**MINUTES OF THE NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND COMMITTEE MEETING HELD ON 19th JULY 2021 AT NG-CDF OFFICE**

**Members Present**

1. Samuel Nyoike Chairman
2. Mariam Gatuma Secretary
3. Zahiya Jacob Haji Member
4. Virginia Irungu Member
5. Joseph Kamau Member
6. Shem Mwangi Member
7. George Ngugi Member
8. Benson Kirango Member
9. Jane Kariuki Fund Account Manager

**In attendance**

Hon Mercy Wanjiku Member of parliament

**Agenda**

1. Preliminaries
2. Reading and confirmation of previous minutes
3. Matters arising from previous minutes
4. Scholarship students meeting
5. Bursary
6. Reallocation
7. A.O.B

**MINUTE 1/19/07/21/NG-CDFC/ KASARANI: PRELIMINARIES**

The meeting was called to order by the Chairman at 10.20am. He also led with opening prayers

**MINUTE 2/19/07/21/NG- CDFC/KASARANI: READING AND CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING**.

The Secretary took the members through the reading of minutes of the previous meeting. The members endorsed as a true copy of what was discussed. The minutes were proposed by Virginia Irungu and seconded by Joeseph Kamau

**MINUTE 3/19/07/21/NG- CDFC/KASARANI: MATTERS ARISING FROM PREVIOUS MINUTES.**

The resolution to renew the contract for one of the staff, Carol Muthii was omitted in the previous minutes and should be included accordingly

**MINUTE 4/19/07/21/NG- CDFC/KASARANI: SCHOLARSHIP STUDENTS MEETING**

The said meeting is as earlier planned, Tuesday, 20th July 2021. The sponsored students and their parents/ guardians are expected to attend. In order to observe Covid 19 protocols, members resolved to hold the function on the open compound within the compound. In addition to NGCDFC allowances, the following budget was also agreed on

2no. 100 seater tents @ 4,000- 8,000/=

1no. 50 seater tent @ 2,000- 2,000/=

250 plastic chairs@15- 3,750/=

Decoration- 5,000/=

PA Address- 15,000/=

Media/documentary 20,000

**MINUTE 4/19/07/21/NG- CDFC/KASARANI: BURSARY**

It was noted that so many bursary forms had been returned to the office, as the deadline for returning was16th July 2021. The committee resolved to allow the IEBC officials to verify the forms to ascertain those that belong to Kasarani constituency as we have past experience of many applicants from neighboring constituencies applying. The bursary subcommittee shall thereafter vet the approved application forms and inform the NG-CDFC accordingly. The members also resolved to engage various clerks to assist in data entry. The IEBC officials shall be compensated at a rate of Kshs.2,000 and the engaged clerks at a rate of Kshs. 1,500/=

**MINUTE 4/19/07/21/NG- CDFC/KASARANI: REALLOCATION**

The chairman informed the members that the registration of Mwiki Primary, Chieko Primary and Njiru Secondary is at an advanced stage. The community is making some arrangements to provide temporary toilets as the NG-CDF constructs permanent ones. However, the biggest challenge is desks which must be in place as kids are being admitted. After some lengthy discussion, the committee resolved to reallocate an amount of Kshs. 2,613,789.76 for FY 2019/2020 meant for NG-CDF office fencing and landscaping (flowering, tree planting, walk ways, ballast paving and car park) to purchase of desks. This was resolved after taking into account tree planting exercise within the compound that has been ongoing courtesy of Nairobi City Council, in collaboration with the administration office. There is also an existence of natural live fence around the compound, thus concrete fencing is not paramount. The members also resolved to reallocate Kshs. 700,000 from Kasarani DCC office perimeter wall savings, which is already complete and handed over to the purchase of desks. Thus a total of Kshs. 3,313,789.76 was to be reallocated for purchase of 500 desks @ 6,500/= and PMC expenses of Ksh. 63,789.76 for both Mwiki and Chieko Primary Schools as shown below;

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **FROM** | **FY** | **AMOUNT** | **TO** | **AMOUNT** |
| 1 | NG-CDF Office fencing and landscapping | 019/020 | 2,613,789.76 | Mwiki primary school purchase of 250 desks- | 1,656,894.88 |
| 2 | Kasarani DCC office perimeter wall construction | 019/020 |  700,000 | Chieko primary school purchase of 250 desks- | 1,656,894.88 |
|  | **TOTAL** |  | **3,313,789.76** |  | **3,313,789.76** |

**MINUTE 5/19/07/21/NG- CDFC/KASARANI: A.O.B**

Having no other business, the meeting ended at 2:10pm with a word of prayer led by Shem Maina.

Minutes compiled by: Marriam Gatuma ---------------------- ---------------------

  **Secretary Signature Date**

Minutes confirmed by: Samuel Nyoike ----------------------- --------------------

  **Chairperson Signature Date**