**MINUTES OF THE NG-CDFC MEETING HELD AT RUARAKA NGCDF OFFICE ON TUESDAY 24TH SEPTEMEBER 2020 AT 11.00 AM.**

**MEMBERS PRESENT:**

**NAMES**  **DESIGNATION**

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

**IN ATTENDANCE**

1. Tom Joseph Kajwang MP Ruaraka

**AGENDA**

1. Prayer.
2. Reading and Confirmation of the previous minutes.
3. Matters arising from the previous minutes.
4. Committee Approval of Project Proposals FY2020/2021.
5. Bursary Awards FY 2019/2020.
6. Payment Approvals
7. A.O.B.

**MINUTE 1: NG-CDFC/RUARAKA/NRB: 1/25/09/2020: PRAYERS.**

Meeting was called in order by the chairman at 11.10 am and then proceeded with a prayer from Anne Achieng Opondo.

**MINUTE 2: NG-CDFC/RUARAKA/NRB: 2/25/09/2020: READING AND CONFIRMATION OF THE PREVIOUS MINUTES.**

The minutes of the previous meeting were read by the secretary, proposed by Kennedy Ayuka and seconded by Lucas Ochieng as the true copy of the discussion.

**MINUTE 3: NG-CDFC/RUARAKA/NRB: 3/25/09/2020:** **MATTERS ARISING FROM THE PREVIOUS MINUTES.**

Members proposed that CDFC Training be done together with the CDFC Staff in Mombasa. Chairman to do follow up on the same.

**MINUTE 4: NG-CDFC/RUARAKA/NRB: 4/25/09/2020: COMMITTEE APPROVAL OF PROJECT PROPOSALS FY2020/2021**

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 2020/2021 financial year in which the Board approved Budget ceilings for Ruaraka constituency to be Kshs.**137,138,879.31** after some wide consultations with the stakeholders and the Report received from the Public Ward Forums held prior it wasagreed by the NGCDFC that the following projects be given priority and be submitted to the board before 30th September 2020..

**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 |  4-047-281-2110000-100-2020/2021-001  | 4,249,400.00  |  | Payment of NGCDFC staff salaries (Ksh.3,000,000.00)and gratuity(Ksh.1,249,400.00 )  | 4,249,400.00  | Ongoing |
|  | NHIF |  4-047-281-2110000-100-2020/2021-002  |  108,000.00  |  | Payment of NG-CDFC staff NHIF Deductions |  108,000.00  | Ongoing |
|  | NSSF |  4-047-281-2110000-100-2020/2021-003  |  44,000.00  |  | Payment of NG-CDFC staff NSSF Deductions |  44,200.00  | Ongoing |
|  | Goods and Services | 4-047-281-2110000-100-2020/2021-004 |  2,116,732.76  |  | Funds for purchase of fuel, repairs and maintenance, printing, photocopies, internet services stationery, travel and subsistence. | 2,116,732.76 | Ongoing |
|  | Committee Expenses | 4-047-281-2110000-100-2020/2021-005 | 1,710,000.00 |  | Payment of Committee sitting allowances, transport, conferences | 1,710,000.00 | Ongoing  |
|  | **Monitoring and Evaluation 3%** |  |  |  |  |  |  |
|  | Goods & Services |  4-047-281-2210000-111-2020/2021-001  |  1,010,166.38  |  | Purchase of fuel, repairs and maintenance, Printing, stationery, Airtime, travel and subsistence.(A in A- Ksh. 50,000.00) |  1,010,166.38  | Ongoing |
|  | Committee Expenses |  4-047-281-2210000-111-2020/2021-002  |  1,104,000.00  |  | Funds for payment of Committee sitting allowances, transport, conferences |  1,104,000.00  | Ongoing |
|  | NG-CDFC/PMC Capacity Building |  4-047-281-2210000-111-2020/2021-003  |  2,000,000.00  |  | Undertake training of the PMCs/NG-CDFCs on NG-CDF Related issues |  2,000,000.00  | Ongoing |
|  |  |  |  |  |  |  |  |
|  | Bursary Secondary Schools |  4-047-281-2640101-103-2020/2021-001  |  18,942,788.79  |  | Funds for payment of bursary to needy students in secondary schools. |  18,942,788.79  | Ongoing |
|  | Bursary Tertiary Institutions |  4-047-281-2640101-103-2020/2021-002  |  15,341,931.04  |  | Funds for payment of bursary to needy students in tertiary institutions. |  15,341,931.04  | Ongoing |
|  | Sports Activities 2% | 4-047-281-2640509-112-2020/2021-001 | 2,719,453.44 |  | Funds to Carry out Constituency Sports tournament for 10 teams from each of the five wards and the winning teams/schools to be awarded.( Purchase of 5 Football nets balls, 50 Customized medals, 20 Volley Ball Uniforms, 25 football set Uniforms, 3 Customized Trophies, and Tournament Organization Costs |  2,719,453.44  | Ongoing |
|  | Emergency Reserve  | 4-047-281-2640200-101-2020/2021-001 | 7,192,206.90  |  | Funds to cater for any unforeseen occurrences in the constituency during the financial year (floods, fire incidences, collapse of structures) | 7,192,206.90 |  Ongoing |
|  | **Environmental Activities 2%** | 4-047-281-2640509-112-2020/2021-001 | 2,700,000.00 |  | Construction of Student’s Water Points (Construction of Slab, Purchase and Installation of 2000 litres Tank, Piping, Installation of Taps and Installation of Wash Hand Basins)@ Ksh.300,000.00 per school for 9 schools(Baba Dogo Primary School, Drive In Primary School, Daniel Comboni Primary School, Mathare North Primary School, Chandaria Primary School, Ngunyumu Primary School, Ruaraka High School, Baba Dogo Secondary School and Heide Marie Mathare 4A Primary School)  | 2,700,000.00  | New |
| **EDUCATION PROJECTS- PRIMARY SCHOOLS** |
| 1. | Babadogo Primary School  |  4-047-281-2630204-104-2020/2021-001  |  7,000,000.00  |  |  Renovation of 9 classrooms.(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. | Babadogo Primary School  |  4-047-281-2630204-104-2020/2021-002  |  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 |  4-047-281-2630204-104-2020/2021-003  | 7,000,000.00 |  | Renovation of 9 classrooms.(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  |
| 4. |  Mathare North primary school  |  4-047-281-2630204-104-2020/2021-004  |  7,000,000.00  |  | Renovation of 9 classrooms.(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 )  |  7,000,000.00  |  New  |
| 5. | Mathare North primary school  |  4-047-281-2630204-104-2020/2021-005  |  600,000.00  |  | Purchase and supply of 100 school Wooden Metal Lockers and chairs @ Ksh. 6,000.00 per set  |  600,000.00  | New |
| 6. |  Ngunyumu Primary School  |  4-047-281-2630204-104-2020/2021-006  |  7,000,000.00  |  | Renovation of 9 classrooms.(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 )  |  7,000,000.00  | New |
| 7. | Lucky Summer Primary School  |  4-047-281-2630204-104-2020/2021-007  |  6,000,000.00  |   |  Construction of 330M Perimeter wall ( clearing the bush, removing cotton soil, excavation of trenches, walling, keying and capping) |  6,000,000.00  | New  |
| 8. |  Lucky Summer Primary School  |  4-047-281-2630204-104-2020/2021-008  |  600,000.00  |  | Purchase and supply of 100 school Wooden Metal Lockers and chairs @ Ksh. 6,000.00 per set |  600,000.00  |  New  |
| 9. | Daniel Comboni Primary School |  4-047-281-2630204-104-2020/2021-009  |  7,000,000.00  |  | Renovation of 9 classrooms.(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  | 4-047-281-2630204-104-2020/2021-010 |  600,000.00  |  |  Purchase and supply of 100 school Wooden Metal Lockers and chairs @ Ksh. 6,000.00 per set  |  600,000.00  |  |
| 11.  | Lucky Summer Primary School |  4-047-281-2630204-104-2020/2021-011  |  8,000,000.00  |  |  Construction of four (4) Classrooms to completion with a slab to carry other floors.(Clearing of the area, Excavation, Foundation, slabbing, walling, tiling, fabrication and fixing steel windows and doors, plastering, electrical works, painting works)  |  8,000,000.00  | New |
| 12.  | Lucky Summer Primary School |  4-047-281-2630204-104-2020/2021-012  |  4,000,000.00  |  |  Construction of ten (10) door Ablution Block. (Clearing of the area, Foundation, slabbing, walling, Tiling, Electrical Works, painting works, Sanitary sittings, roofing, ceiling Boards, External Drainage Connections) |  4,000,000.00  | New |
| 13.  |  Heide Marie Mathare 4A Primary School  |  4-047-281-2630204-104-2020/2021-013  |  600,000.00  |  |  Purchase and supply of 100 school Wooden Metal Lockers and chairs @ Ksh. 6,000.00 per set  |  600,000.00  | New |
| **SECURITY PROJECTS** |
| 1. | Lucky Summer Chiefs Office  |  4-047-281-2640507-113-2020/2021-001  |  3,500,000.00  |  | Construction of Lucky Summer Chiefs Office to completion (clearing the area, removing cotton soil, excavation of trenches, walling, keying, electrical works, painting and roofing) to accommodate 5 offices |  3,500,000.00  | New |
| 2. | Lucky Summer Asst. Chiefs Office  |  4-047-281-2640507-113-2020/2021-002  |  3,400,000.00  |  | Construction of Lucky Summer Assistant Chiefs Office(clearing the area, removing cotton soil, excavation of trenches, walling, keying, electrical Works, painting and roofing) to accommodate 5 offices |  3,400,000.00  | New |
| 3. | Mathare North Police Station  |  4-047-281-2640507-113-2020/2021-003  |  15,000,000.00  |  | Construction of Mathare North Police Station storey building comprising of 15 rooms Phase one (clearing the area, removing cotton soil, excavation of trenches, walling, keying, electrical Works, painting and roofing)  |  15,000,000.00  | New |
| **TOTAL** | **137,138,879.31** |  |

**MINUTE 5: NG-CDFC/RUARAKA/NRB: 5/25/09/2020: BURSARY AWARD FOR FY 2019/2020**

 With the likelihood opening of schools in October, there is need to give out the Bursaries before the schools open. The following was therefore discussed and proposed:

* 2000 forms of Bursary be printed immediately
* Bursary Forms to be given out on Friday 25th of September 2020 at Drive In primary School from 8.00 am and beneficiaries be notified of the same by today immediately.
* Form one students and previous beneficiaries be considered on a need by need basis.
* Forms to be returned Latest by Friday 3rd October 2020 4pm.
* The bursary Cheques to be written 7th of October 2020.
* The Issuance of the cheques to the beneficiaries be done on 14th October 2020.

**MINUTE 6: NG-CDFC/RUARAKA/NRB: 6/25/09/2020: PAYMENT APPROVALS**

 The following payments were approved:

1. NGCDFC Allowances for two sittings
2. Bursary Forms Issuance Exercise Expenses to be held on 25th October 2020.
3. Purchase of Motor vehicle Tyres at Kings Way Tyres for Ksh. 103,189.65
4. Bursary Cheques Issuance Exercise to be held on 14th October 2020
5. Payment of staff salary for the month of September 2020
6. Imprest-Office Administration and Monitoring& Evaluation Exercise Expenses

**MINUTE 7: NG-CDFC/RUARAKA/NRB: 7/25/09/2020: ANY OTHER BUSINESS**

 There is need for Training of NGCDFC Members as soon as the funds are available

**Adjournment**

There being no other business to be discussed the meeting ended with a word of prayer from Toti Odeke Arthur at 1:30 pm

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

 Anne Achieng Opondo Peter Akuma

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

Date…………………………………... Date…………………………