**MINUTES OF THE NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT COMMITTEE MEETING HELD ON 27TH NOVEMBER 2018 AT NG-CDF BOARDROOM**

**Members Present**

1. Francis Gitura - Chairman
2. Mercy Mwangi - Secretary
3. Joel Kosgei - Member
4. Virginia Irungu - Member
5. Joseph Kamau - Member
6. Zahiya Jacob Haji - Member
7. Shem Mwangi - Member
8. Mariam Gatuma - Member
9. Jane Kariuki - Fund Account Manager
10. Joseph M. Wamuti - DCC

**Agenda**

1. Preliminaries
2. Reading and confirmation of previous minutes
3. Matters arising
4. Subcommittee formation
5. Bursary
6. Financial year 2018/2019 Proposal
7. A.O.B

**MINUTE 1/27/11/18/NG-CDFC/ KASARANI: PRELIMINARIES**

The meeting was called to order by the Chairman at 11.00am. Joel Kosgei led with the opening prayer.

**MINUTE 2/27/11/18/NG-CDFC/ KASARANI: READING AND CONFIRMATION OF PREVIOUS MINUTES**

The secretary took the members through the minutes of the last meeting. They were proposed by Virginia Irungu and seconded by Joel Kosgei

**MINUTE 3/27/11/18/NG-CDFC/ KASARANI: MATTERS ARISING FROM THE PREVIOUS MINUTES**

There being no matters arising from the previous minutes, the members proceeded to the agenda of the day

**MINUTE 4/27/11/18/NG-CDFC/ KASARANI: SUB COMMITTEE FORMATION**

The Fund Account Manger reminded the members the need to form the below committee

1. Bursary Committee
2. Complaint Committee
3. Corruption prevention Committee
4. Monitoring and Evaluation Committee.

The members for the said committee were agreed upon as shown below:

1. **Bursary Committee**

The members noted that there’s bulky work involved in the evaluation of bursary and resolved that all members should be involved

1. **Complaint Committee**

The membership is as below

1. Francis Wokabi
2. Mariam Gatuma
3. Joel Kosgei
4. Joseph kamau
5. **Corruption prevention Committee**

The membership is as below

1. Mercy Mwangi
2. Virginia Irungu
3. Shem Mwangi
4. Zahiya Jacob Haji
5. **Monitoring and Evaluation Committee**

After a lengthy discussion members resolved that M/E should be carried out by all members. This is because they all need to familiarize with all the projects implemented in the entire constituency. The M/E should be carried out at least quarterly when there are ongoing activities taking place. Frequent project visit however should be adhered to by the Fund Account Manager and any other relevant member

**MINUTE 5/27/11/18/NG-CDFC/ KASARANI: BURSARY**

The Fund Account Manager informed the members that proper planning should be done in order to ensure smooth issuance of bursary in the first term. The anticipated amount to be available by January is approximately eight million. It was resolved that all interested applicants should be given equal chance to access the application forms. The members also agreed that there be an identification place in every ward where the public can pick the application forms. A grace period for filling the forms should be given and thereafter forms should be returned to the office for vetting and award of the bursary. The members adopted the bursary form that was presented for review

**MINUTE 6/27/11/18/NG-CDFC/ KASARANI: FINANCIAL YEAR 2018/19 PROPOSED PROJECTS**

The members noted that the total allocation for the F/Y 018/019 is **Kshs. 109,040,875.52**. After a lengthy discussion the below projects were agreed upon

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name** | **Activity** |  **Amount**  |  |
| **ADMINISTRATION** |   |   |   |
| Employee salaries | Payment of staff salaries and gratuity |  800,000.00  |   |
| Goods and services | Purchase of fuel, repairs and maintenance, printing, stationeries, telephone, travel and subsistence, office tea etc |  2,172,452.00  |   |
| NSSF  | Payment of NSSF deductions |  NIL  |   |
| NHIF | Payment of NHIF deductions | 70,000.00  |   |
| Committee expenses | Payment of committee allowances, transport & conferences expenses |  3,500,000.00  |  **6,542,452.00**  |
| **M/E & TRAINING** |   |   |   |
| Committee expenses | Payment of committee allowances, transport & conferences expenses |  1,771,226.20  |   |
| Capacity building | Undertake training of the PMC,NG-CDFC and other relevant stake holders  |  1,500,000.00  | **3,271,226.20**  |
| **EMERGENCY**  |  To cater for any unforeseen occurrences  |  5,738,993.45  | **5,738,993.45**  |
| **BURSARY**  | Support of needy students in both secondary and tertiary institutions with bursary |  27,260,218.87  |  **27,260,218.87**  |
| **EDUCATION** **PRIMARY SCHOOLS** |   |   |   |
| Mwiki Primary School (New School) | 8 classes construction with slab |  16,100,000.00  |   |
| Chieko Primary School (New School) | 8 classes construction with slab |  16,100,000.00  |   |
| Jehova Jirre Pry | Painting & flooring of 8 no. classrooms |  2,500,000.00  |   |
| Kasarani Pry | Painting & flooring of 6 no. classrooms |  1,500,000.00  |   |
| Athi Primary School  | Purchase of furniture- tables and chairs for the teachers- 33 chairs and eight tables |  500,000.00  |   |
| Ruai Primary School | Purchase of 67 seater bus |  12,000,000.00  |   |
| Murema Pry School | Purchase of 52 seater bus  |  7,100,000.00  | **55,800,000.00**  |
| **NG-CDF office M/V** | Vehicle purchase-Toyota Hilux- Double cabin pick up |  6,100,000.00  | **6,100,000.00**  |
| **ENVIRONMENT**  | Purchase of 2 disposal bins for all the 21 schools within the constituency  |  2,163,992.50  | **2,163,992.50**  |
| **SPORTS**  | Carry out constituency sports tournament and purchase of trophies, balls and games kit to the participating teams |  2,163,992.50  |  **2,163,992.50**  |
|   | ***Total***  | ***109,040,875.52***  | ***109,040,875.52***  |

It was noted that the NSSF vote was over budgeted in the FY 017/018 with an allocation of Kshs. 232,080. Only an amount of Kshs.2, 000 is paid every month, and the vote had a balance of Kshs.224,080 by the end of FY 017/018 thus no need to allocate more funds in that vote.

**MINUTE 7/27/11/18/NG-CDFC/ KASARANI: A.O.B**

Having no other business, the meeting ended at 1.50pm with a word of prayer from Joseph Kamau

Minutes compiled by: Mercy N. Mwangi -------------------------- ---------------------

  **Secretary Signature Date**

Minutes confirmed by: Francis G. Wokabi --------------------------- --------------------

  **Chairperson Signature Date**