**MINUTES OF THE WESTLANDS NG – CDF MEETING HELD ON 6TH OCTOBR 2021 AT 10:30 AM AT LORESHO SECONDARY SCHOOL**

**MEMBERS PRESENT**

1. Risper Loisa – Fund Account Manager
2. Adekhera Bidija Elkia – Chairperson
3. Phanis Minayo Muguga – Secretary
4. Roselida Atundo – Member
5. Margaret King’atua – Member
6. Julius Wambua Kavoo – Member
7. Stephen Oloo – Member
8. Freddah Lenaiyasa – Member

**ABSENT WITH APOLOGY**

1. Mwai Gicheru -District County Commissioner

**ABSENT WITHOUT APOLOGY**

1. Modest Lubullelah -Member

**AGENDA**

1. Preliminaries
2. Confirmation of minutes of previous meeting
3. Matters arising
4. 2021/2022 project proposal and ward reports
5. Tender evaluation reports
6. North Highridge Secondary School
7. Westlands Primary School
8. Others – Ongoing
9. Re-advertisement of tender for Bohra Primary School ­­­– construction of 2 classrooms from existing upper slab
10. PMC Bank Account closing
11. PMC Bank Account opening
12. Highridge girls and hospital hill high schools’ projects funds
13. M & E Reports
14. NGCDFF Payments approval
15. NGCDFC Allowances
16. Suppliers’ Payments
17. GKB 538W comprehensive cover
18. GKB 538W car wash charges
19. AOB

**MIN 06/10/2021/1: PRELIMINARIES**

The meeting was called to order at 10:30am followed by a word of prayer from Freddah Lenaiyasa. The chairman welcomed everyone to the meeting.

**MIN 06/10/2021/2: CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING**

The previous minutes were read and later proposed by Freddah Lenaiyasa and seconded by Roselida Atundo.

**MIN 06/10/2021/3: MATTERS ARISING**

1. MIN02/09/2021/4 Bursary: the launch of driving and motorbikes applicants was postponed until further notice. Bursary for vocational training applicants was awarded to 30 students and not 39.
2. MIN 02/09/2021/8 Sports tournament: the members agreed to have sports tournament to commence on the proposed date 12/11/2021.
3. MIN 02/09/2021/10 Mrs Modesta Akaki: the members approved the replacement of Mrs. Modesta Akaki and that she should be notified through a letter.

**MIN 06/10/2021/4: 2021/2022 PROJECT PROPOSALAND WARD REPORTS**

The members approved the Project Proposal for the financial year 2021/2022 and the Ward meetings reports respectively as attached.

The members approved giving all ongoing projects priority for successful completion and payments of all contractors pending payments.

|  |
| --- |
| **WESTLANDS NGCDFC PROJECT PROPOSAL 2021\_2022 APPROVED** |

**MIN 06/10/2021/5: TENDER EVALUATION REPORTS**

1. **North Highridge Secondary School**

The members were informed that procurement process for North Highridge Secondary School construction of kitchen was complete and that the contractor was yet to start work..

1. **Westlands Primary School**

The members were informed that rehabilitation of Westlands Primary School library and two classrooms was complete and that site visit to verify implantation status was necessary before payment was done to the contractor.

1. **Others – Ongoing**

The members were informed that tender evaluation process for the12 ongoing projects opened on 7th September was ongoing; at the technical and financial evaluation stages.

**MIN 06/10/2021/6: RE-ADVERTISEMENT OF TENDER FOR BOHRA PRIMARY SCHOOL ­­­– CONSTRUCTION OF 2 CLASSROOMS FROM EXISTING UPPER SLAB**

The members agreed that the tender did not attract any bidders hence need to re-advertise. . The approved for the project to be re-advertised through the list of registered contractors as soon as the PMC meeting planned to discuss the same was done.

**MIN 06/10/2021/7: PMC BANK ACCOUNT CLOSING**

The members approved the closure of PMC Bank Accounts of all completed projects that have been successfully handed over and retention monies paid to the contractors.

1. Loresho Secondary School
2. Loresho primary school
3. Westlands Primary School
4. Kabete Vet Lab Secondary School
5. Kangemi High School
6. Parklands police station projects
7. Kangemi chiefs 8 door toilet project
8. Highridge primary school project
9. Karura forest primary school
10. Farasi lane secondary school
11. North Highridge primary school
12. Kihumbuini primary school
13. New Kihumbuini primary school
14. Bohra primary school

**MIN 06/10/2021/8: PMC BANK ACCOUNT OPENING**

The members approved formation of project management committees (PMCs) and opening of new bank accounts for the following approved projects.

1. Loresho Secondary School
2. Loresho primary school
3. Kabete Vet Lab Secondary School
4. Highridge primary school project
5. Farasi lane secondary school
6. Kihumbuini primary school
7. New Kihumbuini primary school
8. Bohra primary school
9. Aga khan primary school
10. Hospital hill primary school
11. North Highridge secondary school
12. DCC office PMC
13. Chiefs office PMC

**MIN 06/10/2021/9: HIGHRIDGE GIRLS AND HOSPITAL HILL HIGH SCHOOLS’ PROJECTS FUNDS**

The members were informed that the code list for the above 2 projects was not yet received hence funds to the 2 PMCs had not been transferred to the respective PMC bank account.

**MIN 06/10/2021/10: M & E REPORTS**

The members agreed to visit the dormitory projects at Visa Oshwal Primary School, Highridge girls’ secondary school and Hospital Hill High School respectively to verify implementation status.

**MIN 06/10/2021/11 PROPOSAL FOR 2021/22 FINANCIAL YEAR**

The Committee agreed to fund projects proposal for 2021/22 financial year as follows:

| **SN** | **PROJECT NAME** | **PROJECT CODE** | **PROJECT ACTIVITY** | **Original Cost** | **Cumulative Cost** | **AMOUNT ALLOCATED** | **STATUS** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Administration & Recurrent** |  |  |  |  |  |  |
| 1 | Employees’ Salaries | 4-047-274-2110000-100-2021 /2022-001 | Payment of staff salaries and PAYE. | 2,611,440 |  | 2,611,440 | Ongoing |
|   | Employees’ Gratuity | 4-047-274-2110000-100-2021 /2022-002 | Payment of staff gratuity | 971,491 |  | 971,491 | Ongoing |
| 2 | NSSF | 4-047-274-2120211-100-2021 /2022-003 | Payment of NSSF deductions | 78,000 |  | 78,000 | Ongoing |
| 3 | NHIF  | 4-047-274-2210000-100-2021 /2022-004 | Payment of NHIF deductions | 181,500 |  | 181,500 | Ongoing |
| 4 | Goods and Services | 4-047-274-2210802-100-2021 /2022-005 | Purchase of fuel, repairs & maintenance, printing, stationery, telephone, travel & subsistence, office tea & refreshment, purchase of furniture & legal fee | 2,658,134 |  | 2,658,134 | Ongoing |
| 5 | Committee Expenses | 4-047-274-2210802-100-2021 /2022-006 | Payment of Committee sitting allowances, transport, conferences | 1,724,768 |  | 1,724,768 | Ongoing |
|  | **Monitoring & Evaluation** |  |  |  |  |  |  |
| 6 | Goods and Services | 4-047-274-2210000-111-2021 /2022-001 | Purchase of fuel, repairs & maintenance, printing, stationery, Airtime, travel & subsistence. | 1,200,000 |  | 1,200,000 | Ongoing |
| 7 | Committee Expenses | 4-047-274-2210802-111-2021 /2022-002 | Payment of Committee sitting allowances, transport, conferences | 1,200,000 |  | 1,200,000 | Ongoing |
| 8 | NG-CDFC/PMC Capacity Building | 4-047-274-2210700-111-2021 /2022-003 | Undertake Training of the NG-CDFC, PMCs & NG-CDFC Staff on NG-CDF Related issues | 1,400,000 |  | 1,400,000 | Ongoing |
| 9 | Emergency  | 4-047-274-2640200-101-2021 /2022-001 | To cater for any unforeseen occurrences in the constituency during the financial year | 7,192,207 |  | 7,192,207 | Ongoing |
|  | **Bursary** |  |  |  |  |  |  |
| 10 | Bursary; Secondary Schools for needy students | 4-047-274-2640101-103-2021 /2022-001 | Payment of bursary to needy students | 20,376,339 |  | 20,376,339 | Ongoing |
| 11 | Bursary; Tertiary institutions (colleges, universities) | 4-047-274-2640102-103-2021 /2022-002 | Payment of bursary to needy students | 13,500,000 |  | 13,500,000 | Ongoing |
| 12 | Bursary Vocational Institutions | 4-047-274-2640103-103-2021 /2022-003 | Payment of bursary towards skills enhancement under short courses for example hair dressing & beauty, Baking, Tailoring, Driving, Masonry, Carpentry & Plant operation. | 1,500,000 |  | 1,500,000 | Ongoing |
| 13 | NHIF Social Security Programme  | 4-047-274-2640103-103-2021 /2022-004 | To cater for health care services to the vulnerable groups in the society (200 beneficiaries) | 1,200,000 |  | 1,200,000 | Ongoing |
| 14 | Constituency Sports Tournament | 4-047-274-2640509-112-2021 /2022-001 | Organize constituency sports tournament and award of balls and games kits to the participating teams in all wards | 2,000,000 |  | 2,000,000 | Ongoing |
| 15 | Environment activities | 4-0047-274-2640510-110-2021-2022-001 | Purchase and installation of 10,000 litres water tanks at: Loresho secondary ksh.145,000, Kabete vat lab secondary ksh.145,000, Kabete primary ksh.145,000, North Highridge secondary ksh.145,000 and Farasi lane secondary kshs.145,000 | 725,000 |  | 725,000 | New |
| 16 | Loresho primary school  | 4-047-274-2630204-104-2021 /2022-001 | Completion of 2 classrooms on first floor with a slab & a ramp: internal finishes, floor finishes and fixing of ceramic tiles. | 4,350,000 | 3,500,000 | 850,000 | Ongoing  |
| 17 | Bohra primary school  | 4-047-274-2630204-104-2021 /2022-002 | Completion of 2 classrooms on first floor with a slab and a ramp: internal finishes, floor finishes and fixing of ceramic tiles. | 4,350,000 | 3,500,000 | 850,000 | Ongoing |
| 18 | Bohra primary school  | 4-047-274-2630204-104-2021 /2022-002 | Additional funds for construction of 2 classrooms on ground floor with a slab to completion: internal finishes, floor finishes, ramp finishes, and fixing of ceramic tiles | 4,000,000 | 3,000,000 | 1,000,000 | Ongoing  |
| 19 | Kangemi primary school | 4-047-274-2630204-104-2021 /2022-003 | Construction of 5 classrooms on first floor with a slab and ramp to completion | 10,000,000 |  | 10,000,000 | New |
| 20 | Kihumbuini primary school  | 4-047-274-2630204-104-2021 /2022-004 | Construction of a ramp and staircase connecting 2 classrooms on first floor (Ksh 700,000). Installation of cabros on (1870 square meters) parking area (ksh.1,500,000). Construction of gate (kshs.300,000), Construction of 160m perimeter wall (ksh.2,000,000) Whats the main project?The proposed works cannot be estimated to cost 9.5m | 9,500,000 | 8,800,000 | 4,500,000 | New |
| 21 | New Kihumbuini primary school | 4-047-274-2630204-104-2021 /2022-005 |  Purchase of 100 lockers and 100 chairs  | 500,000 | 2,000,000 | 500,000 | New |
| 22 | Lower Kabete primary school | 4-047-274-2630204-104-2021 /2022-006 | Completion of 4 classrooms on first floor: plastering and painting (kshs.200,000). Renovation of 5 roomed head teacher’s house (kshs.1,200,000); painting, pastering, tiling, replacement of broken windows, ceiling and roofing. | 8,200,000 | 8,000,000 | 1,400,000 | New  |
| 23 | Aga Khan primary school | 4-047-274-2630204-104-2021 /2022-007 | Rehabilitation of the entire school : painting 45 classrooms and 6 offices, 1 library (ksh 2,000,000)specify rehabilitation activities here Construction of perimeter wall around the school length: 301 meters (kshs.4,000,000) & installation of cabros in entire parking: school bus parking 90meters by 30meters; front wing parking 70meters by 24 meters; staff parking 42meters by 17 meters (ksh 4,000,000). | 10,000,000 | 0 | 10,000,000 | New |
| 24 | Kabete vet lab primary school  | 4-047-274-2630204-104-2021 /2022-008 | Renovation of 10 classrooms; plastering of walls, tiling, painting, replacing broken windows & reroofing (kshs.8,000,000) and installation of cabros on70m by 24m (1680 square meters) area (kshs.2,000,000) to completion | 12,000,000 | 0 | 10,000,000 | New |
| 25 | Hospital Hill primary school  | 4-047-274-2630204-104-2021 /2022-009 | Construction of 300m perimeter wall  | 5,000,000 |  | 1,500,000 | New  |
| 26 | Highridge primary school | 4-047-274-2630204-104-2021 /2022-010 | Renovation of 3 classrooms - plastering of walls, tiling, painting, replacing broken windows, toilet sinks & taps and ceiling to completion.  | 2,000,000 | 0 | 2,000,000 | New  |
| 27 | Loresho Secondary School | 4-047-277-2630205-104-2021 /2022-003 | Additional funds for construction and equipping of 2 laboratories on ground floor: plastering, tilling, windows, doors & painting (991,600), work benches and piping, gas chambers, cupboards (ksh 861,900), electrical installation (ksh 266,500), plumbing works within the laboratory & sewer line connection (ksh 230,000) and provisional sum (ksh 150,000 for fire extinguishers and other safety gears. and Construction of 5 classrooms on second floor suspended slab (Kshs.10,000,000) to completion.  | 27,500,000 | 15,000,000 | 12,500,000 | New |
| 28 | Vet Lab Secondary  | 4-047-277-2630205-104-2021 /2022-004 | Additional funds for construction and equipping of 2 laboratories on ground floor: plastering, tilling, windows, doors & painting (991,600), work benches and piping, gas chambers, cupboards (ksh 861,900), electrical installation (ksh 266,500), plumbing works within the laboratory & sewer line connection (ksh 230,000) and provisional sum (ksh 150,000 for fire extinguishers and other safety gears. and Construction of 5 classrooms on second floor suspended slab (10,000,000) to completion. | 27,500,000 | 15,000,000 | 12,500,000 | New  |
| 29 | Farasi Lane Secondary School  | 4-047-277-2630205-104-2021 /2022-005 | Additional funds for construction and equipping of 2 laboratories on ground floor: plastering, tilling, windows, doors & painting (991,600), work benches and piping, gas chambers, cupboards (kshs.861,900), electrical installation (ksh.266,500), plumbing works within the laboratory & sewer line connection (ksh 230,000) and provisional sum (ksh 150,000 for fire extinguishers and other safety gears.  | 28,000,000 | 15,000,000 | 2,500,000 | New  |
|   | Additional funds for construction of 5 classrooms (2019/2020 financial year project) on first floor slab with a ramp and staircase; concreting, steel bars reinforcement, plastering of added quantities on ramp. | 500,000 | 0 | 500,000 | Ongoing |
| 30 | North Highridge Secondary School | 4-047-277-2630205-104-2021 /2022-006 | Additional funds for construction of a single Science Laboratory from slab to completion & equipping capacity 100 students (ksh.740,000), top up for construction of 2 classrooms from slab to completion (ksh.1,230,000): construction of staircase and ramp.  | 1,970,000 | 8,000,000 | 1,970,000 | Ongoing |
| 31 | Parklands Arya Girls secondary  | 4-047-277-2630205-104-2021 /2022-007 | Renovation of 3 laboratories with students capacity of 70 students per session each; painting, tiling, reroofing & replacement of 35 work benches | 2,000,000 | 0 | 2,000,000 | New |
| 32 | Westlands Deputy County Commissioner Office | 4-047-274-2640507-113-2021 /2022-001 | Renovation of 4 offices; tiling, painting and reroofing (Kshs.1,500,000). Construction of 2 roomed chiefs’ office (kshs.2,000,000) to completion.  | 3,500,000 | 0 | 3,500,000 | New |
| 33 | Highridge Divisional Headquarters ACC office | 4-047-274-2640507-113-2021 /2022-002 | Purchase of office furniture: 2 executive tables & 2 chairs (ksh 75,000), 2 boardroom tables & 15 seats (kshs.157,500), 2 secretary tables & seats (ksh.70,000),2 office cabinet drawers (ksh56,000), 1 executive cabinet (ksh 32,000) and 10 visitors seats (ksh.50,000) & fittings: curtain box, blinds and carpet (ksh 72,000). | 500,000 | 3,191,899 | 500,000 | New |
| **TOTAL ALLOCATION** |  |  | **137,088,879** |   |

The NGCDF committee approved the following payments:

1. **NGCDFC payments**
2. NGCDFC allowances of 47,000/=
3. Rocky driving school 736,000/=
4. **Suppliers’ Payments**
5. Matayaev enterprises 144,920/=
6. Emas company limited ksh1,210,000/=
7. Tents & chairs 510,000/=
8. Postal address 9,500/=
9. Water tanks supplied to Aga khan primary, Loresho primary, Farasi lane primary and Highridge girls secondary school ksh 144,000 each.
10. **GKB 538W comprehensive cover**

The committee approved the payment of 165,000/= to Aris Insurance Brokers Company for comprehensive insurance cover of GKB 538W NGCDF vehicle.

1. **GKB 538W car wash charges**

The members approved payment of 5,000/= (five thousand shillings only) car wash charges for the GKB 538W NGCDF vehicle.

**MIN 06/10/2021/13: AOB**

The meeting ended at 1:00pm by a word of prayer from Julius Wambua Kavoo.

**CONFIRMATION OF MINUTES**

**CHAIRMAN**

Adekhera Bidija Elkia ­­­­­­­­­­­­............................................. Date…………………

**SECRETARY**

Phanis Minayo……………………………………...Date……………………