**MINUTES OF DAGORETTI NORTH NGCDFC MEETING HELD ON 11/01/2023 AT DAGORETTI NORTH NG-CDF OFFICE LAVINGTON AT 10.00AM**

**Present**

1. Phoebe Mungai - Chairperson
2. Paul KipsangMagut - Funds Account Manager
3. Edwin Mugonyi -Member
4. ZebediOmbidi - Member
5. Evans Miano - Member
6. Jackline Kerubo - Member
7. Lucy Wambui -Member
8. Kenneth Adiara -Member
9. Bertha Malesi- Secretary

**AGENDAS**

1. Preliminaries
2. Reading and Confirmation of the Previous Meeting Minutes.
3. Ward Report
4. Project Proposal FY 2022-2023.
5. Bursary Planning
6. AIE
7. Payment Approvals
8. A.O.B.

**PRELIMINARIES**

The meeting was called to order by the chairperson and then preceded with a word of prayer from Bishop Kenneth Adiara.

**MINUTE1: NGCDF/DNORTH/11/01/2023-01: READING AND CONFIRMATION OF THE PREVIOUS MINUTES**

The Minutes were read by the secretary, confirmed by Mr. Kenneth Adiara and Seconded by Mr. Evans Miano as the true copy of the previous meeting. They were adopted and signed.

**MINUTE 2: NGCDF/DNORTH/11/01/2023-02: MATTERS ARISING**

The fund account Manager informed the Committee of the following as the New Year begins.

* The ward Report which was discussed by the members and adopted.
* Need to ensure that all projects are done to completion.
* Need to ensure that all the Audit queries are answered appropriately.
* Formation of the Constituency Oversight Committee by the area Member of Parliament and their role on projects oversight.
* Strategic plan.

**MINUTE 3: NGCDF/DNORTH/11/01/2023-03: WARD REPORT**

The Fund Account Manager presented the Public Ward Participation report for the recently held forums. It was noted that generally the community was impressed with the work Dagoretti North has done for the previous years and requested them to continue with the same.

It was also noted that no project required additional funding as all the projects were complete, handed over and in use. The committee discussed the presentations and picked the priority projects from the lists presented by the institutions in order of priority, equal representation and the availability of funds. The funds were equally distributed in all the five wards.

Kileleshwa Ward had only one school (Kileleshwa Primary) in which the activities presented were not pressing at the moment except for the Kileleshwa Chiefs office which needed furniture.

The committee approved and adopted the following projects.

|  |  |  |
| --- | --- | --- |
| **NO** | **PROJECT ACTIVITIES** | **WARD** |
| **1** | Muthangari Primary School- Construction of a modern kitchen | **Kilimani Ward** |
| **2** | St. Georges Primary school- Construction of an Ablution block |
| **3** | Kilimani primary School- Supply Wooden Metalic Lockers and chairs |
| **4** | Nairobi Primary School- Construction of a School Laboratory |
| **5** | Lavington Girls Secondary School- Construction of two classrooms |
| **6** | Nairobi Milimani Secondary School- Purchase of School computers |
| **7** | Muthangari Police station- Expansion of the existing ground floor office block  |
|  |  |  |
| **1** | Gatina Primary School- Rehabilitation of school entrance and parking area  | **Gatina Ward** |
| **2** | Dagoretti Mixed Secondary School- Construction of school laboratory |
| **3** | Gatina Chief’s Office- Construction of offices  |
|  |  |  |
| **1** | Riruta HGM Primary School- Construction of a perimeter wall | **Kabiro Ward** |
| **2** | Dagoretti Muslim Primary School- Construction of school laboratory |  |
|  |  |  |
| **1** | Kawangware Primary School- Construction of a perimeter wall | **Kawangware Ward** |
| **2** | Precious Blood School Riruta- Construction of a Perimeter wall |
| **3** | Dagoretti National Treasury Sub county Accountant Office- Purchase of office furniture |
|  |  |  |
| 1 | Kileleshwa chief’s office- Purchase of office furniture | **Kileleshwa Ward** |

**MINUTE 4: NGCDF/DNORTH/11/01/2023-04: PROJECT PROPOSAL FY 2022-2023**

In reference to National Government Constituency Development Fund Board Circular (REF: NG-CDFB/CEO/NG-CDF CIRCULARS/ Vol II (033) on preparation and submission of constituency project proposals in line with section 6(1) of the National Government Constituencies Development Fund (NGCDF) Act 2015 as amended in 2022 and in compliance with sections 34 of the act for the 2022/2023 financial year in which the Board approved Budget ceilings for Dagoretti North constituency to be Kshs. 145,087,603.00 the committee deliberated on the submissions received from the ward report forums.

The committee discussed and prioritized on the following projects to be submitted to the NGCDF Board for approval for the FY 2022/2023 by 13th January 2023.

| **S/N** | **Project Number** | **Project Name** | **Project Activity**  |  **Original Cost**  |  **Cumulative Allocation**  |  **Amount Allocated**  | **Current Status**  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ADMINISTRATION AND RECURRENT EXPENDITURE** |
| 1 | 4-047-275-2210402-100-2022-2023-1 |  Contractual 7 No. employees | Payment of Basic salaries for 7 No. contractual employees | 2,916,000.00  |   | 2,916,000.00  | Ongoing |
| 2 | 4-047-275-2210402-100-2022-2023-2 | Gratuity- 7 No. contractual employees | Payment of gratuity to for 7 No. NGCDFC staff |  903,960.00  |   |  903,960.00  | Ongoing |
| 3 | 4-047-275-2210402-100-2022-2023-3 |  NSSF  | Employer contribution to NSSF (7 No.) | 16,800.00  |   | 16,800.00  | Ongoing |
| 4 | 4-047-275-2210402-100-2022-2023-4 |  Casual labour and Internship (3 No.) | Payment of staff Basic Wages for for casual labour and Internship  | 540,000.00  |   | 540,000.00  | Ongoing |
| 5 | 4-047-275-2210402-100-2022-2023-5 | Bank service commission and charges | Payment of Bank service commission and charges | 50,000.00  |   |  50,000.00  | Ongoing |
| 6 | 4-047-275-2210402-100-2022-2023-6 | Catering Services (receptions), Accommodation, Gifts, Food and Drinks | Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks |  250,000.00  |   |  250,000.00  | Ongoing |
| 7 | 4-047-275-2210402-100-2022-2023-7 | Contracted Guards and Cleaning Services (2 no.) | Payment of Contracted Guards and Cleaning Services |  40,000.00  |   |  40,000.00  | Ongoing |
| 8 | 4-047-275-2210402-100-2022-2023-8 | Courier and Postal Services | Payment of Courier and Postal Services |  60,000.00  |   |  60,000.00  | Ongoing |
| 9 | 4-047-275-2210402-100-2022-2023-9 | Daily Subsistence Allowance | Payment of Daily Subsistence Allowance |  100,000.00  |   |  100,000.00  | Ongoing |
| 10 | 4-047-275-2210402-100-2022-2023-10 | Electricity | Payment of Electricity charges |  40,000.00  |   |  40,000.00  | Ongoing |
| 11 | 4-047-275-2210402-100-2022-2023-11 | General Office Supplies (papers, pencils, forms, small office equipment) | Purchase of General Office Supplies (papers, pencils, forms, small office equipment) | 565,992.00  |   | 565,992.00  | Ongoing |
| 12 | 4-047-275-2210402-100-2022-2023-12 | Hire of Transport | Payment of Hire of Transport  |  125,000.00  |   |  125,000.00  | Ongoing |
| 13 | 4-047-275-2210402-100-2022-2023-13 | Internet Connections | Payment of Internet Connections |  45,000.00  |   |  45,000.00  | Ongoing |
| 14 | 4-047-275-2210402-100-2022-2023-14 | Maintenance Expenses - Motor Vehicles | Payment of Maintenance Expenses - NGCDFC Motor Vehicles (GKB 142G- Toyota Hiace TRH200 Van) |  200,000.00  |   |  200,000.00  | Ongoing |
| 15 | 4-047-275-2210402-100-2022-2023-15 | Purchase of Office Furniture and Equipment | Purchase of Office Furniture and Equipment |  250,000.00  |   |  250,000.00  | Ongoing |
| 16 | 4-047-275-2210402-100-2022-2023-16 | Motor Vehicle Insurance | Payment of Motor Vehicle Insurance (GKB 142G- Toyota Hiace TRH200 Van)  |  50,000.00  |   |  50,000.00  | Ongoing |
| 17 | 4-047-275-2210402-100-2022-2023-17 | NGCDFC allowance | Payment of NGCDFC allowance charges |  936,000.00  |   |  936,000.00  | Ongoing |
| 18 | 4-047-275-2210402-100-2022-2023-18 | Office rent | Payment of Office Rent for a period of 3 quarters at Ksh. 200,000.00 per quarter |  600,000.00  |   |  600,000.00  | Ongoing |
| 19 | 4-047-275-2210402-100-2022-2023-19 | Other committee expenses  | Payment of Other committee expenses  |  208,000.00  |   |  208,000.00  | Ongoing |
| 20 | 4-047-275-2210402-100-2022-2023-20 | Other Fuels (wood, charcoal, cooking gas) | Payment of other fuels (wood, charcoal, cooking gas expenses |  35,000.00  |   |  35,000.00  | Ongoing |
| 21 | 4-047-275-2210402-100-2022-2023-21 | Publishing and Printing Services | Payment of Publishing and Printing Services |  300,000.00  |   |  300,000.00  | Ongoing |
| 22 | 4-047-275-2210402-100-2022-2023-22 | Sanitary and Cleaning Materials, Supplies and Services | Purchase of Sanitary and Cleaning Materials, Supplies and Services |  45,000.00  |   |  45,000.00  | Ongoing |
| 23 | 4-047-275-2210402-100-2022-2023-23 | Supplies and Accessories for Computers and Printers | Purchase of Supplies and Accessories for Computers and Printers | 238,504.18  |   | 238,504.18 | Ongoing |
| 24 | 4-047-275-2210402-100-2022-2023-24 | Telephone, Telex, Facsmile and Mobile Phone Service | Payment of Telephone expenses |  40,000.00  |   |  40,000.00  | Ongoing |
| 25 | 4-047-275-2210402-100-2022-2023-25 | Travel Costs (airlines, bus, railway, mileage allowances) | Payment of Transport Expenses  |  125,000.00  |   |  125,000.00  | Ongoing |
| 26 | 4-047-275-2210402-100-2022-2023-26 | Water & sewerage charges | Payment of Water & sewerage charges |  25,000.00  |   |  25,000.00  | Ongoing |
|  | **Sub Total**  |  |  | **8,705,256.18**  |  **-**  | **8,705,256.18**  |  |
| **CONSTITUENCY OVERSIGHT COMMITTEE** |
| 1 | 4-047-275-2210402-100-2022-2023-1 | Constituency Oversight Committee Allowance | Payment of Constituency Oversight Committee allowance charges |  240,000.00  |   |  240,000.00  | Ongoing |
| 2 | 4-047-275-2210402-100-2022-2023-2 | Hire of Transport | Payment of Hire of Transport  |  60,000.00  |   |  60,000.00  | Ongoing |
| 3 | 4-047-275-2210402-100-2022-2023-3 | Catering Services (receptions), Accommodation, Gifts, Food and Drinks | Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks |  96,752.06  |   |  96,752.06  | Ongoing |
| 4 | 4-047-275-2210402-100-2022-2023-4 | Remuneration of Instructors and Contract Based Training Services | Payment of Instructors and Contract Based Training Services during the oversight committee training |  70,000.00  |   |  70,000.00  | Ongoing |
| 5 | 4-047-275-2210402-100-2022-2023-5 | Hire of Training Facilities and Equipment | Hire of Training Facilities and Equipment (Conference halls, Projector) |  80,000.00  |   |  80,000.00  | Ongoing |
|  | **Sub Total**  |  |  | **546,752.06**  |  **-**  | **546,752.06**  |  |
| **MONITORING,EVALUATION AND CAPACITY BUILDING** |
| 1 | 4-047-275-2210710-111-2022-2023-1 |  Accommodation Allowance | Payment of Accommodation Allowance of NGCDFC, National Government officers and PMC on Capacity building trainings |  300,000.00  |   |  300,000.00  | Ongoing |
| 2 | 4-047-275-2210710-111-2022-2023-2 | Accommodation - Domestic Travel | Payment of accommodation on domestic travel  |  720,000.00  |   |  720,000.00  | Ongoing |
| 3 | 4-047-275-2210710-111-2022-2023-3 | Catering Services (receptions), Accommodation, Gifts, Food and Drinks | Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks | 380,000.00  |   | 380,000.00  | Ongoing |
| 4 | 4-047-275-2210710-111-2022-2023-4 | Daily Subsistence Allowance | Payment of Daily Subsistence Allowance |  150,000.00  |   |  150,000.00  | Ongoing |
| 5 | 4-047-275-2210710-111-2022-2023-5 | General Office Supplies (papers, pencils, forms, small office equipment ) | Purchase of General Office Supplies (papers, pencils, forms, small office equipment) |  350,000.00  |   |  350,000.00  | Ongoing |
| 6 | 4-047-275-2210710-111-2022-2023-6 | Hire of Training Facilities and Equipment | Hire of Training Facilities and Equipment (Conference halls, Projector) |  300,000.00  |   |  300,000.00  | Ongoing |
| 7 | 4-047-275-2210710-111-2022-2023-7 | NGCDFC allowance | Payment of NGCDFC allowance  | 800,000.00  |   | 800,000.00  | Ongoing |
| 8 | 4-047-275-2210710-111-2022-2023-8 | Other committee expenses  | Payment of Other committee expenses  |  200,000.00  |   |  200,000.00  | Ongoing |
| 9 | 4-047-275-2210710-111-2022-2023-9 | Production and Printing of Training Materials | Payment of Production and Printing of Training Materials for NGCDFC, Staff and PMC capacity building trainings |  50,000.00  |   |  50,000.00  | Ongoing |
| 10 | 4-047-275-2210710-111-2022-2023-10 | Publishing and Printing Services | Payment of Publishing and Printing Services |  150,000.00  |   |  150,000.00  | Ongoing |
| 11 | 4-047-275-2210710-111-2022-2023-11 | Refined Fuels and Lubricants for Transport | Purchase of Refined Fuels and Lubricants for Transport of GK vehicles |  200,000.00  |   |  200,000.00  | Ongoing |
| 12 | 4-047-275-2210710-111-2022-2023-12 | Remuneration of Instructors and Contract Based Training Services | Payment of Instructors and Contract Based Training Services for NGCDFC, Staff and PMC capacity building trainings |  300,000.00  |   |  300,000.00  | Ongoing |
| 13 | 4-047-275-2210710-111-2022-2023-13 | Sundry Items (e.g. airport tax and taxis) | Payment of sundry items (e.g. airport tax, taxis, expenses | 24,000.00  |   | 24,000.00  | Ongoing |
| 14 | 4-047-275-2210710-111-2022-2023-14 | Telephone, Telex, Facsmile and Mobile Phone Service | Payment of Telephone expenses |  28,628.09  |  |  28,628.09  | Ongoing |
| 15 | 4-047-275-2210710-111-2022-2023-15 | Travel Allowance on training | Payment of Travel Allowance of NGCDFC, National Government officers and PMC capacity building trainings |  400,000.00  |   |  400,000.00  | Ongoing |
|  | **Sub Total**  |  |  | **4,352,628.09**  |  **-**  | **4,352,628.09**  |  |
| **EDUCATION BURSARY AND SOCIAL SECURITY PROGRAMS** |
| 1 | 4-047-275-2640101-103-2022/2023-1 | Bursary Secondary Schools | Payment of bursary to needy students in secondary schools |  26,000,000.00  |   |  26,000,000.00  | Ongoing |
| 2 | 4-047-275-2640101-103-2022/2023-2 | Bursary Tertiary Institutions | Payment of bursary to needy students in tertiary institutions |  13,522,776.78  |   |  13,522,776.78  | Ongoing |
| 4 | 4-047-275-2640101-103-2022/2023-3 | NHIF Social Security Programme | Provision of annual medical insurance cover for 200 vulnerable families including Orphans and Vulnerable Children (OVCs), poor older persons, Persons with Disabilities (PWDs) and destitute families in partnership with NHIF as shall be identified within the Constituency. |  1,200,000.00  |   |  1,200,000.00  | Ongoing |
|  | **Sub Total**  |  |  | **40,722,776.78**  | **-** | **40,722,776.78**  |  |
|  | **EMERGENCY RESERVE** |  |  |  |  |  |
| 1 | 4-047-275-2640200-101-2022-2023-1 | Emergency Reserve | To cater for any unforeseen occurrences in the constituency during the financial year  |  7,636,190.00  |   |  7,636,190.00  | Ongoing |
|  | **Sub Total**  |  |  | **7,636,190.00**  | **-** | **7,636,190.00**  |  |
| **ENVIRONMENTAL PROJECTS**  |
| 1 | 4-047-275-2640510-110-2022-2023-1 | Nairobi Primary School | Purchase and Installation of 15 Environmental Metalic garbage Bins (30 Litre Capacity) each Ksh. 11,000.00 |  165,000.00  |   |  165,000.00  | New |
| 2 | 4-047-275-2640510-110-2022-2023-2 | St. Georges Girls Sec School | Purchase and Installation of 15 Environmental Metalic garbage Bins (30 Litre Capacity) each Ksh. 11,000.00 |  165,000.00  |   |  165,000.00  | New |
| 3 | 4-047-275-2640510-110-2022-2023-3 | St. Georges Primary School | Purchase and Installation of 15 Environmental Metalic garbage Bins (30 Litre Capacity) each Ksh. 11,000.00 |  165,000.00  |   |  165,000.00  | New |
| 4 | 4-047-275-2640510-110-2022-2023-4 | Lavington Primary School | Purchase and Installation of 15 Environmental Metalic garbage Bins (30 Litre Capacity) each Ksh. 11,000.00 |  165,000.00  |   |  165,000.00  | New |
| 5 | 4-047-275-2640510-110-2022-2023-5 | State House Girls Sec School | Purchase and Installation of 15 Environmental Metalic garbage Bins (30 Litre Capacity) each Ksh. 11,000.00 |  165,000.00  |   |  165,000.00  | New |
| 6 | 4-047-275-2640510-110-2022-2023-6 | Jacaranda Special School | Purchase and Installation of 15 Environmental Metalic garbage Bins (30 Litre Capacity) each Ksh. 11,000.00 |  165,000.00  |   |  165,000.00  | New |
| 7 | 4-047-275-2640510-110-2022-2023-7 | Milimani Primary School | Purchase and Installation of 15 Environmental Metalic garbage Bins (30 Litre Capacity) each Ksh. 11,000.00 |  165,000.00  |   |  165,000.00  | New |
| 8 | 4-047-275-2640510-110-2022-2023-8 | Kilimani Primary School | Purchase and Installation of 15 Environmental Metalic garbage Bins (30 Litre Capacity) each Ksh. 11,000.00 |  165,000.00  |   |  165,000.00  | New |
| 9 | 4-047-275-2640510-110-2022-2023-9 | Kileleshwa Primary School  | Purchase and Installation of 15 Environmental Metalic garbage Bins (30 Litre Capacity) each Ksh. 11,000.00 |  165,000.00  |   |  165,000.00  | New |
| 10 | 4-047-275-2640510-110-2022-2023-10 | Dagoretti Mixed Sec School | Purchase and Installation of 15 Environmental Metalic garbage Bins (30 Litre Capacity) each Ksh. 11,000.00 |  165,000.00  |   |  165,000.00  | New |
|  | **Sub Total**  |  |  | **1,650,000.00**  |  **-**  | **1,650,000.00**  |  |
|  | **SPORTS PROJECT** |  |  |  |  |  |  |
|  | 4-047-275-2640509-112-2022-2023-1 | Dagoretti North Constituency Sports Tournament | Funds to Carry out Constituency Sports tournament and the winning teams/schools to be awarded with trophies, balls, and games kits (5 teams selected from the ward tournament from each of the five wards) | **2,901,752.06**  |  **-**  | **2,901,752.06**  | ongoing |
|  | **Sub Total**  |  |  | **2,901,752.06**  |  **-**  | **2,901,752.06**  |  |
| **PRIMARY SCHOOL PROJECTS** |
| 1 |  4-047-275-2630209-104-2022/2023-001  | Muthangari Primary School | Construction of a non storey modern kitchen 22,652 by 56,892 to completion with 10 energy saving modern Jikos comprising of Dry Store, Cereals Store, Fresh Products Store, Container Store, Preparation area, Kitchen Office, Dispatch area, Gents Washroom, Ladies Washroom, 2 Changing areas, Sorting Shed, Briquettes Store and 40FT container Cerials Store (clearing the site, excavation of foundation, walling, roofing, plastering, fixing doors and windows, tiling, painting, ceiling, electrical and plumbing works) | 20,000,000.00 |   | 20,000,000.00 | New |
| 2 |  4-047-275-2630209-104-2022/2023-002  | St. Georges Primary school | Construction of an Ablution block to completion with 10 doors including 2 doors for PWD for boys and girls (clearing the site, excavation of foundation, walling, roofing, plastering, fixing doors and windows, tiling, painting, ceiling, electrical and plumbing works, connection to the sewer line) |  4,700,000.00  |   |  4,700,000.00  | New |
| 3 |  4-047-275-2630209-104-2022/2023-003  | Riruta HGM Primary School | Construction of a perimeter wall Phase 1 - 200m to completion clearing the area, removing cotton soil, excavation, foundation works, walling, keying and capping) |  4,500,000.00  |   |  4,500,000.00  | New |
| 4 |  4-047-275-2630209-104-2022/2023-004  | Gatina Primary School | Rehabilitation of school entrance and parking area size 800 metres square ( clearing the ground, excavation, leveling and laying of cabro blocks @ Ksh. 5,000,000.00 ii) Supply of 100 Wooden Metalic Lockers and Chairs @ Ksh. 6,250 - Ksh. 625,000.00 |  5,625,000.00  |   |  5,625,000.00  | New |
| 5 |  4-047-275-2630209-104-2022/2023-005  | Kilimani primary School | Supply of 300 Wooden Metalic Lockers and Chairs @ Ksh. 6,250  |  1,875,000.00  |   |  1,875,000.00  | New |
| 6 |  4-047-275-2630209-104-2022/2023-006  | Dagoretti Muslim Primary School | Rehabilitation of two existing classrooms to Laboratories; repair of ceiling, fixing of 2 metallic doors, painting, electrical works, installation of laboratory sinks, work top benches, fume chamber and plumbing works. |  2,500,000.00  |   |  2,500,000.00  | New |
| 7 |  4-047-275-2630209-104-2022/2023-007 | Nairobi Primary School | Construction of a School non storey Laboratory with a capacity of 100 students to completion (clearing the site, excavation of foundation, walling, roofing, plastering, fixing doors and windows, tiling, painting, ceiling, electrical and plumbing works)***no equipping*** |  4,500,000.00  |   |  4,500,000.00  | New |
| 8 |  4-047-275-2630209-104-2022/2023-008 | Kawangware Primary School | Construction of a 200 metres perimeter wall phase 1 to completion (clearing the area, removing cotton soil, excavation, foundation works, walling, keying and capping)  |  4,500,000.00  |   |  4,500,000.00  | New |
|  | **Sub Total**  |  |  | **48,200,000.00** |  **-**  | **48,200,000.00** |  |
| **SECONDARY SCHOOL PROJECTS** |
| 1 | 4-047-275-2630210-104-2022-2023-1 | Dagoretti Mixed Secondary School | Construction of a 50 student capacity school Laboratory size 8m x 12m on 2nd floor of an existing building to completion (walling, roofing, plastering, fixing doors and windows, tiling, painting, ceiling, electrical and plumbing works) |  4,500,000.00  |   |  4,500,000.00  | New |
| 2 | 4-047-275-2630210-104-2022-2023-2 | Precious Blood School Riruta | Construction of a Perimeter wall 200M to completion (clearing the area, removing cotton soil, excavation, foundation works, walling, keying and capping) |  4,500,000.00  |   |  4,500,000.00  | New |
| 3 | 4-047-275-2630210-104-2022-2023-3 | Lavington Girls Secondary School | Construction of two classrooms on 1stfloor of an existing building to completion (walling, installation of suspended slab, plastering, fixing doors and windows, tiling, painting, electrical works) and construction of to the first floor and to completion? Ksh. 4,940,000.00 ii) Supply of 200 Wooden Metalic Lockers and Chairs @ Ksh. 6,250.00 - Ksh. 1,250,000.00. |  6,190,000.00  |   |  6,190,000.00  | New |
| 4 | 4-047-275-2630210-104-2022-2023-4 | Nairobi Milimani Secondary School | Purchase of 12 School computers @ Ksh 80,000.00 |  960,000.00  |   |  960,000.00  | New |
|  | **Sub Total**  |  |  | **16,150,000.00**  |  **-**  | **16,150,000.00**  |  |
| **SECURITY PROJECTS** |
| 1 | 4-047-275-2640507-113-2022-2023-1 | Muthangari Police station | Expansion of the existing ground floor office block to accommodate four more offices on First Floor size 10m x 15m(Removal of existing iron sheet roof, walling, roofing, plastering, fixing doors and windows, tiling, painting, ceiling, electrical and plumbing works)Ksh 5,000,000.00 ii-Construction of a 4 door toilet block inclusive of 1 door for PWD (clearing the site, excavation of foundation, walling, roofing, plastering, fixing doors and windows, tiling, painting, ceiling, electrical and plumbing works) Ksh 1,500,000.00 |  6,500,000.00  |   |  6,500,000.00  | New |
| 2 | 4-047-275-2640507-113-2022-2023-2 | Gatina Chief’s Office | Construction of two roomed chief’s office block to completion (clearing the site, excavation of foundation, walling, roofing, plastering, fixing doors and windows, tiling, painting, ceiling, electrical and plumbing works) | 3,517,219.83 |   | 3,517,219.83 | New |
| 3 | 4-047-275-2640507-113-2022-2023-3 | Kileleshwa chief’s office  | Purchase of office furniture (office tables @45,000x6, office chairs @12,500x12, office cabinets @20,000x4 | 500,000.00 |   | 500,000.00 | New |
| 4 | 4-047-275-2640507-113-2022-2023-4 | Dagoretti National Treasury Sub County Accountant Office | Purchase of office furniture (Office Table @45,000, Egonomic Office Seat @25,000x3, Captain Mesh Office seat@15,000x3 and Conference seat 10,000x5 | 205,000.00 |   | 205,000.00 | New |
|  | **Sub Total**  |  |  | **10,722,219.83** |  | **10,722,219.83** |  |
| **OTHER PROJECT** |
| 1 | 4-047-275-2211310-108-2022/2023-001 | Dagoretti North NG-CDF Strategic Plan | To facilitate in preparation, facts collection designing, typesetting and printing of Dagoretti North Constituency Strategic plan for the period between 2023-2027 |  3,500,000.00  |   |  3,500,000.00  | New |
|  | **Sub Total**  |  |  | **3,500,000.00**  |  | **3,500,000.00**  |   |
|  | **TOTAL ALLOCATION** |  | **145,087,603.00** |  | **145,087,603.00** |   |

**MINUTE 5: NGCDF/DNORTH/11/01/2022-05: BURSARY PLANNING**

The chairperson informed the committee of the upcoming exercise for the issuance of bursary forms. The committee discussed and agreed on the following.

* That bursary forms issuance exercise to begin from Monday 16th to Friday 20th January 2023 at Lavington Girls Secondary School from 8.00am to 3.00pm as follows
* Monday 16th January 2023 – Kawangware Ward
* Tuesday 17th January 2023 – Kabiro Ward
* Wednesday 18th January 2023- Gatina Ward
* Thursday 19thJanuary 2023–Kileleshwa Ward
* Friday 20th January 2023 – Kilimani Ward
* The Bursary exercise will be announced through the constituency over the weekend through public while the fliers are supposed to be run online through out.
* The committee discussed and tasked the Manager with ensuring that the budget for the same is done.
* The committee appointed Bertha Malesi and Edwin Mugonyi to coordinate the exercise and ensure that it is implemented as planned.

**MINUTE 6: NGCDF/DNORTH/11/01/2023-06: AIE NO. B185037- KSH. 7,000,000.00**

The fund account Manager informed the committee of receipt of funds Ksh. 7M from the board meant for the office administration and bursary funds. The committee discussed and voted the same as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Item**  | **Activity**  | **Amount** |
|  | Bursary  | Payment of Bursary to needy students in Secondary School | 3,000,000.00 |
|  | Bursary | Payment of Bursary to needy students in Tertiary Institutions | 2,000,000.00 |
|  | Employees Salary  | Payment of staff Basic salaries | 400,000.00 |
|  | Office Rent | Payment of NGCDFC Office Rent | 400,000.00 |
|  | Maintenance of Office Furniture and Equipment | Purchase of office furniture  | 250,000.00 |
|  | General Office Supplies | Purchase of General Office Supplies (papers, pencils, forms, small office equipment) | 490,000.00 |
|  | NGCDFC allowance | Payment of NGCDFC allowance charges | 400,000.00 |
|  | Courier and Postal Services | Payment of Courier and Postal Services | 60,000.00 |
|  | **Total**  |  | **7,000,000.00** |

**MINUTE 7: NGCDF/DNORTH/11/01/2023-07: Payment Approvals**

The following payments were discussed and approved by the members of the committee:

1. NGCDFC Allowances for the meeting held on 11thJanuary 2023Ksh. 52,000.00
2. Payment of office rent for the quarter (January- April 2023)Ksh. 200,000.00
3. Payment of the Supplied Office Furniture to Furniture Choice Kenya Limited Ksh. 238,500.00
4. Payment of monthly office Utility bills (Electricity, Water, Security and Garbage Collection).
5. Payment of Staff salary for the month of January 2023.

**MINUTE 8: NGCDF/DNORTH/11/01/2023-08: AOB**

There was no any other business.

**Adjournment**

There being no other business to be discussed the meeting ended with a word of prayer from Bishop Kenneth Adiara.

Meeting closed at 1:00 pm. The next meeting date will be communicated.

**Minutes Complied by: Minutes confirmed by:**

Bertha MalesiShivachi Phoebe Mungai Wanjiku

Signature……………………............... Signature: ………………….

Date…………………………………... Date…………………………