chairs at ksh50,000, purchase and fixing of window rods & curtains for two windows at ksh20,000 and purchase of desktop at ksh 80,000 and printer ksh 50,000	300,000.00		300,000.00	New
68	Kabiemit Chief's Office	Fencing works, purchase & installation of steel gate wiring of three office (fencing of 0.5 acres using concrete poles and barbed wire at ksh 100,000, purchase and installation of steel gate 50,000 and wiring ksh 50,000)	200,000.00		200,000.00	New
69	Kabiemit ward resource centre	Renovation of the resource centre comprising of 4 offices and a hall with a capacity of 200 people to completion (Tiling) at Kshs.400,000 and Purchase of office	500,000.00		500,000.00	New



		furniture 2 office desk at ksh 50,000, 2 executive office chairs at ksh 50,000 for chief and assistant chief.				
70	Sego Assistant Chief's office	Construction of chief's office of 2 rooms to completion at ksh 1,300,00, construction of two door pit latrine with urinal to completion at ksh 300,000, Purchase of office furniture 2 office desk at ksh 50,000, 2 executive office chairs at ksh 50,000 and 10 visitors office chairs at ksh 50,000 and purchase and installation of curtain rods and curtains at ksh 50,000 wiring ksh 100,000	1,900,000.00		1,900,000.00	New
71	Soy assistant Chief's office	Construction of two door Pit latrine to completion	200,000.00		200,000.00	New
72	Soy division ACC Residential house	Construction of Assistant County commissioner staff house 3 rooms to completion	1,000,000.00		1,000,000.00	New
	<b>OTHERS</b>					
73	Strategic plan	Review of strategic plan	600,000.00		600,000.00	
	<b>TOTAL</b>		<b>137,108,879.31</b>		<b>137,108,879.31</b>	

#### MIN 6/11/09/20 STALE CHEQUES

Members were informed of stale bursary cheques, this was caused by closure of schools. Members resolved to reverse all stale bursary cheques ksh 6,419,664 and shall be renewed to the same beneficiaries when the schools reopened.

#### MIN 7/11/09/20: NG-CDFC STAFF

Members were informed of expiry period of Mr. Winfred Chesire who has been working as an intern for one year. Since he had been interviewed initially members confirmed the employment of Mr Winfred Chesire to the position of accounts assistant job group H With starting salary of ksh 19,323 for period of three year contract and will be entitled to 31% gratuity on basic salary, house allowance of ksh 3,500,000 and Commuter allowance



sh3,500,000. His job description will be to manage all the PMC'S accounts and PMC's expenditure returns.  
Members adopted minutes from staff appraisal committee that recommended that Jane Kipyego and Paul Kiptoo salary to increase by 10% on the basic effective from 1<sup>st</sup> September, 2020.

**MIN 8/11//09/20: MONITORING AND EVALUATION.**

Each member reported on ongoing projects within his or her area of jurisdiction. The implementation the ongoing projects are progressing well and projects are in different stages of implementation as indicated in the report.

**MIN 9/11//09/20: ENVIRONMENT**

Members were informed of Chepsirei TVC request to support tree planting day, members approved disbarment of ksh 50,000 to Chepsirei Technical Vocational College for purchase and planting of 300 mango tree seedlings. Members agreed to participate during the tree planting day 25/09/2020.

**MIN 10/11//09/20: PMC TRAINING**

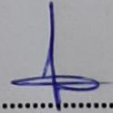
Members approved training of PMC's who have received funds only so as to achieved the social distance policy as recommended by ministry of Health. Members approved invitation of relevant Government head of departments; Public works (project management), Sub county Accountant (Finance management), Sub County procurement officer (Government Procurement procedures), Internal Auditor (Risk Management & integrity issues) and Fund account manager (Overview of NG-CDF and PMC Returns )  
Members approved facilitation allowance of ksh 5,000 for each trainer and transport allowance ksh 1,000 for PMC invited Members.  
FAM was tasked to prepare a budget for the training which shall include Mask, Sanitizer water tea and lunch and ensure availability of the same during training.

**MIN 11/11//09/20: HANDING OVER OF COMPLETED PROJECTS.**

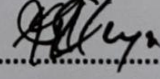
Members resolved that all projects that are completed, the MP to be invited to commission and handover the projects. Members further approved that this should be made public through social Media official (website, twitter & Facebook) and also through the popular radio stations.


There being no other business, the meeting was adjourned at 1:30p.m with a word of prayer by MrsSalome Kiptum

Minutes written by;

Secretary... Jeremiah Chicks Sign  Date 25/10/2020

Confirmed by;

Chairman... Victor Kung'yo Sign  Date 25/10/2020

Fund Manager... CAREN JERITO Sign  Date 25/10/2020