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**MINUTES OF THE SAMBURU EAST CONSTITUENCY DEVELOPMENT FUND COMMITTEE MEETING, HELD AT NG- CDF OFFICE ON THE 14TH -15th NOVEMBER 2018 AT 9.45AM TO 4.30PM.**

**Members Present**

 1. Francis Lemartile -Chairman

 2. Stephen Lenengwesi -Secretary

 3 .Simon kipaika-fund Mananger

 4 .Naomi Lekisat -member

 5 .Tereas lenamarker -Member

1. .Janet Akiru Loldepe-Member

7.Raphael Lesiyaloi-Member

 8 Moruo Lororua-Members

9.Jeniffer Lekalgitele

10Mr Johnstone Mwirigi-DC

**In attendance**

1. Mr Samuel Leadismo Constituency office Manager

**AGENDA**

1. Preliminaries
2. Reading and confirmation of the previous minutes
3. Project Proposals and Funding for F/Y 2018/2019
4. Reviewing of bursary Applications
5. Project funds resubmission
6. A.O.B
7. Adjournment

**MIN 001/SECDFC/14-15/11/2018: PRELIMINARIES**

The meeting started exactly at 10.15am with a word of prayer from Mr Stephen lenengwesi and later on the Board chairman officiated the meeting by welcoming the members for the meeting

**MIN.002/SECDFC/14-15/11/2018: READING AND CONFIRMATION OF PREVIOUS MINUTES.**

The chairman tusked the board secretary to read the previous minutes for the last meeting where by the minutes were read and found that they are the true copy of the previous meeting, minutes were seconded by Naomi and confirmed by Janet Akiru

**MIN.003/SECDFC/14-15/11/2018: PROJECT PROPOSALS AND FUNDING FOR F/Y 2018-2019**

The committee reviewed the summarized list of Samburu East proposals shortlisted in the previous meeting with the community. After a lengthy deliberation, the members agreed that the following criteria for the final project list be used.

* Priority to be given to ongoing incomplete projects.
* Equality and fair distribution across the constituency i.e. all administrative locations/wards to be considered.
* Projects should be funded to completion based on the BQ

The fund account manager informed the members that our allocation is a total of ksh 109,040,875.7 that we are limited to utilization.

The committee agreed that the following projects be presented to the CDF board for approval, being the fair and final copy of the projects authorized by the Samburu East CDFC.

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| **Project Name** | **Project activity** | **Amount Allocated** | **Current Status** |
| --- | --- | --- | --- |
| Employees Salaries | Payment of staff salaries and gratuity  |  3,000,000 | Ongoing |
| N.S.S.F | Payment of NSSF deductions | 254,472 | Ongoing |
| NHIF | Payment of NHIF deductions | 61,500 | Ongoing |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea,  |  2,000,000.00 | Ongoing |
| Committee allowances | Payment of Committee sitting allowances, transport, conferences | 1,226,480 | Ongoing |
| Committee Expenses | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence,  | 471,226.26 | Ongoing |
| Goods and Services | Payment of Committee sitting allowances, transport, conferences | 1,000,000 | Ongoing |
| Committee Expenses | Undertake Training of the PMCs/CDFCs on CDF Related issues | 1,800,000 | Ongoing |
| Constituency strategic plan  |  Undertake completion of strategic plan ie editing, typesetting and printing of final document | 500,000 | ongoing |
| Ng-cdf office - 2 door pit latrine construction | Construction of 2 door pit latrine with urinal (ksh 304,568.7) to completion  | 304,568.7 | New |
| Emergency  | To cater for any unforeseen occurrences in the constituency during the financial year  | 5,738,993.45 | Ongoing |
| Bursary secondary Schools | Payment of bursary to needy student | 13,000,000 | Ongoing |
| Bursary Tertiary Schools | Payment of bursary to needy student | 14,500,000 | Ongoing |
| Lpus leluai primary school | Construction of teachers house to completion  | 600,000 | New  |
| Kalama primary school |  Fencing Completion ie using concrete poles and wire meshing an area of 2hactres  | 400,000 | Ongoing |
| Laresoro primary school | Acquisition of 20 desks @ksh 5000 | 100,000 | New |
| Lerata primary school | Classroom construction to completion | 900,000 | New |
| Remote primary school | Acquisition of 20 desks @ksh 5000 | 100,000 | New  |
| Ntepes primary school | Classroom construction to completion  | 1,000,000 | New  |
| Silango nanyoike primary school | Acquisition of 20 desks @ksh 5000 | 100,000 | New |
| Lmarmaroi primary school | Acquisition of 20 desks @ksh 5000 | 100,000 | New |
| Sirata lemurt primary school | Acquisition of 20 desks @ksh 5000 | 100,000 | New |
| Milimani primary school | Classroom construction to completion  | 1,000,000 | New |
| Milimani primary school | 2 door pit latrine construction to completion  | 250,000 | New |
| Matakwani primary school | Classroom construction to completion  | 1,000,000 | New  |
| Lempuranai primary school | Classroom construction to completion  | 1,000,000 | New |
| Lolkuniyani primary school | Water source solar installation (kshs 300,00) and Water piping from the source to school kitchen(kshs 200,000) a distance of 200m | 500,000 | New |
| Lkisin primary school | 4no-2door pit latrine construction to completion  | 1,000,000 | New |
| Lorubae primary school  | Construction of a dormitory to completion  | 2,000,000 | New |
| Lderkesi primary school | Construction of a classroom to completion | 900,000 | New |
| Girgir primary school  | Acquisition of 20 chair desks@5000, 10 drawers tables @10,000 and10 books shelves @10,000 | 300,000 | New  |
| Ndonyo wasin primary school | Classroom construction to completion | 1,000,000 | New  |
| Nkaroni primary school | school Fencing by concrete poles and chain link barbed wire an area of 13 hectare’s | 2,000,000 | New  |
| Nkiseu primary school  | 2 door pit latrine construction to completion  | 250,000 | New  |
| Lempaute primary school | 2 door pit latrine construction to completion  | 250,000 | New  |
| Nalepobo primary school | Classroom construction to completion  | 1,000,000 | New  |
| Nalepobo primary school | Teachers house construction to completion  | 500,000 | New  |
| Nalepobo primary school | 2 door pit latrine construction to completion  | 250,000 | New  |
| Resim primary school | Water piping from the source (kshs 660,000) a distance of 5km and acquisition of 3 storage tanks capacity of 10,000litres @80,000 (kshs 240,000) | 900,000 | New  |
| Sukuroi primary school | Kitchen construction to completion  | 700,000 | New  |
| Lekiji primary school  | Kitchen construction to completion  | 700,000 | New  |
| Muugur primary school  | Construction of classroom to completion | 1,000,000 | New  |
| Naisuyai primary school | Acquisition of 22 double deckers @ksh 9090 .91 and 50 mattresses of medium size (3by 6) @ksh2,000 | 300,000 | New  |
| Raraiti primary school  | Classroom construction to completion  | 1,000,000 | New  |
| Milgis primary school  | 3classroom completion @166,666.67 ie plastering, flooring and painting | 500,000 | ongoing |
| Marti epareu primary school | 2 door pit construction to completion  | 250,000 | New  |
| Lkuasi primary school  | 2 door pit latrine construction to completion  | 250,000 | New  |
| Nkare narok primary school | 3 door pit latrine construction to completion | 500,000 | New  |
| Nairimirimo pry school | Renovation of dormitory ie plastering, flooring and painting. | 500,000 | New  |
| Lorok-onyokie primary school |  Opening of Water pan inlet, outlet and fencing  | 1,000,000 | New  |
| Sereolipi pry school  | Classroom construction to completion  | 900,000 | New  |
| Tipito girls sec school  | Acquisition of 100desks @5000 for 3classrooms | 500,000 | New  |
| Tipito girls sec school  | Acquisition of 30 double decker’s @9000 and 60 mattresses @2000 | 390,000 | New  |
| Tipito girls sec school  | Acquisition of 3-10,000 litres tanks@80,000 and gutters acquisition (ksh 190,000) | 430,000 | New  |
| Tipito girls sec school  | Dormitory completion ie flooring, plastering and plumbing. | 700,000 | ongoing |
| Tipito girls sec school  | 2-pitlatrine completion ie flooring, plastering  | 150,000 | Ongoing  |
| Tipito girls sec school  | Teachers twin house completion ie roofing flooring, and plastering. | 1600,000 | Ongoing  |
| Tipito girls sec school | school Fencing by concrete poles and chain link barbed wire an area of 14 hectare’s  | 2,500,000 | New  |
| Wamba boys sec school  | Installation of school drilled borehole with pump and accessories | 2,500,000 | New  |
| Wamba mix sec school | Laboratory completion ie plumbing, gas chambers and drainage system setup  | 1,000,000 | Ongoing  |
| Wamba mix sec school  | 4 door pit latrine construction to completion  | 550,000 | New  |
| uaso girls sec school | Acquisition of 100desks @5000 for 3classrooms | 500,000 | New  |
| uaso girls sec school | Acquisition of 30 double decker’s @9000 and 60 mattresses @ksh 2000 | 390,000 | New  |
| uaso girls sec school | Dormitory completion ie flooring, plastering and plumbing  | 500,000 | Ongoing  |
| uaso girls sec school | Teachers twin house completion ie roofing flooring, plastering and ceiling. | 1,700,000 | Ongoing  |
| uaso girls sec school | school Fencing by concrete poles and chain link barbed wire an area of 14hactres  | 2,500,000 | New |
| uaso girls sec school | Water piping from water source to the school (a distance of 500m) | 500,000 | New |
| uaso girls sec school | Teachers 2door pit latrine construction to completion  | 250,000 | New |
| Uaso boys sec school | Boys dormitory renovation ie roof replacement, flooring and painting | 500,000 | New  |
| Sereolipi mix sec school  | Completion of school Fencing by concrete poles and chain link barbed wire and area of 4 hectares  | 500,000 | Ongoing  |
| Girgir mix sec school  | Classroom construction to completion | 1,000,000 | New  |
| Lolokwe mix sec school  | 50 desks acquisition @ksh 5000 | 250,000 | New  |
| Lolokwe mix sec school  | Acqusition of 10 chair desks@ 5000, 5 drawers tables @10,000 and5 books shelves @10,000 | 100,000 | New  |
| Lolokwe mix sec school  | Completion of laboratory ie roofing, flooring finishing’s, painting and drainage system step up, gas chambers installation  | 2,800,000 | Ongoing  |
| Ngilai mix sec school  |  school Fencing by concrete poles and chain link barbed wire an area of 14 hectares  | 2,500,000 | New  |
| Ngilai mix sec school |  3-door pit latrine construction to completion | 500,000 | New  |
| Seiya boys sec school  | 3-classroom construction to completion  | 3,000,000 | New  |
| Seiya boys sec school  | 2no-4doors pit latrine construction to completion  | 1,200,000 | New  |
| Seiya boys sec school | Dormitory construction to roofing | 3,000,000 | New  |
| Seiya boys sec school  | Teachers twin house to roofing | 1,600,000 | New  |
| Lerata ap police line  | 2 door pit latrine construction to completion  | 250,000 | New  |
| Lerata ap police line  | Completion of houses ie painting  | 162,000 | 0ngoing |
| Deputy county commissioner office  | Office renovation ie ceiling replacements, paintings and pit latrine painting and flooring  | 700,000 | New  |
| Samburu east district criminal investigation office  | Acquisition of 5 chair desks@5000 , 3 drawers tables @10,000 and2 books shelves @10,000 | 100,000 | New  |
| Lpus leluai police line  | Construction of modern cell to lintel level | 900,000 | New  |
| Samburu east constituency tournament  | Organizing sports in constituency whereby winning teams will be awarded footballs, uniforms , & trophies  | 2,180,817.5 | Ongoing |
| Lussen ngap Environment Project |  Construction of 54 gabions@ksh20,000 to prevent sheet erosion in lussen gap area at nkaroni in wamba objective being to control the flow of water that causes cut offs, destruction of roads in those areas |  1,090,408.75 | Ongoing |
| Margwe environmental Project | Construction of 54 gabions @20,000 to prevent sheet erosion in margwe area at ntepes in wamba objective being to control the flow of water that causes cut offs,destruction of roads in those areas  |  1,090,408.75 | Ongoing |
| TOTALS |  | **109,040,875.5** |  |

* The Board chairman advices the board to focus on ongoing and new project for funding, the decision came from the board members that if the contract is given out should be full contact to the registered company and funds will be disbursed in three phases until completion of the project..however in view of the ongoing projects submitted to ngcdf board the following were not funded as per submission estimates given that the office after review were satisfied that the projects will be completed as per estimate in proposal below is the projects

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| --- | --- | --- | --- |
| Project  | Activity  | Amount  | Remarks  |
| Wamba mix sec school | Laboratory completion ie plumbing ,gas chambers and drainage system setup | 1,000,000 | Committee guarantee that the funding will complete the project as per engineer advise  |
| Kalama primary school  | Fencing completion using concrete poles and wire meshing an area of 2hactres to completion  | 400,000 | Committee guarantee that the funding will complete the project  |
| Constituency strategic plan |  Undertake completion of strategic plan ie editing, typesetting and printing of final document | 500,000 | Committee guarantee that the funding will complete the project |
|  |  |  |  |

* The project should be monitored fully.
* Local bidders should be in consideration of contracts award but they must have a registered company to make smooth running of the project and to avoid Audit Queries
* The chairman urges the Board members that let us not promise people tenders before even the reception of funds .
* CDF will train PMCs on the new rules and opening of the current account.

**MIN.004/SECDFC/14-15/11/2018: Reviewing of Bursary applications**

The Cdf office issued application forms to all respective area chiefs offices to make the work easies for the student who are residing to their locations. The dead line for bursaries applications will be on 28th of December 2018 and all chiefs were mandated to make returns on the 4th January 2018.

-The Board members insisted that all students must indicate their admission Numbers to their application forms and if it happen that they will miss then the office will have to facilitate any member to collect the admission Numbers because most of the students have tendency of doubling bursaries as in they send application of different names, that’s why they don’t indicate Adm Numbers.

**MIN.005/SECDFC/14-15/11/2018: Resubmission of Projects funds**

 The chairman presented to the committee a proposal on the change of the activity of the former proposal as requested before which was ksh 9,200,000 met for purchase of constituency vehicle for financial year 2016/2017, given that the funds have remained unutilized for so long, the committee resolved to resubmit the proposal for purchase of constituency vehicle in favor of the following projects due to high demands on the projects to be funded. The committee had pressure on the needs of the community in ndonyo wasin area given 100% transition of students from primary to secondary schools.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| s/n  | School | Activity  | Amount  | Status  |
| 1 | Narasha boys secondary school | Construction of a dormitory  | 3,000,000 | New  |
| 2 | Narasha boys secondary school | 2-4door pit latrine latrine @ksh500,000 | 1,000,000 | New  |
| 3 | Narasha boys secondary school | Construction of 3classroom to completion  | 3,000,000 | New  |
| 4 | Narasha boys secondary school | Construction of teachers twin house  | 1,200,000 | New  |
| 5 | Nchok primary school | Construction of a classroom to completion  | 1,000,000 | New  |
|  |  |  | 9,200,000 |  |

However the committee decided to push purchase of constituency to the next fy 2019/2020

**MIN.006/SECDFC/14-15/11/2018: A.O.B**

 The chairman reminded the Board that togetherness is the key to success and every member should know that this is the board that you belong to. The chairman also informed the members that we will have committee training immediately after getting money.

**MIN.007/SECDFC/14-15/11/2018: ADJOURNMENT**

Having no any other business, the meeting was declared officially closed by the Chairman and a word of prayer from the Secretary.

The date of the nextmeeting will be communicated in the usual way

Compiled by confirmed by

(Secretary) (chairman)

Signature………………….. signature……………………….

 Date……………………. Date …………………………

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