**MINUTES OF THE MEETING HELD ON 30TH NOVEMBER 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 2018/2019 Project Proposal**
4. **A.O.B**

**MIN13/11/18-PRELIMINARIES**

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

**MIN14/011/18- CONFIRMATION OF PREVIOUS MEETING’S MINUTES**

The secretary read through the minutes of the meeting held on 28th November 2018. The minutes were confirmed by Francis Maina and seconded by Ernest Gichuhi. There were no matters arising from the minutes read.

**MIN15/11/18-SUBMISSION OF 2018/2019 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 2018/2019 and unanimously agreed the following projects to be submitted to NG-CDF board for approval.

**FINANCIAL YEAR… 1ST JULY 2018 TO 30TH JUNE…2019**

| **Project Name** | **Project activity** | **Amount Allocated** |
| --- | --- | --- |
| Employees’ Salaries | Payment of staff salaries and gratuity  |  3,556,602.00  |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea, etc.  |  1,577,650.53  |
| NSSF | Payment of NSSF Deductions |  50,400.00  |
| NHIF | Payment of NSSF Deductions |  109,800.00  |
|  |  |  |
| Committee Allowances | Payment of Committee sitting allowances |  1,248,000.00  |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea, etc.  |  1,036,226.27  |
| Committee Allowances | Payment of Committee sitting allowances. |  1,035,000.00  |
| CDFC/PMC Capacity Building | Undertake Training of the PMCs/CDFCs on CDF Related issues |  1,200,000.00  |
| Emergency  | To cater for any unforeseen occurrences in the constituency during the financial year  | 5,738,993.47 |
| Constituency Sports Activities | Carry out Constituency Sports tournament and the winning teams/schools to be awarded with trophies, balls, and games kits. | 2,180,817.51 |
| Environmental Activities | Installation of 2, 20 Meters High Security Solar Masts at Chiefs Camp. | 2,180,817.51 |
| Bursary Secondary Schools | Bursary award to needy and bright students. | 20,498,583.86 |
| Bursary Tertiary Schools | Bursary award to needy and bright students. | 13,665,722.57 |
| Bursary Mocks, CATs & Revision Books. | Printing Mocks, CATs & Revision Books. | 4,000,000.00 |
| Kayole North Primary – Construction of Administration Block | Construction of Administration Block | 5,000,000.00 |
| Mwangaza Primary School - Construction of Perimeter Wall | Construction of Perimeter Wall (700M) | 10,500,000.00 |
| Kayole 1 Primary School - Construction of Perimeter Wall | Construction of Perimeter Wall (900M)  | 16,500,000.00 |
| Komarock Primary School - Construction of 3 NO classrooms  | Construction of 3 NO classrooms  | 4,500,000.00 |
| Mwangaza Primary School | Renovation & Rehabilitation of Toilet | 550,000.00 |
| Kayole South Secondary School - Roofing 2NO Classrooms. | Roofing 2NO Classrooms. | 1,500,000.00 |
| Kayole South Secondary School | Construction of School Kitchen | 3,912,261.80 |
| NG – CDF Office Completion. | Completion of NG CDF Office Construction | 5,000,000.00 |
| Chiefs Camp | Construction of Chiefs Office | 3,500,000.00 |
| **TOTAL** |  | **109,040,875.50** |

**MIN16/11/18-A.O.B**

There being no other business, the Chairman thanked all the members for attending and closed the meeting at 1125HRS.

**Minutes Prepared by:**

Name: Eunice Kiretai

Position: Secretary

Signature:

Date: 30th November 2018.

**Minutes Approved by:**

Name: Stephen Macharia

 Position: Chairperson

 Signature:

Date: 30th November 2018.