

**MINUTES OF TIGANIA EAST CONSTITUENCY NG-CDFC MEETING HELD ON  
THURSDAY, 15<sup>TH</sup> APRIL 2021 AT TIGANIA EAST CDF OFFICE BOARDROOM AT  
10.00 AM.**

**MEMBERS PRESENT**

1. Patrick Kimolo-Deputy County Commissioner
2. David Muriera – Male Adult Representative
3. Joel Laaria- Nominee of the Constituency office(Male)
4. Stephen Kinyingi-Fund Account Manager
5. Catherine Kinya Mwenda- PLWD
6. Benedict Gatune Simion– Female Adult Representative
7. John Kinyua Mimpwi- Nominee of the Constituency Office (Male)
8. Fridah Nkatha Kaaria– Nominee of the constituency Office(Female)

**MEMBERS ABSENT WITH APOLOGY**

1. James Mwenda Kanake– Male Youth Representative
2. Faith Kathure – Female Youth Representative

**In attendance**

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1. Lawrence Mburuki – Constituency Office Manager
  2. Gladys Kabia – Senior Project co-ordinator

**AGENDA**

1. Opening Prayers and Preliminaries
2. Reading and confirmation of the previous meeting
3. Matters arising
4. Pending PMC Bills
5. Prequalification
6. AIE Disbursement
7. Projects Re-allocation-Bursary Tertiary Institutions
8. Kiguru Day Secondary School CSR Project
9. A.O.B

**MIN 1/15/04/2021 OPENING PRAYERS**

The meeting started with a word of prayer from Benedicta Gatune. The chairman welcomed all members to the meeting. He also welcomed the new fund account manager.

**MIN 2/15/04/2021 READING AND CONFIRMATION OF THE PREVIOUS MINUTES**

Chairman asked secretary to read minutes of the previous meeting, secretary read the minutes and they were confirmed as of the true record by Benedicta Gatune and seconded by Joel Laaria.

### MIN 03/15/04/2021 MATTERS ARISING

There were no matters arising from the previous meeting minutes

### MIN 04/15/04/2021 PENDING PMC BILLS

The fund account manager advised members that it would not be possible to pay the pending pmc bills because of the following reasons.

1. The PMC Accounts are opened in Dhabiti Sacco that is not authorized to transact government Money
2. The pmc members who are signatories to the accounts are not the authorized persons to run and operate PMC accounts. This is contrary to NG CDF regulations that states that PMC accounts should include the stakeholders of the projects ie in a learning institution the principal and chairman of the BOM should be signatories of the PMC accounts.
3. The contractors awarded the contracts were not in adherence to the public procurement and asset disposal Act. There were no list of prequalified contractors and supplies. It is not clear where the contractors were gotten from
4. The files do not show any tender advert
5. There should be tender opening minutes signed by the procurement officer, with the tender opening committee being an adhoc committee. there were no appointment letters from the accounting officer for the tender opening committee and the minutes are not prepared by the Sub county procurement officer
6. The procurement documents used are not the standard documents for small works, only the BQ is attached to the file.
7. The BQs are prepared and signed off by Mr Benard M Njogu who is a retired works officer hence the BQs and the certificates of payment are not authentic. NG-CDF
8. The NG CDFC members appear to have sat in the PMC meeting and even authorize payments. This is contrary to the NG CDF Act where a member of the NG CDFC should not sit in the PMC in opening and evaluation committees.

Sitting the above reasons that contravene the Public Procurement and Asset Disposal Act and the NG CDF Act the accounting officer could not authorize the payment of the pending bills projects in the PMC Accounts. The accounting officer sought to be given more time to clarify on the issues.

#### Pending bills

1. Three days unpaid monitoring and evaluation exercise Kshs 171,000
2. Tender opening pre-qualification documents Kshs 30,000
3. Tender evaluation pre-qualification documents Kshs 50,000
4. Two days NG CDFC Meetings Kshs 119,000
5. MIS Training Chuka Kshs 37,800

6. Silverspread petrol station Kshs 100,000

#### **MIN 05/15/04/2021 PREQUALIFICATION OF TENDERS AND SUPPLIES**

NG CDFC Tigania East had advertised prequalification tenders on the Star Newspaper. However, the standard prequalification documents were not attached which was an oversight. The accounting officer advised the NG CDFC to do another advert and seek advisory opinion from the sub county procurement officer.

The NG CDFC committee members have agreed that we start the process of prequalification of tenders and supplies afresh.

#### **MIN 06/15/04/2021 AIE DISBURSEMENT**

The Fund Account Manager informed the committee that the constituency had received AIEs totaling to 29 million which they needed to disburse to various projects as per the code list to the PMC accounts. After deliberations the committee agreed to disburse the money as follows:-

1. Monitoring Evaluation and Capacity Building- Kshs 800,000
2. Administration and recurrent Expenditure – Kshs 1,000,000
3. Primary Schools Kshs 7,000,000
4. Secondary Schools Kshs 7,500,000
5. Tertiary Institutions Kshs 1,500,000
6. Security Projects Kshs 8,500,000
7. Environment Projects Kshs 2,700,000
8. Bursary Tertiary Institutions Kshs 6,900,000

The NGCDFC agreed on the following projects breakdown as per the approved codelist 2020/2021 Financial Years

#### **PRIMARY SCHOOLS**

1. Rarimbu primary school – Kshs 5,000,000
2. Irindiro primary school – Kshs 2,000,000

#### **SECONDARY SCHOOLS**

1. Kaliene secondary school – Kshs 1,500,000
2. Charuru day secondary school – kshs 2,000,000
3. Thuuria day secondary school – kshs 3,500,000
4. Rumanthi secondary school – Kshs 500,000

## **TERTIARY INSTITUTIONS**

1. Tigania East TTI – Kshs 1,500,000

## **SECURITY INSTITUTIONS**

1. Mula police station – kshs 2,500,000
2. Tigania east Deputy County Commissioners Compound– Kshs 2,500,000
3. Muthara police station– Kshs 2,500,000
4. Athanja assistant chief's office – Kshs 1,000,000

## **ENVIRONMENT PROJECT**

1. Mathiritine primary school purchase of 10000 litres water tank ksh 80,000 and construction of water tank base and installation of gutters( ksh 50,000).total 130000
2. Mukalamatu primary school purchase 10000 litres water tank ksh 80,000 and construction of water base and installation of gutters (ksh 50,000) total 130000
3. Linguri primary school purchase 10000 litres water tank ksh 80,000 and construction of water base and installation of gutters (ksh 50,000) total 130000
4. Ntulili primary school purchase 10000 litres water tank ksh 80,000 and construction of water base and installation of gutters (ksh 50,000) total 130000
5. Tigania east rapid deployment unit camp purchase 10000 litres water tank ksh 80,000 and construction of water base and installation of gutters (ksh 50,000) total 130000
6. Matabithi primary school purchase 10000 litres water tank ksh 80,000 and construction of water base and installation of gutters (ksh 50,000) total 130000
7. Kiguru primary school purchase 10000 litres water tank ksh 80,000 and construction of water base and installation of gutters (ksh 50,000) total 130000
8. Kagwuru primary school purchase 10000 litres water tank ksh 80,000 and construction of water base and installation of gutters (ksh 50,000) total 130000
9. Kk muthangene primary school purchase 10000 litres water tank ksh 80,000 and construction of water base and installation of gutters (ksh 50,000) total 130000
10. Mukunga primary school purchase 10000 litres water tank ksh 80,000 and construction of water base and installation of gutters (ksh 50,000) total 130000
11. Kiguma primary school purchase 10000 litres water tank ksh 80,000 and construction of water base and installation of gutters (ksh 50,000) total 130000
12. Kirumone primary school purchase 10000 litres water tank ksh 80,000 and construction of water base and installation of gutters (ksh 50,000) total 130000
13. Ngombenjiru primary school purchase 10000 litres water tank ksh 80,000 and construction of water base and installation of gutters (ksh 50,000) total 130000
14. Tigania east NG CDF office purchase 10000 litres water tank ksh 80,000 and construction of water base and installation of gutters (ksh 50,000) total 130000

15. Kiguchwa primary school purchase 10000 litres water tank ksh 80,000 and construction of water base and installation of gutters (ksh 50,000) total 130000
16. Akairu primary school purchase and planting of 1500 tree seedlings seventy five thousand(75,000)
17. Kirimancuma primary school purchase and planting of 1500 tree seedlings seventy five thousand(75,000)
18. Rurii primary school purchase and planting of 1500 tree seedlings seventy five thousand(75,000)
19. Kamujine primary school purchase and planting of 1500 tree seedlings seventy five thousand(75,000)
20. Marega primary school purchase and planting of 1500 tree seedlings seventy five thousand(75,000)
21. Tigania east technical training institute purchase and planting of 1500 tree seedlings seventy five thousand(75,000)
22. Antuanduru primary school purchase and planting of 1500 tree seedlings. seventy five thousand(75,000)
23. Mwerokeni primary school purchase and planting of 1500 tree seedlings seventy five thousand(75,000)
24. Kuani community grounds purchase and planting of 1500 tree seedlings seventy five thousand(75,000)
25. Lailuba day secondary school purchase and planting of 1500 tree seedlings seventy five thousand(75,000)

#### **MIN 07/15/04/2021 BURSARY TERTIARY INSTITUTIONS**

The CDFC members deliberated on the Bursary money they had received. The committee expressed concern on the time the schools would be open again. After deliberations the NG CDFC Members were of the view to train 1,000 Boda Boda riders and award them with driving licenses. The fund Account manager informed the committee that they needed to do a project reallocation for unspent amount from Bursary Tertiary Institutions, Kshs 15,000,000- approved in 2020/2021 Financial year Code list to Bursary Vocational Colleges, Kshs 15,000,000- Payment for training and awarding 1,000 needy boda boda riders with driving licenses from NTSA Accredited Institutions. The committee agreed to re-allocate the amount and fast track the project re-allocation from the NG CDF Board

#### **MIN 08/15/04/2021 KIGURU DAY SECONDARY SCHOOL CSR PROJECT**

The NG CDFC deliberated on the CSR project for construction of 4 classes at Kiguru Secondary School. The NG CDFC members agreed on this project on need basis. The students in this Ward travel long distances before they can access any secondary school. The community also expressed concern on the same and requested for a school nearby as also indicated in the constituency five year strategic plan and ward report.



The NG CDFC also committed themselves to monitor the project as other NG CDFC Projects and also facilitate the Sub County Works Officer who would be in charge of the project. The committee requested the Fund Manager to Forward the BQ and Drawings to the NG CDF Board.

**MIN 09/15/04/2021 AOB**

There being no any other business the meeting ended with a word of prayer at 2.15 pm with a word of prayer from Joel Laaria.

Minutes recorded by

Secretary James Mwangi Date 15/04/21 sign [Signature]

Confirmed by

Chairman David Muriro Date 15/04/2021 sign [Signature]