**OUR REF: LNGCDF/PP2018-19/11/18**

**MINUTES OF THE LANG’ATA NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND COMMITTEE PROJECT PROPOSAL MEETING HELD ON 16TH NOVEMBER 2018 AT LANG’ATA NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND.**

**Members present:**

**NAME CONTACT ID NO. POSITION**

1. DAVID MUCHAI 0724228975 9836476 Chairman
2. JOSPHAT G. OMWOYO 0710632533 29127769 Secretary
3. PHILIP LEMARASIA 0722691394 D.C.C
4. LYDIA A. OTIENO 0723016225 20867947 Member
5. MICHAEL OMONDI 0712880514 4241727 Member
6. LYNNET N. KISOI 0724503639 28590036 Member
7. KENETH S. GICHUKI 0726306104 10953721 Member
8. NURIA ALI WARIO 0728570245 0070908 Member
9. DONNIE K. LANGAT 0726250120 20922261 Member
10. PHYLISS CHIBAYI 0722557112 22270211 Fund Account

Manager

**AGENDA**

1. Preliminaries
2. Confirmation Of Previous Meeting Minutes
3. CDF Projects Proposal For Financial Year 2018/2019
4. Gratuity payment
5. Transfer of funds to the respective PMCs
6. A.O.B

**MIN 01/01/011/2018. PRELIMINARIES:**

The meeting was opened with a word of prayer from Mr. Michael Omondi at 9.00AM. After the prayer, members were welcomed by the Chairman.

**MIN 02/01/011/2018. CONFIRMATION OF PREVIOUS MEETING MINUTES:**

The secretary read through the minutes of the previous meeting. The minutes were confirmed to be the true copy by Lynnet Kisoi who was seconded by Kenneth Gichuki.

**MIN 03/01/011/2018: CDF PROJECTS PROPOSAL BUDGET FOR FINANCIAL YEAR 2018/2019**

The Chairman briefed members that the committee is required to submit project proposals for the financial year 2018/2019 in time so as to receive funds without delay, the Fund Account Manager told members that the NG- CDF Committee is supposed to submit projects proposals to the NG - CDF Board by 30th November 2018.

The Fund Account Manager informed members that the constituency had been allocated a total of **Kshs.109,040,875.52** inclusive of a 5% emergency reserve of Kshs. 5,738,993.45.

The Fund account manager briefed members on the guidelines for project proposal presentation as far as the ceilings are concerned. With that, she urged the committee to be cooperative on input in order to keep up with the submission deadline.

After lengthy internal consultations basing on the ward report, Lang’ata NG CDF committee agreed on the following priority projects to be funded in the Financial Year 2018 – 2019 in all the five wards in the Constituency.

|  |  |  |
| --- | --- | --- |
| **PROJECT NAME** | **ACTIVITY** | **ALLOCATION** |
| Employees’ Salaries | Payment of staff salaries, gratuities, PAYE and medical cover. | 2,947,560.00 |
| NHIF | Payment of NSSF deductions | 69,600.00 |
| NSSF | Payment of NHIF deductions | 33,600.00 |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea and legal fee | 2,251,692.53 |
| Committee Expenses | Payment of Committee sitting allowances, transport, conferences | 1,240,000.00 |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence. | 971,226.27 |
| Committee Expenses | Payment of Committee sitting allowances, transport, conferences | 1,100,000.00 |
| NG-CDFC/PMC Capacity Building | Undertake Training of the PMCs/NG-CDFCs on NGCDF Related issues | 1,200,000.00 |
| Bursary; Secondary Schools | Payment of bursary to needy students | 12,000,000.00 |
| Bursary; Tertiary institutions (colleges, universities and skills development) | Payment of bursary to needy students | 18,800,000.00 |
| NHIF Social Security Programme | To cater for the health insurance cover for the vulnerable elderly persons | 1,200,000.00 |
| Madaraka Primary School | 1. Renovation of an administration block (Repair cracked walls, chipped off floors, broken windows and internal printing) - KShs. 1,000,000 2. Purchase of 100 lockers and chairs @ Kshs 5,000; - KShs. 500,000 | 1,500,000.00 |
| Karen C Primary School | 1. Renovation of two classrooms (Repair of chipped off ceiling, cracked walls, chipped off floors, broken windows and fixing of steel doors)@ 500,000 – KShs. 1,000,000 2. Purchase of 100 desks and lockers @ 5,000 -Kshs 500,000 3. Purchase of 25 Hp desktop pentium 4, 1bg RAM, 30 gb hard disk, 15" TFT computers @ 40,000 - KShs. 1,000,000 4. Additional funds for completion of a perimeter wall-additional 21 mtrs length by 2.4mtrs height wall (100 mtrs completed in 2017-2018 financial year) – KShs. 400,000 | 2,900,000.00 |
| Langata West Primary School | 1. Renovation of seven classrooms (Tiling of chipped off floors, repair of cracked walls, repair of chipped off ceiling, painting of the interior and fixing of steel doors)@500,000 – KShs. 3,500,000 2. Purchase of 100 desks and lockers@ 5,000-Kshs 500,000 3. Purchase of 25 Hp desktop pentium 4, 1gb RAM, 80 gb hard disk, 15" TFT computers @ 40,000; KShs. 1,000,000 | 5,000,000.00 |
| Ngei Primary School | 1. Purchase of 10 Hp desktop pentium 4, 1gb RAM, 80 gb hard disk, 15" TFT computers @ 40,000; - KShs. 400,000 2. Purchase of 100 lockers and chairs @ 5,000; -Kshs 500,000 | 900,000.00 |
| Kongoni Primary School | 1. Renovation of seven classrooms (Painting of both interior and exterior, tiling of chipped off floors, cracked walls repairs, chipped off ceiling repair, repair of broken windows and steel doors fixing)@ 500,000 – KShs. 3,500,000 2. Purchase of 100 lockers and chairs @ 5,000; - KShs. 500,000 3. Computer laboratory infrastructure; Partitioning, fitting of shelves, purchase of furniture and fixing of power/electricity points - kshs. 650,000 4. Purchase of 25 Hp desktop pentium 4, 1gb RAM, 80 gb hard disk, 15" TFT computers @ 40,000; KShs. 1,000,000 | 5,650,000.00 |
| Ngong Forest Primary School | Renovation of a three classrooms block (Removal & disposal of asbestos, roofing, repair of cracked walls, tiling, windows and steel doors fixing and veranda scrubbing and tiling) – KShs. 3,000,000 | 3,000,000.00 |
| Langata Barracks Primary School | 1. Renovation of four classrooms (Replacement of the ceiling, painting of the interior and exterior, floor tiling, broken windows repair and fixing of steel doors) @ 500,000 – KShs. 2,000,000.00. 2. Purchase of 100 lockers and chairs @ 5,000; -Kshs 500,000.00 3. Erection of a modern school gate and a security gate house@ 580,817.51 | 3,080,817.51 |
| St Mary’s Karen Primary School | 1. Construction of an 18 No. door ablution block to completion (foundation, walling, roofing, tiling, painting & plumbing works) - Ksh. 3,850,000.00 2. Purchase of 100 lockers and chairs @ 5,000; -Kshs. 500,000.00 3. Purchase of 25 Hp desktop pentium 4, 1gb RAM, 80 gb hard disk, 15" TFT computers @ 40,000; - Kshs. 1,000,000.00 | 5,350,000.00 |
| Uhuru Gardens Primary School | Purchase of 100 lockers and chairs @ 5,000; -Kshs 500,000.00 | 500,000.00 |
| Langata Road Primary School | Purchase of 100 lockers and chairs @ 5,000; -Kshs 500,000.00 2. | 500,000.00 |
| Highrise Primary School | 1. Purchase of 100 desks and lockers @ 500,000 2. Electricity connection in five classrooms @ Kshs. 80,000.00 3. Purchase of one 10,000 Ltrs storage tank and water piping @ 150,000 | 730,000.00 |
| Karen C Sec. School | Construction of a perimeter wall(180 mtrs length by 2.4mtrs height) | 3,500,000.00 |
| Langata High School | Construction of a perimeter wall(200 mtrs length by 2.4mtrs height) | 3,950,000.00 |
| Madaraka Mixed Day Secondary School | Construction of 1st phase of one storey building of a new secondary school (Administration block, ablution block and classrooms) | 10,000,000.00 |
| Langata DCC Office | 1. Additional funds for construction of phase two of perimeter wall; 180mtrs length by 2.4mtrs height (200 mtrs length by 2.4mtrs height funded in 2017-2018 financial year) @ 3,950,000.00 2. Installation of a borehole pumping system and control unit – KShs. 2,000,000.00 3. Construction of 18Mtrs high steel tower to hold four 10,000 Ltrs Tanks & Plumbing Works – KShs. 2,000,000.00 | 7,950,000.00 |
| Nairobi West Prison | 1. Rehabilitation of existing borehole; plumbing works and pumping system @ 1,600,000.00  2. Purchase and installation of additional two 10,000 Ltrs Storage tanks @ KShs. 400,000.00 | 2,000,000.00 |
| Lang'ata NG CDF Office | Renovation of the office (external and internal painting, partitioning of the reception area and CCTv reinforcement) – KShs. 1,196,568.25 | 1,196,568.25 |
| Constituency Sports Tournament | Carry out Constituency Sports tournament and the winning teams/schools to be awarded with trophies, balls, and games kits | 2,180,817.51 |
| Environment activities | Carry out Constituency environmental activities;  1. Water harvesting in four public schools and one chief’s camp; purchase of 5 10,000Ltrs storage tanks and gutters, construction of the storage water tank bases and piping   1. Lang’ata High school @ Kshs. 240,000.00 2. Karen C Secondary School @ Kshs. 240,000.00 3. Lang’ata Barracks High school @ Kshs. 240,000.00 4. Highrise Primary school @ Kshs. 240,000.00 5. Mugumoini Chief’s camp @ Kshs 240,000.00   2. Purchase and planting of tree seedlings in 8 public schools:  i) Kongoni Primary School @ KShs 50,000.00 ii) Madaraka Primary School @ KShs. 50,000.00 iii) Lang'ata Road Primary @ Kshs. 50,000.00 iv) Uhuru Gardens Primary @ Kshs. 50,000.00 v) Ngei Primary @ Kshs. 50,000.00 vi) Lang'ata West Primary @ 50,000.00 vii) Karen C Primary @ 50,000.00 viii) St Mary's Primary School @ 50,000.00 | 1,600,000.00 |
| Emergency | To cater for any unforeseen occurrences in the constituency during the financial year | 5,738,993.45 |
|  | **TOTAL** | **109,040,875.52** |

The committee members requested the Fund Account Manager to do the necessary documentation for project proposal approval by NG-CDF Board in time.

**MIN 04/01/011/2018: CDFC STAFF GRATUITY PAYMENT.**

The committee agreed to pay the following gratuity to two staff whose contracts had expired and renewed.

Accounts assistant: Kshs. 297,600.00

Secretary: KShs. 104,160.00

**Total: KShs. 401,760.00**

**MIN 05/01/011/2018: TRANSFER OF FUNDS TO THE RESPECTIVE PMC**

It was agreed that Kshs.3,000,000 for renovation of five classrooms at Madaraka Primary School to be transferred to the PMC for project implementation purpose.

**MIN 06/01/011/2018: A.O.B**

* Committee members were briefed on the status concerning the case involving Zone Construction company against Lang’ata NG-CDF. The case was pending a ruling by the arbitrator since the advocate had presented his submission.
* KShs. 198,500.00 payment to Kekan Services for the purchase of Lang’ata police station’s 10,000ltrs water tank and connection was approved.

There being no other business the meeting was adjourned at 12:17p.m with a word of prayer from the Chairman

Minutes Compiled by; Minutes Confirmed by;

Josephat Omwoyo David Muchai

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

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