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| --- | --- | --- | --- |
| |  |  | | --- | --- | | **NG-CDF** | **National Government Constituencies Development Fund**  **Embakasi West Constituency**  Along Mtindwa Road, Umoja.  P.O Box 38639-00100,GPO, Nairobi.  **Email**: [embakasiwestcdf@gmail.com](mailto:embakasiwestcdf@gmail.com) cdfembakasiwest@cdf.go.ke  **Website:**www.embakasiwestcdf.com | |  |

**MINUTES FOR THE NG-CDFC MEETING HELD ON 16TH NOVEMEBR 2018 AT THE EMBAKASI WEST NG-CDF OFFICE ALONG MTINDWA ROAD FROM 8.30 AM TO 10.30AM**

**MEMBERS PRESENT**

1. BENSON KABUCHO CHAIRMAN

2. DIANA KATILE SECRETARY

3. ALFRED MWANGI FAM

4. JULIUS OJWANG. MEMBER

5. CHARITY KAMAU MEMBER

6. VINCENT WANDERA MEMBER

7. JANE MUMBI MEMBER

8. DOUGLAS MBOGO MEMBER

9. BEATRICE MACHARIA MEMBER

10. ALLAN MACHARIA DEPUTY COUNTY COMISSIONER

**AGENDA**

1. Preliminaries
2. Matters Arising
3. Project proposal for Financial Year 2018/2019
4. Payments
5. Strategic Planning
6. Adjournment

**MIN1/16/11/2018: PRELIMINARIES**

The meeting started at 8.30am.The Chairman Benson Kabucho welcomed the members for the meeting and thanked the members for their punctuality. Minutes of the previous meeting were read by the Secretary. They were proposed by Beatrice Macharia and confirmed by Vincent Wandera.

**MIN2/16/11/2018: MATTERS ARISING**

**ICT HUBS**

The FAM explained that two centres had been identified for the ICT Hub and this included City Cotton Chiefs Camp and Kwa Maji Police Post and there were two others that are yet to be identified.

Further, there will be an ICT Hub and Innovation Centre constructed at Umoja 1 Primary School though the same is yet to be approved by the Board.

**UPDATE ON PROJECTS**

As a result of the tender awards discussed in the previous meetings, there was an update on the ongoing Projects

Busara/Peter Kibukosya Primary School Access Road

The road is complete

Unity Primary School Perimeter Wall

The Wall is nearing completion

Kwa Maji Police Post

Ongoing

City Cotton Chiefs Office and Hall

Ongoing**.**

**MIN3/16/11/2018: PROJECT PROPOSAL FOR FINANCIAL YEAR 2018/2019**

The committee was informed by the FAM that during the F/Y 2018/2019 Embakasi West will receive an allocation of Kshs **109,040,875.52**.

Based on the consultative meetings held during the last financial year the members proposed the funds be utilised as follows

**FINANCIAL YEAR 1ST JULY 2018 TO 30th JUNE 2019 Budget**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Project Name** | **Project Activity** | **Amount Allocated** |
| **Administration/Recurrent** | Employee Salaries | Payment of staff salaries and salary gratuity | 2,669,604.00 |
|  | Goods and Services | Repairs and maintenance, telephone, travel & subsistence, toners and office tea | 2,179,248.53 |
|  | NSSF | Payment of NSSf deductions | 28,800.00 |
|  | NHIF | Payment of NHIF deductions | 64,800.00 |
|  | Committee Expenses | Payment of committee sitting allowance, transport and conferences | 1,600,000.00 |
| **Emergency(5& of the Fund)** | Emergency | To cater for emergencies(unforeseen disasters within the financial year) | 5,738,993.45 |
| **Monitoring and Evaluation/Capacity Building** | Goods and services | Printing, Stationery, Airtime, Travel and Subsistence | 771,226.27 |
|  | Committee Expenses | Payment of committee sitting allowance, transport and conferences | 1,000,000.00 |
|  | NG-CDFC/PMC Capacity Building | Undertake Training of the PMCs/CDFCs on CDF Related issues | 1,500,000.00 |
| **Sports Activities** | Sports | Sponsoring sports tournament and procuring games kits and uniforms for sports teams(boxing, football, netball and basketball) | 2,161,661.85 |
| **Bursary/CATs/Mocks** | Bursary secondary schools | Payment of bursary for needy students | 23,000,000.00 |
|  | Bursary tertiary Schools | Payment of bursary for needy students | 10,000,000.00 |
| **Primary School Projects** |  |  |  |
|  | Super loaf primary school | Construction of a storey building of four Classrooms, (Phase 1)) | 8,000,000.00 |
|  | Buruburu 1 primary School | Construction & equipping(beds & mattresses) of 200 student capacity on the first floor | 13,500,000.00 |
|  | Buruburu 1 primary School | Equipping of autism block(Cabinets, trampoline, massage beds, therapy balls and mattresses, hammock, tables, rocking balls, whiteboards, chairs, sensory figet toys, trapeziums) | 1,000,000.00 |
|  | Tumaini Primary School | Rehabilitation of School playing ground by upgrading to artificial turf (Phase 1) | 20,000,000.00 |
| **Secondary School Projects** |  |  |  |
|  | Peter Kibukosya Secondary School | Additional funds for the Construction of a Twin Lab including fittings | 4,346,541.42 |
| **Security Projects** |  |  |  |
|  | Umoja 1 Police Post | Extension of the police post to include construction of a child rescue center room, OCS offices, redesigning of O.B. office and construction of concrete walls in the cells and armory | 7,000,000.00 |
|  | Office furniture’s | Purcase furniture for Police stations and Chiefs Camp in the constituency as follows:   1. Umoja 1 Police Post(Executive tables and chairs, visitors chairs, file cabinets, desktop computers, TV set and printer Ksh. 200,000.00. 2. Tena AP Post(Executive tables and chairs, visitors chairs, file cabinets, desktop computers, TV set and printer Ksh. 200,000.00. 3. Umoja II AP Post(Executive tables and chairs, visitors chairs, file cabinets, desktop computers, TV set and printer Ksh. 200,000.00. 4. Buruburu O.C.P.D Station (Executive tables and chairs, visitors chairs, file cabinets, desktop computers, TV set and printer Ksh. 200,000.00. 5. Buruburu D.C.I.O Station (Executive tables and chairs, visitors chairs, file cabinets, desktop computers, TV set and printer Ksh. 200,000.00. 6. Kariobangi South Chiefs Camp (Executive tables and chairs, visitors chairs, file cabinets, desktop computers, TV set and printer Ksh. 200,000.00. 7. Kariobangi South Assistant chiefs Camp (Executive tables and chairs, visitors chairs, file cabinets, desktop computers, TV set and printer Ksh. 200,000.00. 8. City Cotton AP. Post (Executive tables and chairs, visitors chairs, file cabinets, desktop computers, TV set and printer Ksh. 200,000.00. 9. Mowlem Police Post (Executive tables and chairs, visitors chairs, file cabinets, desktop computers, TV set and printer Ksh. 200,000.00. 10. Mowlem Chiefs Camp (Executive tables and chairs, visitors chairs, file cabinets, desktop computers, TV set and printer Ksh. 200,000.00. 11. City Cotton Chiefs Office Executive tables and chairs, visitor’s chairs, file cabinets, desktop computers, TV set and printer for the office. Ksh. 200,000.00 Desk and chairs for the multipurpose hall that will be used to house the ICT HUB. Ksh. 200,000.00. 12. Kwa Maji Police Post; Executive tables and chairs, visitor’s chairs, file cabinets, desktop computers, TV set and printer for the office. Ksh. 200,000.00 Desk and chairs for extra office hall that will be used to house the ICT HUB. Ksh. 200,000.00. | 2,800,000.00 |
| **Environment Projects** | Environment | Umoja 1 Primary –Purchase and installation of 10,000 litre water tanks | 120,000.00 |
|  |  | Unity Primary – Purchase and installation of 10,000 litre water tanks | 120,000.00 |
|  |  | Busara Primary – Purchase and installation of 10,000 litre water tanks | 120,000.00 |
|  |  | Peter Kibukosya Primary – Purchase and installation of 10,000 litre water tanks | 120,000.00 |
|  |  | Kifaru Primary Purchase and installation of 10,000 litre water tanks | 120,000.00 |
|  |  | Tumaini Primary – Purchase and installation of 10,000 litre water tanks | 120,000.00 |
|  |  | Supa loaf Primary – Purchase and installation of 10,000 litre water tanks 120,000) | 120,000.00 |
|  |  | Kariobangi South Primary – Purchase and installation of 10,000 litre water tanks | 120,000.00 |
|  |  | Nairobi River Primary – Purchase and installation of 10,000 litre water tanks | 120,000.00 |
|  |  | Buruburu 1 Primary – Purchase and installation of 10,000 litre water tanks | 120,000.00 |
|  |  | Uhuru Primary – Purchase and installation of 10,000 litre water tanks | 120,000.00 |
|  |  | Peter Kubukosya Secondary School- Purchase and installation of 10,000 litre water tanks | 120,000.00 |
|  |  | Uhuru Secondary School- Purchase and installation of 10,000 litre water tanks | 120,000.00 |
|  |  | Dr Mwenje Secondary School- Purchase and installation of 10,000 litre water tanks | 120,000.00 |
|  | **Total** |  | **109,040,875.52** |

The fund account manager was then tasked to prepare and forward to the NGCDF board a proposal for F/Y 2018/2019

**MIN4/16/11/2018 PAYMENTS**

The committee authorised the following payments

1. **ICT HUB**: **KShs 2,338,513.60** to the **Telkom Kenya Ltd** for the Installation of satellite Antenna , Router, Digital Access Kit and Digital Ruggedized tablets, Wi-Fi with outdoor wireless devise complete with installation accessories at **Kwa maji Police Post** and **City Cotton chiefs camp** ( two sites)
2. Kshs **220,400.00 to Kwelimali Investments** LTD for the supply of T-shirts, Basketball kits and track suits from the sports vote.
3. The fund Manager was authorised to withdraw **Ksh. 791,400.00** for the organisation and participation of Football tournament from the 15th November to 12th December 2018 at Tumaini Primary School and boxing tournament between the 11th and 12th December 2018 at Umoja 1 Primary School

**MIN5/16/11/2018 STRATEGIC PLANNING**

The strategic plan draft was presented to the committee for perusal. It was then agreed that the first payment of **Kshs 1,550,000 to LEAD NOW AFRICA**be paid as first payment for the contract of Strategic planning.

The remaining amount of Kshs 1,859,502 will be paid upon the delivery of the final copy.

**MIN6/16/11/2018: ADJOURNMENT**

The meeting was adjourned at 10.30 am with a word of prayer from Pastor Vincent Wandera

**AUTHENTICATION**

***CHAIRMAN***

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***SECRETARY***

DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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