**MINUTES OF DAGORETTI NORTH NGCDF MEETING HELD ON 29/09/2020 AT KILELESHWA NG-CDF OFFICE AT 10 AM.**

**PRESENT**

1. Victor Omondi - Funds Account Manager
2. Erick Nyandiko - Secretary
3. Doris Kanini Mule - Member
4. Rukia Abdi Haro - Member
5. James Kihara Waweru - Member
6. Leonard Ochuka Odera -Member
7. Leunidah Nyota - Member
8. John Kisang - Acc
9. Catherine Mwango -Member
10. Bishop Joseck Tsuma -Member

**AGENDAS**

1. Reading and Confirmation of Previous Minutes.
2. Matters Arising
3. Financial year 2020/2021 project proposal Approval.
4. Ngcdfc And Staff Training/ Induction
5. Ngcdf Office Space
6. Change of Activity
7. Payments Approval
8. Conditional approvals by the board

**PRELIMINARIES**

The meeting was called to order by the appointed Chairperson Erick Nyandiko and then proceeded with a word of prayer from Dr. Bishop Joseck Tsuma

**MINUTE 1 NGCDF/DNORTH/29/9/2020 READING AND CONFIRMATION OF THE PREVIOUS MINUTES**

The minutes of the previous meeting were read by the secretary, proposed by Dr. Bishop Joseck Tsuma and seconded by Leonard Ochuka as the true copy of the discussion.

**MINUTE 2 NGCDF/DNORTH/29/9/2020: MATTERS ARISING**

The members asked the Clerk of Works to give them the brief on the Progress of Dagoretti Mixed Secondary School Ablution Block. The Committee were notified that submission for reallocation of the Last Financial year Emergency Funds Balance for the Construction of the Ablution Block had been done and awaits the NGCDF Board Approval.

**MINUTE 3: NGCDFC/DNORTH/29/9/2020: FINANCIAL YEAR 2020/2021 PROJECT PROPOSAL APPROVAL.**

In reference to National Government Constituency Development Fund Board Circular (REF: NG-CDFB/CEO/BOARD CIRCULARs Vol II (024)) on preparation and submission of constituency project proposals for the 2020/2021 financial year in which the Board approved Budget ceilings for Dagoretti North constituency to be Kshs. **137,120,879.31,** wide consultations with the stakeholders were done and compared well with the reports received from the Public Ward Forums held prior. It wasagreed by the NGCDFC that the following projects be given priority and be submitted to the board before 30th September.

**N/B**

* The costs of Renovations of classrooms are inclusive of the Value added Tax.
* The cost of Purchase of desks is inclusive of the Value added Tax.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **NO.** | **ITEM/PROJECT** | **GFS CODES** | **ORIGINAL COST** | **CUMMULATIVE ALLOCATION** | **ACTIVITY** | **AMOUNT** | **STATUS** |
| **STATUTORY ALLOCATIONS** |
| 1. | Office Administration/Rec. 6% | 4-047-275-2110000-100-2020/2021-001 | 3,947,496.00 |  | Payment of staff salaries and gratuities  |  3,947,496.00  | Ongoing  |
| 4-047-275-2110000-100-2020/2021-002 | 120,000.00 |  | Payment of NHIF |  120,000.00  | Ongoing  |
| 4-047-275-2110000-100-2020/2021-003 | 48,000.00 |  | Payment of NSSF |  48,000.00  | Ongoing  |
| 4-047-275-2110000-100-2020/2021-004 | 2,204,969.31 |  | Funds for purchase of fuel, repairs and maintenance, printing, photocopies, internet services, stationery ( A in A Ksh 32,000), travel and subsistence. |  2,204,969.31  | Ongoing  |
| 4-047-275-2110000-100-2020/2021-005 | 1,906,787.45 |  | Payment of Committee sitting allowances, transport, conferences |  1,906,787.45  | Ongoing  |
| 2. | Bursary 25% | 4-047-275-2640101-103-2020/2021-001 |  |  | Funds for payment of bursary to needy students in secondary schools. |  16,362,568.30  | Ongoing  |
| 4-047-275-2640101-103-2020/2021-002 | 17,917,651.53 |  | Funds for payment of bursary to needy students in tertiary institutions. |  17,917,651.53  | Ongoing  |
| 3. | Monitoring and Evaluation 3% | 4-047-275-2110000-100-2020/2021-001 | 676,991.73 |  | Purchase of fuel, repairs and maintenance, Printing, stationery, Airtime, travel and subsistence. |  676,991.73  | Ongoing  |
| 4-047-275-2110000-100-2020/2021-002 | 975,000.00 |  | Funds for payment of Committee sitting allowances, transport, conferences |  975,000.00  | Ongoing  |
| 4-047-275-2110000-100-2020/2021-003 | 2,461,662.65 |  | Undertake Training of the PMCs/NGCDFCs on NG-CDF Related issues |  2,461,662.65  | Ongoing  |
| 4. | Sports Activities 2% |  | 2,742,417.59 |  | Funds to Carry out Constituency Sports tournament and the winning teams/schools to be awarded with trophies, balls, and games kits. | 2,742,417.59 | Ongoing  |
| 5. | Emergency Reserve  | 4-047-275-2640200-101-2019/2020-001 | 7,192,206.90 |  | Funds to cater for any unforeseen occurrences in the constituency during the financial year  | 7,192,206.90 | Ongoing  |
| 6. | Environmental Activities 2% | 4-047-275-2640510-110-2020/2021-001 | 2,742,417.59 |  | Construction of Student’s Water Points and Piping @ Ksh.274,241.76 per school for 10 schools( Erecting of a steel water tower, purchase and installation of 1000 litre tanks, piping, fixing of taps and hand wash basins for each of the following schools –Kawangware primary, Riruta HGM primary, Dagoretti muslim primary, Gatina primary, Muthangari primary, Kileleshwa primary, Lavington primary,Jacarandah special school, Lavington Secondary, Nairobi milimani secondary School  |  2,742,417.59 | Ongoing  |
| **EDUCATION PROJECTS- PRIMARY SCHOOLS** |
| 1. | Kileleshwa Primary School | 4-047-275-2630204-104-2020/2021-001 | 1,125,000.00 |  | i) Repair to the balcony walls on 1st floor for 4 classrooms( installation of steel reinforcement, plastering and painting)- Ksh 500,000.00 ii) Supply of 100 Lockers with chairs@6,250 Ksh-625,000.00 | 1,125,000.00 | New |
| 2. | Muthangari Primary School | 4-047-275-2630204-104-2020/2021-002 | 3,825,000.00 |  | i)Rehabilitation 12 classrooms and administration block consisting of four rooms ( hacking, screeding and tiling of verandah, repair of leaking roof by replacing old iron sheets) Ksh-3,200,000.00ii) Supply of 100 Lockers with chairs@6,250 Ksh 625,000.00 | 3,825,000.00 | New |
| 3. | St. Georges Primary school | 4-047-275-2630204-104-2020/2021-003 | 3,500,000.00 |  | Rehabilitation of 10 classrooms( hacking, screeding, tiling of floors, repair to ceilings and electrical repairs | 3,500,000.00 | New |
| 4. | Dagoretti Muslim Primary School | 4-047-275-2630204-104-2020/2021-004 | 11,300,000.00 |  | i)Renovation of 18 Classrooms and staff room(hacking, screeding, fixing terrazzo on floors, window& door repairs, roof repair and painting works) - Ksh. 9,250,000.00 ii) Supply of 200 Lockers with chairs@6,250 Ksh-1,250,000.00iii)Fixing of the school drainage system(constructing water channels to direct storm and waste water from the compound-excavation of trenches, screeding, plastering-100 meters long ) -Ksh 800,000.00  | 11,300,000.00 | New |
| 5. | Kawangware Primary School | 4-047-275-2630204-104-2020/2021-005 | 4,187,500.00 |  | i) Painting of the school (15 classrooms and the administration block- roof and external walls).Ksh-2,000,000ii) Supply of 350 Lockers with chairs@6,250 Ksh-2,187,500.00 | 4,187,500.00 | New |
| 6. | Riruta HGM Primary School | 4-047-275-2630204-104-2020/2021-006 | 5,650,000.00 |  | i)Renovation of 8 Classrooms (screeding, tiling of floors, window& door repairs and painting, ceiling and electrical repairs ) – Ksh. 4,400,000.00 ii) Supply of 200 Lockers with chairs@6,250 Ksh-1,250,000.00 | 5,650,000.00 | New |
| 7. | Gatina Primary School | 4-047-275-2630204-104-2020/2021-007 | 4,250,000.00 |  | i)Completion of a 5 rooms administration block 5 rooms on 1st floor, and completion of 2 classrooms started by the school ( keying of external walls, plastering, painting, tiling of floor, fixing of ceiling, electrical works )-Ksh 3,000,000.00 ii) Supply of 200 Lockers with chairs@6,250 Ksh-1,250,000.00 | 4,250,000.00 | New |
| 8. | Lavington Primary School | 4-047-275-2630204-104-2020/2021-008 | 625,000.00 |  | Supply of 100 Lockers with chairs@6,250 Ksh-625,000.00 | 625,000.00 | New |
| 9. | State House Primary School | 4-047-275-2630204-104-2020/2021-009 | 2,675,000.00 |  | i)Renovation of kitchen @ Ksh 2,000,000 , ( floor screeding, tiling of floors, window & door repairs, roof repair and painting works) 8 by 16 meters square in size. ii) Supply of 50 dining tables Ksh-425,000, sitting forms 100 pcs Ksh-250,000 | 2,675,000.00 | New |
| 10. | Nairobi Primary School | 4-047-275-2630204-104-2020/2021-010 | 1,762,700.00 |  | i)Supply of 200 Lockers with chairs@6,250 Ksh-1,250,000.00ii) Construction of a 3 door toilet block at the administration block(walling, roofing, plumbing works, painting, flooring) Ksh 512,700 | 1,762,700.00 | New |
| 11 | Kilimani primary | 4-047-275-2630204-104-2020/2021-011 | 5,100,210.26 |  | i)Rehabilitation of parade area 900 meter square (clearing the ground, excavation, levelling and laying laying of paving slabs. ii)Rehabilitation of parking area and walk ways size 800 meter square( clearing the ground, excavation, levelling and laying laying of cabbro stones) | 5,100,210.26 | New |
| 12 | Jacaranda Special school | 4-047-275-2630204-104-2020/2021-012 | 2,485,000.00 |  | Rehabilitation of roof (removal and replacement of asbestos material on 3 staff quarters-replace worn out struts and purlins, facer boards  | 2,485,000.00 | New |
| **EDUCATION PROJECTS- SECONDARY SCHOOLS** |
| 1. | State House girls High School | 4-047-275-2630205-104-2020/2021-001 | 10,000,000.00 | 9,000,000.00 | Construction of phase 2 Perimeter wall 200M( clearing the bush, cutting of trees, removing cotton soil, excavation, foundation works, walling, keying and capping)excavation of underlying rocks and rerouting of water supply pipes to be factored also.  | 4,500,000.00 | New |
| 2. | Lavington Secondary School | 4-047-275-2630205-104-2020/2021-002 | 14,750,000.00 |  | i)Construction of 4 Classrooms on 1st floor; (walling, slabbing, keying of external walls, painting, tiling of floor, electrical works )- Ksh.9,000,000.00 ii)Construction of a Perimeter wall 200M( clearing the bush, cutting of trees, removing cotton soil, excavation of ground including the rocky section, ,foundation works, walling, keying and capping, ksh 4,500,000.00 iii) Supply of 200 Lockers with Chairs@6,250 Ksh-1,250,000.00 | 14,750,000.00 | New |
| 3. | Dagoretti Mixed Secondary school | 4-047-275-2630205-104-2020/2021-003 | 1,987,300 .00 |  | Construction of 1 no. Classroom on 1st floor (walling, slabbing, keying of external walls, painting, tiling of floor, electrical works )- Ksh.2,500,000.00  | 1,987,300 .00 | New |
| **SECURITY PROJECTS** |
| 1. | Kileleshwa police station | 4-047-275-2640507-113-2020/2021-001 | 3,000,000.00  |  | Rehabilitation of 3 blocks of 6 units each staff houses (painting, repair to the roofs, plumbing works and electrical repairs  | 3,000,000.00  | New |
| 2. |  Muthangari Police Station | 4-047-275-2640507-113-2020/2021-002 | 2,000,000.00 |  | Rehabilitation of 2 holding cells and 3 offices ( roof repair, painting, floor repair, electrical repairs and plumbing works) how many cells/capacity of office | 2,000,000.00 | New |
| 3. | Kilimani police station. | 4-047-275-2640507-113-2020/2021-003 | 4,500,000.00 |  | Construction of a Perimeter wall 200M( clearing the bush, cutting of trees, removing cotton soil, excavation, foundation works, walling, keying and capping) | 4,500,000.00 | New |
| 4. | Gatina Chief office | 4-047-275-2640507-113-2020/2021-004 | 400,000.00 |  | Supply of office furniture and equipment(5 tables @40,000, 8 office chairs @12,000, 20 plastic chairs @ 1000, TV set and stand @ 40,000, desk top computer and printer @ 44,000 | 400,000.00 | New |
| 5. | Kawangware Chief office | 4-047-275-2640507-113-2020/2021-005 | 200,000.00 |  | Supply of office furniture and equipment(3 tables @40,000, 5 office chairs @12,000, 20 plastic chairs 20,000 | 200,000.00 | New |

**MINUTE 4: NGCDFC/DNORTH/29/9/2020: NGCDFC AND STAFF TRAINING/ INDUCTION**

The chairman informed the Committee that there was need for them to be trained as the Gazzettment had already been done. This was to be done together with the training of the Staff. It was proposed that the training be merged with that of Langata Constituency as that will be economical and there will be a wide range to benchmarking. The training was therefore planned to take place in Mombasa from 5th October 2020, being reporting date, to 10th October 2020, exit date. Members discussed and tasked the Fund Account Manager with budgeting, planning and coordination of the event in liaison with the Fund Account Manager- Langata NGCDF, to make the event a success.

**MINUTE 5 NGCDF/DNORTH/29/9/2020: NGCDF OFFICE SPACE**

The Committee discussed and proposed PMC Account to be opened for the NGCDF Office. The Chairman was asked to coordinate with the Fund Account Manager and the Representatives of the Local Community to ensure the formation of the same so as to fasten the NGCDF Office Construction Exercise

**MINUTE 6 NGCDF/DNORTH/29/9/2020: CHANGE OF ACTIVITY**

The Committee discussed and proposed a change of Project Activity in Gatina Primary from renovation of boys and Girls Ablution Blocks to completion of administration block within the institution at. Ksh. 1,500,000.00. The project was approved in the 2019/20 financial year. It has since been undertaken by a different donor. The school therefore requested that the funds be used to complete an administration block that was being done by the school but stalled due to lack of funds. The Manager was tasked to follow up on the same and do a request letter to the NGCDF Board for the same.

**MINUTE 7. NGCDF/DNORTH/29/9/2020: PAYMENT APPROVALS**

The committee members discussed and approved the payment of the below bills and expenditure;

1. Mombasa NGCDFC/STAFF Benchmarking and training Exercise costs(Plaza Beach Hotel and Resort)
2. Staff Monthly salary for the month of September 2020
3. Monthly office utilities e.g water and electricity Bills etc
4. Office service Chatter( Kiswahili and English) Cost
5. Tender Opening Exercise held on 10/09/2020
6. Stake holders meeting held at Acc office on 11/08/2020
7. NGCDFC Meeting Allowances for the meeting held on 04/09/2020
8. NGCDFC Monitoring and Evaluation Exercise to be held on 30/09/2020- Allowances

**MINUTE 8 NGCDF/DNORTH/29/9/2020: CONDITIONAL APPROVALS BY THE NGCDF BOARD.**

The committee discussed on the following projects which had been re-submitted to the board for reallocations and approval. The board gave its recommendations and asked for more details.

The committee has discussed and given the following response to be considered by the board.

1. **Ablution block at Dagoretti mixed secondary school.**

The board requested for certified Bills of Quantities for the two blocks. The clerk of works has since liaised with the county Engineer and the BQs shall be availed on time.

**ii) Nairobi Milimani Secondary School**

The project was fully funded by the board. When the works commenced, it was realized that the foundation levels were much lower than previously anticipated. The seasonal stream which runs along the wall also necessitated for a suspended beam instead of a strip foundation in some sections in order to allow free flow of the water beneath the wall. These factors affected the initial cost and prompted the engineer to amend some sections of the BQs to allow for additional funding to effectively complete the project. The recommendations from the engineer have since been forwarded to the board for consideration.

**iii) Lavington Secondary school**

The initial proposal for the construction of two classrooms at a cost of Ksh 4.5 million was declined by the board citing high cost. The project was eventually approved at a cost of 4.0 million. A further visit by the board officials and the project engineer to the school on the 22nd August 2020 agreed that indeed the size of the classrooms was bigger than a standard classroom due to an extended verandah. Earlier attempts to procure the construction of the classrooms at a cost of 4.0 million have failed due to the above mentioned reasons. The committee is therefore requesting the board to consider the additional Ksh 500,000 to enable commencement of the project as it will play a big role in planning for the opening of schools and meeting the new ministry of education guidelines as regards the covid 19 pandemic. BQs for the same have also since been submitted to the board for consideration.

**ADJOURNMENT**

There being no other business the meeting ended with a prayer from Doris Kanini at 16:00 pm.

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

Leunidah Nyota Erick Nyandiko

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

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