

**MINUTES OF THE NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT
FUND COMMITTEE MEETING HELD ON 26TH APRIL 2021 AT NG-CDF OFFICE**

Members Present

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| 1. Samuel Nyoike | Chairman |
| 2. Mariam Gatuma | Secretary |
| 3. Zahiya Jacob Haji | Member |
| 4. Virginia Irungu | Member |
| 5. Joseph Kamau | Member |
| 6. Shem Mwangi | Member |
| 7. Jane Kariuki | Fund Account Manager |

Agenda

1. Preliminaries
2. Reading and confirmation of previous minutes
3. Matters arising from previous minutes
4. 6th disbursement for 2020/2021-Kshs. 6,000,000
5. Emergency request
6. Approved reallocation
7. Change of project activity
8. A.O.B

MINUTE 1/26/04/21/NG-CDFC/ KASARANI: PRELIMINARIES

The meeting was called to order by the Chairman at 11.25am who also led with the opening prayers

**MINUTE 2/26/04/21/NG- CDFC/KASARANI: READING AND CONFIRMATION OF
MINUTES OF THE PREVIOUS MEETING.**

The Secretary took the members through the reading of minutes of the previous meeting. The members endorsed as a true copy of what was discussed. The minutes were proposed by Joseph Kamau and seconded by Zahiya Jacob



MINUTE 3/26/04/21/NG- CDFC/KASARANI: MATTERS ARISING FROM PREVIOUS MINUTES.

There were no matters arising from the previous minutes

MINUTE 4/26/04/21/NG- CDFC/KASARANI: 6TH DISBURSEMENT FOR 2020/2021

The manager reported that we have received additional fund for FY 020/021 of Kshs. 6,000,000. The relevant AIE has also been received. The committee prioritized the said amount as shown below

Project Name	Activity	Amount allocated
ADMINISTRAT ION		
Employee salaries	Payment of staff salaries and gratuity	400,000
Goods and services	Purchase of fuel, repairs and maintenance, printing, stationeries, telephone, travel and subsistence, office tea	400,000
Committee allowances		400,000
M/E & TRAINING		
Capacity building	Undertake training of the PMC,NG-CDFC and other relevant stake holders	300,000
M/E Committee expenses	Payment of committee allowances and other related expenses	400,000
M/E-Goods and services	Purchase of fuel, repairs and maintenance, printing, stationeries, telephone, travel and subsistence, office tea	100,000
EDUCATION- PRIMARY SCHOOLS		
Ruai Primary School	2 nd disbursement for Construction of one storey building,16 classrooms 20 doors ablution block and administration block (Staff room, H/Teacher office, Deputy H/Teacher office, Secretary office, Accounts office and store inclusive of the ramp	3,500,000
Emergency	To cater for any emergency occurrence within the constituency	500,000
	GRAND TOTAL	6,000,000

MINUTE 5/26/04/21/NG- CDFC/KASARANI: EMERGENCY REQUEST

The Fund Account Manager tabled two letters, one from the Sub County Director of Education and the other from Njiru Deputy County Commissioners office requesting for funds for fencing Njiru

secondary school. The Sub County Director's letter states that they are in the process of registering the school but the school compound requires immediate fencing as it is very exposed.

The letter from the DCC also states that the operation to remove illegal structures from the school land and its environment was complete and successful. However, the school land needs to be fenced immediately to avoid recurrence of encroachment. He also advised that due to security concerns and also lack of an existing PMC for the said project, the PMC for Njiru DCC's office should implement the project.

After lengthy discussion, the committee approved Kshs. 500,000 from emergency kitty to immediately fence the said school, by use of concrete posts. The said project shall be implemented by Njiru DCC's Project Management Committee.

MINUTE 6/26/04/21/NG- CDFC/KASARANI: APPROVED REALLOCATION

The Fund Account Manager reported that the previous request for reallocation was discussed by the Board and the following recommendations were made

Reallocated from	F/Y	Amount	Re-allocated to	Reason for reallocation	Board recommendation
1. Emergency	2019/20	6,550,000	Mwiki Primary School Kshs.6,550,000 - 2 Kilometres access road to Mwiki Primary School; clearing, excavation, spreading & compacting of hard materials, culvert installation, heavy grading and gravel patching	Unutilized funds	Recommended for approval
2. Highway Manyatta Primary School - Construction of 4 number of classrooms with a slab	2017/18	50,000	Highway Manyatta Primary School Kshs.1,200,000 - Construction of 4 fabricated classrooms to completion.	Unspent balances after completion of projects	Recommended for deferral PPRMC to carry out verification visit before the next Board meeting
3. St. Dominic's			Kasarani Police Station Kshs.300,000 -		Recommended for approval

Secondary School – Construction of 4 number of classrooms with a slab	2017/18	990,000	Purchase of a 24,000 litres water tank		
4. Jehovah Jireh Primary School – Painting & flooring of 8 no. classrooms	2018/19	380,000			
5. Kasarani Primary School – Renovate 8 classrooms to completion: painting and flooring	2018/19	80,000			
Clay City Secondary school- Construction of 4 no. doors Ablution block to completion	2019/20	1,000,000	Clay City Secondary school Kshs.1,000,000- Construction of a ramp up to 1 st floor	The school constructed ablution block with funds from other sources	Recommended for approval

The committee therefore approved implementation of the above projects except for Highway Manyatta Primary School which was not approved by the Board.

MINUTE 7/26/04/21/NG- CDFC/KASARANI CHANGE OF PROJECT ACTIVITY

Ngundu Primary School

The school had been allocated Kshs. 1,000,000 for four classrooms renovation, flooring and painting in FY 019/020. However, after a visit to the school it was noted that the said classes are in deplorable state and are not up to standard. The office of the Public Works advised that new classes should be constructed instead of face lifting the non-standard classrooms. The school management also resolved to change the activity from classroom renovation to purchase and installation of high

capacity pump of a rating of 1.5kw at a cost of Kshs. 600,000 and kshs. 400,0000 for renovation of 10 doors abluion block (Walls repair, painting, roofing, flooring).

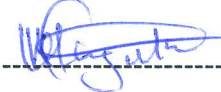

Ruai Girls Secondary School

The school had been allocated Kshs. 1,300,000 for construction of 2no. Classrooms on 1st floor (walling and roofing) in FY 2019/2020. The two classes on the ground floor were constructed by the NG-CDF. However, after the review of the tests report conducted by the ministry of Public Works, it was noted that some recommended remedies have never been undertaken thus its unsafe to construct the first floor building. The school management committee thereafter met and resolved to change the activity to construction of one classroom.

The NG-CDFC unanimously approved change of activities in the two schools and requested the Fund Account Manger to communicate the same to the NG-CDF Board.

MINUTE 8/26/04/21/NG- CDFC/KASARANI: A.O.B

There being no other business, the meeting ended at 2:10pm with a word of prayer from the secretary.

Minutes compiled by:	Marriam Gatuma		<u>11/5/21</u>
	Secretary	Signature	Date
Minutes confirmed by:	Samuel Nyoike		<u>11/05/21</u>
	Chairperson	Signature	DateP