

**MINUTE 008 2020/2021 OF KABETE NG CDFC MEETING HELD ON 31ST/03/2021 AT THE NG CDF BOARDROOM**

**MEMBERS PRESENT:**

<b>NO.</b>	<b>NAME</b>	<b>DESIGNATION</b>
1.	PAUL KINYANJUI GITAU	CHAIRMAN
2.	ISABELLA N. MWANGI	FUND ACCOUNTS MANAGER/SECRETARY
3.	JANE M. NYOKO	MEMBER
4.	BENSON KAMAU RUGURU	MEMBER
5.	MIRIAM MUTHONI NJEHIA	MEMBER
6.	EVANSON BORO	MEMBER
6.	ESTHER MWAURA	MEMBER
7.	ETYANG OKAKA	MEMBER(DCC)

**ABSENT WITH APOLOGIES**

Cynthia Muchiru

**AGENDA:**

1. OPENING PRAYERS
2. APOLOGIES
3. READING & ADOPTION OF AGENDA
4. CONFIRMATION OF MINUTES FOR THE MEETING HELD ON 22nd/FEBRUARY/ 2021
5. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 22nd/FEBRUARY/2021
6. AIE's RECEIVED FROM THE NG-CDF BOARD
7. REVIEW OF EXTERNAL AUDIT EXERCISE
8. RE-ALLOCATION
9. REQUESTS.
10. A.O.B
11. CLOSING PRAYERS

**OPENING REMARKS:**

The meeting was opened with a word of prayers at 11.05 a.m. by Miriam Njehia. The Chairman welcomed all to the meeting and called for a minute of silence in honour of John Njuguna Njau who went to be with the Lord.

Chairman reminded all to continue observing all the safety precautions against the Covid 19 virus and to get vaccinated against the virus when a chance arises.

**MIN 01/31/03/2021 READING & ADOPTION OF AGENDA:**

The agenda was read out and proposed by Evans Boro and seconded by Miriam Muthoni respectively.



**MIN 02/31/03/2021 CONFIRMATION OF MINUTES DATED 22<sup>nd</sup>/02/2021**

Minutes of the meeting held on 22<sup>nd</sup>/02/2021 were read and proposed by Miriam Njehia and seconded by Jane Nyoko respectively.

**MIN 03/31/3/2020 MATTERS ARISING FROM MINUTES OF THE MEETING HELD ON 22<sup>nd</sup> /02/2021**

**EX Min 05/04/09/2020 PROJECTS PROGRESS.**

Members took time to report on the progress of the projects in their wards as follows:

NO.	PROJECT NAME	ACTIVITY
1..	Security Lights projects	All security lights are now working well having been serviced
2.	Kingeero police Canteen	The auditor queried since its not operational even six months after handing over
3.	Water projects	Pipes have been delivered at Uthiru primary school. FAM to follow up with the rest of the projects.
4.	Uthiru Day Secondary School	Application to Kenya Power has been done and the payment to KPLC has been paid up.
4.	Wangige Primary School-Ablution block	The project is complete
	Kanyariri Primary School-Ablution block	The project is ongoing at roofing stage
	Kanjeru Primary School-Ablution block	The ablution block is at floor slab

**X-MIN 01/22/02/2021 BURSARY VETTING**

The bursary vetting exercise took place as planned and members gave the following reports:

Members reported that the vetting exercise started early and ended up very well in all the wards.

A summary of the vetting exercise in the various wards is as follows:

WARD	NUMBER OF VETTED FORMS	NUMBER OF UNVETTED FORMS	VETTED PERCENTAGE
UTHIRU	655	196	77%
KABETE	268	329	70%

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P.O. Box 515-00614, WANGIGE



MUGUGA	1,351	293	82%
GITARU	1,133	184	86%
NYATHUNA	1,416	377	79%

Members discussed and agreed that the students joining colleges after the applications, will be considered later on need basis.

#### EX-MIN 03/22/02/2021 –STAFF TRAINING

The staff training was held at Mombasa at Baobab beach resort as planned on 2<sup>ND</sup> to 6<sup>th</sup> March 2021. The training was very successful and educative. The staff appreciated very much and enjoyed, the environment was very conducive. They were trained on good customer care, self-development, Career & Education, planning of finances and family relationship.

#### EX-MIN 04/22/02/2021 –IDENTIFICATION THE NHIF BENEFICIARIES

The process of identifying the beneficiaries of the NHIF program has been slowed down by the lockdown due to the increased number of Covid 19 infections.

#### EX-MIN 05/22/02/2021-REQUESTS

The team from Ujuzi Data Limited was referred to the Kibiku Primary School head teacher for discussion on the authority to set up internet at the school water tank and feedback to be received from the Head teacher.

#### MIN 05/31/03/2021-A.IEs RECEIVED FROM THE NG-CDF BOARD

FAM reported that the NG CDF board has released several AIE's i.e one for Kshs. 8,500,000.00, Kshs. 12,000,000.00, 6,900,000.00 and for shs 6,000,000.00 totaling to shs 33, 400,000.00 for the current financial year. Members resolved to allocate the funds to the following projects.

NAME OF THE PROJECT	ACTIVITY	AMOUNT
Administration	Committee expenses & office operations	847,099.00
	Salaries	500,000.00
Bursary	Bursary to the needy students	13,000,000.00
Kabete Secondary School	Completion of a dormitory	900,000.00
Wangige Secondary School	Construction of new school	6,000,000.00
Monitoring & Evaluation	Monitoring & Evaluation	1,000,000.00
Kamuguga Police Station	Construction of police station	4,000,000.00
Wangige Primary School	Construction of ablution block	1,500,000.00
Kanjeru Primary School	Construction of ablution block	1,500,000.00
Kanyariri Primary School	Construction of ablution block	1,250,000.00
Cura Secondary School	Completion of classrooms	1,000,000.00
Nyathuna Secondary School	Complete of classrooms	500,000.00
Kibichiku Secondary School	Completion of classrooms	1,402,901.00
<b>TOTAL</b>		<b>33,400,000.00</b>



**MIN 06/31/03/2021-REVIEW OF EXTERNAL AUDIT EXERCISE**

The FAM took members through the auditor issues raised by the external auditor as follows:

- Kingeero Police canteen-The project is not operational six months after official handing over.
- Stalled projects at: Kabete High School- Construction of dormitory

Kanyariri High School-Construction of a dining hall

Gataara Primary School- Construction of administration block

- Delayed implementation of projects
- Funds lying idle in the project accounts

The committee noted the concerns immediately and agreed to address the issues appropriately.

**MIN 07/31/03/2021 RE-ALLOCATION OF BURSARY F/Y 2019/2020**

It was reported that some primary schools have not been allocated funds for refurbishment. After deliberations members agreed to re-allocate **Kshs. 15,400,000.00** from bursary funds for financial year 2019/2020 which was not utilized due to the closure of the schools. Members resolved to re-allocate the funds to the primary schools as follows:

NAME OF THE PROJECT	ACTIVITY	AMOUNT
Ndongoro Primary School	Refurbishment of 7 classrooms i.e painting & making pathways	1,000,000.00
Kanyariri Primary School	Refurbishment of 7 classrooms i.e painting & making pathways	1,000,000.00
Cura Primary School	Refurbishment of 8 classrooms i.e painting, tiling, ceiling, plastering, (inside & outside) & making pathways	3,000,000.00
Gatuanabu Primary School	Refurbishment of 11 classrooms i.e painting, plastering, (inside & outside) & making pathways	3,000,000.00
St. Mary's Kaimba Primary School	Construction of 1 classroom to completion ie. Foundation, walling, roofing and finishes kshs. <b>1,200,000.00</b> and making pathways- <b>kshs. 200,000.00</b>	1,400,000.00
Rungiri Primary School	Refurbishment of 16 classrooms i.e painting & plastering (inside & outside) and making pathways	3,000,000.00
Kamonjoni Primary School	Refurbishment of 16 classrooms i.e painting & plastering (inside & outside) and making pathways	3,000,00.00
<b>TOTAL</b>		<b>15,400,000.00</b>

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FAM was tasked to forward a request for the above named schools re-allocation for the approval by the Board.

**MIN 08/31/03/2021-REQUESTS**

The chairman presented a request from the Cura assistant chief Nicholas K. Mungai requesting for construction of a perimeter wall, gate and ablution block. The project will be considered in the next Financial Year.

**MIN 09/31/03/2021 A.O.B**

**Environment:** The committee agreed to plant flowers and tree seedlings during this rainy season.

The Welfare co-coordinator thanked all for turning up in good numbers during the prayers at John Njuguna Njau's and also his send off.

Having no other business the meeting was closed with prayers at 12.50 p.m. by Esther K. Mwaura.

Minutes signed by:  
**FUND ACCOUNTS MANAGER**  
**KABETE NG-CDF**  
**31 MAR 2021**  
Tel: 0722 297 710  
**P.O. Box 515-00614, WANGIGE**

Secretary: ..... Date 31/03/2021  
Chairman: ..... Date 31/03/2021