

**MINUTES OF THE KIBRA NG-CDFC MEETING HELD  
ON 21<sup>st</sup> SEPTEMBER 2021 AT 11:30 AM AT KIBRA NG-  
CDF OFFICE BOARDROOM**

**MEMBERS PRESENT**

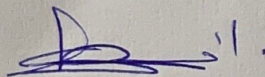
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|-------------------------------|----------------------------|
| 1. Mr. Edward M. Muchemi      | Member                     |
| 2. Mr. John Paul Opuko        | Ag. Secretary              |
| 3. Mr. Gideon Ombong'i        | Deputy County Commissioner |
| 4. Ms. Jackline Najabi Kerera | Member                     |
| 5. Ms. Siyama Ismail          | Ag Chairman                |
| 6. Mr. Jimnah Macharia        | Fund Account Manager       |
| 7. Mr. Roba Abdulrazak        | Secretary                  |
| 8. Ms. Dorothy Anyango Obadha | Member                     |
| 9. Mr. Richard Ong'ong'o      | Member                     |
| 10. Mr. Emmanuel N. Mungami   | Chairman                   |

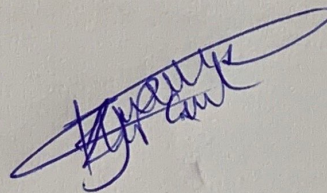
**IN-ATTENDANCE**

- |                        |                       |
|------------------------|-----------------------|
| 1. Mr. Conelius Kimori | Sub-County Accountant |
| 2. Mr. Kennedy Ongaga  | Constituency Office   |

**AGENDA**

1. Prayers
2. Reading and confirmation of the previous meeting
3. Matters arising
4. Bursaries
5. Financial Statement
6. Project Proposal
7. Project Implementation
8. Payments
9. A. O. B
10. Adjournment





**MIN NG-CDFC/KIBRA/1.0/2021 PRAYERS**

The meeting was called to order by the Chairperson of the day, and a prayer from Ms Dorothy Obadha.

**MIN NG-CDFC/KIBRA/2.0/2021 READING AND CONFIRMATION OF THE PREVIOUS MINUTES**

The Secretary read out the previous minutes which were proposed by Mr John Paul Opuko and seconded by Ms Siyama Ismail.

**MIN NG-CDFC/KIBRA/3.0/2021 MATTERS ARISING**

The Fund Manager confirmed the transfer of funds to Mbagathi primary school, Raila Education center respectively as we wait more funds approval from the board.

Capitol Hill police station is ready and just waiting handover

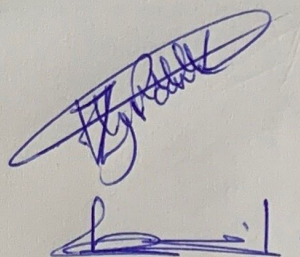
Mbagathi primary works is ongoing though its noted that the pace is abit slow, so we expect a follow up to expedite the process.

**MIN NG-CDFC/KIBRA/4.0/2021 BURSARIES**

The bursary process was finalized well and all the five wards received their cheques apart from few applicants who are yet to receive. Mr. Ken confirmed that the entire process was a success with minimal improvements in the near future. This was confirmed by the Fund Manager who assured members that the feedback has been positive.

**MIN NG-CDFC/KIBRA/5.0/2021 FINANCIAL STATEMENT**

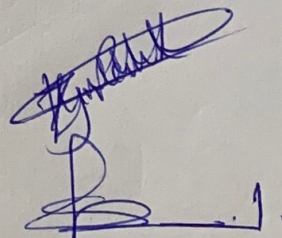
The Fund Manager confirmed that the financial statement is ready and already presented the official copy to the board to be forwarded to the Auditor General. The final copy was tabled to the committee.



## MIN NG-CDFC/KIBRA/6.0/2021 PROJECT PROPOSAL

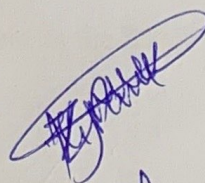
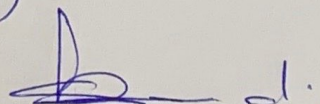
The Fund Manager tabled the coded Project Proposal to the members for review. Members confirmed that it was a certified copy that had been passed for approval as follows:

<b>KIBRA NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND</b>			
<b>PROJECT CODE LIST 2021-2022 FINANCIAL YEAR</b>			
<b>Project Name</b>	<b>Project Number</b>	<b>Project activity</b>	<b>Amount</b>
<b>ADMINISTRATION</b>			
Employees' Salaries	4-047-278 - 2110000-100- 2021/2022 -001	Payment of staff salaries Kshs 1,368,845.70/= and gratuity Kshs 1,300,000/=.	2,668,845.70
Goods and Services	4-047-278 - 2110000-100- 2021/2022 -002	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office daily running.	2,827,758.00
NSSF	4-047-278-2120101- 100-2021/2022-003	Payment of NSSF Deductions	60,000.00
NHIF	4-047-278-2120201- 100-2021/2022-004	Payment of NHIF Deductions	90,000.00
Committee Expenses	4-047-278-2210802- 100-2021/2022-005	Payment of Committee sitting allowances, transport, conferences	2,578,729.00
<b>M &amp; E</b>			
Goods and Services	4-047-278-2210000- 111- 2021/2022-001	Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence.	1,061,315.40
Committee Expenses	4-047-278-2210802- 111-2021/2022-002	Payment of Committee sitting allowances, transport, conferences	1,753,989.80
NG-CDFC/PMC Capacity Building	4-047-278-2210700- 111-2021/2022-003	Undertake Training of the PMCs/NG-CDFC and Staffs on NG-CDF Related issues	1,297,361.10
<b>Emergency</b>			
Emergency	4-047-278-2640200- 101-2021/2022-001	To cater for any unforeseen occurrences in the constituency during the financial year	7,192,207.00
<b>SPORTS</b>			



Constituency Sports	4-047-278-2640509-112-2021/2022-001	To be utilised to carry out Constituency Sports activities where the winning teams will be awarded with Sports uniforms, nets, balls, trophies, certificates.	2,741,777.50
<b>ENVIRONMENT</b>			
Mbagathi Pri sch	4-047-278-2640510-110-2021/2022-001	Purchase and planting of 1000 trees seedlings	100,000.00
Mbagathi Sec Sch	4-047-278-2640510-110-2021/2022-002	Purchase and planting of 1000 trees seedlings	100,000.00
Shadrack Kimalel Pri Sch	4-047-278-2640510-110-2021/2022-003	Purchase and planting of 1000 trees seedlings	100,000.00
Shadrack Kimalel Sec Sch	4-047-278-2640510-110-2021/2022-004	Purchase and planting of 1000 trees seedlings	100,000.00
Ayany Pri Sch	4-047-278-2640510-110-2021/2022-005	Purchase and planting of 1000 trees seedlings	100,000.00
Olympic Sec Sch	4-047-278-2640510-110-2021/2022-006	Purchase and planting of 1000 trees seedlings	100,000.00
Olympic Pri Sch	4-047-278-2640510-110-2021/2022-007	Purchase and planting of 1000 trees seedlings	100,000.00
Kibera Pri Sch	4-047-278-2640510-110-2021/2022-008	Purchase and planting of 1000 trees seedlings	100,000.00
Kibera Sec Sch	4-047-278-2640510-110-2021/2022-009	Purchase and planting of 1000 trees seedlings	100,000.00
Toi Pri Sch	4-047-278-2640510-110-2021/2022-010	Purchase and planting of 1000 trees seedlings	100,000.00
Moi Girls School	4-047-278-2640510-110-2021/2022-011	Purchase and planting of 1000 trees seedlings	100,000.00
Upper Hill School	4-047-278-2640510-110-2021/2022-012	Purchase and planting of 1000 trees seedlings	100,000.00
Jamhuri Pry Sch	4-047-278-2640510-110-2021/2022-013	Purchase and planting of 1000 trees seedlings	100,000.00
Joseph Kang'ethe Pry Sch	4-047-278-2640510-110-2021/2022-014	Purchase and planting of 1000 trees seedlings	100,000.00
Raila Educational Centre Pri Sch	4-047-278-2640510-110-2021/2022-015	Purchase and planting of 1000 trees seedlings	100,000.00
Raila Educational Centre Sec Sch	4-047-278-2640510-110-2021/2022-016	Purchase and planting of 1000 trees seedlings	100,000.00
Woodley Boys Sec Sch	4-047-278-2640510-110-2021/2022-017	Purchase and Installation of three 800 students energy saving jikos each at Kshs 228,355.50 .	685,066.50

Kibera Sec Sch	4-047-278-2640510-110-2021/2022-018	Purchase and Installation of two 800 students energy saving jikos each at Kshs 228,355.50 .	456,711.00
<b>BURSARY</b>			
Bursary Secondary Schools	4-047-278-2640101-103-2021/2022-001	Payment of bursary to needy students	34,776,485.00
Bursary Tertiary Schools	4-047-278-2640102-103-2021/2022-002	Payment of bursary to needy students	13,204,622.60
<b>PRIMARY SCHOOLS</b>			
Raila Educational Pri Sch	4-047-278-2630204-104-2021/2022-002	Additional funding for construction of one storeyed building that will consist of ten classrooms in each floor. This will be utilised in casting first floor slab, walling first floor ,roofing, fixing doors and windows, plastering works, electrical works, plumbing works, drainage works, laying terrazzo and paint works to completion.	30,000,000.00
<b>SECONDARY SCHOOLS</b>			
Woodley Boys Secondary School	4-047-278-2630205-104-2021/2022-001	Additional funding for construction of a two storeyed modern secondary school that will comprise eight classrooms, four rooms administration offices, one library and two laboratories that hold fifty students per session. This will be utilised in roofing, drainage works, electrical works, laying terrazzo, and paint works to completion.	5,000,000.00

Moi Girls School	4-047-278-2630205-104-2021/2022-002	Additional funding of 200 meters stone perimeter wall that will be reinforced with concrete columns, and installation of a modern double swing gate at the main entrance. This will be a metallic gate with concrete column. There will be a centric house and modern low lever modern toilet connected to a roof top tank.	5,000,000.00
<b>TERTIARY SCHOOLS</b>			
Toi Technical Education and Vocational Training (TVET) Centre	4-047-278-2630206-104-2021/2022-001	Additional funding for construction of two storeyed building. This building will comprise of ten classrooms and three rooms administration offices. The technical training institution will be training on welding skills, Tailoring Skills, Art skills, masonry and Carpentry. This will be utilised in walling ground floor, casting of first floor slab and walling the second floor.	24,094,010.40
<b>TOTAL</b>			<b>137,088,879.00</b>

**MIN NG-CDFC/KIBRA/7.0/2021 PROJECT IMPLEMENTATION**

The AP houses works are still work under progress and follow up is being made with an inspection being done Friday this week.

Olympic secondary school status is still on the same spot as the Board is yet to approve.

Works at Woodley boys secondary school is ongoing well.

The Member of Parliament is still pushing for TVET registration and we hope a positive response soon.

Capitol Hill Police station is complete and awaiting a response from the Cabinet Secretary Interior for attendance or any official from his office. Mr. Ken told members that the area Member of Parliament tasked him to make a follow up with Royal Golf Club in securing furniture as we wait for more. He also confirmed that they committed to deliver a 5000ltr water tank to the police station.

The funds for Moi Girls are yet to be approved while Raila Education Primary inspection is to be done today to pave way for floor casting.

Olympic secondary school report is still being processed by the Board and communication will be made.

Woodley Boys secondary school is on course and expected to be ready by November this year.

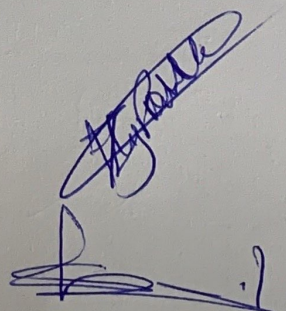
Toi TVET is still on the same position and the PS confirmed to the area Member of Parliament to expedite the process.

Capitol Hill Police station is almost 100% complete, registration was done on 14<sup>th</sup> February 2020 under Kibra Police Station, this was because when the works started it was under Capitol Hill Police Station. The handover might be done by Friday 10<sup>th</sup> September based on confirmation

Moi girls works to start soon once the funds have been approved.

Ms. Jackline confirmed that the floor slab of Raila Education primary will be done in a month's time and works are progressing well. The roofing should be done by December while completion is scheduled to be April 2022. This was confirmed by the Fund Manager who had earlier visited the site.

Mbagathi secondary school and it's expected to be ready in two weeks' time.



**MIN NG-CDFC/KIBRA/8.0/2021 PAYMENTS:**

The members approved the following payments:

➤ The Committee approved the allowances as follow:

○ 2 CDFC allowances:

▪ 11 Members @ 5000/=	55,000/=
▪ Chair Person	7,000/=
▪ Refreshments	8,000/=
▪ Transport	5,000/=
<b>Total</b>	<b>75,000/=</b>

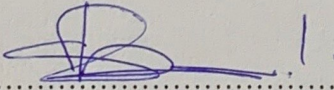
○ 2 M& E allowances:

▪ 11 Members @ 5000/=	110,000/=
▪ Chair Person	14,000/=
▪ Refreshments	16,000/=
▪ Transport	10,000/=
<b>Total</b>	<b>150,000/=</b>

- The committee approved **Kshs 450,000/=** to facilitate the process of Bursary Disbursement.
- Committee approved **Kshs 150,000/=** for facilitating the bursary clerks who undertook to make the bursary process a success.
- Kibra NG-CDF approved **Kshs 60,000/=** for the Fund Manager who was in Machakos for the Financial Statement preparation and presentation and also in Nakuru for the Project Proposal preparation and presentation.

**MIN NG-CDFC/KIBRA/9.0/2021 A.O.B**

There being no other business the meeting was adjourned at 2:00pm with a word of prayer by

Chairperson.....

Secretary: .....