



**NG-CDF
GITHUNGURI**

National Government Constituencies Development Fund
Githunguri constituency
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MINUTES OF NGCDFC COMMITTEE MEETING HELD ON TUESDAY 4TH JULY 2023 AT NG-CDF OFFICE BOARDROOM AT 10.00 AM

Members present;

- | | |
|-----------------------------|-----------------------------|
| 1. Peter Maina Mwangi | -NG-CDFC Chairman |
| 2. Teresiah Muthoni | -NG-CDFC Secretary |
| 3. Jane Wairimu Muchira | -Fund Manager |
| 4. Hannah Nyathira | -Member |
| 5. Elijah Njenga Mugoia | -Member |
| 6. Joseph Ngigi Wangari | -Member |
| 7. James Njoroge Kangethe | -Member |
| 8. Tabitha Wanjiku | -Member |
| 9. Stephen Kamau Kimani | -Member |
| 10. Nancy Nyarosa | -Acc |
| 11. Hon. Gathoni Wamuchomba | - Chair Oversight Committee |

Agenda

1. Preliminaries
2. Reading and confirmation of minutes from previous meeting
3. Matters arising
4. A.I.Es Distribution.
5. Staff and Committee meeting
6. Modern Kitchen construction.
7. Ongoing Emergency projects
8. Reallocation of funds
9. Purchase of Uniforms
10. AOB

MIN: 1/04/07/2023: PRELIMINARIES

The NG-CDFC Chairman called the meeting to order at 10.00am and opening prayers were said by Chairman

MIN: 2/04/07/2023: READING AND CONFIRMATION OF THE PREVIOUS MINUTES

The minutes of the last NG~CDFC meeting were read by the NG-CDFC secretary and were confirmed as true deliberations on the material day proposed by Mr. Stephen Kamau and seconded by Mrs. Tabitha Wanjiku.

**MIN: 3/04/07/2023: MATTERS ARISING
REALLOCATION**

The committee sought to be updated on the status of the previous requests for reallocation; that is reallocation of Fuel and Lubricants of Kshs. 392,923 to payment of staff Salaries and Reallocation of funds for construction of office gate Kshs. 480,000.00 to Kanyore Primary. The FAM indicated that the Request had been forwarded to the NGCDF Board and we are yet to receive the approval. The FAM also noted that due to the tight workplan, she may not adequately attend to the board issues without help. The committee therefore recommended Mr. Paul Njenga Kamau to be the liaison officer of the Board to assist the FAM in regard to matters that relate to the board.

BURSARY FOR TECHNICAL TRAINING COURSES.

The Chair informed the committee that the officers had assisted the Students in making their application to EPPRA website and that out of the 150 Students who had applied, only 70 would qualify to sit for the exam. In that case, the FAM noted that only 70 students were booked for refresher courses at Pettans Technical school. The students were undergoing a refresher course training that was scheduled for two weeks. The program was to be completed by 12th July 2023 after which the students will proceed to take up the Validation exam. The FAM also noted that they would negotiate with EPRA to conduct the exam at Githunguri Township Hall so as to reduce the cost of travelling. In case EPRA won't manage to make such a program, then the students will have to travel to Nairobi for the exam.

MIN: 4/04/07/2023: DISTRIBUTION OF AIEs.

The NGCDF Board disbursed all the Funds but the AIEs had not yet been received. Kshs. 15m was received on 15th June 2023 Kshs 15m on 21st June 2023 and Kshs. 58,087,603 was received on 4th July, 2023 . Similarly, the pending Disbursements for 2020/2021 of Kshs. 12,088,879 had also been received on 4thJuly 2023, but the AIEs had not been received. The committee therefore indicated that the FAM should prepare proper work plan for the disbursement of funds and the implementation. The committee therefore agreed:



1. PMCs that were not existing to be constituted.
2. PMCs that were existing and had operating bank accounts to verified and funds transferred to the respective accounts.
3. The FAM to report in the next meeting.

MIN: 5/04/07/2023: STAFF AND COMMITTEE TRAINING.

The Chairman indicated that there is essence of committee and staff to be trained on routine basis. He indicated that Continuous training and capacity building creates efficiency in working environment. The FAM however noted that the funds allocated for training were not sufficient and that since the committee had been trained, the staff should be given the next priority in training. After a lengthy discussion, the committee agreed to set a training for the staff with proposed dates being between 19th - 23rd July 2023, awaiting confirmations from FAM and the Regional office.

The committee agreed to give priority to their employees to train and work efficiently while the committee will be trained in the near future.

MIN: 6/04/07/2023: MODERN KITCHEN CONSTRUCTION.

The Oversight committee chair noted that the committee's intention to construct modern kitchens in every ward was well thought. However, she noted some of the schools that were proposed were not easily accessible due to poor road network. This meant that the distribution of food to the beneficiary schools would be challenging. The committee after deliberations noted that it would be easy to construct one kitchen which would conveniently serve the whole of constituency. The committee therefore proposed Ikinu Primary School and Kagumo Primary School which were located on the highway. However, Kigumo Primary did not have water to facilitate the running of the Kitchen.

Ikinu primary school was preferred since it has enough water (borehole) and Electricity, biogas and it is central and accessible. It has good road network and convenient to supply food for all the five wards.

The committee therefore proposed the funds allocated to constructing the other 4 kitchens be reallocated to construct one kitchen at Ikinu Primary School that will serve the whole constituency.

Since the committee was not very conversant with the operations of the feeding program, they proposed a field visit to Dagoretti South Constituency, which had a similar project up and running, have a clear view of the operations of modern kitchen and Tap To Eat Program. The team suggested on visiting Dagoretti South Constituency on Wednesday 12/7/23.

MIN: 7/04/07/2023: ONGOING EMERGENCY PROJECTS.

The chairman updated the status of the three ongoing emergency projects as follows:

1. Contractors had already signed the contracts and work for the three projects had already begun
2. All the projects had started off well with no challenges.
3. The Clerk of Works was supervising the works as per the schedules
4. The contracts were signed as



PROJECT NAME	ACTUAL SUM	CONTRACT
St. Georges Mukua Girls Secondary School – 10 doors	KSH. 2,648,605	
Ciiko Primary School Girls – 10 doors	KSH. 2,036,500	
Mukubu Primary School Girls – 8 doors back to back	KSH. 2,069,695	

The committee agreed the contract amounts to be deposited to the respective PMC accounts. The three projects are running progressively and hoped to be completed in three weeks' time. The committee members were urged to make impromptu visits to the projects.

MIN: 8/04/07/2023: REALLOCATION OF FUNDS.

The committee noted that since the modern kitchen will be constructed in Ikinu Primary school the amounts allocated to the other kitchen projects that is:

Githunguri Primary School (Kwa Mukua) -KSH 3,500,000

Kanyore Primary School- KSH 3,500,000

Kigumo Primary School – KSH 3,500,000

Ndireti Primary School – KSH 3,500,000

All the amounts to be reallocated to construction of modern kitchen in Ikinu Primary School which has 14 No. energy saving Jikos.

The FAM also informed the committee that the vote for bursary for needy student's secondary school is exhausted while the amount allocated for special schools still has a balance. The committee therefore agreed to reallocate the remaining amount KSH 1,7000,000 from payment of bursary for special needs to payment of bursary for secondary school.

MIN: 9/04/07/2023: PURCHASE OF UNIFORMS

The FAM informed the committee that the quotation for purchase of uniforms for staff and committee was awarded to Muga Bridge Enterprises limited and that the delivery was done on 15th June, 2023. The uniforms were shared on the same day. The committee approved the payment to Muga Bridge a total KSH99,990.

MIN: 10/04/07/2023: AOB

-Githunguri grassroots football launch at Githunguri stadium is on July 9, 2023. The patron urged the NGCDFC members to take the initiative by supporting the junior players.

-Pending bills.

The unpaid contractors have been sending letters where the FAM would only acknowledge their letters since no money had been disbursed to pay them.

MIN: 11/04/07/2023: ADJOURNMENT

There being no other business the meeting ended with a word of prayer said by Mr. Stephen Kamau at 2.00pm.

Minutes compiled by:



Teresiah Muthoni
 NG-CDFC Secretary

Minutes confirmed by



Peter Maina
 NG-CDFC Chairman