**MINUTES OF THE MEETING HELD ON THE 06th DECEMBER 2018 AT THE NG-CDF HALL MATHARE AT 11:00AM (Min-6 F/Y 2018/19)**

**P.O. Box 38670-00623 Nairobi**

**MEMBERS PRESENT**

1. ELIZABETH OMBEDHO – SECRETARY NGCDF
2. FELECIA OMUREMBE – CHAIR LADY
3. MOSES AKALO – MEMBER
4. MAGDALENE MASILA – MEMBER
5. BONIFACE ODUOR – MEMBER
6. MORRIS OKIWI – MEMBER
7. ADAN ALI JIRA – MEMBER
8. KENNEDY OTAYI – OVERSIGHT
9. ALPHONSE NTHENGE – OVERSIGHT
10. SETH KIBIRA – OVERSIGGHT
11. GEORGE OTIENO – OVERSIGHT
12. KEVIN MCAKECH – FAM
13. PATRICK MWANGI-DCC

**Agenda:**

1. Open remarks by chairman
2. Reading and confirmation of previous minutes
3. FY 2018-2019-Project Proposal Budget
4. Any Other Business

**Preliminaries**

The meeting began with a word of prayer from Ms. Felesia O. Omutsayi. The chairlady begun by thanking members for attending the session in time and their commitment in serving the people of Mathare. He urged the members to focus in the agenda of the day to enable completion of the core business.

**Min. MATHARE 1/12/2018 Reading and Confirmation of minutes of the previous meeting**

Minutes of the meeting held on Thursday 24th October 2018 were read and confirmed by Ms. Felesia Omurumbe. Mr.Adan Jira an Ng-cdf member confirmed the minutes to be true confirmation of what was discussed in the previous meeting. Morris Okiwi seconded.

The minute was unanimously adopted by the committee as true record of those sitting’s and deliberations.

**Min.MATHARE 2/12/2018 Matters arising from minutes of previous meetings**

The Fund manager intimated that he had given the chair a letter to convene the meeting for discussing the proposal before the deadline. The Fund manager also indicated to the committee that there targets being measured by the NGCDF board. This was brought about by the issue of late submission of the proposal which is also concern on the lack of teamwork amongst the committee members who kept on taking side whenever an issue arose.

The Fund manager had already written to the NGCDF board sighting challenges in the preparation of the proposal. The fund manager also advised that the would be a challenge in receiving the fund early because of the late submission.

There was also concern that the communication through the chairlady was a challenge and that it was supposed to be addressed as an agenda in the next meeting. The Member of Parliament was also to work in unison with the committee to enable the Mathare Ng-cdf achieve its intended purpose of serving the people of Mathare.

**Min.MATHARE 3/12/2018 Project Proposal 2018/19**

The Chairman briefed members that the committee is required to submit projects proposals for the financial year 2018/2019 in time to get funds. The Fund Account Manager informed members that the constituency had been allocated a total of **109,040,875.52.** He then briefed members on the guidelines for project proposal presentation. He also informed members on the eligible projects as he read out the circular from the NG-CDF Board on preparation and submission of project proposal for 2018/2019 FY. The Manager informed members that all the on-going projects should be prioritized in project proposal preparation to ensure their timely completion so that they benefit the intended parties.

Guided by the data collected from the six (6) wards during the project proposal public Baraza, the committee allocated funds to projects as follow;

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| **ADMINISTRATION AND RECURRENT EXPENDITURE** |
| Staff Salaries and Gratuity | 4-047-290-211000-100-2018/2019-001 | Payment of staff salaries and Gratuity | 3,716,000.00 | On-going |
| Committee Allowances | 4-047-290-211802-100-2018/2019-002 | Payment of Committee sitting allowances, transport, conferences | 1,334,800.00 | Ongoing |
| Goods and Services | 4-047-290-2110000-100-2018/2019-003 | Purchase of fuel, repairs and Maintenance, printing, stationery, telephone, travel and subsistence, office tea | 1,378,452.53 | On-going |
| NSSF | 4-047-290-2120500-100-2018/2019-005 | Payment of NSSF deductions | 46,000.00 | On-going |
| NHIF | 4-047-290-2220200-100-2018/2019-006 | Payment of NHIF deductions | 68,000.00 | On-going |
| **MONITORING AND EVALUATION** |
| NG-CDFC, PMC& staff Capacity Building | 4-047-290-2210700-100-2018/2019-001 | Undertake Training of the PMC’s, NG-CDFC’s and office staff on NG-CDF related issues | 2,071,226.27 | On-going |
| Committee Expenses | 4-047-290-2210700-100-2018/2019-002 | Payment of Committee Sitting Allowances, transport, conferences | 1,200,000.00 | On-going |
| **EMERGENCY** |
| Emergency | 4-047-290-2640200-100-2018/2019-001 | To cater for any unforeseen occurrences in the Constituency during the financial year | 5,738,993.45 | On-going |
| **BURSARY** |
| Secondary Schools | 4-047-290-2640100-103-2018/2019-001 | Cater for bright and needy students in Secondary Schools | 15,486,634.61 | New |
| Tertiary Institutions | 4-047-290-2640102-103-2018/2019-002 | Cater for bright and needy students in Secondary Schools | 11,486,634.61 | New |
| Social Security Programme | 4-047-290-2640102-103-2018/2019-003 | To cater for the Social security Programme through payment of NHIF for the vulnerable and the elderly in the constituency | 9,000,000.00 | New |
| **PRIMARY SCHOOL PROEJCTS** |
| St. Theresa Primary School | 4-047-290-2630204-104-2018-2019-001 | Construction of two additional classrooms in St. Theresa Primary School | 5,000,000.00 | New |
| Ndururuno Primary School | 4-047-290-2630204-104-2018-2019-002 | Construction of additional Classroom in Ndururuno Primary | 2,500,000.00 | New |
| Old Mathare Primary School | 4-047-290-2630204-104-2018-2019-003 | Phase II construction of the Perimeter wall (270 Meters) | 3,000,000.00 | On-going |
| Huruma Primary School | 4-047-290-2630204-104-2018-2019-003 | Purchase of 125 desks @ 5,000.00 per desk | 625,000.00 | New |
| Ndururuno Primary School | 4-047-290-2630204-104-2018-2019-004 | Purchase of 125 desks @ 5,000.00 per desk | 625,000.00 | New |
| Daima Primary School | 4-047-290-2630204-104-2018-2019-005 | Purchase of 125 desks @ 5,000.00 per desk | 625,000.00 | New |
| Salama Primary School | 4-047-290-2630204-104-2018-2019-006 | Purchase of 125 desks @ 5,000.00 per desk | 625,000.00 | New |
| Valley Bridge Primary School | 4-047-290-2630204-104-2018-2019-007 | Purchase of 125 desks @ 5,000.00 per desk | 625,000.00 | New |
| Kiboro Primary School | 4-047-290-2630204-104-2018-2019-008 | Purchase of 125 desks @ 5,000.00 per desk | 625,000.00 | New |
| St.Theresa Primary School | 4-047-290-2630204-104-2018-2019-009 | Purchase of 125 desks @ 5,000.00 per desk | 625,000.00 | New |
| Old Mathare Primary School | 4-047-290-2630204-104-2018-2019-010 | Purchase of 125 desks @ 5,000.00 per desk-125 Desks | 625,000.00 | New |
| **SECONDARY SCHOOL PROJECTS** |
| Huruma Secondary School | 4-047-290-2630205-104-2018/2019-001 | Construction of a four (4) storey administration Block and classrooms.Phase 1 | 10,000,000.00 | New |
| **SPORTS** |
| Sport Activities | 4-047-290-2640509-104-2018/2019-001 | Constituency Sports and tournaments-winning teams to be awarded trophies, balls and Games Kit | 2,180,817.51 | Ongoing  |
| **SECURITY** |
| Ngei Ward High Must Security Light | 4-047-290-2640507-108-2018/2019-001 | Construction/Mounting of high must security lights in three wards:-***Ngei ward*** | 5,878,814.33 | New |
| Kiamaiko Ward Must Security Light | 4-047-290-2640507-108-2018/2019-002 | Construction/Mounting of high must security lights in three wards:-***Kiamaiko Ward*** | 5,878,814.33 | New |
| Mabatini Ward Must Security Light | 4-047-290-2640507-108-2018/2019-003 | Construction/Mounting of high must security lights in three wards:-***Mabatini Ward*** | 5,878,814.33 | New |
| Huruma AP Camp | 4-047-290-2640507-108-2018/2019-004 | Phase ii Construction of Administration Police Modern office | 5,000,000.00 | On-going |
| **ENVIRONMEN**T |
| VALLEY BRIDGE PRIMARY SCHOOL | 4-047-290-2640509-113-2018/2019-001 | Construction of 8 door-toilets to completion | 1,090,000.00 | New |
| SALAMA PRIMARY SCHOOL | 4-047-290-2640509-113-2018/2019-002 | Construction of 8 door-toilets to completion | 1,090,000.00 | New |
| **OTHERS** |
| Mathare Social hall | 4-047-290-2640511-104-2017/2018-001 | * Creation Of A Slab To Increase Office Space(1ST Floor)
* Creation of an Auditorium on the ground floor(second phase)
 | 5,017,873.55 | New |
| Total | **109,040,875.52** |  |

**Min.MATHARE 4/12/2018 Explanatory Note on the Budget**

The fund manager gave explanatory notes on the on the budget as follows:-

The issue of the accrued gratuity that the previous employees have been following up was to be paid in bits to enable the Mathare NG-CDF operate effectively. The Fund manager indicated in the budget that an amount of Kshs.1, 100,000.00 was to take care of the part payment in the financial year. It was to be applied on a pro-rata basis to the employees as indicated in the hand over report.

The committee allowance was to be paid through the bank and to the individual committee members phones every end of the month starting January 2019.This was a control measure to enable ease of surrender documents.

The Fund manager also advised the committee about the presidential directive, which states that the On-going projects should be completed before start of new projects. This was a concern because of the amounts allocated to the major projects in Mathare which include Huruma Secondary school and Huruma Administration Modern Block which were allocated Kshs.10,000,000.00 and Kshs.5, 000,000.00 respectively. The Fund Manager also advised that the NGCDF Board has the discretion to approve and not approve projects suggested by the committee if the ongoing projects are not fully funded.

On procurement the Fund manager advised that from this financial year 2018/2019 all procurements will be done in the respective entities and that the evaluation teams will include the users and the technical department together with the oversight in the constituency.

On the issue of bursaries the Fund Manger confirmed that once the applicants have applied all bursary forms will be evaluated and the applicants that qualify will be notified through a list attached at the DCC, Chief camp and NGCDF office .The cheque’s will be delivered to schools by Telkom through an agreement and in return the receipts will be availed through the NGCDF office.

The bursary form was also to be availed in the Mathare website to enable many applicants to reach the office.

The office was tasked to fine the project proposal to meet the NG-CDF Board’s standard format and submit to the NGCDF Board before the deadline which had already passed

**MIN.MATHARE 5/12/2018 Any other Business (A.O.B)**

The Fund Account Manager informed the members on the allocation of bursary that was received from the NGCDF-BOARD. The bursary committee was to start issuing the bursary forms to the needy students so that they can be evaluated and awarded.

There being no other business for deliberation, the meeting ended at 03:30hrs with a word of prayer from the Fund Account Manager.

**Minute taken by:**

Secretary…………………………………………Signature……………………………………..

**Minutes Confirmed by:**

Chairperson…………………………………….Signature……………………………………..