**MINUTES OF THE WESTLANDS NG – CDF MEETING HELD ON 30TH SEPTEMBER 2020, AT THE PARKLANDS ARYA GIRLS HIGH SCHOOL FROM 11.00 A.M**

**MEMBERS PRESENT**

1. Tim Wanyonyi – Hon MP Westlands
2. Risper Loisa – Funds Account Manager
3. Adekhera Bidija Elkia – Male Adult Representative
4. Modest Lubulelah Akaki – Female Adult Representative
5. Phanis Minayo – Youth Female Representative
6. Stephen Oloo – Youth Male Representative
7. Julius Wambua Kavoo – Male Constituency Nominee
8. Margaret King’atua – Female Constituency Nominee
9. Freddah Lenayasa – PLWD Representative
10. Roselida Atundo – NGCDF Board Nominee

**ABSENT WITH APOLOGY**

1. Veronica Wangui – Assistant County Commissioner 1

**AGENDA**

1. Preliminaries
2. Confirmation of previous meeting minutes
3. Election of committee chairperson and secretary
4. Sub-committees appointment:
5. Education bursary, mock examinations and continuous assessment tests sub- committee
6. Sports
7. Monitoring and evaluation
8. NHIF Complaints and legal issues
9. Anti – corruption
10. NG – CDFC staff welfare
11. Project proposal 2020/2021
12. Westlands NG – CDFC induction and capacity building planning
13. October 2020 monitoring and evaluation activities
14. NG – CDFC payments
15. 2019/2020 Ongoing projects
16. NG – CDFC Emergency Funds 2019/2020 expenditure
17. NGCDFC Handing over exercise
18. A.O.B

**30/09/2020/1: PRELIMINARIES**

The meeting was called to order at 11.00 A.M followed by prayer by Adekhera Bidija Elkia. This was followed by introduction of members.

The Fund account manager welcomed the MP Hon Tim Wanyonyi and NGCDFC members to the inauguration meeting.

The MP Congratulated the NGCDFC members and wished them well in their new assignment. He further encouraged them to uphold integrity, transparency and fairness when dealing in matters development. The MP advised members to be good ambassadors in their day to day activities and shun corruption by all standards.

**30/09/2020/2: CONFIRMATION OF PREVIOUS MEETING MINUTES:**

There was no confirmation of previous minutes of the previous meeting.

**MIN 30/9/2020/3: ELECTION OF COMMITTEE CHAIRPERSON AND SECRETARY**

Members were taken through the procedure for the key elective posts; Chairperson and Secretary. The Fund account manager informed members on the eligibility whereby a chairperson and /or a secretary could only be voted if they fall under Male/Female adult representative, Male/Female Youth representative and Persons Living with Disability (PLWD).

The chairman position was contested by Adekhera Bidija Elkia – Male Adult Representative and Modest Lubulelah Akaki – Female Adult Representative. The Vote casting was conducted by fund account manager, a session which was very smooth. On tallying, Adekhera Bidija Elkia garnered 4 votes and Modest Lubulelah Akaki garnered 4 votes thus a tie. The vote casting was repeated three times and each time both candidates garnered same votes. The members agreed to conduct the secretary election before making a final decision.

The secretary position candidates were Freddah Lenayasa – PLWD Representative and Phanis Minayo – Youth Female Representative. The Vote casting was again conducted by the fund account manager and the session was smooth. On tallying, Freddah Lenayasa garnered 4 votes and Phanis Minayo garnered 4 votes thus a tie. The vote casting was repeated again three times and each time both candidates garnered same votes.

The members agreed to make a final decision on both elections which interestingly had a tie result. The members sought the advice of the FAM on how to break the tie. The FAM advised the members to consider gender equality and giving new members an equal opportunity to serve.

The members endorsed Adekhera Bidija Elkia as the chairman and Phanis Minayo as the secretary to hold the positions for two financial years (2020/2021 and 2021/2022).

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| **NO.** | **NAME** | **CATEGORY APPOINTED BY NG-CDF** | **POSITION** | **ACADEMIC QUALIFICATION** |
| 1. | Mr. Adekhera Bidija Elkia | Male adult representative | Chairman | Diploma in Missions and Basic Theology |
| 2. | Miss Phanis Muguga Minayo | Female youth representative | Secretary | Degree in Bachelor of Information Communication and Technology (ICT) |

The MP congratulated the chairman and secretary after resuming office and requested to leave.

The elected Adekhera Bidija Elkia – Chairman and Phanis Minayo – Secretary took oath of office and secrecy and assumed office immediately.

**MIN 30/9/2020/4: SUB-COMMITTEES APPOINTMENT**

Members were also informed on the importance of forming a number of sub-committees to assist the main NG-CDFC in running activities. The following sub-committees and members were appointed:

* 1. **Education bursary, mock examinations and continuous assessment tests sub- committee**
1. Mrs. Modest Lubullelah Akaki - Chairperson
2. Julius Wambua Kavoo – Secretary
3. Adekhera Bidija Elkia – member
	1. **Sports**
4. Stephen Oloo - Chairman
5. Margaret King’atua – Secretary
6. Julius Wambua Kavoo – member
	1. **Monitoring and evaluation**
7. Roselida Upendo – Chairperson
8. Stephen Oloo – Secretary
9. Phanis Minayo – member
	1. **NHIF Complaints and legal issues**
10. Adekhera Bidija Elkia - Chairman
11. Phanis Minayo – Secretary
12. Margaret King’atua – member
	1. **Anti – corruption**
13. Freddah Lenayasa - Chairperson
14. Modest Lubulelah – Secretary
15. Stephen Oloo – member
	1. **NG – CDFC staff welfare**
16. Freddah Lenayasa - Chairperson
17. Margaret King’atua – Secretary

**MIN 30/9/2020/5: PROJECT PROPOSAL 2020/2021**

The members gave priority to completion of ongoing projects in conformity with article 201(d) of the constitution and section 46(2) of the NGCDF Act which requires that ongoing projects should be completed before embarking on new ones.

The members agreed to complete ongoing projects as a measure to mitigate the spread of the corona virus pandemic by increasing number of classrooms by 21 to ensure that social distance was tenable in schools hence dropping the chances of Covid 19 spread significantly.

The members approved completion of 2 classrooms Bohra and Loresho primary schools and 2 classrooms at North Highridge; including 5 classrooms each at Farasi Lane, Loresho and Vet lab secondary schools respectively; the sum of ksh 46,500,000 (58%) allocated to ongoing projects; out of the sum total allocation of ksh 79,691,899 for both new and ongoing projects.

The members adopted and approved the Westlands NGCDFC Project Proposals 2020/2021 as follows:

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| **PROJECT NAME** | **ACTIVITY**  | **AMOUNT** |
| Employees’ Salaries | Payment of staff salaries, gratuities, PAYE and medical cover. | 4,000,000.00 |
| NSS | Payment of NSSF deductions | 64,800.00 |
| NHIF  | Payment of NHIF deductions | 100,000.00 |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea & refreshment, purchase of furniture and legal fee | 2,000,000.00 |
| Committee Expenses | Payment of Committee sitting allowances, transport, conferences | 1,629,000.41 |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence. | 1,096,800.00 |
| Committee Expenses | Payment of Committee sitting allowances, transport, conferences | 1,800,000.00 |
| NG-CDFC/PMC Capacity Building | Undertake Training of the NG-CDFC, PMCs & NG-CDFC Staff on NG-CDF Related issues | 1,000,000.00 |
| Emergency  | To cater for any unforeseen occurrences in the constituency during the financial year | 7,192,206.90 |
| Constituency Sports Tournament | Purchase of sports equipment, balls, trophies, uniforms for teams in the constituency | 1,800,000.00 |
| Environment activities | Purchase of 2(two) 10,000 litres water tanks for water harvesting and plinth for Kangemi chiefs 8 door toilet. | 205,000.00 |
| Bursary: Secondary Schools for needy students | Payment of bursary to needy student | 20,309,073.00 |
| Bursary: Tertiary institutions (colleges, universities and skills development) | Payment of bursary to needy student | 15,000,000.00 |
| Bursary Vocational Institutions | Payment of bursary towards skills enhancement under short courses: hair dressing & beauty, Baking, Tailoring, Driving, Masonry, Carpentry and Plant operation. | 1,500,000.00 |
| NHIF Social Security Programme  | To cater for health care services to the vulnerable groups in the society | 1,200,000.00 |
| Loresho primary school  | Construction of 2 classrooms from slab and ramp to completion  | 3,500,000 |
| Bohra primary school  | Construction of 2 classrooms from slab and ramp to completion  | 3,500,000 |
| Kangemi primary  | Construction of 5 classrooms | 10,000,000 |
| Hospital Hill Secondary  | Construction of dormitory to completion | 20,000,000.00 |
| High Ridge Girls secondary  | Construction of dormitory | 20,000,000.00 |
| Loresho Secondary  | Construction and equipping of 2 laboratories | 5,000,000.00 |
| Vet Lab Secondary  | Construction and equipping of 2 laboratories | 5,000,000.00 |
| Farasi Lane Secondary  | Construction and equipping of 2 laboratories | 5,000,000.00 |
| North Highridge Secondary School | Construction of a single Science Laboratory from slab to completion & equipping capacity 100 students | 3,500,000.00 |
| Kangemi Chiefs Office | Completion of 8 doors toilet with connection to sewerline  | 1,000,000.00 |
| Highridge Divisional HeadquartersACC office | Construction of 2 rooms office with inside toilets to completion  | 3,191,899.00 |
| TOTAL  | **137,088,879.31** |

**MIN 30/9/2020/6: WESTLANDS NG – CDFC INDUCTION AND CAPACITY BUILDING**

The members proposed to embark on induction and capacity building Westlands NG-CDFC members, staff and other stakeholders from Uwezo fund and the Treasury office. This was to be in Mombasa for 5 days excluding the travel days and the following activities were to be included:

1. 2 workshop days
2. 2 benchmarking days to Kilifi town constituency and Lunga Lunga constituency.
3. 1 team building day.

The above proposal was approved by the committee whereby 4th October was the tentative check-in day.

Upon the above, the Fund account manager was tasked with budgeting for transport hotel procurement process and facilitators.

The members approved ksh 900,000 budgeted for capacity building activities.

**MIN 30/9/2020/7: OCTOBER 2020 MONITORING AND EVALUATION ACTIVITIES**

The member approved the monitoring and evaluation activities to be carried out from 14th October to 19th October. The NGCDFC members will visit the ongoing projects.

1. Lower Kabete Primary School
2. Farasi Lane Secondary School
3. Loresho Secondary School
4. North Highridge Secondary School
5. Vet Lab Secondary School
6. Kangemi Chief's Office
7. Bohra primary school
8. Westlands primary school
9. Parklands police station
10. Kangemi high school

The members approved ksh 264,000 from M&E as follows:

1. Facilitation for 11 members ksh 220,000
2. Transport 11 members ksh 44,000

**MIN 30/9/2020/8: ON – GOING PROJECTS**

The members were given a report on the projects advertised on 14th July 2020 and subsequently opened and evaluated in August and September 2020.

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| **SN** | **PROJECT NAME** | **PROJECT DESCRIPTION** | **SUCCESSFUL BIDDER** | **AMOUNT** |  |
|  | Lower Kabete Primary School | Construction of 4 classrooms to completion with stair case and ramp to completion | Heidel Services Limited  | 7,056,018.60 |  |
|  | Farasi Lane Secondary School | Construction of 5 classrooms from slab, with stair case and ramp to completion | EMCO TECH LTD | 9,032,334.00 |  |
|  | Loresho Secondary School | Construction of 5 classrooms from slab, with stair case and ramp to completion. | Vision on the Go Ltd | 8,232,054.00 |  |
|  | North Highridge Secondary School | Construction of a single Science Laboratory with a slab, capacity 100 students | Yitmab Logistics Ltd | 4,297,504.00 |  |
|  | Vet Lab Secondary School | Construction of 5 classrooms from slab, with stair case and ramp to completion. | Eastmen Construction Ltd | 8,089,780.00 |  |
| 6) | Kangemi Chief's Office | Construction of 8 doors toilet with connection to sewer line to completion | Webesi Construction co. ltd | 1,388,717.00 |  |
| 7) | North Highridge Secondary School | Construction of 2 classrooms from slab and stair case and ramp to completion. | Webesi Construction Co. ltd | 3,437,690.00 |  |
| 8) | Bohra Primary School | Construction to completion of 2 classrooms for grade 1 pupils  | Figmax Services Ltd | 3,000,000 |  |

Members approved the evaluation report recommendations and agreed to commence. Implementation of the 8 ongoing projects to commence.

The members approved funds to be transferred to the respective Project Management Committee as follows:

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| **SN** | **PROJECT NAME** | **PROJECT DESCRIPTION** | **AMOUNT** |
|  | Lower Kabete Primary School | Construction of 4 classrooms to completion with stair case and ramp to completion | 8,000,000 |
|  | Farasi Lane Secondary School | Construction of 5 classrooms from slab, with stair case and ramp to completion | 10,000,000 |
|  | Loresho Secondary School | Construction of 5 classrooms from slab, with stair case and ramp to completion. |  10,000,000 |
|  | North Highridge Secondary School | Construction of a single Science Laboratory with a slab, capacity 100 students |  4,500,000 |
|  | Vet Lab Secondary School | Construction of 5 classrooms from slab, with stair case and ramp to completion. |  10,000,000 |
| 1 | Kangemi Chief's Office | Construction of 8 doors toilet with connection to sewer line to completion | 1,564,000 |
| 2 | North Highridge Secondary School | Construction of 2 classrooms from slab and stair case and ramp to completion. | 3,500,000 |

**MIN 30/9/2020/9: NG – CDFC PAYMENTS**

The member approved the payments of the following NG – CDFC pending bills

1. Intercom ksh 64,900 to be paid as per invoice
2. Reception desk – ksh.36, 000 to be paid as per invoice
3. Spec training and consultancy center – ksh.129, 225
4. NGCDFC sitting allowances 30/9/2020 meeting 52,000
5. NGCDFC tea & snacks and lunch 30/9/2020 ksh 17,500
6. NGCDFC transport facilitation from office to Parklands Arya Girls Secondary meeting venue ksh 10,000.
7. Handing over refreshments and meals 18 people ksh 25,000
8. Handing over transport ksh 13,000.
9. Former NGCDFC pending payments 3 meeting ksh 141,000.

**MIN 30/9/2020/10: NG – CDFC EMERGENCY FUNDS 2019/2020 EXPENDITURE**

The members approved transfer of ksh 400,000 to North Highridge secondary school for construction of septic tank as per letter of request.

The members went through a letter of request for funds to replace roof from visa Oshwal primary school and approved ksh 3,686,280 for the implementation of roof replacing as per the letter immediately before the onset of rains and reopening of school.

**MIN 30/9/2020/11: NGCDFC HANDING OVER EXERCISE**

Members agreed to carry out handing over on 13th October 2020 at the NGCDFC office.

**MIN 30/9/2020/12: A.O.B**

The committee members suggested if they can be provided with medical cover insurance.

The meeting ended with a word of prayer led by Margaret King’atua.