

**MINUTES OF THE MEETING HELD ON 11<sup>TH</sup> OCTOBER 2019 AT THE NG-CDF OFFICE AT 1000HRS**

**IN ATTENDANCE**

1. Jane Akinyi ochieng - chairperson
2. Josphine Owino - secretary
3. Abdi Adan - Member
4. Humprey Imonje - Member
5. Linet Opondo - Member
6. Jared Ondoro - Member
7. Gorety Akinyi - Member
8. Steven Mwaniki - Member
9. Victor Omondi Ouma - Fund Account Manager/Secretary

**Agenda**

1. Preliminaries
2. Submission of 2019/2020 Project Proposal
3. A.O.B

**MIN01/10/19-PRELIMINARIES**

The meeting began at 10.15AM with a word of prayer from Jared Ondoro. The Chairlady then welcomed the members to the meeting. The Chairperson then read the agenda for the meeting to the members.

The secretary then read the minutes of the previous meeting and they were confirmed by Steven Mwaniki and Seconded by Gorety Akinyi

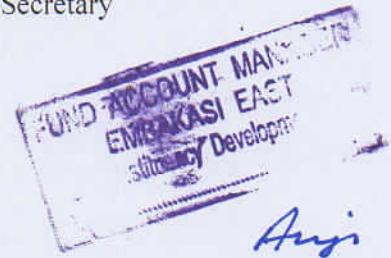
**MIN02/10/19-SUBMISSION OF 2019/2020 PROJECT PROPOSAL**

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


Attached please find a copy of the **ward report**.

**FINANCIAL YEAR... 1ST JULY 2019 TO 30<sup>TH</sup> JUNE...2020**

| Project Name        | Project activity  | Amount Allocated | Current Status |
|---------------------|---|------------------|----------------|
| Employees' Salaries | Payment of staff salaries and gratuity  | 2,049,000.00     | Ongoing        |
| Goods and Services  | Repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea. | 3,531,692.53     | Ongoing        |
| NSSF                | Payment of NSSF for the staff   | 24,000.00        | Ongoing        |
| NHIF                | Payment of NHIF for the staff   | 51,000.00        | Ongoing        |
| Committee Expenses  | Payment of Committee sitting allowances, transport, conferences                               | 2,154,488.44     | Ongoing        |
| Goods and Services  | Repairs and maintenance, printing, stationery, Airtime, travel and subsistence.               | 1,204,310.35     | Ongoing        |



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| Committee Expenses            | Payment of Committee sitting allowances, transport, conferences  | 700,780.13    | Ongoing |
| NG-CDFC/PMC Capacity Building | Undertake Training of the PMCs/ NG-CDFCs on NG-CDF Related issues  | 2,000,000.00  | Ongoing |
| Bursary Secondary Schools     | Payment of bursary to needy student in secondary school  | 25,559,388.97 | Ongoing |
| Bursary Tertiary/universities | Payment of bursary to needy student in Universities and colleges   | 20,000,000.00 | New     |
| Emergency                     | To cater for any unforeseen occurrences in the constituency during the financial year  | 7,198,241.38  | New     |
| Embakasi primary school       | <p><b>Proposed renovation of classroom blocks at Embakasi primary school-</b> the works includes:- <b>Staffroom, Resource Centre, Computer Room, Offices &amp; 7W</b></p> <p>Replacement of existing damaged leaking clay tiles with IT5 roofing sheets, Rainwater goods, Repair of plaster externally, Re-paining of walls, Fixing of new ceiling complete with brandering, Removing screed floor and Fixing of terrazzo floor finish &amp; Electrical works</p> <p><b>Class 1 Block – 2No. Classrooms-</b> Painting works externally, Fixing of new chipboard ceiling &amp; brandering, Re-paining of walls and ceiling Removing screed floor and Fixing of terrazzo floor finish, Repair of doors and windows, Electrical works, Fixing of rainwater goods.</p> <p><b>Class 2 Block – 3No. Classrooms -</b> Replacement of existing damaged leaking clay tiles with IT5 roofing sheets, Rainwater goods, Repair of plaster externally, Re-paining of walls ,Fixing of new ceiling complete with brandering, Removing screed floor and Fixing of terrazzo floor finish, Repair of doors and windows, Electrical works</p> <p><b>Toilet Block – 22No. Toilets -</b> Replacement of existing Asbestos roofing with IT5 roofing sheets, Rainwater goods, Re-paining of walls, Fixing of new ceiling complete with brandering, Removing screed floor and Fixing of terrazzo floor finish, Repair of doors ,Electrical works.</p> | 13,702,264.00 | New     |

  
**FUND ACCOUNT MANAGER**  
**EMBAKASI EAST**  
 NG - Constituency Development Fund  
 Date.....  


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|----------------------|---|---------------|-----|
| Maua Primary School  | <p><b>Proposed renovation of classrooms at Maua primary school</b> – the works includes:-</p> <p><b>Administration &amp; Class 7 Block – 3No. Classrooms and 3No. Offices</b> - Repair of plaster externally, Re-paining of walls and ceiling, Removing screed floor and Fixing of terrazzo floor finish, Repair of damaged book shelves and cabinets, Modification of administration offices to create extra office spaces, Electrical works, Repair of damaged doors and windows.</p> <p><b>Class 4 &amp; 3 Block – 5No. Classrooms-</b> Painting works externally, Fixing of new chipboard ceiling, Re-paining of walls and ceiling, Removing screed floor and Fixing of terrazzo floor finish, Repair of damaged book shelves and cabinets, Electrical works, Repair of damaged roofs and rainwater goods.</p> <p><b>Class 5 &amp; 6 Block – 3No. Classrooms &amp; 1No. Store</b> - Painting works externally, Fixing of new chipboard ceiling, Re-paining of walls and ceiling, Removing screed floor and Fixing of terrazzo floor finish, Repair of damaged book shelves and cabinets, Electrical works, Fixing of rainwater goods.</p> <p><b>Class 8 Block – 3No. Classrooms-</b> Plaster and Painting works externally, Fixing of new chipboard ceiling &amp; brandering, Re-paining of walls and ceiling, Removing screed floor and Fixing of terrazzo floor finish, Repair of damaged book shelves and cabinets, Electrical works, Fixing of rainwater goods.</p> <p><b>Staffroom Block – Staffroom, 5No. offices, kitchen &amp; Store-</b> Demolition and repair of cracked walls, Creation of new doors and ventilation to windows, Modification rooms to create more office space, Painting works externally, Re-paining of walls and ceiling, Removing screed floor and Fixing of terrazzo floor finish ,Electrical works</p> | 16,395,910.00 | New |
| Primary school desks | <p>Supply of three in one wooden pupils desks as follows:-</p> <ol style="list-style-type: none"> <li>1. mihango primary school= 5 classes @ 50 desks= 250 desks</li> <li>2. Eldevele primary school =8 classes @ 50 desks= 400 desks</li> <li>3. Maua primary school= 8 classes @ 50 desks = 400 desks</li> </ol> <p>Total = 1,050 desks @ 7,000 =7,350,000.00</p>   | 7,350,000.00  | New |

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NG - Constituency Development  
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| Tassia primary school          | Construction of a new tuition block With 8 classrooms, administration block- Normal classrooms with a strong foundation of a storied building.  | 30,240,061.02         | New |
| Constituency Sports Tournament | Carry out Constituency Sports tournament and the winning teams/schools to be awarded with trophies, balls and games kit.  | 2,603,393.66          | New |
| Environmental projects         | Purchase of 10000lts water tanks Construction of tank bases and installation of gutters for mihango Primary Maua Primary, eldevele primary School, Embakasi primary school and donholm primary school each Kshs 520,678.73 = 5 schools x 520,678.73 | 2,603,393.66          | New |
| <b>TOTAL</b>                   |   | <b>137,367,924.14</b> |     |

**MIN03/10/19-A.O.B**

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

**Minutes Prepared by:**

Name: Josphine Owino

Position: Secretary



Signature:

Date: 11<sup>th</sup> October 2019.

**Minutes Approved by:**

Name: Jane Akinyi ochieng

Position: Chairperson



Signature:

Date: 11<sup>th</sup> October 2019.

