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**EMBAKASI CENTRAL**

**IEBC NUMBER 284**

**NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND**

**PROJECT PROPOSAL**

**2019/2020 FINANCIAL YEAR**

**SUBMITTED**

**NOVEMBER 2019**

**MINUTES OF THE MEETING HELD ON 7TH NOVEMBER 2019 AT THE NG-CDF OFFICE AT 1000HRS**

**IN ATTENDANCE**

1. **Stephen Macharia - Chairman**
2. **Eunice Kiretai - Secretary**
3. **Murungi Gitonga- Deputy County Commissioner**
4. **Elias Mate - Fund Account Manager**
5. **Nyambura Kamau- Member**
6. **Francis Maina - Member**
7. **Peter Mwangi - Member**
8. **Christine Minae- Member**

**Agenda**

1. **Preliminaries**
2. **Confirmation of Previous meeting’s minutes**
3. **Submission of 2019/2020 Project Proposal**
4. **A.O.B**

**MIN01/11/19-PRELIMINARIES**

The meeting began at 1015Hrs with a word of prayer from Francis Maina. The chairman welcomed the members and invited the secretary to go through the minutes of the previous meeting.

**MIN02/011/19- CONFIRMATION OF PREVIOUS MEETING’S MINUTES**

The secretary read through the minutes of the meeting held on 18th October 2019. The minutes were confirmed by Francis Maina and seconded by Christine Minae. There were no matters arising from the minutes read.

**MIN03/11/19-SUBMISSION OF 2019/2020 PROJECT PROPOSAL**

Following the ward meetings held earlier, various projects were tabled for deliberations.

The committee deliberated on the final project list for the financial year 2019/2020 and unanimously agreed the following projects to be submitted to NG-CDF board for approval.

Attention is drawn to Project Number **4-047-284-2630205-104-2019/2020-002 at** Komarock South Primary School which involves construction of 6 new classrooms and a toilet block. It was reported that this 5-acre parcel of land was donated for the sole purpose of construction of a public school. It was also noted that the parcel of land needs a lot of site preparation and as such this was brought to the attention of the technical tem who in turn have factored in this provisions in their estimates as tabulated below.

Secondly, attention was also drawn to project number **4-047-284-3110202-108-2019/2020-003** which entails acquisition of music production studio equipment. It was deliberated that this project was long overdue especially with renowned local music artists such as **Khaligraph Jones, Ethic, Sailors, Boondocks Gang** and so on having come from this constituency. These artists have on several occasions approached the office requiring assistance in the expensive phase of music production and recording. The committee agreed to take this opportunity to allocate some funds towards this worthy cause. This was however deemed a contentious project and a lot of care was needed especially in ensuring that full value for money was accrued upon implementation. Also, concerns were raised over management of the premises and to that effect, the Sub-County Youth Officer was contacted so as to assist in ensuring that an officer from his office would be availed to take care of the premises and in ensuring that there was successful implementation and onward benefits accrued to the youth within the constituency. The committee tasked the chairman together with the fund manager to ensure that the necessary documentation from the Ministry of Youth and Gender Affairs was acquired as proof that the necessary support towards the project would be accorded.

**FINANCIAL YEAR… 1ST JULY 2019 TO 30TH JUNE 2020**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Name** | **Project Number** | **Project activity** | **Amount Allocated** | **Status** |
| **ADMINISTRATION/RE-CURRENT** | | | |  |
| Employee Salaries | 4-047-284-2110000-100-2019/20-001 | Payment of staff salaries and gratuity. | 3,588,541.59 | New |
| Goods and Services | 4-047-284-2210000-100-2019/2020-002 | Repairs and maintenance, printing, stationery, telephone, travel and subsistence, tonners and office tea. | 3,257,921.86 | New |
| NSSF | 4-047-284-2150500-100-2019/2020-003 | Payment of NSSF Deductions | 50,400.00 | New |
| NHIF | 4-047-284-2150200-100-2019/2020-004 | Payment of NHIF Deductions | 97,200.00 | New |
| Committee Expenses | 4-047-284-2210802-100-2019/2020-005 | Payment of Committee sitting allowances, transport, conferences. | 1,248,000.00 | New |
| **MONITORING AND EVALUATION** | | | |  |
| Goods and Services | 4-047-284-2210000-111-2019/2020-001 | Printing, stationery, Airtime, travel and subsistence. | 921,031.72 | New |
| Committee Expenses | 4-047-284-2210802-111-2019/2020-002 | Payment of Committee sitting allowances, transport, conferences. | 1,200,000.00 | New |
| NG - CDFC/PMC Capacity Building | 4-047-284-2210700-111-2019/20-003 | Undertake Training of the NG PMCs/NG-CDFCs on NG-CDF Related issues. | 2,000,000.00 | New |
| Emergency | 4-047-284-2640200-101-2019/2020-001 | To cater for any unforeseen occurrences in the constituency during the financial year. | 7,198,241.38 | New |
| Sports Activities | 4-047-284-2640509-108-2019/2020-001 | Constituency school  Sports and other Tournaments within the constituency | 2,747,354.48 | New |
| Bursary Secondary Schools | 4-047-284-2640101-103-2019/2020-001 | Payment of bursary to needy students. | 24,932,242.00 | New |
| Bursary Tertiary Institutions. | 4-047-284-2640102-103-2019/2020-002 | Payment of bursary to needy students in tertiary institutions and vocational trainings | 21,649,107.03 | New |
| Kayole Chief’s Camp | 4-047-284-2640507-108-2019/2020-001 | Completion of Chief’s Office (Installation of Windows, Doors, floors and Painting)-550,000 and Construction of Toilet Block- 6 doors and a urinal and connection to the main sewer system-1,800,000 | 2,350,000.00 | New |
| Kayole North Primary. | 4-047-284-2630204-104-2019/2020-001 | Construction of Perimeter Wall (558M) | 10,155,600.00 | New |
| Thawabu Primary School. | 4-047-284-2630204-104-2019/2020-002 | Construction of Perimeter Wall (652M) | 11,866,400.00 | New |
| Bondeni Primary School. | 4-047-284-2630204-104-2019/2020-003 | Rehabilitation of School Administration Block (6 offices), Staff room and 2 door Staff washrooms (Reroofing, painting, Floor tiles, windows and doors. | 4,124,000.00 | New |
| Kayole 1 Primary School | 4-047-284-2630204-104-2019/2020-004 | Construction of 47 Meters School Perimeter Wall Phase 2. | 800,000.00 | New |
| Komarock Secondary School | 4-047-284-2630205-104-2019/2020-001 | Construction of Perimeter Wall (620M) | 11,284,000.00 | New |
| Komarock South Primary School | 4-047-284-2630204-104-2019/2020-005 | Construction of one storey building made up of 6 classrooms and Staircase (12,000,000) and 6-door toilet block (2,500,000) | 14,500,000.00 | New |
| Kayole South Secondary School | 4-047-284-2630205-104-2019/2020-002 | Completion of school kitchen (Tiling of the floor) | 230,000.00 | Ongoing |
| NG-CDF Office | 4-047-284-3110202-108-2019/2020-001 | Construction of Social Hall (200 seater) on 2nd Floor of the NG-CDF Office:  Walling, Roofing, Windows, doors, Tiling of the floor, Paintwork and construction of staircase. | 6,000,000.00 | New |
| NG-CDF Office | 4-047-284-3110202-108-2019/2020-003 | Acquisition of music production studio equipment : Computer (Core i7-125,000), Digital Audio Workstation (150,000), Audio Interfaces (Behringer UMC404D @80,000, Shure SM48 microphone@70,000, Shure SM58, Microphone condenser@ 75,000, XLR Cables @25,000, 2 microphone stands @18,000, Studio Monitor Speakers @95,000, Furman power conditioner @55,000, 24-keys Midi Controller @ 125,000, Soundproof acoustic panels @172,500, External storage drive @15,000, 2 pairs Headphones@57,000, 4 studio Chairs @ 80,000. | 1,142,500.00 | New |
| NG-CDF Office | 4-047-284-3110202-108-2019/2020-001 | Construction of cabro-paved 15 car-parking lot and drainage works around the NG-CDF Office. | 3,277,829.66 | New |
| Environmental Projects. | 4-047-284-2640510-110-2019/2020-001 | Installation of 4 20-Meters High Solar Masts at Thawabu and Mwangaza Primary Schools. Each mast to be fitted with 4 100% solar powered, 200 watts spot lights with a monocrystalline water proof solar panel. | 2,747,354.42 | New |

**MIN04/11/18-A.O.B**

There being no other business, the Chairman thanked all the members for attending and closed the meeting at 1225HRS with a prayer from Eunice Kiretai.

**Minutes Prepared by:**

Name: Eunice Kiretai

Position: Secretary

Signature:

Date: 7th November 2019.

**Minutes Approved by:**

Name: Stephen Macharia

Position: Chairperson

Signature:

Date: 7th November 2019.