**MINUTES OF THE NG-CDFC MEETING HELD AT BARCLAYS CLUB RUARAKA ON TUESDAY 29TH OCTOBER 2019 AT 11.00 AM.**

**MEMBERS PRESENT:**

**NAMES**  **DESIGNATION**

1. Peter Akuma Chairman
2. Anne Achieng Opondo Secretary
3. Kerine Belinda Midamba Member
4. John Ochieng Olunya Member
5. Aziz Juma (Fund Account Manager) Member
6. Esther Kaluki Member
7. Mwangi Wahihia (DO) Member
8. Kennedy Ayuka Member

**ABSENT WITH APOLOGY**

1. Charles Agar Owino Member

**IN ATTENDANCE**

1. Tom Joseph Kajwang MP Ruaraka

**AGENDA**

1. Prayer.
2. Reading and Confirmation of the previous minutes.
3. Matters arising from the previous minutes.
4. Introduction of the incoming Fund Account Manager.
5. Committee Approval of Project Proposals FY2019/2020.
6. A.O.B.

**MINUTE 1: NG-CDFC/RUARAKA/NRB: 1/29/10/2019: PRAYERS.**

Meeting was called in order by the chairman at 11.10 am and then proceeded with a prayer from Esther Kaluki.

**MINUTE 2: NG-CDFC/RUARAKA/NRB: 2/29/10/2019: READING AND CONFIRMATION OF THE PREVIOUS MINUTES.**

The minutes of the previous meeting were read by the secretary, proposed by Kennedy Ayuka and seconded by Esther Kaluki as the true copy of the discussion.

**MINUTE 3: NG-CDFC/RUARAKA/NRB: 3/29/10/2019:** **MATTERS ARISING FROM THE PREVIOUS MINUTES.**

Reallocation of funds meant for ICT rehab have been done and taken to the board for the approval. Fact finding on Babadogo Primary, Ngunyumu Primary, Chandaria Primary and Daniel Comboni Primary schools were done.

In Babadogo primary roofs were leaking since they are made by asbestos, no window panes and the floors are worn out.

In Chandaria Primary Some classes are semi-permanent although cemented and the classrooms separated with boards.

In Ngunyumu Primary walls and floors are worn out and some of the classes are partitioned with boards.

In Daniel Comboni Italians did good work in the school although floors are worn out and needs repair.

In Drive in Primary some roofs are worn out and need repair and Heide Marie Primary needs some repairs.

Fact finding in police stations were done in Lucky summer police station, the land is available and there is also a surrendered land which was donated by Bonaya. The ACC will do the follow up to know acreage and the surface area of the land. Some people grabbed 1 ½- 2 of the 4 hectares which were donated. The Mp said that the Land must be reclaimed back, registered and be made public Facility, the file must be found and the title worked on. D.O to look for police Commissioner to get a muster plan.

**MINUTE 4: NG-CDFC/RUARAKA/NRB: 4/29/10/2019: INTRODUCTION OF THE INCOMING FUND ACCOUNT MANAGER.**

The Fund Accounts Manager was introduced by the chairman then the committee introduced themselves. The Fund Account Manager said that he was happy to be in Ruaraka since he has been in different constituencies in Nairobi

Our able MP appreciated Fund Account Manager. He reminded committee that Kenya has good system so the committee should work under the law they should not think they are smart because the law will catch up with them.

**MINUTE 5: NG-CDFC/RUARAKA/NRB: 5/29/10/2019: COMMITTEE APPROVAL OF PROJECT PROPOSALS FY2019/2020.**

In reference to National Government Constituency Development Fund Board Circular (REF: NG-CDFB/CEO/BOARD CIRCULARS Vol II (014)) on preparation and submission of constituency project proposals for the 2019/2020 financial year in which the Board approved Budget ceilings for Ruaraka constituency to be Kshs.**137,367,724.14** after some wide consultations with the stakeholders and the Report received from the Public Ward Forums held it wasagreed by the NGCDFC that the following projects be given priority and be submitted to the board before 31st October, 2019.

**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.

| **NO.** | **ITEM/PROJECT** | **CODES** | **ORIGINAL COST** | **CUMULATIVE ALLOCATION** | **ACTIVITY** | **AMOUNT** | **STATUS** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **STATUTORY ALLOCATIONS** | | | | | | | |
|  | Office Administration/Rec. 6% |  |  |  |  |  |  |
|  | **Employee salaries** | 4-047-281-2110000-100-2019/2020-001 | 4,249,400.00 |  | Payment of NGCDFC staff salaries and gratuity | 4,249,400.00 | Ongoing |
|  | **NHIF** | 4-047-281-2120101-100-2019/2020-002 | 4,249,400.00 |  | Payment of NGCDFC staff NHIF Deductions | 44,200.00 | Ongoing |
|  | **NSSF** | 4-047-281-2120201-100-2019/2020-003 | 108,000.00 |  | Payment of NGCDFC staff NSSF Deductions | 108,000.00 | Ongoing |
|  | **Goods and Services** | 4-047-281-2210000-100-2019/2020-004 | 2,134,596.00 |  | Funds for purchase of fuel, repairs and maintenance, printing, photocopies, internet services stationery, travel and subsistence. | 2,134,596.00 | Ongoing |
|  | **Bursary 25%** | 4-047-281-2110000-100-2019/2020-005 | 1,705,867.45 |  | Payment of Committee sitting allowances, transport, conferences | 1,705,867.45 | Ongoing |
|  | Bursary Sec Sch | 4-047-281-2640101-103-2019/2020-001 | 20,000,000.00 |  | Funds for payment of bursary to needy students in secondary schools. | 20,000,000.00 | Ongoing |
|  | Bursary Tertiary Institutions | 4-047-281-2640101-103-2019/2020-002 | 14,341,931.04 |  | Funds for payment of bursary to needy students in tertiary institutions. | 14,341,931.04 | Ongoing |
|  | **Monitoring and Evaluation 3%** |  |  |  |  |  |  |
|  | Goods & Services | 4-047-281-2210000-111-2019/2020-001 | 821,059.72 |  | Purchase of fuel, repairs and maintenance, Printing, stationery, Airtime, travel and subsistence. | 821,059.72 | Ongoing |
|  | Committee Expenses | 4-047-281-2210000-111-2019/2020-002 | 1,200,000.00 |  | Funds for payment of Committee sitting allowances, transport, conferences | 1,200,000.00 | Ongoing |
|  | NG-CDFC/PMC Capacity Building | 4-047-281-2210000-111-2019/2020-003 | 2,099,972.00 |  | Undertake Training of the PMCs/NGCDFCs on CDF Related issues | 2,099,972.00 | Ongoing |
| 4. | Sports Activities 2% | 4-047-281-2640509-112-2019/2020-001 | 2,747,354.76 |  | Funds to Carry out Constituency Sports tournament and the winning teams/schools to be awarded with trophies, balls, and games kits (10 teams from each of the five wards) | 2,747,354.76 | Ongoing |
| 5. | Emergency Reserve | 4-047-281-2640200-101-2019/2020-001 | 7,198,241.38 |  | Funds to cater for any unforeseen occurrences in the constituency during the financial year (floods, fire incidences, collapse of structures) | 7,198,241.38 | Ongoing |
| 6. | **Environmental Activities 2%** |  |  |  |  |  |  |
| Chandaria Primary school | 4-047-281-2640510-110-2019/2020-001 | 229,268.45 |  | Purchase and installation of one modern energy saving Jiko | 229,268.45 | New |
| Daniel Comboni Primary school | 4-047-281-2640510-110-2019/2020-002 | 229,268.45 |  | Purchase and installation of one modern energy saving Jiko | 229,268.45 | New |
| Ruaraka High School | 4-047-281-2640510-110-2019/2020-003 | 229,268.45 |  | Purchase and installation of one modern energy saving Jiko | 229,268.45 | New |
| Baba Dogo Primary School | 4-047-281-2640510-110-2019/2020-004 | 229,268.45 |  | Purchase and installation of one modern energy saving Jiko | 229,268.45 | New |
| Chandaria Primary school | 4-047-281-2640510-110-2019/2020-005 | 150,000.00 |  | Purchase and installation of 10,000 litres water tank, construction of tank base and piping) | 150,000.00 | New |
| Ngunyumu Primary School | 4-047-281-2640510-110-2019/2020-006 | 150,000.00 |  | Purchase and installation of 10,000 litres water tank, construction of tank base and piping) | 150,000.00 | New |
| Heide Marie Mathare 4A Primary School | 4-047-281-2640510-110-2019/2020-007 | 150,000.00 |  | Purchase and installation of 10,000 litres water tank, construction of tank base and piping) | 150,000.00 | New |
| Ngomongo Police Post | 4-047-281-2640510-110-2019/2020-008 | 150,000.00 |  | Purchase and installation of 10,000 litres water tank, construction of tank base and piping) | 150,000.00 | New |
| **EDUCATION PROJECTS- PRIMARY SCHOOLS** | | | | | | | |
| 1. | Babadogo Primary School | 4-047-281-2630204-104-2019/2020-001 | 10,000,000.00 |  | Renovation of 14 classrooms.(tiling of the floor, plastering, replacement of steel windows and doors plus glazing, Replacements of roofing and ceilings, wall painting work internally and externally, electrical works ) | 10,000,000.00 | New |
| 2. | Drive inn primary school | 4-047-281-2630204-104-2019/2020-002 | 7,000,000.00 |  | Renovation of 9 classrooms.(tiling of the floor, plastering, replacement of steel windows and doors plus glazing, Replacements of roofing and ceilings, wall painting work internally and externally, electrical works ) | 7,000,000.00 | New |
| 3. | Mathare North primary school | 4-047-281-2630204-104-2019/2020-003 | 7,000,000.00 |  | Renovation of 9 classrooms.(tiling of the floor, plastering, replacement of steel windows and doors plus glazing, Replacements of roofing and ceilings, wall painting work internally and externally, electrical works ) | 7,000,000.00 | New |
| 4. | Ngunyumu Primary School | 4-047-281-2630204-104-2019/2020-004 | 7,000,000.00 |  | Renovation of 9 classrooms.(tiling of the floor, plastering, replacement of steel windows and doors plus glazing, Replacements of roofing and ceilings, wall painting work internally and externally, electrical works ) | 7,000,000.00 | New |
| 5. | Chandaria Primary School | 4-047-281-2630204-104-2019/2020-005 | 5,000,000.00 |  | Construction of two(2) Classrooms with a slab to carry other floors.(Clearing of the area, Foundation, slabbing, walling, Tiling, Electrical Works, painting works) | 5,000,000.00 | New |
| 6. | Daniel Comboni Primary School | 4-047-281-2630204-104-2019/2020-006 | 7,000,000.00 |  | Renovation of 9 classrooms.(tiling of the floor, plastering, replacement of steel windows and doors plus glazing, Replacements of roofing and ceilings, wall painting work internally and externally, electrical works ) | 7,000,000.00 | New |
| 7. | Mathare North primary school | 4-047-281-2630204-104-2019/2020-007 | 20,000,000.00 | 15,000,000.00 | Additional funds for the construction Multipurpose Hall to completion with Kitchen inclusive with a capacity of 1200 (walling, keying, plumbing works, electrical works, painting and roofing) to completion | 4,000,000.00 | Ongoing |
| 8. | Heide Marie Mathare 4A Primary School | 4-047-281-2630204-104-2019/2020-008 | 1,200,000.00 |  | Purchase and supply of 200 school Wooden Metal Lockers and chairs @ Kshs.6,000.00 per set | 1,200,000.00 | New |
| **EDUCATION PROJECTS- SECONDARY SCHOOLS** | | | | | | | |
| 1. | Babadogo Secondary School | 4-047-281-2630205-104-2019/2020-001 | 6,000,000.00 |  | Construction of 3 Classrooms to completion on second floor with slab (walling, slabbing, painting, tiling of floor, electrical works and general finishes) | 6,000,000.00 | New |
| **EDUCATION PROJECTS- TERTIARY** | | | | | | | |
| 1. | Proposed Ruaraka Technical and Vocational Training Institute | 4-047-281-2630205-113-2019/2020-002 | 10,000,000.00 |  | Construction of one workshop measuring 11M by 16M, 3 lecture rooms each one measuring 8M by 6M and an office space measuring 5.5Mm by 4.5M all located at ground floor. | 10,000,000.00 | New |
| **SECURITY PROJECTS** | | | | | | | |
| 1. | Ruaraka Police Station | 4-047-281-2640507-113-2019/2020-001 | 48,660,942.00 | 32 million awaiting board's approval | Additional funds for the construction of ground floor Ruaraka Police station comprising of 49 offices to completion as per the attached drawings ( clearing the area, removing cotton soil, excavation of trenches, walling, keying, painting and roofing) | 15,000,028.28 | Ongoing |
| **TOTAL** | | | | | | **137,367,724.14** |  |

**MINUTE 6: NG-CDFC/RUARAKA/NRB: 6/29/10/2019: ANY OTHER BUSINESS**

There is need for Training of NGCDFC Members as soon as the funds are available.

**Adjournment**

There being no other business to be discussed the meeting ended with a word of prayer from Esther Kaluki at 1:30 pm

**Minutes Complied by: Minutes confirmed by:**

Anne Achieng Opondo Peter Akuma

Signature……………………............... Signature: ………………….

Date…………………………………... Date…………………………