



MINUTES OF NG-CDF MATHIRA COMMITTEE MEETING HELD ON 8th APRIL 2021 AT THE NG-CDF MATHIRA CONSTITUENCY BOARDROOM.

MEMBERS PRESENT

1. Wahome	Mwangi	-	NGCDF - Chairperson
2. Eleanor	Muthoni	-	Fund Account Manager (FAM)
3. Jane	Mwangi	-	NGCDF - Secretary
4. Peter	Mwangi	-	NGCDF - Member
5. Jackline	Muchoki	-	NGCDF - Member
6. Edward	Muchiri	-	NGCDF - Member
7. Irene	Maina	-	NGCDF - Member
8. Mercy	Mumbi	-	NGCDF - Member

ABSENT WITH APOLOGY

1. Joseph Karimi	-	NGCDF - Member
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PRELIMINARIES

The meeting was opened with a word of prayer led by Irene Maina at 10.30am.

MIN 027/NG CDFC/ MATHIRA/ 8TH /04/2021: - INTRODUCTION

The Chairman introduced the agenda of the day as follows:

1. FY 2020/2021 Project Prioritization

- Formation of Project Management Committees (PMC)
- Opening of Accounts
- Transfer of funds
- PMC Training
- Advertisement
- Method of work/Road map.

2. Staff issues
3. Outstanding works in the projects
4. Office of the Auditor General's report
5. NGCDF Training/Constituency Strategic Plan review
6. Sports activities
7. Monitoring and evaluation plan
8. Projects with outstanding works.
9. A.O.B

The list of the agenda was adopted for discussion.

(Signature)



MIN 028/NG CD/FC/ MATHIRA/8TH/04/2021: - READING AND CONFIRMATION OF PREVIOUS MINUTES

The minutes of the meeting held on 19th March 2021 were read by the Secretary. They were adopted as the true record of the proceedings. This was proposed by Edward Muchiri and seconded by Irene Maina.

MIN 029/NG CD/FC/ MATHIRA/8TH/04/2021: - MATTERS ARISING

The issue of procurement of Laptops/computers was revisited and the meeting was informed that the process is on course.

MIN 030/NGCD/FC/MATHIRA/8TH/04/2021: - FY 2020/2021 PROJECT PRIORITISATION

The Chairman informed the meeting that the FY 2020/2021 proposal had been approved by the NG-CDF Board and the code list sent to the constituency. It was further noted that A.I.Fs worth Kshs. 47,400,000 (Forty-seven million, four hundred thousand) had been received and credited in the bank. Therefore, the Committee deliberated and agreed that project priorities to be allocated to the received funds to be as follows:

1. The allocation of the A.I.F prioritized as under listed.

- (a) Administration & recurrent Expenditure – Kshs. 8,228,032
(b) Monitoring, Evaluation & Capacity building – Kshs. 11,236,335.23
(c) Constituency Sports Activities – Kshs. 2,742,917.59

(d) Project's Name Amount (Kshs.)

1. Karatina DEB Primary School	4,200,000
2. Karura Primary School	1,000,000
3. Gitunduti Primary School	1,000,000
4. Kahiraini Primary School	1,500,000
5. Chieni Primary School	1,500,000
6. Njatheni Primary School	1,600,000
7. Iruri Primary School	1,000,000
8. Kabiraini Primary School	1,900,000
9. Ihiga DEB Primary School	1,800,000
10. Kiemi Primary School	1,500,000
11. Gathina Primary School	1,500,000
12. Kiamambara Primary School	1,800,000
13. Rware primary school	1,400,000
14. Kahara DEB Primary School	1,600,000
15. Ndimaini Primary School	1,700,000
16. Kiemi Secondary School	4,960,000
17. Gatunganga Chiefs Camp	500,000
18. Ngorano Chiefs Camp	1,700,000

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The above issue was discussed at length. The meeting agreed that the Monitoring and Evaluation plan will be crucial as it will give a clear guideline to be followed while carrying out effective monitoring and evaluation of the projects. In this regard the committee mandated an ad-hoc subcommittee of: Edward Muchiri, Jackline Muchoki and Wahome Mwangi to work on a plan and table the same in the next meeting. Still on monitoring and evaluation, the members authorized the FAM to facilitate the purchase of a camera to enhance pictorial evidence before, during and after implementation of the projects. Further, the photos should be developed and filed in the projects file. The respective school heads, chiefs/assistant chiefs to provide pictorial evidence of the works done as part of the documents or the information required for payment process. The NGCDFC to be fully involved in every single stage of implementation.

MIN 031/NG CDFC/ MATHIRA/8TH/04/2021: MONITORING AND EVALUATION PLAN

The meeting unanimously agreed that the projects should be advertised immediately after the training by the PMCs. Advertisements to be placed in all public and schools notice boards and also in the churches. Meanwhile Edward Muchiri to assist in reviewing the Bills of Quantities for each project and ensure that they are the representative of the works required.

V. Advertisement

1. Venue
2. Facilitators
3. M.O.H guidelines
4. Refreshments
5. Transport if required
6. Stationaries
7. Allowances

The meeting unanimously agreed that the PMCs to be trained on the project implementation documentation and filling of the same. The tentative dates for the training were given as 13th to 15th April 2021. The meeting authorized an adhoc subcommittee of: - Irene Maina, Edward Muchiri and Jane Mwangi to arrange and plan for the PMC training and realize the same within the timelines. The subcommittee was also mandated to ensure that all the Ministry of Health guidelines/protocols have been followed. The following are the areas of reference with a budget of Kshs. 200,000:

IV. Training of the PMCs

The committee also mandated the FAM to transfer the grants to the PMC accounts immediately, once the accounts are opened.

III. Disbursement /Transfer of funds/grants

The meeting was informed that PMCs are in the process of formation. The meeting authorized the formation of the rest of the PMC and opening of project accounts without delay. The existing PMC to activate the existing PMC accounts. All to furnish the office with the information.

II. Formation of PMCs:

a) Outstanding projects works

The meeting noted with concern that there are projects which require extra funding to realize completion. The meeting was alive to the fact that the situation has been occasioned by variations in prices of materials and also change in taxation from 14% - 16%. It was further noted that the time between budgeting and implementation has also been instrumental in price variations as disbursement of funds by the National Government had been delayed. Attached is a detailed report from the Public Work of the projects and reasons for the variation as is evident the ground/site for the following projects against the amount required in the individual projects.

Project Name	Activity	Amount allocated Kshs.
Kahuti-ini Primary School	Renovations by tiling of verandah and painting of 8 classrooms - Kshs. 165,325; rendering of staffroom Kshs 41,000	206,325
Gaturiri Primary School	Completion of 4 No door and urinal pit-latrines by roofing, doors, plastering, painting and tiling-Kshs. 240,000; Completion of 6 No. door pit latrine by roofing, doors, plastering, painting and tiling - Kshs. 150,000; tiling of veranda for 4 No classrooms -Kshs. 60,000	450,000
Gatura Primary School	Renovation by rendering to the rear side of 5 No classrooms -Kshs. 87,000; Glazing to 2 No. classroom windows-Kshs. 3,000	90,000
Gikumbo Primary School	Renovation by tiling of verandah of 8 No classrooms and hall-Kshs. 184,680; Tiling of hall internally -Kshs. 111,000; Glazing to 10 No classroom steel doors - Kshs. 4,000	300,000
Kirikio Primary School	Renovation by tiling of 2 no classrooms -Kshs. 120,000	120,000
Kianjogu Primary School	Renovation by tiling of 3 classrooms - Kshs. 176,053; Tiling to 1 classroom verandahs-Kshs. 33,253; Tiling for 2 offices administration block-Kshs. 117,369	326,675
Gatundu Primary School	Renovation by tiling of 1 classroom-Kshs. 60,000; tiling of verandas of 9 classrooms and administration block - Kshs. 180,000; touch-up in plastering, electrification, rendering, paint to classrooms, 2 offices administration block and the gate -Kshs. 25,000	265,000
Gathehu Primary School	Renovation by tiling of 3 No classrooms and computer lab - Kshs. 176,053; completion of ablation block by painting -Kshs. 93,947; Rendering and painting of 3 classes-Kshs. 30,000	300,000
Gathugu Primary School	Renovation by tiling of 11 classrooms-Kshs. 646,569; tiling of verandah for 11 classrooms-Kshs. 236,760; Completion of 8 No. door latrine and 6 No door latrine by painting-Kshs. 16,671	900,000
Kiangoma Primary School	Renovation by tiling of 2 classrooms -Kshs. 117,369; tiling of verandah for 5 classrooms-Kshs. 156,500; painting of roof for 10 No classrooms - Kshs. 4,881	200,000
Kianjau Primary School	Renovation by tiling of 2-roomed administration block-Kshs. 109,022; tiling of 2 No classrooms-Kshs. 117,369; tiling of verandah for 4 classrooms -Kshs. 73,609	300,000
Total		3,458,000





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The FAM reported that the External Auditors from the Office of the Auditor General's Office had been doing the annual audit of Mathira Constituency from 22nd March to 31st March 2021. The FAM tabled the Management letter dated 1st April 2021 and referenced CEN.HUB/NYERI.C/MATHIRACDF/29/15. The Committee discussed the report and requested the FAM to reply to the report immediately and the report to be tabled in the next meeting. The meeting noted that due to the urgency of the situation, they had approved project visits the week of 15th to 20th March 2021 to ensure that the PAMCs had complied

MIN 036/NG CDFC/ MATHIRA/ 8TH/04/2021: OAG REPORT

The members expressed the need to undergo training especially at this time that the constituency strategic planning needs review as per correspondence from the NG-CDF Board. The committee agreed to proceed for training and specifically earmarked trainers from the NG-CDF Board to facilitate during the same. The meeting mandated Jackie Muchoki, Peter Mwangi, Edward Muchiri to liaise with the FAM in planning and realizing the same. The team should also commence the procurement for the same. Tentative dates for training are 26th to 30th April 2021.

STRATEGIC PLAN REVIEW

MIN 035/NG CDFC/ MATHIRA/8TH/04/2021: NGCDF TRAINING/CONSTUENCY

- i. Clause No.4 of the employment contract between NGCDF Mathira and the two former Clerks of Work to be invoked and that the NGCDF Mathira acted within the Law of terminating the contract since the two were still on six months' probation.
 - ii. That the FAM should respond to the Lawyer as above.
- The two correspondences from Kimunya and Co. Advocates in relation to the two former Clerks of Work, Mr. Simon Peter Karuri Maina and William Wachira Kihara were read to the meeting. The issues were discussed at length and the members unanimously agreed that:

MIN 034/NG CDFC/ MATHIRA/ 8TH/04/2021: STAFF ISSUES

The meeting resolved to embark on the procurement of sports kitty and balls while the actual tournament to be held later after the Covid Pandemic eases.

MIN 033/NG CDFC/ MATHIRA/ 8TH/04/2021: SPORT ACTIVITIES

The meeting also noted that Kagati Police Post project has not taken off due to issues of land ownership which has not been conclusive. The committee therefore resolved to seek authority from the NGCDF Board to reallocate the funds/grants from Kagati Police Post initially funded with Kshs. 3,460,000 for construction of 4-room police post to completion in FY 2019/2020 but currently has Kshs. 3,458,975 in the account to other projects to ensure completion of the projects so that they can be beneficial to the community. Kagati Police Post to be funded later once the ownership issue is concluded.

b) Reallocation of Kshs. 3,458,000 from Kagati Police Post to projects

with the expected works and documentation. The total expenditure cost of the exercise was Kshs. 500,000.

MIN 037/NG CD/FC/ MATHIRA/ 8TH /04/2021: AOB

(i) INTERNS

The issue of interns assisting in supervision of the projects was highlighted. It was noted that the subsequent 18 projects will require interns. However, the meeting resolved to assimilate the most efficient and release the others. This should be done after the interns Performance appraisal performed by the FAM, Edward Muchiri, Jane Mwangi and Irene Maina. The meeting agreed that all the payment issues of the projects should be handled by Esther the new Accounts Assistant who should recommend further action /payment to the FAM. The meeting noted with appreciation that Esther is equal to the task.

(ii) PAYMENT TO SUPPLIER

It was noted that supplier Hanjack Enterprises who had supplied tiles to projects has committed himself that he should be paid whatever is available as part of his dues as he waits for the balance to be cleared.

ADJOURNMENT

The meeting was ended with a word of prayer at 2.45pm led by Mercy Mumbi.

Minutes compiled by: -

Jane N. Mwangi, Secretary

Minutes confirmed by: -

William Wahome, Chairperson

