**MINUTES OF THE WESTLANDS NG-CDF MEETING HELD ON7TH FEBRUARY 2018, AT THE KYUNA RISE OFFICE BOARDROOM FROM 10:00 A.M**

**MEMBERS PRESENT**

1. Peter Ngugi - NG-CDF Manager, ag. secretary
2. Roselida Upendo Atundo - Chairperson
3. Consolata Kithire Kamathire - Member
4. Samson Kemunche Ongeri - Member
5. Freddah Seleto Kaelo - Member
6. Adekhera Bidha Elkia - Member
7. Mary Akoth Obongo - Member
8. Victor Vieri - Member
9. Julius Kavoo Wambua - Member
10. L. Mawira - DCC

**AGENDA**

* Preliminaries
* Reading of the previous minutes and confirmation
* Matters arising
* Projects progress report
	+ Loresho prim
	+ Bohra prim
	+ Karura forest
* Project proposal 2017/2018
* New Office responsibilities
	+ Date of occupation --January
	+ Rent
	+ watchman
* Pending Bills
1. Kangemi primary
2. Lower kabete/Mwimuto bridge
3. Spring Valley Police Station.
4. Rent arrears for new office

 AOB

**MIN 01/02/2018: Preliminaries**

The meeting began with a word of prayer led by Victor Vieri which was followed by introducing remarks from the Chairperson.

**MIN 02/02/2018:** **Reading of previous minutes and confirmation~~.~~**

The secretary read through the previous meeting minutes of which was confirmed as a true copy of deliberation by Samson Ongeri and Proposing by Freddah Saleto and seconded by Mary Akoth respectively. The District County Commissioner (DCC) gave his remarks whereby he told the members that this is a very important fund which has made change in the republic. He further said that committee members need to ensure they serve the community as per their demands and requests. He requested members to ensure the face for Westlands is set.

**MIN 03/02/2018: Matters Arising**

No matters arising.

**MIN 04/02/2018: Projects Progress Report**

Members were informed that there has been some projects which have been on-going.There were two classrooms under construction at Loresho Primary School which so far are in use. However they need more funds to do the finishing. Same case applies to the two classes at Bohra Primary School.

Karura Forest Primary School Dining hall is also on-going where the structure is finished . More funds are required for final finishes.

Westlands Primary school also is on-going and waiting for the 2nd half of their allocation.

**MIN 05/02/2018: Proposals**

Members were informed that the NGCDF Board has released kshs.5.5 million to enhance operations in the office and in the constituency.

The Committee chairperson presented in the meeting the findings during the ward meetings. Among the considerations for the priorities were the on-going projects. These took the 1st priority. Then, minding the distribution in all the five wards. It was noted that some of the wards have other projects from previous year, 2016/2017, which are awaiting funds releases. The committee was impressed by the way all the stakeholders were involved in the projects identification. The committee resolved to have the hubs at the following locations;

at Highridge Chiefs’ office, Kangemi ACCs’ office Compound, Karura Chiefs’ Office and DCCs Office , Westlands(Kshs.1,169,256.80 each)

The report was discussed and the following priorities were arrived at;

**ALLOCATION (2017/2018); Kshs.86,810,344.82**

**Distribution**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **ANNUAL ALLOCATION** |  | **DISTRIBUTION** | **86,810,344.82**  |
|  |  |  |  |  |
|  | Admin, recurrent exp. Of vehicles, equipment. |  | 5,208,620.69 |  |
|  | Sports | Carry out Constituency Sports tournament and the winning teams/schools to be awarded with trophies, balls, and games kits | 1,736,206.90 |  |
|  | M & E | **3%** | 2,604,310.34 |  |
|  | Environmental activities | Purchase and installation of 10,000 litres tank in the following schools at Kshs. 144,000.00 each;- Highridge secondary school, Cheleta Primary school, Karura Forest Primary School, Bohra Primary School, Kangemi Primary School, Kihumbuini Primary School, New Kihumbuini Primary School, Kabete Vet. Lab Primary, Loresho Primary, Lower Kabete Primary School, Farasi Lane Primary, Agha Khan Primary.  | 1,736,206.90 |  |
|  | Emergency |  | 4,568,965.52 |  |
|  | Bursary |  | 27,500,000.00 |  |
|  | Constituency Innovation Hubs | Installation of satellite Antenna, Router, Digital Access Kit and Digital Ruggedized tablets, Wi-Fi with outdoor wireless devise complete with 12U cabinet complete with installation accessories at Highridge Chiefs’ office, Kangemi ACCs’ office Compound, Karura Chiefs’ Office and DCCs Office , Westlands(Kshs.1,169,256.80 each) | 4,677,027.20 | 48,031,337.55 |
|  | To other projects |  | 0 | **38,779,007.27** |
|  | NGCDF Office Construction | Construction of NG-CDF office | 8,500,000.00 | Westlands |
|  | New kihumbuini prim  | Rehabilitation of 8 classrooms (4,500,000.00) ( painting, floor repairs, windows and doors repairs, electricity wiring repairs.)-. Supply of 100 desks and chairs-(500,000.00) | 5,000,000.00 | Kangemi |
|  | Strategic Plan | Preparation ,Printing and launch of strategic plan | 3,500,000.00 | Westlands |
|  | N. Highridge sec. Sch.  | Construction of 2 classrooms to completion  | 4,500,000.00 | New |
|  | Bohra primary school  | Rehabilitation of 4 classrooms (2,000,000.00) (painting, replacement of ceiling boards, floor repairs, windows and doors repairs.) Top up in construction of two classrooms for plaster, floor, Verandah, outer wall finishing and painting (1,500,000).  | 3,500,000 | On-going |
|  | Loresho primary School | Top up in the construction of 2 classrooms for plaster, floor, Verandah, outer wall finishing and painting. | 1,500,000.00 | On-going |
|  | Lower Kabete Primary School | Top up in the construction of 2 classrooms for plaster, floor, Verandah, outer wall finishing and painting. | 1,500,000.00 | Kitsuru |
|  | Kihumbuini Prim Sch  | Construction of 2 classrooms to completion | 4,500,000.00 | Kangemi |
|  | Highridge Primary Sch.  | Lay Cabro blocks at the front parking area, painting, windows and doors repairs of the library. | 3,279,007.27 | Parklands |
|  | Vet. Lab Sec. Sch  | Rehabilitation of 2 classrooms (painting, replacement of ceiling boards, floor repairs, windows and doors repairs, partitioning) (2,500,000) and purchase of 100 desks and chairs (500,000) | 3,000,000.00 | Kitsuru |
|  |  |  | **86,810,344.82** | **38,779,007.27** |

The committee resolved to forward the above as the priority projects in the financial year 2017/2018.

**MIN 06/02/2018: New Office**

As per the resolutions in the 15th Dec. 2017 meeting, an office was space was shopped for .

The NG-CDF office relocated to a new Office i.e. Kyuna Rise Estate, where by the office rent is at Ksh.250,000/- per month. The payments shall be quarterly whereby the NG-CDF office pays Ksh.150,000/- per month and Constituency office pay Ksh.100,000/-per month. There shall also be a deposit equivalent to two months rent i.e. kshs. 500,000.00. The committee also resolved to retain the watchman already at work at casual cost of kshs 35,000 per month to cater for day and night duties. This arrangement would be in place until proper arrangement are made on cost sharing in the various services. These include electricity bills and water bills.

**MIN 7/02/2018:Pending bills**

After consideration, the following expenditures were approved;

1. Kangemi Primary School renovation works retention kshs,481,726.28
2. Lower Kabete /Mwimuto bridge retention kshs. 47,884.80
3. Spring Valley Police Station staff houses retention kshs. 197,097.63
4. Rent arrears to Freedom From Hunger kshs. 398,362.58 and Icuga Devpt Ltd. Kshs. 700,000( Three months rent, kshs. 450,000.00, and deposit kshs 250,000)

**MIN 8/02/2018: A.O.B.**

The committee decided to source for a careful caterer to cater for our foods whenever we have a meeting in the office. The meeting ended with a word of prayer led by Bidha Elkia.

**Confirmed By:**

**Chairlady: Roselida Upendo Atundo**

**Signature ….……………………………… Date……………………………**

**Ag .Secretary Peter Ngugi**

**Signature:………………………………… Date……………………………..**