**MINUTES OF THE WESTLANDS NG-CDF MEETING HELD ON OCTOBER 16TH 2019, AT THE OFFICE BOARDROOM FROM 10:30 A.M**

**MEMBERS PRESENT**

1. Roselida Upendo Atundo - Chairperson
2. Risper Loisa - NG-CDF Manager,
3. Consolata Kithire Kamathire - Secretary
4. Samson Kemunche Ongeri - Member
5. Adekhera Elkia - Member
6. Julius Kavoo Wambua - Member
7. Mary Akoth Obongo - Member
8. Freddah Seleto Kaelo - Member
9. Benson Maisori - ACC1

**AGENDA**

1. Preliminaries
2. Reading of the previous meeting
3. Matters arising
4. Project proposal approval
5. Ward meeting report approval
6. Rent & P.A. system
7. Project implementation status progress reports
8. Report on driving and NHIF
9. PMC Bank Balances transfers to NGCDF Westlands Bank Account
10. AOB

**MIN 01/10/2019: PRELIMINARIES**

The meeting began with a word of prayer led by Elkiah Adekhera which was followed by a brief welcome by the Chairperson.

**MIN 02/10/2019: READING OF PREVIOUS MINUTES AND CONFIRMATION~~.~~**

The previous minutes were read out by Consolata Kithira Kimathire. They were Proposed by Elkia Adekhera and seconded by Mary Akoth as a true copy of the deliberations.

**MIN 03/10/2019: MATTERS ARISING:**

Transport for the tents and chairs Kshs 8000/= was paid for

NGCDFC staffs lunch facilitation for two days Kshs 6000/=

No PMC returns so far received from the schools as requested in the previous meetings, apart from Westlands primary school and North Highridge secondary school.

Members were informed that Head teachers from the following schools will be submitting their PMC returns before Friday 18, 2019.

1. Kihumbuini primary school
2. Loresho secondary school
3. Vet lab secondary school

**MIN 04/10/2019 PROJECT PROPOSAL APPROVAL:**

Members went through the NGCDF Board circular on preparation of projects proposal for 2019/2020 and the following project proposal was unanimously approved.

**FINANCIAL YEAR: 2019 1ST JULY TO 30TH JUNE 2020**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Name** | **Project Number** | **Project activity** | **Amount Allocated** | **Current Status** |
| Employees’ Salaries | 4-047-274-2110000-100-2019/2020-001 | Payment of staff salaries, gratuities | 3,735,634.00 | Ongoing |
| NSSF | 4-047-274-2120201-100-2019/2020-002 | Payment of NSSF deductions | 64,800.00 | Ongoing |
| NHIF | 4-047-274-2120201-103-2019/2020-003 | Payment of NHIF deductions | 51,000.00 |  |
| Goods and Services | 4-047-274-2210000-100-2019/2020-004 | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea & refreshment, purchase of furniture & legal fee | 2,370,217.00 | Ongoing |
| Committee Expenses | 4-047-274-2210802-100-2019/2020-005 | Payment of Committee sitting allowances, transport, conferences | 1,677,812.45 | Ongoing |
| Goods and Services | 4-047-274-2210000-111-2019/2020-001 | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence. | 961,249.72 | Ongoing |
| Committee Expenses | 4-047-274-2210802-111-2019/2020-002 | Payment of Committee sitting allowances, transport, conferences | 1,259,782.00 | Ongoing |
| NG-CDFC, PMC & NG-CDFC Staff Capacity Building | 4-047-274-2210700-111-2019/2020-003 | Undertake Training of the NG-CDFC, PMCs & NG-CDFC Staff on NG-CDF Related issues | 900,000.00 | Ongoing |
| Bursary; Secondary Schools for needy students | 4-047-274-2640101-103-2019/2020-001 | Payment of bursary to needy students | 16,700,252.00 | Ongoing |
| Bursary; Tertiary institutions | 4-047-274-2640102-103-2019/2020-002 | Payment of bursary to needy students Bursary; Tertiary institutions (colleges, universities) | 13,141,279.00 | Ongoing |
| Bursary Vocational Institutions | 4-047-274-2640102-103-2019/2020-003 | Payment of bursary towards skills enhancement under short courses for example hair dressing and beauty, Baking, Tailoring, Driving, Marsonry, Carpentry and Plant operation. | 3,000,000.00 | Ongoing |
| NHIF Social Security Programme | 4-047-277-2640103-103-2019/2020-004 | To cater for the health insurance cover for the vulnerable elderly persons | 1,500,000.00 | Ongoing |
| Emergency | 4-047-277-2640200-101-2019/2020-001 | To cater for any unforeseen occurrences in the constituency during the financial year | 7,198,241.38 | Ongoing |
| Constituency Sports Tournament | 4-047-274-2640509-112-2019/2020-001 | To facilitate sports tournaments whereby the winning teams will be awarded with balls, trophies, uniforms for teams in the constituency. | 1,000,000.00 | Ongoing |
| Environmental activities | 4-047-274-2211311-108-2019/2020-001 | Purchase of 2(two) 10,000 litres water tanks for water harvesting for Highridge Primary School | 200,856.59 | New |
| NGCDF Motor Vehicle | 4-047-274-3110701-108-2019/2020-001 | Purchase of Ford Ranger 2.2 Double Cab SP, 5 seater, 4X4, Engine 2198 4-cylinder Turbo Diesel. 80 litres capacity. | 4,842,600.00 | New |
| NGCDF Motor Cycle | 4-047-274-3110103-108-2019/2020-001 | Purchase of Motorcycle (TVS), 125 CC, 4 stoke, 4 speed transmission , 15Litres capacity | 200,000.00 | New |
| Westlands primary school | 4-047-274-2630204-104-2019/2020-001 | Completion of 2 Storied Dormitory wing A - Doors, Windows, Finishes, Electrical Works, Mechanical Works - Plumbing and Drainage. | 17,500,000.00 | Ongoing |
| Hospital Hill Primary school | 4-047-274-2630204-104-2019/2020-002 | Construction of Library from slab, stair case and ramp to completion. | 3,500,000.00 | New |
| Lower Kabete Primary School | 4-047-274-2630204-104-2019/2020-003 | Construction of 4 classrooms to completion with stair case and ramp to completion | 8,000,000.00 | New |
| Parklands Arya girls secondary school | 4-047-274-2630205-104-2019/2020-001 | Construction of 5 storied dormitory | 10,000,000.00 | New |
| North Highridge Secondary school | 4-047-274-2630205-104-2019/2020-002 | Construction of 2 classrooms from slab and stair case and ramp to completion. | 3,500,000.00 | New |
| 4-047-274-2630205-104-2019/2020-002 | Construction of a single Science Laboratory with a slab | 4,500,000.00 | New |
| Loresho Secondary School | 4-047-274-2630205-104-2019/2020-003 | Construction of 5 classrooms from slab,with stair case and ramp to completion | 10,000,000.00 | New |
| Vet Lab Secondary | 4-047-274-2630205-104-2019/2020-004 | Construction of 5 classrooms from slab,with stair case and ramp to completion | 10,000,000.00 | New |
| Farasi Lane Secondary School | 4-047-274-2630205-104-2019/2020-005 | Construction of 5 classrooms from slab,with stair case and ramp to completion | 10,000,000.00 | New |
| Kangemi Chiefs Office | 4-047-274-2640507-113-2019/2020-001 | Construction of 8 doors toilet with connection to sewerline to completion | 1,564,000.00 | New |
| **TOTAL** |  |  | **137,367,724.14** |  |

**MIN 05/10/2019 WARD MEETING REPORT PROPOSAL:**

The Members went through consolidated ward meetings report submitted and confirmed that it reflected a true copy of what the public had proposed.

The members agreed to sieve through the report and separate projects identified by the public but are not falling under the National Government functions.

The members approved all projects identified by the public under NGCDF functions to be considered and prioritized by committee as per guidelines.

**MIN 06/10/2019 RENT & PA SYSTEM**

The members agreed to pay Kshs 450,000/= like in the past without deducting withholding 6% tax once the land lady submits a KRA exemption letter.

The members agreed to refund back ksh 23,276.00 deducted from ICUGA DEVELOPMENT LTD being withholding tax 6% deducted and remitted to KRA in 4th quarter of 2018/2019 financial year.

The members agreed that the PA system charge of ksh 5,000 is normally per day and not per session or per venue.

**MIN 07/10/2019 PROJECT IMPLEMENTATION STATUS PROGRESS REPORT**

Members were informed of the following project reports:

1. **Kihumbuini primary school classes are ready to be handed over.**

The members agreed that the staircase done at Kihumbuini primary school as part of 2018/2019 project was not included in tender documents.

The members were informed that the architect project manager had instructed the contractor to construct the stair case since it was mandatory.

The members were informed that the contractor followed the instructions and constructed the stair case and was requesting for payment of the same.

The members agreed to release emergency funds to construct the stair case which was not in the tender documents and the project cannot be used without it.

The members also agreed to construct a ramp from the emergency funds since the stair case was not conducive for people living with disability.

1. **Farasi lane, Loresho and Vet Lab secondary schools projects at 80% ongoing.**

The members noted sadly that all the 3 projects were storied building but neither stair case nor ramp was included in the bill of quantities hence the buildings may be white elephants once completed without the two elements.

The members’ agreed of the need to construct stair cases and ramps on all storied projects.

The members agreed to include the stair cases and ramps costs in the phase 2 of the projects in 2019/2020 projects proposal.

1. **New Kihumbuini primary school** - completion of perimeter wall but was not labeled.
2. **Kangemi Chief’s camp** - needs more funds to do a modern public toilet and members recommended to be done as a project in Financial Year 2019/2020.
3. **Strategic Plan** – the members relooked at the status of the strategic plan and agreed that the pace was slow; hence agreed to expedite preparation of the strategic plan to be ready by end of December 2019.
4. **Westlands primary school.**

The members were briefed that the Westlands primary school PMC through the contractor was able to rehabilitate 27 classrooms; 17 classrooms floors were Tiled, 9 classrooms were painted and their floors had terrazzo hence tiles were not put.

The members were informed that the Hall was fully painted, 2 offices fully painted, art room fully painted and administration block painted outside only.

The members also received a report that block 8 roof was repaired.

The members confirmed interim valuation NO: 02 from the architect Maurice Jonyo and endorsed the interim valuation certificate of ksh 2,014,458.03 payment to the contractor.

The members approved the correct VAT 16% calculated by PMC and the architect which differed from VAT16% indicated in the tender document of Yasuke Group Limited.

The members were informed that the Westlands primary school PMC needed approval to pay the contractor Yasuke Group Ltd as per interim valuation no.02 dated 12/09/2019.

The members agreed to approve the payment of item 5, 6 and 8 because there were available funds for the same since there was a saving on tiling due to not all classrooms were fitted with tiles and not all roofs were repaired.

The members agreed to not add funds to Westlands primary school from emergency vote to carter for a precarious administration block tiled roof as earlier requested because the amount saved from the projects’ bill of quantities items not done ( 9 classrooms had terrazzo floors and not all roofs were repaired) was sufficient to replace the entire roof.

1. **North Highridge secondary school, Bohra and Lower Kabete primary schools classrooms**

The members agreed that they have been constructed and completed to slab and are in use and provision for constructing upper floors catered for. Stair cases and ramps have not been considered.

The members agreed to include stair cases and ramps for the schools in phase 2 of the projects in 2019/2020 proposal.

The members also agreed to construct two toilets for students with disability in all schools.

**MIN 08/10/2019REPORT FOR DRIVING AND NHIF**

Driving Quotation of Kabete Technical received and members requested to go through the list of driving by 23nd October 2019.

NHIF members requested for NHIF list to go through it on 23nd October 2019.

**MIN 09/10/2019 PMC BANK BALANCES TRANSFERS TO NGCDF WESTLANDS BANK ACCOUNT**

The members approved transfer of PMC unutilized bank balances back to the Westlands NGCDF Bank account as per guidelines.

The members approved the following transfers and mandated the FAM to liaise with the PMC for the same.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Project** | **Amount Allocated** | **Amount Quoted / Amount Disbursed** | **Amount Transferred / Amount Utilized** | **PMC Balance to be transferred** |
| 1 | Westlands Primary School | 10,000,000.00 | 9,040,668.00 | 9,957,906.00 | 717,238.00 |
| 2 | Karura Forest Primary School | 4,416,385.40 | 3,900,152.00 | 4,374,291.40 | 374,139.40 |
| 3 | Vet Lab Secondary School | 10,000,000.00 | 9,529,280.00 | 9,957,906.00 | 128,626.00 |
| 4 | Loresho Secondary School | 10,000,000.00 | 9,431,525.00 | 9,957,906.00 | 326,381.00 |
| 5 | Kihumbuini Primary School (17/18) | 4,500,000.00 | 4,282,841.80 | 4,500,000.00 | 117,158.20 |
| 6 | Kihumbuini Primary School (18/19) | 4,500,000.00 | 4,457,750.00 | 4,500,000.00 | 42,250.00 |
| 7 | North Highrige Secondary School | 4,500,000.00 | 3,521,150.00 | 4,500,000.00 | 615,850.00 |
| 8 | Highridge Primary School (17/18) | 3,279,007.00 | 3,139,667.60 | 3,279,007.00 | 89,339.40 |
| 9 | WEFOCO Self Help Group NGCDF Sports PMC | 1,736,206.90 | 1,700,000 | 1,654,516.4 | 45,500 |
|  | **Totals** | **52,931,599.3** | **49,003,034.40** | **52,681,016.40** | **2,456,482.00** |

**MIN 10/10/2019 AOB**

1. Unpresented cheques.
2. Received Management letter from the Internal Auditors.
3. Pending bills (attachment approved)
4. Allowance for meeting of 16th October 2019
5. Next meeting to be held on 23/10/19.

The meeting ended with a word of prayer led by Freddah Seleto.