**MINUTES OF THE NG-CDFC MEETING HELD AT RUARAKA NGCFC OFFICE ON WEDNESDAY 15TH SEPTEMBER 2021 AT 10.00 AM.**

**MEMBERS PRESENT:**

**NAMES**  **DESIGNATION**

1. Peter Odhiambo Akuma Chairman
2. Anne Achieng Opondo Secretary
3. Lucas Ochieng Were Member
4. Winnie Akinyi Migoya Member
5. James Yagan. (ACC). Member
6. David Otieno Member
7. Aziz Juma SFOO
8. Kennedy Odhiambo Ayuka Member
9. Toti Odeke Arthur Member
10. Kerine Beryl Midamba Member

**AGENDA**

1. Prayer.
2. Reading and Confirmation of the previous minutes.
3. Matters arising from the previous minutes.
4. Project Progress Report.
5. Committee Approval of Project Proposals FY 2021/2022
6. A.O.B

**MINUTE 1:** **NG-CDFC/RUARAKA/NRB:** **1/15/9/2021: PRAYERS.**

Meeting was called in order by the chairman at 10.05 am, and then proceeded with a word of prayer from Toti Odeke Arthur.

**MINUTE 2: NG-CDFC/RUARAKA/NRB: 2/15/9/2021: READING AND CONFIRMATION OF THE PREVIOUS MINUTES.**

Minutes were read by the secretary and confirmed as the true record of what was discussed.

Confirmed by Lucas Were.

Seconded by Winnie Akinyi Migoya.

**MINUTE 3: NG-CDFC/RUARAKA/NRB: 3/15/9/2021: MATTERS ARISING FROM THE PREVIOUS MINUTES.**

PMC accounts for the proposed construction of Lucky summer Assistant chief’s and Chief’s office to be opened.

**MINUTE 4: NG-CDFC/RUARAKA/NRB: 4/15/9/2021: PROJECT PROGRESS REPORT.**

The monitoring and evaluation was done on 2nd September 2021,

RUARAKA NG-CDF INTERGRATED OFFICE.

Construction works is ongoing, at 80%.

RUARAKA POLICE STATION

 Paving slab should be done at the entrance to join the access road, there should be a proper drainage system so as to avoid stagnant water besides the building, paint work was being redone, Borehole needs repair and there is need for floodlights for security purposes.

**MINUTE 5: NG-CDFC/RUARAKA/NRB: 5/15/9/2021: COMMITTEE APPROVAL OF PROJECT PROPOSALS FY2021/2022**

In reference to National Government Constituency Development Fund Board Circular (REF: NG-CDFB/CEO/BOARD CIRCULARs Vol II (024)) on preparation and submission of constituency project proposals for the 2021/2022 financial year the NGCDFC discussed and approved the following projects for the FY 2021/2022.

**N/B**

* The costs of Renovations of classrooms are inclusive of the Value added Tax.
* The cost of Purchase of desks is inclusive of the Value added Tax.

| **NO.** | **ITEM/PROJECT** | **CODES** | **ORIGINAL COST** | **CUMULATIVE ALLOCATION**  | **ACTIVITY** | **AMOUNT** | **STATUS** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **STATUTORY ALLOCATIONS** |
|  | **Office Administration/Rec. 6%** |  |  |  |  |  |  |
|  | Employee salaries |  4-047-281-2110000-100-2021/2022-001  | 2,400,000.00 |  | Payment of NGCDFC staff salaries  | 2,400,000.00 | Ongoing |
|  | Staff Gratuity | 4-047-281-2110000-100-2021/2022-002 | 1,246,399.99 |  | Payment of NGCDFC staff gratuity | 1,246,399.00 | Ongoing |
|  | NHIF |  4-047-281-2110000-100-2021/2022-003  |  108,000.00  |  | Payment of NG-CDFC staff NHIF Deductions |  108,000.00  | Ongoing |
|  | NSSF |  4-047-281-2110000-100-2021/2022-004  |  44,200.00  |  | Payment of NG-CDFC staff NSSF Deductions |  44,200.00  | Ongoing |
|  | Goods and Services | 4-047-281-2110000-100-2021/2022-005 | 2,716,733.00  |  | Funds for purchase of fuel, repairs and maintenance, printing, photocopies, internet services stationery, travel and subsistence. | 2,716,733.00 | Ongoing |
|  | Committee Expenses | 4-047-281-2110000-100-2021/2022-006 | 1,710,000.00 |  | Payment of Committee sitting allowances, transport, conferences | 1,710,000.00 | Ongoing  |
|  | **Monitoring and Evaluation 3%** |  |  |  |  |  |  |
|  | Goods & Services |  4-047-281-2210000-111-2021/2022-001  | 1,008,666.00  |  | Purchase of fuel, repairs and maintenance, Printing, stationery, Airtime, travel and subsistence. | 1,008,666.00  | Ongoing |
|  | Committee Expenses |  4-047-281-2210000-111-2021/2022-002  |  1,104,000.00  |  | Funds for payment of Committee sitting allowances, transport, conferences |  1,104,000.00  | Ongoing |
|  | NG-CDFC/PMC Capacity Building |  4-047-281-2210000-111-2021/2022-003  |  2,000,000.00  |  | Undertake training of the PMCs/NG-CDFCs on NG-CDF Related issues |  2,000,000.00  | Ongoing |
|  |  |  |  |  |  |  |  |
|  | Bursary Secondary Schools |  4-047-281-2640101-103-2021/2022-001  |  24,000,000.00  |  | Funds for payment of bursary to needy students in secondary schools. |  24,000,000.00  | Ongoing |
|  | Bursary Tertiary Institutions |  4-047-281-2640101-103-2021/2022-002  |  10,272,220.00 |  | Funds for payment of bursary to needy students in tertiary institutions. |  10,272,220.00 | Ongoing |
|  | Sports Activities  | 4-047-281-2640509-112-2021/2022-001 |  2,086,453.00  |  | Funds to Carry out Constituency sports tournament whereby the winning teams will be awarded with balls, uniforms and trophies |  2,086,454.00  | Ongoing |
|  | Emergency Reserve  | 4-047-281-2640200-101-2021/2022-001 | 7,192,207.00  |  | Funds to cater for any unforeseen occurrences in the constituency during the financial year (floods, fire incidences, collapse of structures) | 7,192,207.00  | Ongoing |
| **EDUCATION PROJECTS- PRIMARY SCHOOLS** |
| 1. | Babadogo Primary School  |  4-047-281-2630204-104-2021/2022-001  | 7,000,000.00  |  | Renovation of 9 classrooms. Phase 2- (tiling of the floor, plastering, replacement of steel windows and doors plus glazing, Replacements of roofing and ceilings, wall painting work internally and externally, electrical works )  | 7,000,000.00  |  New  |
| 2. | Baba dogo Primary School  |  4-047-281-2630204-104-2021/2022-002  | 600,000.00  |  | Purchase and supply of 100 school Wooden Metal Lockers and chairs @ Ksh.6,000.00 per set  | 600,000.00  |  New |
| 3. | Drive inn primary school |  4-047-281-2630204-104-2021/2022-003  | 7,000,000.00 |  | Renovation of 9 classrooms. Phase 2- (tiling of the floor, plastering, replacement of steel windows and doors plus glazing, Replacements of roofing and ceilings, wall painting work internally and externally, electrical works )  |  7,000,000.00  | New |
| 5. | Mathare North primary school  |  4-047-281-2630204-104-2021/2022-004  |  600,000.00  |  | Purchase and supply of 100 school Wooden Metal Lockers and chairs @ Kshs.6,000.00 per set  |  600,000.00  | New |
| 6. |  Ngunyumu Primary School  |  4-047-281-2630204-104-2021/2022-005  |  3,800,000.00 |  | Renovation of 5 classrooms.- Final phase (tiling of the floor, plastering, replacement of steel windows and doors plus grazing, Replacements of roofing and ceilings, wall painting work internally and externally, electrical works )  |  3,800,000.00  | New |
| 8. | Lucky Summer Primary School  |  4-047-281-2630204-104-2021/2022-006  |  600,000.00  |  | Purchase and supply of 100 school Wooden Metal Lockers and chairs @ Ksh. 6,000.00 per set |  600,000.00  |  New  |
| 9. | Daniel Comboni Primary School |  4-047-281-2630204-104-2021/2022-007 |  7,000,000.00  |  | Renovation of 9 classrooms. Phase 3- (tiling of the floor, plastering, replacement of steel windows and doors plus glazing, Replacements of roofing and ceilings, wall painting work internally and externally, electrical works ) |  7,000,000.00  | New |
| 10. |  Daniel Comboni Primary School  | 4-047-281-2630204-104-2021/2022-008 |  600,000.00  |  | Purchase and supply of 100 school Wooden Metal Lockers and chairs @ Ksh. 6,000.00 per set  |  600,000.00  | New |
| 11. | Chandaria Primary School  | 4-047-281-2630204-104-2021/2022-009  |  8,500,000.00  |   | Construction of four (4) Classrooms with a slab and a staircase (clearing the area, removing cotton soil, excavation of trenches, walling, keying, electrical Works, slabbing, painting) |  8,500,000.00  | New |
| **EDUCATION PROJECTS- SECONDARY SCHOOLS** |
| 1. | Babadogo Secondary School  |  4-047-281-2630205-104-2021/2022-001  |  2,000,000.00  |  |  Construction of an access ramp from ground to 2nd floor of tuition done by NG-CDF(clearing the area, removing cotton soil, excavation of trenches, walling and slabbing) |  2,000,000.00  |  New  |
| 2. | Proposed Mathare North Secondary school |  4-047-281-2630205-104-2021/2022-002 |  20,000,000.00  |  | Proposed construction of 2 storey building comprising of 30 classrooms, 6 laboratories, 50 capacity each, administration block of 4 offices and staffroom, 63 door toilets inclusive of the needs of pwd and school hall |  20,000,000.00  |  New  |
| 3. | Proposed Mathare North Secondary school |  4-047-281-2630205-104-2021/2022-003  |  1,200,000.00  |  | Purchase and supply of 200 school Wooden Metal Lockers and chairs @ Ksh. 6,000.00 per set  |  1,200,000.00  | New |
| **SECURITY PROJECTS** |
| 1. | Lucky summer Police Station |  4-047-281-2640507-113-2021/2022-001  |  15,000,000.00  |  | Construction of Lucky Summer Police Station storey building comprising of 15 rooms (clearing the area, removing cotton soil, excavation of trenches, walling, keying, electrical Works, painting and roofing)  |  15,000,000.00  | New |
| 2. |  GSU Headquarters  |  4-047-281-2640507-113-2021/2022-002  |  6,000,000.00  |  | Drilling and equipping of borehole  |  6,000,000.00  | New |
| **NG-CDF OFFICE** |
| 1. | Ruaraka NG-CDF Office | 4-047-281-3110202-102-2021/2022-001 | 1,300,000.00 |  | Equipping the newly built Ruaraka NGCDF Integrated office with Furniture -Two Complete Executive Set Comprising of writing Table 1800 X800X800MM Side Return and Mobile Drawer Inn Dark Mahogany @ Ksh, 150,000.00 each – Ksh. 300,000.00, Two High Level Cabinets @ Ksh. 45,000.00 Each – Ksh. 90,000.00, Two High Back Executive Chairs In Leather @ Ksh. 40,000.00 each - Ksh. 80,000.00, Four Exective Visitors Chairs In Leather On Cantelever Base @ Ksh. 35,000.00 each - Ksh. 140,000.00, Two Tv Set Inch 32' @ Ksh. 40,000.00 each - Ksh. 80,000.00, One L- Shaped Desk With Computer Accessories- Ksh. 70,000.00, Four High Back Chair In Mesh each Ksh. 30,000.00- Ksh. 120,000.00, Seven Visitors Chair each Ksh. 20,000.00 - Ksh. 140,000.00, Three Writing Table 1400 X800mm With 3 – DrawerEach Ksh. 40,000.00- Ksh. 120,000.00, Two 4- Drawer Metallic Cabinet With Locking Bar Ksh. 34,000.00 each- Ksh. 68,000.00, One 2- Seater Link Ksh. 34,000.00, 1 3-Seater Link Ksh. 45,000.00 and One Small Coffee Table- Ksh. 13,000.00 | 1,300,000.00 | New |
| **TOTAL** | **137,088,879.00** |  |

**MINUTE 6: NG-CDFC/RUARAKA/NRB: 6/15/9/2021: ANY OTHER BUSINESS**

There being no other business to be discussed the meeting ended with a word of prayer from Toti Odeke Arthur at 12.00 noon.

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

Anne Achieng Opondo Peter Akuma

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

Date…………………………………... Date…………………………