

MINUTES OF THE NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT COMMITTEE  
MEETING HELD ON 28<sup>th</sup> SEPTEMBER 2021 AT KASARANI DEPUTY COUNTY COMMISSIONER'S  
OFFICE

Members Present

- |                      |                      |
|----------------------|----------------------|
| 1. Samuel Nyoike     | Chairman             |
| 2. Mariam Gatuma     | Secretary            |
| 3. Zahiya Jacob Haji | Member               |
| 4. Joseph Kamau      | Member               |
| 5. Shem Mwangi       | Member               |
| 6. George Ngugi      | Member               |
| 7. Benson Kirango    | Member               |
| 8. James Chacha      | Member               |
| 9. Jane Kariuki      | Fund Account Manager |

In attendance

- |                       |                      |
|-----------------------|----------------------|
| 1. Hon. Mercy Wanjiku | Member of Parliament |
|-----------------------|----------------------|

Agenda

1. Preliminaries
2. Reading and confirmation of previous minutes
3. Matters arising from previous minutes
4. Casual engagement
5. Kamunyonge and Mailisaba AP Camps
6. Unallocated amount for FY 020/021
7. Change of activity- Jehova Jire Secondary School
8. FY 021/022 proposal
9. A.O.B

MINUTE 1/28/09/21/NG-CDFC/ KASARANI: PRELIMINARIES

The meeting was called to order by the Chairman, Samuel Nyoike at 10.30am with a word of prayer from Shem Mwangi.

MINUTE 2/28/09/21/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 Benson Kirango and seconded by Joseph Kamau.



FUND ACCOUNT MANAGER  
KASARANI NG-CDFC  
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**MINUTE 3/28/09/21/NG- CD/FC/KASARANI: MATTERS ARISING FROM PREVIOUS MINUTES.**

There were no matters arising from the previous minutes

**MINUTE 4/28/09/21/NG- CD/FC/KASARANI: CASUAL ENGAGEMENT**

The chairperson reported that Carol Muthii has requested for fresh consideration for casual engagement by the NG-CD/FC. It was noted that the current engagement is expiring on 6<sup>th</sup> October 2021. The Fund Account Manager confirmed having written to Carol Muthii informing her of the expiry of the contract. After some deliberation, the committee approved her engagement as a subordinate staff on casual basis for a period of three (3) months with effect from 11<sup>th</sup> October 2021 to 12<sup>th</sup> January 2022.

She will be entitled to end of the month salary of Kshs. 32,639 calculated at Kshs. 1,087.96 per day subject to statutory deductions on NSSF, NHIF and PAYE. There shall be no other benefits attached to this offer.

**MINUTE 5/28/09/21/NG- CD/FC/KASARANI: KAMUNYONGE AND MAILISABA AP CAMPS**

**a. Kamunyonge AP Camp**

The above AP post was allocated Kshs. 3,000,000 FY 015/016 for construction of AP camp. The project however has never been utilized as there are some land dispute. The chairperson and the DCC were following up on the matter and they confirmed having met with directors of Embakasi Ranching Company Limited, and thereafter visited the venue on Monday, 27<sup>th</sup> September 2021. They confirmed that the lady who is staying within the compound has got no land documents and is ready to move out. The Embakasi Ranching Company Limited was also requested to avail the land documentation and also ascertain the beacons for the land. The DCC emphasized that the police post shall be of great help as there is increased insecurity within the area. The surveyor had charged Kshs. 40,000 for beacon establishment which the committee approved for payment. In conclusion the chairman and the DCC were mandated to follow up on the land documentation with the Embakasi Ranching Company Limited as well as putting of beacons to demarcate the area.

**b. Mailisaba AP Camp**

The above project was allocated Kshs. 3,881,034.49 in FY 016/017 for construction of an AP Camp. The DCC reported that the Mailisaba AP camp was located within the power wayleave and thus cannot be gazetted. The Board, through the Fund Account Manager had proposed the possibility of engaging the Kenya Power for relocation of the power line. However, after some discussion, it was noted that this is not possible since it's a high voltage power line. In conclusion, the Fund Account Manager was requested to communicate the same to the Board.



**MINUTE 6/28/09/21/NG- CDFC/KASARANI: UNALLOCATED AMOUNT FOR FY 020/021- KSHS. 44,772.50**

The Fund Account Manager reported that there is an amount of 44,772.50 that is still unallocated for the last financial year. This resulted due to the difference between the total amount allocated to Ruai Girls secondary school for construction of perimeter wall of Ksh. 16,730,000 and the approved amount, based on engineers' estimate is Ksh. 16,685,227.50. The committee discussed and resolved to allocate the amount, totaling to Kshs. 44,772.50 to Secondary School Bursary votehead.

**MINUTE 7/28/09/21/NG- CDFC/KASARANI: CHANGE OF ACTIVITY- JEHOVA JIRE SECONDARY SCHOOL**

The Fund Account Manager reminded the members that Jehova Jire Secondary School had written to the office requesting for change of activity from ablution block to one classroom construction as the school has already addressed the toilet challenge. It was also noted that in the public participation forum, the management also indicated that they are in dire need of classrooms, however if construction of administration block is prioritized, it shall solve the classrooms challenge as the school is currently utilizing four classrooms as offices. The members thus unanimously approved the change of activity of Kshs. 1,000,000 allocated in FY 2019/2020 for construction of 4 no. doors Ablution block to construction of an administration block comprising of a staffroom, Principal's office, Deputy Principal's office, secretary and waiting bay. The estimate cost of the administration block is Kshs. 5,000,000, with the shortage of Kshs. 4,000,000 being allocated in the FY 2021/2022 projects proposal.

**MINUTE 8/28/09/21/NG- CDFC/KASARANI: PROPOSALS FOR FY 021/022**

The Fund Account Manager reminded the members that the total allocation for the F/Y 021/022 is **Kshs. 137,088,879**. She also took the members through the Board circular ref. **NG-CDFB/CEO/BOARD CIRCULARS VOL.11(030)** dated 26<sup>th</sup> August 2021 which gives guideline on preparation and online submission of constituency project proposals for the FY 2021/2022.

There was no amount allocated to NSSF since there is enough balance in the said vote head to cater for the financial year deductions. The balance as per 30<sup>th</sup> June 2021 was **Kshs. 185,080**.

The estimate for construction of 1 no. non storey classroom with ceiling and terrazzo floor is Kshs 1,700,000 in both Ngundu Primary and Highway Manyatta secondary school due to the nature of the soil, black cotton soil. For a storey building, the cost per classroom is approximately Kshs. 1,950,000. However, the real cost of the building shall be dictated by the market price once open tenders are floated.

The Kamunyonge police post shall be of great help to the community due to increasing insecurity within the area. The DCC committed himself to give an extract of the minute for Njiru Sub County Security Committee meeting, as an assurance of project ownership once its implemented.

After a lengthy discussion the below projects were agreed upon.

Project Name	Activity	Original cost	Cumulative allocation	Amount allocated	Current status
<b>ADMINISTRATION</b>					
Employee salaries	Payment of staffs salaries	2,376,088	Nil	2,376,088	Ongoing
Employees' gratuity	Payment of Staffs gratuity-former staffs (Kshs.703,080) and current staffs (Kshs.542,712)	1,245,792		1,245,792	Ongoing
Goods and services	Purchase of fuel, repairs and maintenance, printing, stationeries, telephone, travel and subsistence, office tea and payment of outstanding legal fee	1,722,252	Nil	1,722,252	Ongoing
NHIF	Payment of NHIF deductions	81,200	Nil	81,200	Ongoing
Committee expenses	Payment of committee allowances, transport & conferences expenses	2,800,000	Nil	2,800,000	Ongoing
<b>M/E &amp; TRAINING</b>					
Committee expenses	Payment of committee allowances, transport & conferences expenses	1,800,000	Nil	1,800,000	Ongoing
Goods and services	Purchase of fuel, repairs and maintenance, printing, stationeries, telephone, travel and subsistence, office tea	312,666	Nil	312,666	Ongoing
Capacity building	Undertake training of the PMC,NG-CDFC and other relevant stake holders	2,000,000	Nil	2,000,000	Ongoing

Project Name	Activity	Original cost	Cumulative allocation	Amount allocated	Current status
EMERGENCY	To cater for any unforeseen occurrences during the financial year	7,192,207	Nil	7,192,207	New
Bursary- Secondary Schools	Payment of bursary to needy students	25,016,897	Nil	25,016,897	Ongoing
Bursary- Tertiary Institutions	Payment of bursary to needy students	15,000,000	Nil	15,000,000	Ongoing
Sports	To carry out constituency sports tournament and purchase of trophies, balls and games kit to the participating teams	2,741,777	Nil	2,741,777	New
EDUCATION- PRIMARY SCHOOLS					
Murema Primary School	Construction of 716 metres Perimeter wall and gate installation	12,000,000	Nil	12,000,000	New
Kasarani pry School	Construction of 801 Metres perimeter wall and gate installation	14,000,000	Nil	14,000,000	New
Kasarani pry School	Reroofing of 10 classrooms by removal of the current asbestos roof	1,500,000	Nil	1,500,000	New
Ngundu Pry School	Construction of 3 no. non storey classrooms to completion with ceiling and terrazzo floor.	5,100,000	Nil	5,100,000	New
EDUCATION- SECONDARY SCHOOLS					New
Highway Manyatta sec school	Construction of 4 no. non storey classrooms to	6,800,000	Nil	6,800,000	New



FUND ACCOUNT NO. 100-100  
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Project Name	Activity	Original cost	Cumulative allocation	Amount allocated	Current status
	completion with ceiling and terrazzo floor				
Ruai boys secondary School	Construction of non storey administration block to completion comprising of a staffroom, Principal's office, Deputy Principal's office, secretary and waiting bay.	5,000,000	Nil	5,000,000	New
Njiru Sec School	Construction of 12no. doors ablution block to completion with 2 doors catering for the needs of persons with disability	3,100,000	Nil	3,100,000	New
Drumvale Secondary School	Construction of 3 no. non storey classrooms to completion with ceiling and terrazzo floor	5,100,000	Nil	5,100,000	New
Hon John Njoroge Secondary School	Construction of 8no. doors ablution block to completion with 2 doors catering for the needs of persons with disability	2,200,000	Nil	2,200,000	New
Jehova Jire Secondary School	Construction of non storey administration block to completion comprising of a staffroom, Principal's office, Deputy Principal's office, secretary and waiting bay.	5,000,000	Nil	4,000,000	New
<b>SECURITY PROJECTS</b>			Nil		New
kasarani police station (Existing station)	Construction of 695 metres perimeter wall with gate installation.	12,000,000	Nil	12,000,000	New
Ngundu Police Post (Existing post)	construction of 3 roomed administration block to completion.	2,000,000	Nil	2,000,000	New

Project Name	Activity	Original cost	Cumulative allocation	Amount allocated	Current status
Kamunyonge police post (New post)	construction of 3 roomed administration block to completion.	2,000,000	Nil	2,000,000	New
	<b>GRAND TOTAL</b>	<b>138,088,879</b>		<b>137,088,879</b>	

**MINUTE 9/28/09/21/NG- CDFC/KASARANI: A.O.B**

There being no other business the meeting ended at 12:50pm with a word of prayer from George Ngugi.

Minutes compiled by:


Marriam Gatuma  
Secretary

  
Signature

30/9/21  
Date

Minutes confirmed by:

Samuel Nyoike  
Chairperson

  
Signature

30/09/21  
Date

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