**MINUTES OF THE WESTLANDS NG-CDF MEETING HELD ON 16TH NOVEMBER, 2018, AT THE OFFICE BOARDROOM FROM 11:30 A.M**

**MEMBERS PRESENT**

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

**ABSENT WITHOUT APOLOGY**

1. Victor Vieri - Member

**AGENDA**

* Preliminaries
* Reading of the previous minutes and confirmation
* Matters arising
* Projects progress (M & E report) – Kihumbuini Primary School
* Proposals 2018/2019
* Sports Tournament
* Pending Projects
* Pending Bills
* AOB

**MIN 01/11/2018: PRELIMINARIES**

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

**MIN 02/11/2018: READING OF PREVIOUS MINUTES AND CONFIRMATION~~.~~**

The previous minutes were read out by Fund Account Manager (FAM). They were Proposed by Julius Kavoo and seconded by Samson Ongeri as a true copy of the deliberations.

**MIN 03/11/2018: MATTERS ARISING;(M&E REPORT)**

The Committee members were informed that the KALRO letter has not been written up to now due to a possility of an alternative. Also, one of the Committee members Mr. Victor Vieri, who left have not communicated officially so far.

The NG-CDF chairlady and Fund Accounts Manager were able to meet the New Kihumbuini Head Teacher and they discussed the handover of the project but requested them to do it New Year when the schools re-opens.

**MIN 04/11/2018; PROJECTS PROGRESS (M&E REPORT):**

The NG-CDF committee members were informed that New Kihumbuini project was over- done by 14 classes instead of the requested 8 classes. The committee resolved to revisit that next meeting in case the contractor calls for the excess works.

**MIN 05/11/2018: PROJECT PROPOSALS 2018/2019**

The NG-CDF Committee Members with the consideration of the wards proposals came up with the following projects priority list;

|  |  |  |
| --- | --- | --- |
| **Project Name** | **Activity** | **Amount** |
| Employees Salaries | Payment of staff salaries and gratuity | 2,200,000 |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea. | 1,183,112.90 |
| NSSF | Payment of NSSF Deductions | 15,000 |
| Committee Expenses | Payment of Committee sitting allowances, transport, conferences | 3,144,339.10 |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence. | 300,000 |
| Committee Expenses | Payment of Committee sitting allowances, transport, conferences | 1,000,000 |
| NG-CDFC/PMC Capacity Building | Undertake Training of the PMCs/NG-CDFCs on NGCDF Related issues | 1,971,226.65 |
| Emergency | To cater for any unforeseen occurrences in the constituency during the financial year | 5,738,993.45 |
| Constituency  Sports Tournament | Carry out Constituency Sports tournament and the winning teams/schools to be awarded with trophies, balls, and games kits | 2,180,817.50 |
| Bursary Secondary Schools | Payment of bursary to needy student | 16,000,000.00 |
| Bursary Tertiary Schools | Payment of bursary to needy student | 10,691,000.00 |
| NHIF Social security funds | To cater for health care services to the vulnerable groups in the society | 1,200,000.00 |
| Visa Oshwal prim sch | Construction of 2 classrooms to completion | 3,000,000 |
| Westlands prim | Rehabilitation of 19 classrooms (painting, floor repairs, windows and doors repairs, electricity wiring repairs.) | 10,000,000.00 |
| Kihumbuini Prim | Construction of 2 classrooms to completion | 4,500,000.00 |
| Karura Primary sch | Rehabilitation of 5 classrooms (painting, floor repairs, windows and doors repairs, electricity wiring repairs.)-. | 4,416,385.40 |
| Lower Kabete Primary School | Purchase of 100 desks and chairs | 500,000.00 |
| Vet Lab Primary school | Purchase of 100 desks and chairs | 500,000.00 |
| LORESHO Sec school | Construction of 5 classrooms with a slab to completion . | 10,000,000.00 |
| Vet lab Sec school | Construction of 5 classrooms with a slab to completion . | 10,000,000.00 |
| Farasi Sec school | Construction of 5classrooms with a slab to completion | 10,000,000.00 |
| Kangemi high School | Construction of a perimeter wall (kshs3,000,000.00), lay paving blocks at the school entry access path(kshs. 2,000,000.00) | 5,000,000.00 |
| North Highridge Secondary School | Purchase of 100 desks and chairs | 500,000.00 |
| Parklands Police Station | Construction of a perimeter wall (150m) (kshs.3,000,000.00), painting, floor tiling, door repairs and roof repairs rehabilitation of front offices(kshs2,000,000) | 5,000,000.00 |
|  |  | 109,040,875 |

**MIN 06/11/2018: SPORT TOURNAMENT**

The sports was allocated 1.7m. The committee resolved to allocate football tournaments I million. The committee members proposed to do a talent search with 700, 000/- The members of the sports tournament are as follows:-

1. Consolata and Samson Ongeri; Uniforms for the players to be given from quarter finals and everybody will be requested to represent the premises.
2. There will be a sport account for all sport and talents search. (Festive the talent search)

**MIN 07/11/2018: PENDING PROJECTS**

The NG-CDF Fund Accounts Manager informed the committee members that the pending projects should be completed because the funds are already in the account.

**MIN 08/11/2018: PENDING BILLS**

New Kihumbuini Primary school to be paid upon presentation of the completion certificate.

**MIN 08/10/2018: A.O.B.**

Friddah – talked about the Fund Manager’s transfer.

Samson Ongeri – Talked about NHIF

Elkiah - Talents show, when to be done. It was proposed to be before the end of the year

Julius - The sports committee members to be always informing the NG-CDF committee members on the games progress.

Consolata - Benchmarking to be done

D.C.C. - The committee has been very united.

Peter Ngugi - Benchmarking to come with a plan in the 2018/19 budget

Talent Search – to be organised by Mary, Kavoo and Elkiah to find the talent search

* Venue will be at Highridge Secondary
* We requested BCE
* NHIF and prequalification we have their numbers - chair will call them when the M.P. is around

There was a cheque from Fr. Khun Secondary School that money was refunded to ND-CDF Westland’s @ an Account of 10.988 which is in our account name. We as the committee members had awarded 5000/- and the rest money for the parent but we are not going to give the parent cash but for the parent to give us a beneficial.

The meeting ended with a word of prayer led but Elkiah Adekhera.

**Confirmed By:**

**Chairlady: Roselida Upendo Atundo**

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

**Secretary: Consolata Kithire Kamathire**

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