**MATAYOS NG - CDFC MEETING HELD ON 24th JANUARY 2023 AT MATAYOS MUNDIKA NG - CDF OFFICE**

**MEMBERS PRESENT**

1. Mr. Stephen R. Ojwang’ - Chairperson
2. Mr. Kevin O. McAkech - Fund Account Manager
3. Mr. Okello W. Fredrick - Secretary
4. Mr. Kipchumba Rutto - Deputy County Commissioner
5. Mr. Ooko E. Dickson - Member
6. Mrs. Atieno M .Caroline - Member
7. Mr. Oboya W. Hillary - Member
8. Mrs. Nyongesa A. Violet - Member
9. Mrs. Lutta N. Caren - Member
10. Mr. Wandera O Pascal - Co-opted Member

**AGENDA**

1. Confirmation of Previous Meeting Minutes
2. Matters arising
3. NG-CDF projects prioritization per ward
4. NG-CDF Projects Proposal for Financial Year 2022/2023
5. A.O.B.

**MIN: MAT/01/24/2023: CONFIRMATION OF PREVIOUS MEETING MINUTES**

The meeting was started with the word of prayer from Violet Alivuiza, the Chairperson Mr. Stephen Ojwang, welcomed all members and thanked them for being punctual and he urged members to contribute to the meeting agendas. The secretary read through the minutes of the previous meeting. The minutes were confirmed to be true copy of the deliberations by Mr. Oboya Hillary who was seconded by Pascal Wandera.

**MIN: MAT/02/24/2023: SUMMARY OF PROJECTS DISTRIBUTION PER WARD**

The chairman read to the committee all the prioritized projects from the five(5) wards, after lengthy discussions the committee agreed to fund the following projects in each ward:

1. **Mayenje Ward**

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| **S/No** | **Project Name** | **Project Activity** |
|  | Mabale Secondary School | * Stalled Laboratory being funded by MOE is at plastering stage * Dining Hall |
|  | Mabale Primary School | * Renovation of 12 classrooms * Renovation of administration block * Fence |
|  | Bulanda Secondary School | * Balance for purchase of land * Construction of Four classrooms |
|  | Bulanda Primary School | * Completion of renovation of three classrooms * Renovation of 10 more classrooms |
|  | Buyosi Secondary School | * Construction of Administration Block * Balance for purchase of land * Renovation of classrooms |
|  | Bwamani Primary School | * Renovation of 10 classrooms * Equipping the library * Dining hall and kitchen * Construction of computer laboratory * Installation of solar panels for water pumping |
|  | Siteko Primary School | * Construction of administration block * Construction of 2 classrooms * Construction of laboratory * Purchase of land |
|  | Mayenje Secondary | * Acquisition of title deed * Construction of school laboratory * Construction of dining hall /kitchen * Purchase of land * Fence |
|  | Mayenje Primary School | * Renovation of all classrooms * Construction of additional classrooms |
|  | Mayenje Police Patrol Base | * Fence * Construction of Armoury * Renovation of security staff units |
|  | Assist. Chief Mayenje | * Fence * Construction of toliets |
|  | Township chief’s office | * Renovation of office |
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1. **Bukhayo West Ward**

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| **S/No** | **Project Name** | | **Project Activity** |
|  | St. Peter’s Budokomi Secondary School | | * Laboratory is at roofing stage * Seven new classrooms and Administration block construction. * Dining Hall |
|  | St. Michael Buyende Secondary School | | * Land Purchase Partly paid for * Laboratory * Four Classrooms and administration Block |
|  | St. Mary’s Mundika High School | | * Administration block completion * Laboratory * Multi-purpose hall completion |
|  | Mundulusia Secondary School | | * Land Purchase * Construction of four classrooms and Administration Block * Construction of a Laboratory * Purchase of furniture |
|  | St. Ignatius Esirisia Secondary School | | * Construction of Administration Block * Construction of a library * Construction of a dining Hall and perimeter wall |
|  | Mundika Girls Primary School | | * Renovation of twelve classrooms |
|  | Budokomi Primary School | | * Renovation of ten Classrooms * Construction of 10 classrooms |
|  | Bukalama Primary School | | * Completion of two classrooms * Completion of administration block * Land Purchase * Toilets * Renovation of fourteen classrooms |
|  | Munongo Primary Schools | | * Renovation of 10 classrooms * Construction of two classrooms * Fencing and furniture * Installation of electricity to schools |
|  | Esikulu Primary School | | * Renovation of five classrooms * Renovation of administration block * Fencing and Electricity connection * Purchase of Desks |
|  | Siwongo Primary School | | * Land extension * Renovation of seven classrooms * Construction of two classrooms * Purchase of lockers * Fencing and installation of electricity in the school * Toilets for both genders and construction of an Administration block |
|  | Mundulusia Primary School | | * Renovation of three classrooms and administration Block |
|  | Mundika Boys Primary School | | * Renovation of three classrooms and administration block |
|  | Buriang’i Primary School | * Purchase of two acres of land * Construction of five classrooms * Fencing, Construction of laboratories and Toilets | |
|  | Mundika Special School | * Construction of administration block and renovation of toilets | |
|  | Buderie Primary school | * Construction of four classrooms * Land purchase-2 acres * Construction of Administration Block * Fencing | |
|  | Esirisia Primary School | * Construction of Administration Block | |
|  | Khuduru Primary School | * Completion of one classroom * Construction of four new classrooms * Land purchase to increase acreage-1 ½ acre * Construction of Administration Block * Electricity Installation * Toilet Construction and fencing | |
|  | Mujuru Primary School | * Fencing * Renovation of Eight Classrooms * Toilets for both genders * Construction of Administration Block | |
|  | Buringala Primary School | * Renovation of three classrooms and construction of an administration block | |
|  | Mundulusia Primary School | * Construction of an Administration Block | |
|  | Bukhayo West Chief’s Office | * Completion of Administration Police line units * Renovation and completion of Chief’s Office * Fencing | |
|  | Bugeng’i Sub Location Assistant Chief’s Office | * Office completion * Fencing | |
|  | Mundika Sub location Assistant chief’s office | * Fencing * Construction of modern toilets * Construction of police patrol base | |
|  | Esikulu sub location Assistant chief’s office | * Office renovation * Electricity installation * Furniture purchase * Fencing | |
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1. **Busibwabo Ward**

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| **S/No.** | **Project Name** | **Project Activity** |
|  | Busabakhwa Primary School | * Renovation of Three classrooms * Construction of a Laboratory |
|  | Nasira AC Primary School | * Completion of renovation of 4 classrooms and administration block |
|  | Alungo’li Primary School | * Furniture for Administration block * Renovation of 7 classrooms and back filling of the Administration Block * Fencing of the school * Construction of toilets |
|  | Busibwabo Primary School | * Renovation of three classrooms * Installation of electricity and construction of a kitchen |
|  | Nasira R.C Primary School | * Renovation of 5 classrooms * Construction of Administration Block and laboratory |
|  | Busidibu Special School | * Purchase of land for extension * Construction of Administration Block and 2 classrooms |
|  | Busidibu Primary School | * Renovation of 20 classrooms * Construction of administration Block and the school gate |
|  | Busibwabo Secondary School | * Purchase of land for extension |
|  | Alung’oli Secondary School | * Fencing of the school * Construction of the dining and kitchen * Construction of a library and toilets |
|  | St. Augustine Nasira Secondary School | * Construction of administration Block * Purchase of School Bus |
|  | Busibwabo Chiefs Office | * Tiling of 4 Offices * Office Extension * Installation of a Gate and Fencing * Installation of Electricity |
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1. **Burumba Ward**

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| **S/No** | **Project Name** | **Project Activity** |
|  | Our Lady of Mercy Busia Secondary School | * Construction of classrooms * Construction of perimeter wall |
|  | St. Mathias Boys Secondary school | * Construction of a 2000 capacity hall * Construction of a perimeter wall * Completion of on-going |
|  | Burumba Secondary School | * Construction of administration block with classrooms |
|  | Burumba Primary School | * Construction of Administration Block * Renovation of classrooms with tiles 8 classrooms * Construction of 8 classrooms |
|  | Lukonyi Boys Primary | * Construction of 8 classrooms * Construction of a perimeter wall * Construction of Toilets |
|  | St. Teresa’s Primary School | * Construction of 8 classrooms * Construction of a perimeter wall |
|  | Mjini Primary School | * Construction of 8 classrooms * Construction of Toilet |
|  | Busia Youth Polytechnic | * Completion of administration Block |
|  | KMTC Busia | * Cost floor completion of 1st floor * Construction of perimeter |
|  | Burumba Security Police Base | * Construction of toilets * Planting of trees in the school |
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1. **Matayos South Ward**

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| **S/No** | **Project Name** | **Project Activity** |
|  | Mabunge Primary school | * Renovation of four classroom * Fencing of the compound |
|  | Indoli Primary School | * Renovation of 13 classrooms * Construction of ten latrine units * Construction of a fully equipped laboratory * Construction of a fully equipped laboratory for sciences subjects * Provision of lockers and seats for Junior Secondary Students |
|  | Nasewa Primary School | * Construction of two more classrooms. * Construction and furnishing of an administration block * Construction of a fully equipped laboratory and library |
|  | Buyama Primary School | * Renovation of four classrooms * Construction of eight latrine * Purchase of new lockers * Purchase of new Chairs |
|  | Lung’a Primary School | * Renovation of ten classroom * Reinstating of the school fence which is highly unsecure * Construction of five latrine units for boys |
|  | Sigwata Primary School | * Construction of an administration block * Construction of a sanitation block for the teaching and support staff. * Construction of three new classrooms and purchase of furniture |
|  | Igero Primary School | * Construction of an administration block. * Renovation of eleven classroom and purchase of furniture which is an on-going. * Construction of four new classroom and purchase of furniture. * Construction of a fully equipped modern library * Purchase of equipment for existing Computer Laboratory. * Fencing of the school compound |
|  | Busende Primary School | * Renovation of four classrooms and purchase of additional locker and seats. * Construction of four new classrooms and purchase of furniture * Construction of a fully equipped modern library. * Reinforcement of the school fence |
|  | Lwanya Special School | * Fencing of the school compound * Construction of a modern school gate. |
|  | Lwanya Primary School | * Renovation of twenty two classroom and purchase * Fencing of the School compound-concrete poles * Construction of a modern school gate Construction of ten modern and fully equipped latrine units. |
|  | Luliba Primary school | * Construction of eight classrooms and purchase of equipment. * Construction of two additional classrooms in preparation floor junior secondary school. * Acquisition of more land for the expansion of the school. * Construction of a laboratory and purchase of equipment. * Construction of ten modern and fully equipped latrine units |
|  | Busendebala Primary School | * Completion of the construction of three classrooms and purchase of furniture and equipment. * Construction of three additional classrooms and purchase of furniture and equipment * Construction of eight modern and fully equipped latrine units. * Construction of an administration block and purchase of furniture. |
|  | Nang’oma Primary School | * Acquisition of the title deed for the school land. * Construction of thirty modern and fully equipped latrine units. * Fencing of the school compound-concrete poles preferred. * Construction of three additional classrooms. * Construction of a laboratory for science lessons and purchase of equipment. * Construction of a fully equipped modern library. * Purchase of lockers. |
|  | St.Eugene Primary School | * Acquisition of two more acres of land for the expansion of the school. * Construction of two additional classrooms and purchase of furniture and equipment. * Renovation of five classrooms and purchase of furniture and equipment. * Fencing of the school compound and construction of a modern school gate |
|  | Nambere Primary School | * Construction of a perimeter wall and a modern school gate. * Renovation of five classrooms and purchase of additional furniture. * Acquisition of two more acres of land for the expansion of the school |
|  | Muyafwa Primary School | * Construction of a fully equipped modern laboratory in preparation for junior secondary school. * Renovation of six classrooms and purchase of Additional furniture. * Fencing of the school compound-concrete poles preferred |
|  | Murende Primary School | * Completion of the construction of one classroom and purchase of furniture and equipment. * Renovation of fourteen classrooms. * Construction of a laboratory for science lessons and purchase of equipment. * Purchase of lockers. |
|  | Busibwabo Primary School | * Renovation of five classroom and purchase of additional furniture. * Purchase of lockers and seats * Construction of six new classroom and purchase of furniture. * Painting and renovation of eight classrooms |
|  | Mabunge Secondary school proposals | * Completion of the construction of the dining hall and kitchen * Construction of staff quarters * Construction of dormitories for the purpose of introducing boarding section. * Review of bursary amount disbursed to beneficiaries from four thousand to ten thousand |
|  | Nasewa Secondary School proposal |  |
|  |  | * Construction of fully equipped modern computer laboratory and purchase of equipment. * Construction of an administration block and purchase of furniture. * Construction of dormitories for both girls and boys and purchase of equipment. |
|  | Lung’a Secondary School | * Purchase of equipment for existing laboratory * Construction of an administration block and purchase of furniture * Construction of two more classrooms and purchase of furniture. * Purchase of a school bus * Fencing of the school compound |
|  | Busende Secondary School | * Acquisition of more of land for the expansion of the school. * Purchase of a school bus * Construction of three more classrooms and purchase of equipment. * Completion of on-going projects. * Purchase of lockers and seats |
|  | Nang’oma Secondary School | * Construction of fully equipped labaratory and ICT block. * Construction of a multi-purpose hall and kitchen * Fencing of the school compound |
|  | Muyafwa Secondary school | * Construction of adequate classrooms and purchase of equipment. * Fencing of the school compound and construction of a modern school gate * Construction of an administration block and purchase of furniture |
|  | Murende Secondary School | * Construction of a fully equipped library and purchase of furniture. * Completion of the labaratory and purchase of equipment. * Tiling of sixteen classrooms * Purchase of furniture for the three newly constructed classrooms. |
|  | Murende Technical Training Institute | * Completion of multi-purpose hall and kitchen. * Electricity connection to already connected transformer. * Construction of twelve lecture rooms and purchase of equipment. * Construction of an ablution block for both boys and girls. * Acquisition and connection of twenty units of computer machines and purchase of a bulk printing machine. * Installation of internet connection. * Acquisition of a college bus to ease movement and connectivity |
|  | Mabunge sublocation | * Completion of the ongoing construction of the assistants chief’s office to a modern style and purchase of furniture. * Electrical connectivity. * Construction of modern toilets. * Fencing and construction of modern gate for the assistant chief’s office. |
|  | Buyama sub location | * Acquisition of land for the construction of a police post. * Construction of modern toilets for the Police post. * Fencing and construction of a modern gate for assistant chief’s office |
|  | Busende Sub location | * Construction of the assistant chief’s office to a modern style and purchase of furniture. * Acquisition of land for the construction of the Assistant Chief’s office. |
|  | Igero sublocation | Acquisition of land for the construction of the Assistant chief’s office and purchase of furniture and equipment. |
|  | Luliba sub location | Acquisition of land for the construction of the Assistant chief’s office |
|  | Teacher service commission | Renovation of the offices in Busia town. |
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**MIN: MAT/03/24/2023: PROJECTS PROPOSAL BUDGET FOR FINANCIAL YEAR 2022/2023**

The Chairperson briefed members that the committee is required to submit project proposals for the financial year 2022/2023 in time to get funds, the fund account manager told members that the NG- CDF Committee is supposed to submit projects proposals to the NG - CDF Board as per the guidelines of the National Government projects.

The Fund Account Manager informed members that the constituency had been allocated a total of **Kshs.145, 087,603.** The Fund account manager briefed members on the guidelines for project proposal presentation and also informed members on the eligible projects. The manager informed members that all devolved functions are no longer eligible under the new NG-CDF act.

The Fund Account Manager informed members that the constituency had ongoing projects as per the Project Implementation Status report. The report was tabled and the members agreed to fund completely new projects.

After lengthy deliberations the NG- CDF committee agreed on the following projects to be funded in the Financial Year 2022 – 2023 in all the five (5) wards in the Constituency.

| **Project Name** | **Original Cost** | **Cumulative allocation** | **Project activity** | **Amount Allocated** | **Current Status** |
| --- | --- | --- | --- | --- | --- |
| **ADMINISTRATION AND RECURRENT EXPENDITURE** | | | | | |
| Contractual Employees | 2,991,000.00 | 0.00 | Payment of 10 staffs’ basic salaries  (***Annex 1***) | 2,991,000.00 | On-going |
| Casual Labour and Internship | 380,000.00 | 0.00 | Payment of staff Basic Wages 5 NGCDF Casual Staff | 380,000.00 | On-going |
| Gratuity-contractual employees | 927,178.00 | 0.00 | Payment of 9 staffs’ gratuity (***Annex 2***) | 927,178.00 | On-going |
| Leave allowances | 36,000.00 | 0.00 | Payment of 9 staffs’ leave allowance at Kshs.4,000 P.A. | 36,000.00 | On-going |
| House Allowance | 90,000.00 | 0.00 | Payment of House allowances to NGCDFC staff | 90,000.00 | On-going |
| Bank service commission and charges | 60,000.00 | 0.00 | Payment of Bank service commission and charges | 60,000.00 | On-going |
| Catering Services (receptions), Accommodation, Gifts, Food and Drinks | 180,000.00 | 0.00 | Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks | 180,000.00 | On-going |
| Courier and Postal Services | 100,000.00 | 0.00 | Payment of Courier and Postal Services | 100,000.00 | On-going |
| Electricity | 40,000.00 | 0.00 | Payment of electricity bills | 40,000.00 | On-going |
| Maintenance Expenses - Motor Vehicles | 150,000.00 | 0.00 | Payment of Maintenance Expenses - NGCDFC Motor Vehicles | 150,000.00 | On-going |
| Motor Vehicle Insurance | 30,000.00 | 0.00 | Payment of Motor Vehicle Insurance | 30,000.00 | On-going |
| NGCDFC allowance | 1,128,000.00 | 0.00 | Payment of NGCDFC allowance charges | 1,128,000.00 | On-going |
| Other committee expenses | 50,000.00 | 0.00 | Payment of Other committee expenses | 50,000.00 | On-going |
| Refined Fuels and Lubricants for Transport | 180,000.00 | 0.00 | Purchase of Refined Fuels and Lubricants for Transport of GK vehicles (GK B 371 F) | 180,000.00 | On-going |
| Sanitary and Cleaning Materials, Supplies and Services | 160,000.00 | 0.00 | Purchase of Sanitary and Cleaning Materials, Supplies and Services | 160,000.00 | On-going |
| Refined Fuels and Lubricants -- Other | 20,000.00 | 0.00 | Purchase of Refined Fuels and Lubricants -- Other | 20,000.00 | On-going |
| Production and Printing of Training Materials | 115,906.00 | 0.00 | Payment of Production and Printing of Training Materials | 115,906.00 | On-going |
| Supplies and Accessories for Computers and Printers | 200,000.00 | 0.00 | Purchase of Supplies and Accessories for Computers and Printers | 200,000.00 | On-going |
| General Office Supplies (papers, pencils, forms, small office equipment etc) | 500,000.00 | 0.00 | Purchase of General Office Supplies (papers, pencils, forms, small office equipment) | 500,000.00 | On-going |
| Telephone, Telex, Facsmile and Mobile Phone Service | 70,000.00 | 0.00 | Payment of Telephone expenses | 70,000.00 | On-going |
| Subscriptions to Newspapers, Magazines and Periodicals | 30,000.00 | 0.00 | Payment of Subscriptions to Newspapers, Magazines and Periodicals | 30,000.00 | On-going |
| Water & sewerage charges | 30,000.00 | 0.00 | Payment of Water & sewerage charges | 30,000.00 | On-going |
| Transport allowance | 40,000.00 | 0.00 | Payment of Transport allowances to NGCDFC staff | 40,000.00 | On-going |
| Advertising, Awareness and Publicity Campaigns | 100,000.00 | 0.00 | Payment of Advertising, Awareness and Publicity Campaigns | 100,000.00 | On-going |
| Purchase of Uniforms and Clothing - Staff | 50,000.00 | 0.00 | Purchase of Uniforms and Clothing for NGCDFC Office | 50,000.00 | On-going |
| Other Fuels (wood, charcoal, cooking gas etc…) | 15,000.00 | 0.00 | Payment of of other fuels (wood, charcoal, cooking gas expenses | 15,000.00 | On-going |
| Daily Subsistence Allowance | 150,000.00 | 0.00 | Payment of Daily Subsistence Allowance | 150,000.00 | On-going |
| Accommodation - Domestic Travel | 100,000.00 | 0.00 | Payment of accommodation on domestic travel | 100,000.00 | On-going |
| National Celebrations | 50,000.00 | 0.00 | Payment of National Celebrations Expenses | 50,000.00 | On-going |
| Hire of Transport | 100,000.00 | 0.00 | Payment of Hire of Transport | 100,000.00 | On-going |
| Travel Costs (airlines, bus, railway, mileage allowances, etc.) | 50,000.00 | 0.00 | Payment of Transport Expenses | 50,000.00 | On-going |
| **MONITORING AND EVALUATION** | | | | | |
| Accommodation Allowance | 450,000.00 | 0.00 | Payment of accommodation allowances of NGCDFC, National government officers and PMC Training on the PFM Act, Procurement Act, Constitution of Kenya,2010 | 450,000.00 | On-going |
| Accommodation -Domestic Travel | 300,000.00 | 0.00 | Payment of accommodation on domestic travel | 300,000.00 | On-going |
| Catering Services (receptions), Accommodation, Gifts, Food and Drinks | 200,000.00 | 0.00 | Payment of catering Services(reception)Accommodation, Gifts, food and drinks | 200,000.00 | On-going |
| General Office Supplies (papers, pencils, forms, small office equipment etc) | 438,000.00 | 0.00 | Purchase of General Office Supplies(papers, pencil, forms, small office equipment) | 438,000.00 | On-going |
| Hire of Transport | 60,000.00 | 0.00 | Payment of Hire of transport | 60,000.00 | On-going |
| Internet Connections | 20,000.00 | 0.00 | Payment of internet  Connections | 20,000.00 | On-going |
| Maintenance Expenses - Motor Vehicles | 150,000.00 | 0.00 | Payment of Maintenance Expenses-NGCDFC Motor Vehicle | 15,000.00 | On-going |
| NGCDFC allowance | 1,356,000.00 | 0.00 | Payment of NGCDFC Allowances | 1,356,000.00 | On-going |
| Other committee expenses | 200,000.00 | 0.00 | Payment of other committee Expenses | 200,000.00 | On-going |
| Production and Printing of Training Materials | 50,000.00 | 0.00 | Payment of production and printing of training materials | 50,000.00 | On-going |
| Publishing and Printing Services | 250,000.00 | 0.00 | Payment of publishing and printing services | 250,000.00 | On-going |
| Refined Fuels and Lubricants for Transport | 300,000.00 | 0.00 | Purchase of refined fuels and lubricants for transport of GK vehicles | 300,000.00 | On-going |
| Remuneration of Instructors and Contract Based Training Services | 200,000.00 | 0.00 | Payment of Instructors and Contract Based Training Services for capacity building and bench marking trainings on NGCDF Acts, PFM Act, Project Monitoring and Evaluation, Public Procurement and Assets Disposal Act ) | 200,000.00 | On-going |
| Telephone, Telex, Facsmile and Mobile Phone Service | 100,000.00 | 0.00 | Payment of Telephone expenses | 100,000.00 | On-going |
| Travel Costs (airlines, bus, railway, mileage allowances, etc. | 50,000.00 | 0.00 | Payment of Transport Expenses | 50,000.00 | On-going |
| **EMERGENCY** | | | | | |
| Emergency | 7,636,190.00 | 0.00 | To cater for any unforeseen occurrences in the constituency during the financial year | 7,636,190.00 | New |
| **BURSARY** | | | | | |
| Bursary Secondary Schools | 35,500,000.00 | 0.00 | Payment of bursary to needy students in Secondary Schools | 35,500,000.00 | New |
| Bursary Tertiary Institutions | 12,000,000.00 | 0.00 | Payment of bursary to needy students in Tertiary Institutions | 12,000,000.00 | New |
| Bursary Special Institutions | 500,000.00 | 0.00 | Payment of Bursary to needy students in Special Institutions | 500,000.00 | New |
| **SPORTS** | | | | | |
| Constituency Sports Tournament | 2,500,000.00 | 0.00 | Facilitation of constituency football tournament and purchase of uniforms, balls and trophies for the winning teams. | 2,500,000.00 | New |
| Regional Sports Tournament | 300,000.00 | 0.00 | Facilitation of regional sports tournament in partnership with other constituencies within the region. | 300,000.00 | New |
| **CONSTITUENCY STRATEGIC PLAN** | | | | | |
| Matayos NG-CDF Strategic Plan | 2,000,000.00 | 0.00 | Preparation of 5 constituency strategic plan | 2,000,000.00 | New |
| **CONSTITUENCY OVERSIGHT COMMITTEE** | | | | | |
| Sitting Allowance | 500,000.00 | 0.00 | Payment of sitting allowances for 5 COC members for 2 meetings monthly each at Kshs.5,000 ***(Annex 6)*** | 500,000.00 | New |
| Daily Subsistence Allowance | 300,000.00 | 0.00 | Payment of Daily Subsistence Allowance for 5 COC members for 6 days each at Kshs.10,000.00 ***(Annex 6)*** | 300,000.00 | New |
| Monitoring & Evaluation Allowance | 150,000.00 | 0.00 | Payment of Daily Subsistence Allowance for 5 COC members for 6 days each at Kshs.5,000.00 ***(Annex 6)*** | 150,000.00 | New |
| Hire of training facilities | 135,000.00 | 0.00 | Hire of training facilities for 5 COC members ***(Annex 6)*** | 135,000.00 | New |
| Payment of catering services | 40,000.00 | 0.00 | Payment of catering services for 5 COC members ***(Annex 6)*** | 40,000.00 | New |
| Payment of instructors | 25,000.00 | 0.00 | Payment of instructors 5 COC members ***(Annex 6)*** | 25,000.00 | New |
| Payment of travel allowance for 5 members | 50,000.00 | 0.00 | Payment of travel allowance for 5 members ***(Annex 6)*** | 50,000.00 | New |
| Purchase of fuel and lubricants | 100,000.00 | 0.00 | Purchase of fuel and lubricants for GK B 317 F ***(Annex 6)*** | 100,000.00 | New |
| **PRIMARY SCHOOLS** | | | | | |
| Mundika Girls Primary School | 800,000.00 | 0.00 | Renovation of 4 Classrooms; tiling, electricals and Painting | 800,000.00 | New |
| Bugengi Primary School | 1,000,000.00 | 0.00 | Renovation of 5 Classrooms, flooring, electricals and Painting | 1,000,000.00 | New |
| Igero Primary School | 900,000.00 | 0.00 | Renovation of administration block; tiling, electricals and painting | 900,000.00 | New |
| Lwanya Priamary School | 1,000,000.00 | 0.00 | Renovation of 5 classrooms; Painting, tiling and electricals | 1,000,000.00 | New |
| Busidibu Primary School | 550,000.00 | 1,450,000.00 | Completion of one classroom; plastering, tiling and painting | 550,000.00 | On-going |
| Nasira A.C Primary School | 500,000.00 | 1,100,000.00 | Additional funds for renovation of 3 classrooms; tiling and painting | 500,000.00 | On-going |
| Esikulu Primary School | 500,000.00 | 1,300,000.00 | Additional funds for renovation of administration block; ceiling electricals and painting | 500,000.00 | On-going |
| Lukonyi Primary School | 550,000.00 | 1,450,000.00 | Additional funds for construction of one classroom; door, windows, plastering, tiling, electricals and painting | 550,000.00 | On-going |
| Buyende Primary School | 1,682,916.00 | 2,582,916.00 | Additional funds for renovation of 6 classrooms; re- roofing, doors, windows, plastering, and painting. | 1,682,916.00 | On-going |
| Busendebala Primary School | 700,000.00 | 1,965,618.00 | Additional funds for renovation of 6 classrooms; re- roofing, doors, windows, plastering, and painting. | 700,000.00 | On-going |
| Khuduru Primary School | 550,000.00 | 1,450,000.00 | Additional funds for completion of one Classroom-Plastering, windows, door, floor, and painting and tiling | 550,000.00 | On-going |
| Siteko Primary School | 1,000,000.00 | 0.00 | Construction of administration block; slabbing and walling | 1,000,000.00 | New |
| Bulanda Primary School | 1,200,000.00 | 1,800,000.00 | Additional funds for renovation of 3 classrooms; doors, windows, plastering, tiling, electricals and painting | 1,200,000.00 | 0n-going |
| **SECONDARY SCHOOLS** | | | | | |
| Buyosi Secondary School | 2,000,000.00 | 3,000,000.00 | Additional funds for purchase of land for school expansion one and half acre | 2,000,000.00 | On-going |
| Budokomi Secondary School | 3,000,000.00 | 4,500,000.00 | Completion of science Laboratories; walling, roofing, windows and doors | 3,000,000.00 | On-going |
| Mundika Secondary School | 7,120,535.00 | 32,603,057.00 | Additional funds for completion of Admin Block; tiling and ceiling board, gutters, painting, Installation of fittings, electricals, plumbing, doors. | 7,120,535.00 | On-going |
| Lwanya Girls Secondary School | 8,284,255.00 | 35,603,057.00 | Additional funds for completion of Admin Block; tiling and ceiling board, gutters, painting, Installation of fittings, electricals, plumbing, doors. | 8,284,255.00 | On-going |
| Mundika Secondary School | 1,883,216.00 | 46,883,216.00 | Additional funds for completion of multi-purpose Administration block; roofing | 1,883,216.00 | On-going |
| St. Mathias Secondary school | 800,950.00 | 2,600,950.00 | Additional funds for completion of two classrooms; doors, windows, plaster, painting, electrical works and tiling, | 800,950.00 | On-going |
| Mabunge Secondary School | 15,000,000.00 | 31,973,448.00 | Construction of a 2000 capacity dining hall kitchen, and stores; slabbing and walling | 15,000,000.00 | New |
| Mundika Secondary School | 11,708,304.00 | - | Additional funds for dining hall, disability ramp, septic, kitchen and landscaping for the 2000 capacity hall to completion. | 11,708,304.00 | New |
| Bulanda Secondary School | 50,000.00 | 2,200,000.00 | Balance for purchase of land 1 acre, and title processing | 50,000.00 | New |
| St. Mathias Secondary School | 1,039,139.00 | 5,425,204.00 | Additional funds for completion of 100 capacity computer lab; plastering, drainage, trunking and electricals connections. | 1,039,139.00 | On-going |
| Bukalama Primary School | 800,000.00 | 0.00 | Completion of one classroom: Plastering, tiling ,Installation of electricity, windows and doors, painting(Co-Funded by P.TA) | 800,000.00 | New |
| **SECURITY PROJECTS** | | | | | |
| Asst. Chief office Murende | 1,000,000.00 | 2,069,000.00 | completion of office; plastering, tiling, ceiling, Electrical works and painting | 1,000,000.00 | On-going |
| Asst. Chief office Nasira | 620,000.00 | 0.00 | Purchase of land for construction of Assistant Chiefs office ksh.570,000.00 and title processing kshs.50,000.00 | 620,000.00 | New |
| Chief office Nangoma | 600,000.00 | 0.00 | Renovation of office Kshs.300,000.00,Purchase of Furniture Kshs.300,000.00 | 600,000.00 | New |
| Assitant chief Mabunge | 700,000.00 | 1,977,552.80 | Completion of office; plasters ,floors, electrical works and painting | 700,000.00 | On-going |
| **OTHER PROJECT** | | | | | |
| Matayos NG-CDF Office | 330,000.00 | 0.00 | Purchase of a 125 cc engine Yamaha motor cycle through government negotiated contracts for the clerk of works. | 330,000.00 | New |
| Matayos NG-CDF Office | 1,800,000.00 | 0.00 | Renovation to completion the office by renovating the ceiling Board, Installation of shelves at the registry, Installation of Gutters, Repairs of Windows and Shatters, Installation of sheers and blinds, Interior and Exterior paintworks, Installation of internet cables, office telephone and CCTV cameras, Installation of Notice Board, Installation of complaints and Compliment box, Fire extinguisher) water tower with 2,000 litre water tank with a pump and 5,000 litres water tank for collection of rain water | 1,800,000.00 | New |
| TSC County Offices-Busia | 500,000.00 | 0.00 | **Renovation of teacher’s service commission office-Busia: repair of roof, ceiling, electrical works, tiling and reinforcement of doors.** | 500,000. | New |
| **ENVIRONMENT** | | | | | |
| Mundika Girls Primary School | 80,000.00 | 0.00 | Purchase and Planting of 800 tree Seedlings @ kshs 100 | 80,000.00 | New |
| Khuduru Primary School | 80,000.00 | 0.00 | Purchase and Planting of 800 tree Seedlings @ kshs.100.00 | 80,000.00 | New |
| Nasira Secondary School | 80,000.00 | 0.00 | Purchase and Planting of 800 tree Seedlings @ kshs.100.00 | 80,000.00 | New |
| Mayenje Primary School | 80,000.00 | 0.00 | Purchase and Planting of 800 tree Seedlings @ kshs.100.00 | 80,000.00 | New |
| Igero Secondary School | 80,000.00 | 0.00 | Purchase and Planting of 800 tree Seedlings @ kshs.100.00 | 80,000.00 | New |
| Bugengi Primary School | 80,000.00 | 0.00 | Purchase and Planting of 800 tree Seedlings @ kshs.100.00 | 80,000.00 | New |
| St. Mathias Secondary School | 80,000.00 | 0.00 | Purchase and Planting of 800 tree Seedlings @ kshs.100.00 | 80,000.00 | New |
| Muyafwa Secondary School | 80,000.00 | 0.00 | Purchase and Planting of 800 tree Seedlings @ kshs.100.00 | 80,000.00 | New |
| Mabunge Secondary School | 80,000.00 | 0.00 | Purchase and Planting of 800 tree Seedlings @ kshs.100.00 | 80,000.00 | New |
| Lukonyi Boys Primary School | 80,000.00 | 0.00 | Purchase and Planting of 800 tree Seedlings @ kshs.100.00 | 80,000.00 | New |
| Burumba Secondary School | 80,000.00 | 0.00 | Purchase and Planting of 800 tree Seedlings @ kshs.100.00 | 80,000.00 | New |
| Munongo Primary School | 80,000.00 | 0.00 | Purchase and Planting of 800 tree Seedlings @ kshs.100.00 | 80,000.00 | New |

**ANNEX.**

**Contractual Employees’ – Annex 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Description** | **Scale** | **Rate** | **Number of Months** | **Total amount (PA)** |
| 1. | Assistant Accountant | CSG 11 | 30,170.00 | 12 | 362,040.00 |
| 2. | Clerk of Works/Works Assistant | CSG11 | 30,170.00 | 12 | 362,040.00 |
| 3. | Project Clerk | CSG 13 | 21,500.00 | 12 | 258,000.00 |
| 4. | Information Communication Technology Assistant | CSG 12 | 24,580.00 | 12 | 294,960.00 |
| 5. | Records Management Assistant | CSG 12 | 24,580.00 | 12 | 294,960.00 |
| 6. | Administrative Assistant/Secretary | CSG 12 | 24,580.00 | 12 | 294,960.00 |
| 7. | Front office/Receptionist | CSG 13 | 21,500.00 | 12 | 258,000.00 |
| 8. | Driver | CSG 13 | 21,500.00 | 12 | 258,000.00 |
| 9. | Office Assistant | CSG 14 | 16,890.00 | 12 | 202,680.00 |
| 10. | Security Officer | CSG 14 | 16,890.00 | 12 | 202,680.00 |
| 11. | Security Officer | CSG 14 | 16,890.00 | 12 | 202,680.00 |
|  | **TOTAL** |  | **249,250.00** | **12 Months** | **2,991,000.00** |

**Gratuity**

**Annex 2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Description** | **Rate** | **Number of Months** | **Total amount (PA)** |
| 1. | Assistant Accountant | 9,352.70 | 12 | 112,232.00 |
| 2. | Clerk of Works/Works Assistant | 9,352.70 | 12 | 112,232.00 |
| 3. | Project Clerk | 6,665.00 | 12 | 79,980.00 |
| 4. | Information Communication Technology Assistant | 7,619.80 | 12 | 91,438.00 |
| 5. | Records Management Assistant | 7,619.80 | 12 | 91,438.00 |
| 6. | Administrative Assistant/Secretary | 7,619.80 | 12 | 91,438.00 |
| 7. | Front office/Receptionist | 6,665.00 | 12 | 79,980.00 |
| 8. | Driver | 6,665.00 | 12 | 79,980.00 |
| 9. | Office Assistant | 5,235.00 | 12 | 62,820.00 |
| 10. | Security Officer | 5,235.00 | 12 | 62,820.00 |
| 11. | Security Officer | 5,235.00 | 12 | 62,820.00 |
|  | **TOTAL** | **77,264.80** | **12 Months** | **927,178.00** |
|  | **House Allowance** |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **Scale** | **Number** | **Rate** | **Total Amount pm** | **Total Amount Per Annum** |
| 1. | Accounts Assistant | CSG 11 | 1 | 2,000 | 2,000 | 24,000.00 |
| 2. | Clerk of Works | CSG 11 | 1 | 2,000 | 2,000 | 24,000.00 |
| 3. | Records Management Officer | CSG 12 | 1 | 1,200 | 1,200 | 14,400.00 |
| 4. | Secretary | CSG 13 | 1 | 1,200 | 1,200 | 14,400.00 |
| 5. | Driver | CSG 13 | 1 | 1,100 | 1,100 | 13,200.00 |
|  |  |  |  |  | **Total** | **90,000.00** |
|  | **Leave allowance** | **Scale** | **Number** | **Rate** | **Total Amount pm** | **Total Amount Per Annum** |
| 1 | Assistant Accountant | CSG 11 | 1 | 4,000 | 4,000 | 4,000 |
| 2 | Clerk of Works/Works Assistant | CSG11 | 1 | 4,000 | 4,000 | 4,000 |
| 3 | Project Clerk | CSG 13 | 1 | 3,500 | 3,500 | 3,500 |
| 4 | Information Communication Technology Assistant | CSG 12 | 1 | 3,500 | 3,500 | 3,500 |
| 5 | Records Management Assistant | CSG 12 | 1 | 3,000 | 3,000 | 3,000 |
| 6 | Administrative Assistant/Secretary | CSG 12 | 1 | 3,000 | 3,000 | 3,000 |
| 7 | Front office/Receptionist | CSG 13 | 1 | 3,000 | 3,000 | 3,000 |
| 8 | Driver | CSG 13 | 1 | 3,000 | 3,000 | 3,000 |
| 9 | Office Assistant | CSG 14 | 1 | 3,000 | 3,000 | 3,000 |
| 10 | Security Officer | CSG 14 | 1 | 3,000 | 3,000 | 3,000 |
| 11 | Security Officer | CSG 14 | 1 | 3,000 | 3,000 | 3,000 |
|  |  |  | 11 | **36,000** |  | **36,000** |
| **CASUAL LABOUR AND INTERNSHIP** | | | | | | |
| 1 | Clerical Officers |  | 3 | **7,500** | 22,500 | **270,000** |
| 2 | Project clerk |  | 1 | **7,500** | 7,500 | **90,000** |
| 3 | Interns |  | 5 | **4,000** |  | **20,000** |
|  |  |  |  |  | **Total** | **380,000** |

**NG – CDFC Allowances (Administration – Annex 3)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Description** | **Rate** | **No. of meetings per month** | **Amount** | **Total Amount (PA)** |
| 1. | 8 Members | 5,000.00 | 2 | 10,000.00 | 960,000.00 |
| 2. | 1 Member | 7,000.00 | 2 | 14,000.00 | 168,000.00 |
|  | **TOTAL** | | | | **1,128,000.00** |

**NG – CDFC Allowances (Monitoring & Evaluation – Annex 4)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Description** | **Rate** | **No. of meetings per month** | **Quarters** | **Total Amount (PA)** |
| 1. | 8 Members | 5,000.00 | 6 | 4 | 1,080,000.00 |
| 2. | 1 Member | 7,000.00 | 6 | 4 | 168,000.00 |
| 3. | 1 driver | 2,000.00 | 6 | 4 | 48,000.00 |
| 4. | 1 Clerk of works | 2,500.00 | 6 | 4 | 60,000.00 |
|  | **TOTAL** | | | | **1,356,000.00** |

**NG – CDFC Allowances (Accommodation – Annex 5)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Description** | **Rate** | **No. of days** | **Amount** | **Total Amount (PA)** |
| 1. | 10 Members | 5,000.00 | 6 | 5,000.00 | 300,000.00 |
|  | **TOTAL** | | | | **300,000.00** |

**Budget for COC Members – Annex 6**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Description** | **Members** | **Rate** | **No. of meetings per month** | **Total Amount (PA)** |
| 1. | Sitting Allowance | 5 Members | 5,000.00 | 2 | 500,000.00 |
| 2. | Daily Subsistence Allowance | 5 Members | 10,000.00 | 6 | 300,000.00 |
| 3. | Monitoring & Evaluation Allowance | 5 Members | 5,000.00 | 6 | 150,000.00 |
| 4. | Hire of training facilities | | | | 135,000.00 |
| 5. | Payment of catering services | | | | 40,000.00 |
| 6. | Payment of instructors | | | | 25,000.00 |
| 7. | Payment of travel allowance for 5 members | | | | 50,000.00 |
| 8. | Purchase of fuel and lubricants | | | | 100,000.00 |
|  | **Total** | | | | **1,300,000.00** |

The committee members requested the Fund Account Manager to do the necessary documentation for project proposal approval by NG-CDF board. The committee also requested the Area Member of Parliament to follow up with the board for fast approval of the projects.

**MIN 04/01/2023 A.O.B.**

Committee members agreed on the following;

1. Committee sitting allowance for the 2 days meeting of Kshs.104, 000.00 to be paid.
2. The Fund Account manager to be paid night out allowances for the days he will travel to Nairobi head office while submitting monthly returns and projects proposal to the NG - CDF Board.
3. All procurements to be done through the sub-county supply chain manager and the Bill of quantities to be done by the sub-county works officers through the NG-CDF clerk of works.
4. All PMC’s to be formed through the fund account manager and the Sub-County Accountants office.
5. The committee agreed to buy T shirts and Shirts for the staff and NG-CDFC members. Each one T shirt and one shirt. The same to be paid as per the invoice, LPO, delivery note and receipts.
6. All projects to be branded in the prescribed format as per the NG-CDF Board Manual.

There being no other business the meeting ended with a word of prayer from Mr. Fred Okello.

**Minutes Compiled by;** **Minutes Confirmed by;**

**The Secretary The Chairperson**

Signature…………………………………. Signature………………..........

Date…………………………………………. Date……………….................