**MINUTES OF THE MEETING HELD ON 6TH FEBRUARY 2018 AT THE NG-CDF OFFICE AT 1O00HRS**

**IN ATTENDANCE**

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

**Agenda**

1. **Preliminaries**
2. **Confirmation of Previous meeting’s minutes**
3. **Submission of 2017/2018 Project Proposal**
4. **A.O.B**

**MIN05/02/18-PRELIMINARIES**

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

**MIN06/02/18- CONFIRMATION OF PREVIOUS MEETING’S MINUTES**

The secretary read through the minutes of the meeting held on 5th February 2018. The minutes were confirmed by Francis Maina and seconded by Ernest Gichuhi. There were no matters arising from the minutes read.

**MIN07/02/18-SUBMISSION OF 2017/2018 PROJECT PROPOSAL**

Following the ward meetings held earlier in January, various projects were table for deliberations.

The committee deliberated on the final project list for the financial year 2017/2018 and unanimously agreed the following projects to be submitted to NG-CDF board for approval.

**FINANCIAL YEAR… 1ST JULY 2017 TO 30TH JUNE…2018**

| **Project Name** | **Project activity** | **Amount Allocated** |
| --- | --- | --- |
| Employees’ Salaries | Payment of staff salaries and gratuity  |  2,000,413.80  |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea, etc.  |  1,602,806.90  |
| NSSF | Payment of NSSF Deductions |  50,400.00  |
| NHIF | Payment of NSSF Deductions |  108,000.00  |
|  |  |  |
| Committee Allowances | Payment of Committee sitting allowances |  1,447,000.00  |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea, etc.  |  804,310.34  |
| Committee Allowances | Payment of Committee sitting allowances. |  800,000.00  |
| CDFC/PMC Capacity Building | Undertake Training of the PMCs/CDFCs on CDF Related issues |  1,000,000.00  |
| Emergency  | To cater for any unforeseen occurrences in the constituency during the financial year  | 4,568,965.52 |
| Constituency Sports Activities | Carry out Constituency Sports tournament and the winning teams/schools to be awarded with trophies, balls, and games kits. | 1,736,206.90 |
| Environmental Activities | Installation of 2, 20 Meters High Security Solar Masts at Kayole 1 Primary School). | 1,736,206.90 |
| Bursary Secondary Schools | Bursary award to needy and bright students. | 18,000,000.00 |
| Bursary Tertiary Schools | Bursary award to needy and bright students. | 12,383,620.69 |
| Strategic plan | Development of constituency strategic plan 2017/2018-2021/2022 | 3,500,000.00 |
| Digital ICT HUBS | Constituency Innovation Hubs (CIH) | 4,677,027.20 |
| Supply of 700 3 seater desks | Supply of 700- 3 seater school desks as follows:- kayole north primary school-100 desks, thawabu primary school-100 desks,mwangaza primary school-100 desks, imara primary school,100 desks, kayole 1 primary school- 100 desks, bodeni primary school-100 desks, komarock primary school-100 desks  | 3,850,000.00 |
| Imara primary school Perimeter wall | Construction of a perimeter wall- 792 Meters | 15,295,000.00 |
| CDF Office furniture and equipment | Purchase of new furniture and equipment for the new office- 4 executive desks and chairs (480,000), 30 boardroom chairs(650,000), boardroom table(120,000), 4 Workstations (160,000), BizHub Photocopy machine (350,000), 4 steel cabinets (140,000), Shredder(50,000), Reception desk and furniture (250,386.57)… | 2,200,386.57 |
| Kayole North Primary - 3 classrooms | Construction of 3 classrooms | 5,000,000.00 |
| Thawabu primary- Renovation of toilet block | Replacement of all the cisterns and toilets, plumbing works, painting and re-roofing  | 1,550,000.00 |
| Bondeni Primary School | Construction of 3 classrooms | 4,500,000.00 |
| **TOTAL** |  | **86,810,344.82** |

**MIN03/01/18-A.O.B**

There being no other business, the Chairman thanked all the members for attending and closed the meeting at 1130HRS.

**Minutes Prepared by:**

Name: Eunice Kiretai

Position: Secretary

Signature:

Date: 6th February 2018.

**Minutes Approved by:**

Name: Stephen Macharia

 Position: Chairperson

 Signature:

Date: 6th February 2018.