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| |  |  | | --- | --- | | **NG-CDF BOARD** | National Government Constituencies Development Fund Board  Lurambi Constituency  P. O. Box 2680 – 50100  KAKAMEGA, KENYA  Tel: 0772682090  Email:[cdflurambi@ngcdf.go.ke](mailto:cdflurambi@ngcdf.go.ke/cdflurambi@gmail.com)/info@ngcdf.go.ke  Website: www.ngcdf.go.ke | |  |

**MINUTES OF THE LURAMBI NGCDFC HELD ON 29TH JANUARY, 2019 IN THE NGCDF OFFICE**

**MEMBERS PRESENT**

1. Mr. Fabian Shilako Chairman

2. Mrs. Jesca Maina Secretary

3. Mr. Owen Musoma Member

4. Imam Ibrahim Sadala Member

5. Mr. John A. Aswani Member

6. Mr. Gerald Shimoli Member

7. Mrs. Neddy Murunga Member

8. Mrs. Agnes Barasa Member

9. Mr. Dennis Ogola DCC

10. Mr. Peter O. Ochokolo Fund Account Manager

**AGENDA**

1. Preliminaries
2. Reading and confirmation of the previous minutes
3. Matters arising
4. Deferred and declined 2018/2019 financial year projects
5. Reallocated of projects
6. Payment of casual employees
7. Termination of employees whose contract term have expired
8. Funding of projects
9. Monitoring & Evaluation Exercise
10. Payment of Strategic Plan
11. Any other business

**NGCDFC LUR/MIN. 14/01/2019: PRELIMINARIES**

The meeting was called to order with a word of prayer from Mr. Fabian Shilako at 11.10 a.m. The chairman welcomed members to the meeting and thanked them for attending.

**NGCDFC LUR/MIN. 15/01/2019: READING AND CONFIRMATION OF THE PREVIOUS MINUTES**

The minutes of the previous meeting were read by the secretary, proposed by Mrs. Neddy Murunga and seconded by Mrs. Agnes Barasa as a true record of the previous meeting.

**NGCDFC LUR/MIN. 16/01/2019: MATTERS ARISING**

The Fund Account Manager reported that he had send report to the NGCDF Board on issues raised about NGCDF Lurambi Storey Office, NGCDF Vehicle and reallocation of funds.

Some debtors had been paid while others were still on process.

The renovation works at the Lurambi Storey Office site for the temporal office had commenced.

**NGCDFC LUR/MIN. 17/01/2019: DEFERRED AND DECLINED 2018/2019 FINANCIAL YEAR PROJECTS**

The Fund Account Manager tabled a report from the NGCDF Board on the deferred and declined projects for 2018/2019 financial year as highlighted below;

1. **NABONGO PRIMARY SCHOOL**

The project was under Environmental Activities and was deferred for approval on condition that the number of hand wash cylinders to be indicated for 2018/2019 financial year. The Committee discussed and agreed that the activities should read as; Construction of 10 door modern toilets @ Kshs. 1,025,817.25, Purchase of one 10,000 litres water tank for harvesting water @ Kshs. 75,000 and 10 hand wash cylinders @ Kshs. 80,000 for approval by the NGCDF Board.

1. **EMATSAYI MARKET SOLAR LIGHT**

The project was deferred on condition that the committee identifies the caretaker of the solar light after completion and also prove the insecurity of the area where the solar lights is to be installed. The ward representative for area reported that the Chief had written a letter to prove the insecurity of the area and the Officer in charge of Matsayi AP Camp has also written a letter showing that they will be incharge of the security of the solar light after completion to avoid vandalization. After completion the solar lights it will be handed over to the County Government for maintenance. The report also requested for the capacity and radius of the solar. The capacity is 10 meters high with a radius of 600 meters. The committee discussed and agreed to forward to the NGCDF Board for consideration and approval.

1. **IBINZO AND EBWAMBWA SECONDARY SCHOOLS**

On these two projects they had requested for purchase of school bus each. The NGCDF Board requested to know if the management of the school had the remaining amount to fund to completion of the bus.

The committee discussed and agreed that since the school management had no any other source for the funds then there was no need to fund the school as per the NGCDF Board directions. The amount allocated to each school was redistributed as below;

1. The amount for Ibinzo Girls Secondary school to be added Emusala Primary school for Construction of new storey 8 classrooms – substructure and walling of 1st floor.
2. The amount for Ebwambwa Secondary School to be added to Eshiandukusi Primary School for Construction of new storey 8 classrooms – substructure and walling of 1st floor.
3. **DECLINED PROJECTS**

The following projects were declined for approval by the NGCDF Board on condition that they be allocated enough funds to completion.

1. Eshiamboko Primary School – construction of 3 classrooms
2. Emurumba Primary School – construction of 3 classrooms
3. Emukangu Primary School - construction of 3 classrooms
4. Emmachembe Primary School - construction of 3 classrooms

The committee discussed and agreed to allocate the funds as stated below;

1. The amount for Eshiamboko Primary School to be added to Emurumba Primary School for Construction of 3 classrooms – substructure, walling, roofing and plastering
2. The amount for Emukangu Primary School to be added to Emmachembe Primary School for Construction of 3 classrooms – substructure, walling, roofing and plastering

The members discussed on the declined projects and agreed to allocate funds to the following projects for 2018/2019 financial year as follows;

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Name** | **Activity** | **Project Number** | **Amount allocated** | **Status** |
| Nabongo Primary School | Construction of 10 door modern toilets @ Kshs. 1,025,817.25, Purchase of one 10,000 litres water tank for harvesting water @ Kshs. 75,000 and 10 hand wash cylinders @ Kshs. 80,000 | 4-037-202-2640510-110-2018/19-001 | 1,180,817.50 | Ongoing |
| Emusala Primary school | Construction of new storey 8 classrooms – substructure and walling of 1st floor | 4-037-202-2630204-104-2018/19-001 | 6,000,000.00 | New |
| Eshiandukusi Primary School | Construction of new storey 8 classrooms – substructure and walling of 1st floor | 4-037-202-2630204-104-2018/19-017 | 5,700,000.00 | New |
| Emurumba Primary School | Construction of 3 classrooms – substructure, walling, roofing and plastering | 4-037-202-2630204-104-2018/19-025 | 2,000,000.00 | New |
| Emmachembe Primary School | Construction of 3 classrooms – substructure, walling, roofing and plastering | 4-037-202-2630204-104-2018/19-026 | 2,000,000.00 | New |
| Ematsayi Market Solar Light | Installation of solar lighting point made in Britain of 10 meters high with a radius of 600 meters | 4-037-202-2640507-113-2018/19-002 | 500,000.00 | New |
| **TOTAL** | | | **17,380,817.50** |  |

**NGCDFC LUR/MIN. 18/01/2019: REALLOCATED OF PROJECTS**

The chairman tabled the need to reallocated funds for Constituency Innovation Hubs to Establish 4 ICT Hubs since there no sites for the project. The committee discussed and agreed to reallocate the funds as shown below;

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Name** | **Activity** | **Project Number** | **Amount allocated** | **Status** |
| Ikonyero Primary School | Construction of 3 classrooms – substructure, walling and roofing | 4-037-202-2630204-104-2017/18-017 | 2,000,000.00 | Ongoing |
| Shikoti Mixed Secondary School | Completion of purchase of isuzu Bus Model, FRR 33L 8200CC, 51 seater bus | 4-037-202-2630205-104-2017/18-025 | 1,720,000.00 | Ongoing |
|  |  |  | **3,720,000.00** |  |

**NGCDFC LUR/MIN. 19/01/2019: PAYMENT OF CASUAL EMPLOYEES**

The Fund Account Manager informed the members that there was need to hire casual labourers to assist in typing of bursary forms. The committee discussed and agreed to hire three people for typing the bursary forms for preparation of award to needy students. The committee further agreed to hire the following persons on casual basis at a rate of Kshs. 300 (Three Hundred) only.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO.** | **NAME** | **ID NO.** | **START DATE** | **RATE** |
|  | Ibrahim K. Onam | 13345837 | 1st December, 2018 | 300 |
|  | Judith N. Nanjala | 26721380 | 1st February, 2019 | 300 |
|  | Stella Khamalishi | 30121733 | 1st February, 2019 | 300 |

**NGCDFC LUR/MIN. 20/01/2019: TERMINATION OF EMPLOYEES WHOSE CONTRACT TERM HAVE EXPIRED**

The Fund Account Manager tabled a list of NGCDFC employers whose contract term was due in March, 2019 as listed below;

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO.** | **NAME** | **ID NO.** | **POSITION** | **TERMS OF EMPLOYMENT** |
|  | Priscilla C. Munasia | 22354693 | Clerical Officer | Contract ending 8th March, 2019 |
|  | Jastan Iminyi | 23537138 | Accounts Assistant | Contract ending 8th March, 2019 |
|  | Jackline Misango | 23075251 | Records Management Officer | Contract ending 8th March, 2019 |
|  | Abdalla Kibonge | 14461964 | Driver | Contract ending 8th March, 2019 |
|  | Polycard Ngaira | 1318765 | Security Guard | Contract ending 8th March, 2019 |
|  | Dacklyne Mbolo | 20926890 | Security Guard | Contract ending 8th March, 2019 |
|  | Paul Jairus Nandwa | 0436994 | Logistic Officer | Contract ending 1st December, 2019 |
|  | Sylivester O. Firotwa | 22172187 | Security Guard | Casual |
|  | Vicky C. Kiprop | 26058390 | Cleaner | Casual |
|  | Janet Ingonga | 22355524 | Secretary | Contract ending 1st March, 2019 |
|  | Aggrey Hilla Sakala | 10917776 | Field Officer | Contract ending 1st March, 2019 |

The members discussed and agreed that their posts will be advertised so they can reapply with others. On the same note the committee recommended to reduce the number of workers to be between 5-7 as per NGCDF Board guidelines and to cut down on the huge wage bill and correct the issues raised by the auditors.

**NGCDFC LUR/MIN. 21/01/2019: FUNDING OF PROJECTS**

The Fund Account Manager tabled a list of projects approved by the NGCDFC Board that needed funding. The members discussed and agreed to fund the following projects;

|  |  |  |  |
| --- | --- | --- | --- |
| **NO.** | **NAME OF THE PROJECT** | **ACTIVITY** | **AMOUNT** |
| 1. | Ebuhayi Primary School | Completion of 3 classrooms | 1,000,000.00 |
| 2. | Ebung’aya Primary School | Renovation of 3 Classrooms – roofing, plastering, windows, doors and painting | 600,000.00 |
| **TOTAL** | | | **1,600,000.00** |

**NGCDFC LUR/MIN. 22/01/2019:**  **MONITORING & EVALUATION EXERCISE**

The Fund Account Manager informed the members that there was need to plan for Monitoring and Evaluation of ongoing projects to ascertain their real status. The committee discussed and agreed that each ward will have 2 days to visit the projects.

**NGCDFC LUR/MIN. 23/01/2019: PAYMENT OF STRATEGIC PLAN**

The Fund Account Manager tabled an invoice from Wida Consultants and Agencies totaling to Kshs. 1, 891,100 for preparation and printing of strategic plan for 2018-2022. The committee discussed and resolved to pay the last payment to Wida Consultants and Agencies of P. o. Box 633 – 50100, Kakamega for the services done.

**NGCDFC LUR/MIN. 13/01/2019: ANY OTHER BUSINESS**

The committee noted with concern that there was a lot on social media on matters of the office. This should be addressed as soon as possible to curb it.

On bursary, only those needy applicants with well completed and relevant documents will be awarded funds.

There being no any other business the meeting was adjourned at 2.30 p.m. with a word of prayer from Mrs. Jesca Maina.

Confirmed by;

Mrs. Jesca Maina Mr. Fabian Shilako

**Secretary Chairman**