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| NG-CDF Board Central Portal  **KAJIADO NORTH NG-CDF** | **National Government Constituencies Development Fund**  **Kajiado North Constituency**  P.O Box 72-00208  NGONG HILLS  **Cell**:0740-046701  **Email**: [cdfkajiadonorth@ngcdf.go.ke](mailto:cdfkajiadonorth@ngcdf.go.ke)|  **Website:** [http:ngcdfkajiadonorth.co.ke](http://www.cdf.go.ke/) |

**MINUTES OF THE KAJIADO NORTH NGCDF COMMITTEE MEETING HELD ON ……………… AT THE KAJIADO NORTH NGCDF SOCIAL HALL ON AT 10.00AM**

**Members present**

Elizabeth Njuguna Chairperson

Martin Kimemia Member

Robert Sungura Member

Mary Mumbi Member

Tabitha Ruguru Member

Amina Edin Member

Warren Maina Secretary

David Lepasha Member

Keziah Muriithi FAM

**Agenda**

1. Preliminaries

2. Matters arising

3. Additional funding AIE for 2022-2023 FY

4. Requests in the office

5. Reallocation of emergency funds for the 2022/2023 FY

6. Driving school bursary projects

7. Commissioning of projects

8. Transfer of funds to PMC A/Cs

9. AOB

**Preamble**

The meeting started with a word of prayer from Robert Sungura. The chairman welcomed the members to the meeting and thanked them for keeping time despite the short notice.

**MIN 01/NG-CDF- KJDN 07/07/23: MATTERS ARISING**

**Staff gratuity**

Two staff Annette Sinafa and Moses Nyamu had completed their three (3) year contract as NGCDFC staff on 06/07/2023. The members were informed that the two staff had not been paid gratuity in year two of their contract. It was therefore agreed that their gratuity is released as soon as possible as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Gratuity : Annette Sinafa | | | | |
| Year | Basic salary(Ksh) | Months | Total | 31% of basic salary |
| 2021 | 22,217 | 6 | 133,302 | 41323.62 |
| 2022 | 22,217 | 12 | 266,604 | 82647.24 |
| 2023 | 22,217 | 6 | 133,302 | 41323.62 |
| **TOTAL** |  | **24** | **533,208** | **165,294.48** |
| Gratuity : Moses Nyamu | | | | |
| Year | Basic salary(Ksh) | Months | Total | 31% of basic salary |
| 2021 | 28,996 | 6 | 173,976 | 53,932.56 |
| 2022 | 28,996 | 12 | 347,952 | 107,865.12 |
| 2023 | 28,996 | 6 | 173,976 | 53932.56 |
| **TOTAL** |  | **24** | **695,904** | **215,730.24** |

**Olkeri Primary School**

The chairperson and the representative of the Olkeri ward reported concerning a request that was discussed in the previous minutes to have their 24 boys’ toilets reconstruction as they were posing a risk to the learners and had asbestos roof that was not recommended. The two reported that the latrines were in a bad shape but since they were 24 units, that required upwards of three million to construct, it agreed that the project would be made a priority in the 2023/2024 financial year projects

**MIN 02/NG-CDF- KJDN 07/07/23: ADDITIONAL AIE FUNDING FOR THE 2022/2023 F/Y**

The Fund Account Manager informed members that they have received additional AIE as follows

* **AIE NO. B 207876– Kshs 15,000,000**

Members agreed to utilize the AIE’s for the following activities;

|  |  |  |  |
| --- | --- | --- | --- |
| **NO** | **PROJECT CODE** | **ACTIVITY** | **AMOUNT** |
| **1** | 4-034-183-2640200-101-2022-2023-1 | Emergency | 4,000,000.00 |
| **2** | 4-034-183-2640102-103-2022-2023-2 | Bursary Tertiary | 1,000,000.00 |
| **3** |  | Strategic plan | 2,000,000.00 |
| **4** | 4-034-183-2630209-263-2022-2023-10 | Enoomatasiani Primary supply of 50 wooden lockers | 250,000.00 |
| **8** | 4-034-183-2630209-263-2022-2023-13 | Enoomatasiani Primary School Lab | 2,000,000.00 |
| **5** | 4-034-183-2630209-263-2022-2023-11 | Arap Moi Primary supply of 50 wooden desks | 250,000.00 |
| **6** | 4-034-183-2630209-263-2022-2023-12 | Embulbul Primary supply of 100 wooden desks | 500,000.00 |
| **8** | 4-034-183-2630210-263-2022-2023-4 | Nakeel Secondary School Lab | 2,000,000.00 |
| **9** | 4-034-183-2630209-263-2022-2023-7 | Nalepo primary School Lab | 1,000,000.00 |
| **10** | 4-034-183-2640509-112-2022-2023-1 | Upper Matasia Primary School | 2,000,000.00 |
|  | **TOTAL** |  | **15,000,000.00** |

**MIN 03/NG-CDF- KJDN 07/07/23: TRANSFER OF FUNDS TO PMC ACCOUNTS**

After the allocation of the AIE to various projects, the members approved the transfer of funds to the respective PMC accounts. This is the breakdown of the projects and the amounts that were agreed to be transferred for each project.

|  |  |  |
| --- | --- | --- |
| **PROJECT** | **ACTIVITY** | **AMOUNT** |
| Enoomatasiani Primary | Supply of 50 wooden desks | 250,000.00 |
| Strategic plan | Constituency strategic plan | 2,000,000.00 |
| Arap Moi Primary | Supply of 50 wooden desks | 250,000.00 |
| Embulbul Primary | Supply of 100 wooden desks | 500,000.00 |
| Nakeel Secondary School Lab | Construction of 45 Students Capacity Laboratory with terrazzo to roofing Level and drainage works upto 60% completion foundation walling, floorslab, walling, roofing, piping and drainage works | 2,000,000.00 |
| Enoomatasiani Primary School Lab | Construction of 45 Student Capacity Laboratory with terrazzo to roofing Level and drainage works upto 60% completion : foundation walling, floorslab, walling, roofing, piping and drainage works | 2,000,000.00 |
| Nalepo primary School Lab | Construction of 45 Students Capacity Laboratory with terrazzo floor finish to 35% completion: foundation, walling, backfilling, lintel and roofing. | 1,000,000.00 |
| Upper Matasia Primary School | Renovation of 6No. Classrooms i.e Replacing of iron sheet, Fixing of window panes, Internal plastering, with Terrazzo floor finish and Painting. | 2,000,000.00 |
| **TOTAL** |  | **10,000,000** |

**MIN 04/NG-CDF- KJDN 07/07/23: REQUESTS IN THE OFFICE**

1. **Ilmerijo Primary**

The school had made a request proposal to the committee for a 5-door toilet for girls and 3-door toilet for boys with urinal, since the two available toilets are being used by a population of 234 pupils. This as per the proposal causes the leaners to end up wasting a lot of time due to the long queues and messes the little learners of the lower grades.

The members agreed that since the sub-county health office had written to the school to consider additional ablution facilities with urgency, they would reallocate emergency funds that were not utilized for the just concluded 2022/23 FY to the project. A sum of Ksh 2,300,000 was agreed upon subject engineers’ estimates.

1. **Kerarapon Primary**

The school BOM through the head teacher had requested for a consideration for the construction of boys’ toilet and staff toilet. Their proposal totaled to 3.5M.

Members agreed to fund the project subject to scrutiny and estimates of the sub county public works officer in the 2023/24 FY.

**MIN 05/NG-CDF-KJDN 07/07/23: REALLOCATION OF EMERGENCY FUNDS FOR THE 2022/2023 FY**

Following the request by Ilmerijo primary school for the construction of a toilet block with a biodigester, the members agreed to reallocate a sum of Ksh 2,300,000 from the emergency fund for the financial year 2022/2023 that had not been utilized.

They also agreed to reallocate a sum Ksh 500,000 to the constituency strategic plan. This decision was arrived at since the amount they had allocated earlier in the year of Ksh 2,000,000 was not sufficient to facilitate the development of a strategic plan for the constituency in the light of inflation and increase of prices of items, facilities and commodities in the recent past. The reallocation was agreed to be done as follows.

|  |  |  |  |
| --- | --- | --- | --- |
| **NO.** | **PROJECT NAME** | **ACTIVITY** | **AMOUNT(KSHS)** |
| 1. | Ilmerijo Primary School | Construction to completion of a combined toilet block; 3 doors with 1pwd chamber for girls, and a three door toilet block with a urinal one and a pwd room for boys and a bio digester | 2,300,000 |
| 2. | Strategic Plan | Additional funds for preparation of the NGCDF Kajiado North 5-year strategic Plan. | 500,000 |
|  | **TOTAL** |  | **2,800,000** |

**MIN 06/NG-CDF- KJDN 07/07/23: DRIVING SCHOOL**

Following the successful tendering of the supplier of driving school services, the members approved the successful bid of styleup Ventures Ltd, with a contract sum of 3,494,750 for training of 300 successful applicants. Members uninamously agreed that the supplier of the service was a satisfactory one due to her presence in the sub county. The offices are in Ngong, Kiserian, Ongata Rongai and Gataka Road, making it convenient for trainees from every ward. It was agreed that as per the agreement signed between the supplier and the representatives of the NGCDFC, the supplier would be paid 70% of the contract sum at the commencement of the project, with the remainder being paid when the committee was satisfied with the services rendered to the trainees and all the driving licenses released. A sum of Ksh 2,4446,325.00 was agreed to be released to Styleup Ventures Ltd.

The members agreed to launch the activity on Saturday 15th July, 2023 at the Rongai on the county grounds near Sidian bank.

**MIN 07/NG-CDF- KJDN 07/07/23: COMMISSIONING OF PROJECTS**

The members discussed about projects had been completed in the recent past and required to be handed over to the community. Members deliberated on the different projects and agreed to commission them as a matter of priority. They asked the fund manager to facilitate other expenses that the committee would incur as the project was being commissioned eg plaques or where there was need to hire tents and chairs for the members of the public. Members also agreed to the reimbursements of transport and meals as follows. They agreed that this was going to be the rate used going forward during such activities.

Chairperson...……………….3, 000 per day

Member……………………..2,000 per day

Staff…………………………1,000 per day

The members agreed that ward representatives would be present to represent their respective wards during the activites.

The following programme was drawn by the members for the said activity.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE** | **DAY** | **INSTITUTION** | **PROJECT** | **WARD** |
| **11/07/23** | Tuesday | Ngong Assistant Chiefs Office | Chiefs office | Ngong |
| **13/07/23** | Thursday | Kiserian Police Station | Police Station Office Block | Olkeri |
| **15/07/23** | Saturday | Driving School | Launch of driving School Bursary | Ongata Rongai |
| **17/07/23** | Monday | Assistant Chief Ongata Rongai | Office Block and emergency toilet. | Ongata Rongai |
| **18/07/23** | Tuesday | Ngong Technical Training Institute | Genarator room  Students toilet Block  Three classrooms | Ngong |
| **19/07/23** | Wednesday | Kerarapon Chiefs Office | Chiefs office | Oloolua |
| **20/07/23** | Thursday | Ngong Township Primary | Staff Toilet Block. | Ngong |
| **25/07/23** | Tuesday | Enoomatasiani Primary School | Classroom Corridors | Olkeri |
| **26/07/23** | Wednesday | Mosoi Range Chiefs | Office Block | Nkaimurunya |
| **28/07/23** | Friday | Enoomatasiani Mixed Day Secondary School | Emergency staff toilet | Olkeri |

Key attention was given to the handing over of Kiserian police station since the member of parliament had indicated the possibility of the CS interior security gracing the occasion. The member approved the budget for the occasion as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No** | **Item** | **Quantity** | **Unit price** | **Total** |
| 1 | Executive tent | 1 | 6,000 | 6,000 |
| 2 | 100 seater tent | 2 | 5000 | 10,000 |
| 3 | Executive chairs | 30 | 500 | 15,000 |
| 4 | Plastic chairs | 300 | 20 | 6,000 |
| 5 | Red carpet | 1 | 10,000 | 10,000 |
| 6 | Podium | 1 | 5000 | 5,000 |
| 7 | PA system | 1 | 10,000 | 10,000 |
| 8 | Transport |  |  | 8,000 |
| 9 | Decor |  |  | 7000 |
| 10 | Water and Refreshments | 30  2 | 350  1250 | 10,500  2,500 |
|  | **TOTAL** |  |  | **90,000** |

**MIN 08/NG-CDF- KJDN 07/07/23: AOB**

Having concluded the days’ business, the meeting came to a close with our Lord’s prayer at 12.40 noon.

**PREPARED BY**

Secretary………………………………………………………………………..

Signature……………………………………………………….

Date………………………………………………………….

**CONFIRMED BY**

Chairperson…………………………………………………………………..

Signature……………………………………………

Date………………………………………….