**MINUTES OF THE MEETING HELD BY THE RUNYENJES NG-CDFC**

**ON 12TH JULY 2021 AT 10:00AM IN THE CDF BOARDROOM.**

**MEMBERS PRESENT:**

1. Mr. EllyKaruguti - Chairman
2. Ms. Grace Njama - Secretary
3. Ms. Charity Mwarangu - FAM
4. Mr. George Omollo - DCC/Member
5. Mr. Clements Njiru - Member
6. Ms. Nancy Rwamba - Member
7. Mr.Peter Njuki - Member
8. Ms. Ruth Ruraa - Member
9. Mr. Dickson Murithi - Member

**INATTEDANCE**

1. Mr.Justin Mugendi - C.O.C

**Agenda**

1. Prayers and apologies
2. Preliminaries
3. Reading and confirmation of previous meeting minutes
4. Matters arising
5. Project update
6. Allocation of funds
7. Environment report
8. Bursary update
9. Re-allocation of emergency fund
10. Change of Activity
11. Emergency Fund Allocation
12. Youth training report
13. A.O.B

**MIN. 44/398/12/7/2021: PRAYERS AND APOLOGY.**

The meeting was called to order at 10:30 am by the chairman. Prayers were conducted by Mr.PeterNjuki.

**MIN. 44/399/12/7/2021: PRELIMINARIES.**

This was introduced by the chairman with a Homily regarding the power of working as team.

**MIN. 44/400/12/7/2021: READING AND CONFIRMATION OF PREVIOUS MEETING’S MINUTES**

The secretary read through the minutes, they were adopted by the members, which was proposed by Mr.PeterNjuki and seconded by Mr. George Omollo.

**MIN. 44/401/12/7/2021: MATTERS ARISING.**

1. **Ithatha Land**

It was reported that the DCC was still pursuing the matter of acquiring the land title deed and the progress would be reported in our next meeting.

1. **Donation of land**

It was reported that Mr.Clements was yet to meet the donor and settle on the donation matter

**MIN. 44/402/12/7/2021: PROJECT UPDATE.**

A report on various projects and their status was presented to the committee. The committee adopted the report which was proposed by MsRuth Ruraa and seconded by Mr.Clement Njiru.

1. ***NDUMARI PRIMARY SCHOOL***

***Project description:*** completion of science laboratory

***Project status:*** the project is 98% complete

1. ***GIKUURI SECONDARY SCHOOL***

***Project description:*** construction of a multipurpose hall

***Project status:*** the project is satisfactorily complete

1. ***KATHAMBAICONI PRIMARY SCHOOL***

Project description: construction of 4door sanitation block.

The project is 95% complete.

1. ***KASAFARI SECONDARY SCHOOL***

***Project description:*** construction of science lab

***Project status***: The project is substantially completed.

1. ***KANDURI SECONDARY SCHOOL***

***Project description:*** construction of science lab

***Project status***: The project is substantially completed.

1. ***NGARARI PRIMARY SCHOOL***

***Project description:***Construction of sanitation block

***Project status***: the project is satisfactorily complete.

1. ***KATHARI SECONDARY SCHOOL***

***PROJECT DESCRIPTION:*** construction of a science lab

***PROJECT STATUS:*** THE works at finishing stage, fitting benches ongoing

Remaining areas; painting, tiling and veranda floor screed.

1. ***KARURUMO PRIMARY SCHOOL***

***Project description:*** construction of 2no. Of classrooms

***Project status:*** the works are at foundation stage- excavation in trenches done, strip footing concrete done and walling for foundation done.

1. ***KARURUMO PRIMARY SCHOOL***

***Project description:*** construction of 2no. Of classrooms

***Project status:*** the works are at foundation stage- excavation in trenches done, strip footing concrete done and walling for foundation done.

1. ***UGWERI PRIMARY SCHOOL***

***Project description***: renovation of classrooms and administration block.

***Project status***: replacement of wooden framed windows and door with steel casement doors and windows ongoing

Hacking floor for casting a fresh floor screed ongoing.

1. ***GICHICHE PRIMARY SCHOOL***

**Project description**: renovation of tuition block
project status: removal of leaking roofing sheets,plastering, and hacking floor surfaces for fixing tiles ongoing.

1. ***KIARIMUI PRIMARY SCHOOL***

**Project description**: renovation of tuition block
project status: removal of leaking roofing sheets, excavation and taking levels of drainage works.

1. ***Kariru assistant chief ‘s Office***

***Project description***: construction of assistant chief’s office

***Project status:*** the project is satisfactorily complete.

1. ***KAVUTIRI ASSISTANT CHIEF’S OFFICE***

***Project description***: renovation of chief’s office: reroofing, replacement of wooden doors, and windows to steels casement and painting.

***Project status***: the project is 98% complete.

1. ***NGENIARI PRIMARY SCHOOL***

***Project 1 description:***construction of sanitation block

***Project status***: the project is substantially.

***Project 2 description***: construction of administration block.

***Project status:*** the contractor has mobilized materials on site.

1. ***KINTHITHE SECONDARY SCHOOL***

***Project description:*** construction of administration block.

***Project status;*** the project is substantially complete.

1. ***KATHANDE PRIMARY SCHOOL***

***Project description***: renovation of classrooms

***Project status:*** *the works have been handed over to the contractor****.***

1. ***St Michael primary school***

***Project description:*** renovation of classroom

***Project status***: procurement done successfully

1. ***Kiringa assistant chiefs office***

***Project description***: construction of assistant chief’s office and 2door sanitation.

***Project status;*** Procurement done successfully.

**MIN. 44/403/12/7/2021: ALLOCATION OF FUNDS RECEIVED.**

The FAM presented a list of all the projects that had not yet been funded to the committee as shown below;

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT NAME** | **ACTIVITY** | **AMOUNT** | **ALLOCATION** |
| Emergency  | To cater for any unforeseen occurrences in the constituency during the financial year |  7,192,206.90  |  2,392,206.90  |
| Bursary Secondary Schools | To award bursary for needy students in the constituency |  26,500,000.00  |  25,775,260.00  |
| Bursary Special Schools | To award bursary for needy students in the constituency |  2,000,000.00  |  2,000,000.00  |
| Sports | To Carry out constituency sports tournament where the winning teams will be awarded with balls, uniforms and trophies |  2,742,697.59  |  2,742,697.59  |
| NHIF | Payment of NHIF Deductions |  72,000.00  |  39,930.34  |
| NSSF | Payment of NSSF Deductions |  99,360.00  |  99,360.00  |
| ADM Committee Expenses | Payment of Committee sitting allowances, transport, conferences |  954,000.00  |  82,680.52  |
| M & E Goods and Services | Purchase of fuel,maintenance, printing, stationery, Airtime, travel and subsistence |  2,114,046.38  |  2,114,046.38  |
| CDFC staff/PMC Capacity Building | Undertake Training of the PMCs, NGCDFCs and Staff on NGCDF Related issues |  1,000,000.00  |  1,000,000.00  |
| Mukuria assistant chief’s office | Construction of assistant chief's office (Capacity of 2 offices) |  900,000.00  |  900,000.00  |
| Mukuria assistant chief’s office | Construction of 2 door pit latrine |  100,000.00  |  100,000.00  |
| Nyagari assistant chief’s office | Construction of assistant chief's office (Capacity of 2 offices) |  900,000.00  |  900,000.00  |
| Nyagari assistant chief’s office | Construction of 2 door pit latrine |  100,000.00  |  100,000.00  |
| Kawanjara assistant chief’s office | Construction of assistant chief's office (Capacity of 2 offices) |  900,000.00  |  900,000.00  |
| Karurumo chief's office | Construction of chief's office to roofing stage (Capacity of 3 rooms) |  1,200,000.00  |  1,200,000.00  |
| Nthagaiya Chief's office | Construction of chief's office to roofing stage (Capacity of 3 rooms) |  900,000.00  |  900,000.00  |
| Nthagaiya Chief's office | Construction of 2 door pit latrine |  100,000.00  |  100,000.00  |
| Njeruri assistant chief's office | Completion of assistant chief's office : Roofing,plastering,flooring,fixing of doors,electrical wiring |  600,000.00  |  600,000.00  |
| Njeruri assistant chief's office | Construction of 2 door pit latrine |  100,000.00  |  100,000.00  |
| Karundori primary school | Stone pitching,Construction of gabions and levelling of the ground |  600,000.00  |  600,000.00  |
| Kathanjuri Assistant County Commissioner's office | Stone pitching,Construction of gabions and levelling of the ground |  442,697.59  |  442,697.59  |
| Runyenjes NG-CDF office | Renovation of Runyenjes NG-CDF office: painting,fixing of the ceiling,installation of metal frames,fixing of doors,installation of shelves,filling up of sink hole, |  1,000,000.00  |  1,000,000.00  |
|  |  |  **137,088,879.31**  |  **45,088,879.32**  |

The FAM informed the committee that we had received a total of Ksh 33,000,000. The committee allocated the funds as shown below;

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT NAME** | **ACTIVITY** | **AMOUNT** | **ALLOCATION** |
| Emergency  | To cater for any unforeseen occurrences in the constituency during the financial year |  7,192,206.90  |  2,392,206.90  |
| Bursary Secondary Schools | To award bursary for needy students in the constituency |  26,500,000.00  |  25,775,260.00  |
| Sports | To Carry out constituency sports tournament where the winning teams will be awarded with balls, uniforms and trophies | 2,742,697.59  |  1,496,515.86  |
| NHIF | Payment of NHIF Deductions |  72,000.00  |  39,930.34  |
| NSSF | Payment of NSSF Deductions |  99,360.00  |  99,360.00  |
| ADM Committee Expenses | Payment of Committee sitting allowances, transport, conferences |  954,000.00  |  82,680.52  |
| M & E Goods and Services | Purchase of fuel,maintenance, printing, stationery, Airtime, travel and subsistence |  2,114,046.38  |  2,114,046.38  |
| NGCDFC staff/PMC Capacity Building | Undertake Training of the PMCs, NGCDFCs and Staff on NGCDF Related issues |  1,000,000.00  |  1,000,000.00  |
|  |  |  **137,088,879.31**  |  **33,000,000.00** |

The committee agreed to allocate the Ksh 33,000,000.00 as proposed by Mr.Clement Njiruand seconded by Ms Nancy Rwamba.

**MIN. 44/404/12/7/2021: ENVIRONMENT REPORT.**

The FAM reported that the office had visited 35 schools that had benefited with the avocado seedlings and was yet to visit the rest so as to provide a full report to the NG-CDFC. A report of the already visited schools showed that only 20% of the project was successful. The failure of the rest was caused by the closure of the schools after the COVID-19 pandemic.

**MIN.44/405/12/7/2021: BURSARY UPDATE.**

It was reported that 25 million allocated for bursary was yet to be planned for. The chair for the bursary sub-committee was requested to have a discussion with the FAM and the members and make a requisite consultation since the NG-CDF had earlier disbursed bursary funds to secondary schools early this year.

**MIN. 44/406/12/7/2021: RE-ALLOCATION OF EMERGENCY FUNDS.**

Emergency Funds: Ksh 2,192,206.90-The committee agreed to re-allocate Ksh 2,192,206.90 from F/Yr 2020/21 Emergency funds. The committee agreed to allocate the funds as shown below;

1. Kianjokoma Police Station- The committee is requesting for re-allocation of Ksh 540,000/= from 2020/21 emergency funds to Kianjokoma police station. The project requires an additional Ksh 540,000.00 for wall finishing, flooring, plumbing and electrical works for construction of 4 roomed staff houses to completion-The committee agreed that due to inflation the project required additional funds for completion. The committee had earlier allocated Ksh 1,600,000.00 in 2020/21 financial year and required an additional Ksh 540,000.00 for completion of the staff houses. The bill of quantity estimate was Ksh 2,140,000. The committee agreed to allocate an additional Ksh 540,000.00 for completion of the 4 roomed staff houses.
2. Ugweri Police Post- The committee is requesting for re-allocation of Ksh 440,000/= from 2020/21 emergency funds to Ugweri police post. The project requires an additional Ksh 440,000 for wall finishing, flooring, plumbing and electrical works for construction of 3 roomed staff house to completion. The committee agreed that due to inflation that the project required additional funds for completion. The committee had earlier allocated Ksh 1,200,000.00 in 2020/21 financial year and required an additional Ksh 440,000.00 for completion of the 3 roomed staff houses. The bill of quantity estimate was Ksh 1,640,000. The committee agreed to allocate an additional Ksh 440,000 for completion of the 3 roomed staff houses.
3. Gichera Primary School – The committee is requesting for re-allocation of Ksh 500,000 from 2020/21 emergency funds to Gichera primary school for completion of the administration block. The project was initiated by the Ministry of Education but the funds were insufficient thus the committee has agreed to allocate Ksh 500,000 for completion of the administration block. The NG-CDF funds Ksh 500,000 will do tiling, fixing of window panes, plastering, painting, fixing of fascia boards and ceiling.
4. Kanja AEO Office- The committee is requesting for re-allocation of Ksh 112,206.90 from 2020/21 emergency funds to Kanja AEO office. The project requires an additional Ksh 112,206.90 for fixing of window panes, fixing of doors and painting. The project had earlier been allocated Ksh 150,000 in 2016/17 financial year for plastering and flooring. The committee agreed to allocate an additional Ksh 112,206.90 for completion of the works that is for painting, fixing of doors and window panes.
5. Gitwa River Footbridge- The committee agreed to allocate Ksh 600,000 for construction of a footbridge at Gitwa river. The foot bridge is used by Kiamboa primary and secondary schools along with Ciamanda Secondary students. The committee noted that the number of accidents that had occurred as the children crossed to go to the school was alarming and the issue needed to be addressed. The committee agreed that it was very important for a footbridge to be constructed for safer and easier pass for the students

**MIN. 44/407/12/7/2021: CHANGE OF ACTIVITY OF 2020/21 FINANCIAL YEAR**

The committee noted that due to inflation that some of the projects had been affected and it is not possible to complete them as earlier planned thus Runyenjes NG-CDFC was requesting for a change of activity for the projects shown below;

|  |  |  |
| --- | --- | --- |
| **Change of Project Activities;** | From | To |
| **TProject Name** | **Amount**  | **Project Number** | **Initial approved activity** | **New Requested activity** |
| Kamugere assistant chief’s office | 100,000.00 | 4-014-064-2640507-108-2020/2021-005 | Construction of 2 door pit latrine to completion | Construction of 1 door pit latrine to completion |
| Mukuria assistant chief’s office. | 100,000.00 | 4-014-064-2640507-108-2020/2021-007 | Construction of 2 door pit latrine to completion | Construction of 1 door pit latrine to completion |
| Nyagari assistant chief’s office. | 100,000.00 | 4-014-064-2640507-108-2020/2021-009 | Construction of 2 door pit latrine to completion | Construction of 1 door pit latrine to completion |
| Runyenjes West chief’s office. | 100,000.00 | 4-014-064-2640507-108-2020/2021-014 | Construction of 2 door pit latrine to completion | Construction of 1 door pit latrine to completion |
| Nthagaiya Chief's office. | 100,000.00 | 4-014-064-2640507-108-2020/2021-016 | Construction of 2 door pit latrine to completion | Construction of 1 door pit latrine to completion |
| Njeruri assistant chief's office. | 100,000.00 | 4-014-064-2640507-108-2020/2021-019 | Construction of 2 door pit latrine to completion | Construction of 1 door pit latrine to completion |
| Karungu primary school | 1,000,000.00 | 4-014-064-2630204-104-2020/2021-005 | Renovation of 4 classrooms; Roofing, plastering,painting,metal casement doors,windows,tiling,metallicposts,fasciaboards,vents | Renovation of 3 classrooms; Roofing, plastering,painting,metal casement doors,windows,metallicposts,fasciaboards,vents |
| Irangi primary school | 1,000,000.00 | 4-014-064-2630204-104-2020/2021-004 | Renovation of 4 classrooms: Roofing, plastering,painting,wiring,tiling,metal casement doors,windowpanes,fascia boards | Renovation of 4 classrooms: Roofing, plastering,painting,wiring,metal casement doors,windowpanes,fascia boards |
| Ugweri primary school | 2,100,000.00 | 4-014-064-2630204-104-2020/2021-011 | Renovation of 4 classrooms: Roofing, flooring,tiling,plastering,fixing of windows and window panes,vents,installation of doors,fascia boards, metallic posts | Renovation of 4 classrooms: Roofing, flooring,plastering,fixing of windows and window panes,vents,installation of doors,fascia boards, metallic posts |
| Kathande primary school | 1,600,000.00 | 4-014-064-2630204-104-2020/2021-013 | Renovation of 4 classrooms: Roofing, plastering,painting,tiling,fixing of windows,windowpanes,metal casement doors,fascia boards | Renovation of 4 classrooms: Roofing, plastering,painting,fixing of windows,windowpanes,metal casement doors,fascia boards |
| **Total** | **3,500,703.40** |  |  |  |

The committee requested for the above projects with construction of two door pit latrine to be changed to construction of one door pit latrine due to inflation.

This was proposed by Mr Clement Njiru and seconded by Ms Nancy Rwamba.

**MIN. 44/408/12/7/2021: EMERGENCY FUND ALLOCATION.**

The committee agreed to allocate Ksh 1,000,000.00 to St Catherine NthagaiyaGirls Secondary School for construction of a classroom. The school required a classroom urgently for the current intake of Form 1 secondary School students who were yet to join.

The committee also allocated ksh 400,000.00 to Ciamanda Primary school and Kithunguthia primary School for construction of four door pit latrines.

**MIN. 44/409/12/7/2021: YOUTH TRAINING REPORT.**

A brief report was presented by Ms Grace Njamaon the training undertaken between 20th& 30th of June 2021 in City Blue Hotel, Mombasa. It was based on the empowering of the NG-CDFC youth representatives from both upper and lower eastern region, facilitated by the NG-CDF board headquarters.

**MIN. 44/410/12/7/2021: A.O.B.**

A sub-committee comprising of Peter Njuki, Justin Mugendi, Grace Njama, Dominic Mugendi and Winfred Wanja was formed to plan a way and logistics on how the youths of Runyenjescan be empowered through information and ideas and reduce the rising vices e.g. drug abuse.

The chairman introduced a book to the members concerning parenting and psycho-social matters; the idea was to see whether the committee would be able to equip the schools in Runyenjes with such a book to help and guide them in parenting.

The next NG-CDFC meeting was scheduled for 16th August 2021.

**ADJOURNMENT.**

There being no other business the meeting ended at 2:00 pm. Prayers were conducted by Mr.GeorgeOmollo.