**MINUTES OF DAGORETTI SOUTH NG-CDFC MEETING HELD ON 19/11/2018 AT THE NG-CDF OFFICE BOARDROOM AT 10.00AM**

**MEMBERS PRESENT**

1. Eng. Joseph Chege CDFC Chairman
2. Mary Wambui CDFC Secretary
3. Peter Kihara DCC
4. Henry Wanjiku Fund Account Manager
5. Leah Wanjiku CDFC Member
6. Patrick Wambiri CDFC Member
7. Fred Ndori CDFC Member
8. Grace Wanjiku CDFC Member
9. Salome Wanjiku CDFC Member
10. Martin Nyakundi CDFC Member

**AGENDA**

1. Prayers
2. Reading and confirmation of previous minutes
3. Matters arising
4. Projects proposal financial year 2018/2019
5. Payment of bills
6. Adjournment

**MIN 1/NGCDFC/11/2018: PRAYERS**

The meeting started with a word of prayer from Fred Ndori.The Chairman welcomed all members and thanked them for being punctual, and he urged members to give priorities to the needy cases in the Constituency when considering the projects to be forwarded to the NGCDF Board.

**MIN 2/NGCDFC/11/2018: READING AND CONFRIMATION OF PREVIOUS MINUTES**

The Secretary took the members through the Minutes of the previous meeting which were confirmed to be the true copy of the deliberations by Leah Wanjiku who was seconded by Martin Nyakundi. .

**MIN 3/NGCDFC/11/2018: MATTERS ARISING**

There were no matters arising from the previous Minutes.

**MIN 4/NGCDFC/11/2018: PROJECTS PROPOSAL FINANCIAL YEAR 2018/2019**

The Chairman informed the members that the committee is required to submit project proposals for the Financial Year 2018/2019 to the NG-CDF Board by 30th November, 2018 subject to the provisions of Section 28 of the NGCDF Act, 2015.

 The Fund Account Manager informed members that the Constituency had been allocated a total of **Kshs.** **109,040,875.52** for the current Financial Year**.**

The members were briefed on the guidelines for project proposal presentation as documented by the Circular sent by the NG-CDF Board. The members were also informed on the eligible projects as per the new NG-CDF Act.

**Ongoing projects**

The Fund Manager informed the members that it was a requirement by the Board as per the Circular issued that all the ongoing projects be given the first priority during preparation of the project proposal for Financial Year 2018/2019.

The committee deliberated on the project implementation status report to confirm on the status of all the NG-CDF funded projects and it was confirmed that there were no ongoing projects which required completion.

After lengthy deliberations based on priorities forwarded from the ward meetings, the members approved the following projects for funding in the Financial Year 2018 /2019 in all the five wards in the Constituency:-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PROJECT** | **PROJECT ACTIVITY** | **WARD** |  **AMOUNT**  |  **TOTAL**  |  **STATUS**  |
| **ADMINISTRATION/RECCURENT** |  |  |  |  |  |
| Employees’ Salaries | Payment of staff salaries and gratuity | Universal | 1,900,000.00 |  | Ongoing |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, office equipment, computers, furniture, stationery, telephone, travel and subsistence, office tea. | Universal | 2,182,452.53 |  | **“** |
| Purchase of computers | Purchase of 4 NG- CDF computers | Universal | 300,000.00 |  | **“** |
| Purchase of Furniture/equipment’s | Purchase of one photocopier and office furniture(one executive table,1 executive chair and 2 visitors chair) | Universal | 400,000.00 |  | **“** |
| NSSF | Payment of NSSF Deductions | Universal | 60,000.00 |  |  |
| Committee Allowances | Payment of Committee sitting allowances | Universal | 1,700,000.00 |  |   |
|  |  |  | **6,542,452.53** | **6,542,452.53** |  |
| **MONITORING** |   |  |  |  |  |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence | Universal | 500,000.00 |  | Ongoing |
| Committee Allowances | Payment of Committee sitting allowances | Universal | 2,000,000.00 |  |  |
| CDFC/PMC Capacity Building | Undertake Training of the PMCs/CDFCs on CDF Related issues | Universal | 771,226.27 |  |  |
|  |  |  | **3,271,226.27** | **3,271,226.27** |  |
| **Emergency (5% of the fund)** | To cater for any unforeseen occurrences in the Constituency during the financial year  | Universal | **5,738,993.45** | **5,738,993.45** | Ongoing |
| **BURSARY** |   |  |  |  |  |
| Bursary Secondary Schools | Payment of Bursary to needy students | Universal |  17,260,218.00  |  | Ongoing |
| Bursary Tertiary Institutions | Payment of Bursary to needy students | Universal |  10,000,000.00  |  | Ongoing |
|  |  |  | **27,260,218.00** | **27,260,218.00** |  |
| **ENVIRONMENT** | Construction of concrete tank bases,piping and installation of gutters in the following institution:Mutuini Pry(1Tank)Kirigu Pry(1 Tank)Mutuini High(2 Tanks)Gitiba Pry(1Tank)Ruthimitu Pry(1)Ruthimitu Mixed(2 Tanks)Ruthimitu Girls(2 Tanks)Mukarara Pry(1)Nembu High(2 Tanks)Kaberia Pry(1)Nembu Pry(1)Riruta Satellite Pry(1)Beth Mugo High(1)Dagoretti High (2 tanks)Ndurarua Pry(1)Each at Kshs. 93,125.41 | Universal | **1,862,508.27** | **1,862,508.27** | New |
| **SPORTS** | To carry out constituency sports tournament and teams /schools to be given trophies, balls and sports kits i.e. balls, uniforms in the constituency. | Universal | **600,000.00** | **600,000.00** | New |
| **PRIMARY SCHOOL** |   |   |   |   |   |
| DR MUTHIORA PRIMARY SCHOOL | Renovations of 5 Class Rooms which will incorporate fixing of all broken windows and frames, Painting, Floor repair (Terrazzo), wiring & new ceiling and Roof to completion | Mutuini | 3,100,000.00 |  | New |
| RUTHIMITU PRIMARY SCHOOL | Renovations of 1 Class Rooms which will incorporate fixing of all broken windows and Painting to completion | RuthimituUthiru | 200,000.00 |  | New |
| GITIBA PRIMARY SCHOOL | Renovations of 4 Class Rooms which will incorporate fixing of all broken windows and frames, Painting, Floor repair (Terrazzo), wiring & new ceiling and Roof to completion | MUTUINI | 2,500,000.00 |  | New |
| KINYANJUI ROAD PRIMARY SCHOOL | painting of 25 classrooms to completion | RIRUTA | 1,500,000.00 |  | New |
| NDURARUA PRIMARY SCHOOL | Renovations of 4 Class Rooms which will incorporate fixing of all broken windows and frames, Painting, Floor repair (Terrazzo), wiring & new ceiling and Roof to completion | RIRUTA | 2,500,000.00 |  | New |
| RIRUTA SATELLITE PRIMARY SCHOOL | Renovations of 4 Class Rooms which will incorporate fixing of all broken windows and frames, Painting, Floor repair (Terrazzo), wiring & new ceiling and Roof to completion | RIRUTA | 2,500,000.00 |  | New |
| NEMBU PRIMARY SCHOOL | Renovations of 4 Class Rooms which will incorporate fixing of all broken windows and frames, Painting, Floor repair (Terrazzo), wiring & new ceiling and Roof to completion | WAITHAIKA | 2,500,000.00 |  | New |
| MUKARARA PRIMARY SCHOOL | Renovations of 6 Class Rooms which will incorporate fixing of all broken windows and frames, Painting, Floor repair (Terrazzo), wiring & new ceiling and Roof to completion | Waithaka | 3,700,000.00 |  | New |
| MUTUINI PRIMARY SCHOOL | Renovations of 3 Class Rooms which will incorporate fixing of all broken windows and frames, Painting, Floor repair (Terrazzo), wiring & new ceiling and Roof to completion | Mutuini | 2,000,000.00 |  | New |
|  |  |  | **21,850,000.00** | **21,850,000.00** | New |
| **SECONDARY SCHOOLS** |  |  |  |  |  |
| MUTUINI HIGH SCHOOL | Additional funds for roofing, windows and doors ,plastering ,flooring and painting of the multipurpose hall to completion | Mutuini | 8,700,000.00 |  | Ongoing |
| RUTHIMITU GIRLS HIGH SCHOOL | Additional funds for windows and doors ,plastering ,flooring and painting of the multipurpose hall to completion | Ruthimitu Uthiru | 4,450,000.00 |  | Ongoing |
|  |  |  | **13,150,000.00** | **13,150,000.00** | New |
| **SECURITY** |  |  |  |  |  |
| WAITHAKAASSISTANT CHIEF OFFICE  | Additional funds for plastering,openings,flooring and painting of the office to Completion  | Waithaka | 460,000.00 |  | Ongoing |
| RIRUTA CHIEF OFFICE  | Additional funds for plastering,openings,flooring and painting of the office to Completion  | Riruta | 460,000.00 |  | Ongoing |
| NGANDO CHIEF AP CAMP | Construction of six door pit latrine to completion | Ngando | 750,000.00 |  | New |
| MUTUINI POLICE POST | Construction of four door pit latrine to completion  | Mutuini | 500,000.00 |  | New |
| KIRIGU CHIEF CAMP | Construction of four door pit latrine to completion  | Mutuini | 500,000.00 |  | New |
|  |  |  | **2,670,000.00** | **2,670,000.00** | New |
| **NGCDF OFFICE** | Additional funds for superstructure walling, roofing, doors and windows, plastering and painting of the NGCDF office to completion | constituency |  **3,400,000.00**  |  **3,400,000.00**  | ongoing |
| **NGCDF VEHICLE** | Purchase of office vehicle | constituency | **6,200,000.00** | **6,200,000.00** |  |
| **CIVIL SUIT** | Payment of fine for the various civil suit facing the office |  | **17,845,477.00** | **17,845,477.00** |  |
| **TOTAL** |  |  |  |  **109,040,875.52**  |  |

The members deliberated on NG-CDF Board letter REF No.: NG-CDFB/DAGORETTI SOUTH/VOL155 dated 5th February, 2018 on civil suits facing Dagoretti South Constituency. The members were informed that they were required to make provisions in the 2018/2019 proposal to meet the cost of the two suits. The total amount for both suits is Kshs. **17, 845,477.00-** excluding the costs and interests (amount determined by court through taxation process).

 After lengthy deliberations, the members agreed to allocate Kshs. **17, 845,477.00,** including all the costs and interests as advised by the Board in the Financial Year 2018/2019 project proposal to ensure Compliance to the court order.

**MIN 5/NGCDFC/11/2018: PAYMENT OF BILLS**

The members of the committee approved the payment of the following bills: -

|  |  |  |
| --- | --- | --- |
| **Supplier** | **Description** | **Amount** |
| Postal Corporation of Kenya | Renewal of Office Rental Box | 12,500.00 |
| Kenya Power and Lighting Company Ltd. | Electricity bill | 35,000.00 |
|  |  |  |

**MIN 6/NGCDFC/11/2018: A.O.B**

The committee members agreed on the following: -

* Reconstitute all the bursary committee in thee constituency.
* Approval on advertisement of the Strategic Plan.

There being no other business, the meeting was adjourned at 2:00p.m with a word of prayer from Mr. Martin Nyakundi. .

**MINUTES CONFIRMED BY-**

ENG. JOSEPH CHEGE **SIGN**………………..… **DATE**………………………

**Chairman NGCDFC**

MARY WAMBUI **SIGN**……………………… **DATE**…………………….

**Secretary NGCDFC**