

**MINUTES OF THE MAGARINI NG-CDF COMMITTEE MEETING HELD ON 8TH JANUARY, 2024
AT THE NG-CDF MAGARINI OFFICE BOARDROOM AT 10:00 AM.**

MEMBERS PRESENT

1. Thomas Kombe Yeri	Male Adult Rep	Chairperson
2. Patience Masha	Female Adult Rep	Member
3. Mary Diramo	Female Youth	Member
4. Peter Karisa	Male Youth	Member
5. Joseph Mappinga	Constituency nominee	Member
6. Philister Khadija	Constituency nominee	Member
7. Nickson Wanje	Coopted	Member
8. Patricia Farida	PWLD	Member
9. Peter Thiong'o	DCC	Ex official Member
10. Faith Muia	FAM	Ex official Member

IN ATTENDANCE

1. Mohammed Barrow Magarini Sub County Director of Education

AGENDA

1. Preliminaries and establishing of the Quorum.
2. Reading and Confirmation of previous meeting minutes
3. Matters arising from the previous meeting minutes
4. Declaration of interest
5. Infrastructure Development for Junior Secondary Schools
6. Realignment of project proposals FY 2023/2024 with NG-CDF (amendment) Act 2023
7. A.O.B and Adjournment

MIN NO. 01/08/01/2024: PRELIMINARIES AND ESTABLISHMENT OF QUORUM

The Chairman called the meeting to order at 10.05 a.m. after attaining the quorum and requested Mrs Patience Bahati to lead in the opening prayer.

MIN NO. 02/08/01/2024: READING AND CONFIRMATION OF THE PREVIOUS MEETING MINUTES

The secretary was tasked to read previous meeting minutes. Meeting minutes were confirmed as a true reflection of what was deliberated. This was proposed by Patricia Farida and Seconded by Nickson Wanje.



MIN NO. 03/08/01/2024: MATTERS ARISING FROM THE PREVIOUS MEETING MINUTES:

There were no matters arising from the previous meeting minutes.

MIN: 04/08/01/2024: DECLARATION OF INTEREST

The chairman again read out the agenda for the day to the Committee members and requested the members to declare interests if any. None of the members had any interest and hence the meeting proceeded.

MIN NO. 05/08/01/2024: INFRASTRUCTURE DEVELOPMENT FOR JUNIOR SECONDARY SCHOOLS

Members through the contribution of the FAM were informed that Circular NG-CDFB-CEO/MOE/Vol 1(046) dated 16th October 2023 had been received and directed the committee that in FY 2023/24 the Ministry of Education had been allocated Kshs. 21,222,783.00 as a grant towards infrastructure development in the Junior Secondary Schools within Magarini Constituency. Each constituency had been directed to match shilling for shilling the Ministry of Education's amount and help to identify in collaboration with the Sub County Director of Education and the D.C.C, the Junior Secondary schools that would benefit from the amount. The funds shall be used for the Construction of Classrooms and Integrated Learning Resource Centers in Schools with Junior Secondary.

The members were made to understand that this was the reason why the Sub-County Director of Education Mr. Mohammed Barrow had been invited to the meeting as directed by the circular to participate with the members in identifying and approving the allocations.

Members through the contributions of the Chairman were informed that the following schools per ward had submitted requests for new constructions of classrooms since they had Junior Secondary School classroom shortage. The following are the schools and wards.

No	Name of the School	Ward
1	Kasimani Primary School and JSS	Gongoni
2	Kanagoni Primary School and JSS	Gongoni
3	Majenjani Primary School and JSS	Magarini
4	Milimani Primary School and JSS	Gongoni
5	Mwangani Primary School and JSS	Adu
6	Kaguguta Primary School and JSS	Marafa
7	Bodoi Primary School and JSS	Garashi
8	Watala Primary School and JSS	Marafa
9	Kanyumbuni Primary School and JSS	Marafa
10	Chamari Primary School and JSS	Marafa



11	Tumaini Zhongwani Primary School and JSS	Garashi
12	Gandini Primary School and JSS	Garashi
13	Marekezo Primary School and JSS	Garashi
14	Mulunguni Primary School and JSS	Marafa
15	Danisa Primary School and JSS	Marafa

Members Resolutions

After lengthy deliberation the following schools were proposed and approved for funding with the concurrence from the S.C.D.E. and D.C.C.

Name of the Project	Project Activity	NG-CDF Component (Kshs.)	Ministry of Education Component (Kshs.)
Povuni primary School and JSS	Construction to completion of 4Classrooms	5,600,000.00	0
Kanyumbuni Primary school and JSS	Construction to completion of 4Classrooms	5,600,000.00	0
Mbozolo primary school and JSS	Construction to completion of 4Classrooms	5,600,000.00	0
Chasimba primary school and JSS	Construction to completion of 4Classrooms	4,422,783.00	0
Kasimani Primary School and JSS	Construction of 2 no classroom	0	2,829,704.40
Mwangani Primary School and JSS	Construction of 2 no classroom	0	2,829,704.40
Majenje Primary School and JSS	Construction of 2 no classroom	0	2,829,704.40
Tumaini Zwongani Primary School and JSS	Construction of 2 no classroom	0	2,829,704.40
Chamari Primary School and JSS	Construction of 2 no classroom	0	2,829,704.40
Milimani Primary School and JSS	Construction of 2 no classroom	0	2,829,704.40
Mulunguni Primary School and JSS	Construction of 2 no classroom	0	2,829,704.40
Danisa Primary School and JSS	Construction of 1 no classroom	0	1,414,852.20
GRAND TOTALS IN KES		21,222,783.00	21,222,783.00

To note, the cost per classroom had been increased from Ksh. 1,200,000.00 to Ksh 1,400,000.00 because of the unstable nature of soil within the sub-county. Through consultations with the



Public works officer, he proposed a reinforcement to the classrooms by having a ground beam and reinforced concrete columns at intervals of 3 meters around the whole building. This was unanimously agreed by all the members as it would ensure the stability and durability of the buildings.

MIN NO. 06/08/01/2024: REALIGNMENT OF PROJECT PROPOSALS FOR FY 2023/2024 WITH NG-CDF (AMENDMENT) ACT 2023

Members were informed by the Fund Account Manager that a Circular from the board with reference number NG-CDFB/CEO/NG-CDF CIRCULARS/Vol II (035) dated 4th January, 2024 had been received and it directed the committee members to realign the 2023-2024 project proposals to the NG-CDF (Amendment) Act 2023. The circular was read out to them and members were given a chance to give their contributions.

I) Constituency oversight expenses and Sports

The Peter Karisa through his contribution suggested that the funds that had been set aside for these two activities are added to the bursary secondary schools vote.

II) Bursary

Through the contribution of the chairman, he commended the new NG-CDF (Amendment) Act 2023 for increasing the bursary ceiling from 35% to 40% as this meant that the office will now be able to handle the high numbers of bursary applicants that the office had received. He also suggested that for the big projects being done in the financial year the scope of works be reduced in order to boost the bursary vote.

III) Climate change mitigation activities

The chairperson through his contribution suggested that for this financial year it is important that a tree planting exercise be schedule in all the wards for at least one primary school but come the next financial year, more funds to cater for climate change mitigation activities.

IV) Ongoing projects

The Fund Account manager through her contribution suggested that it is a requirement for the committee to ensure that priority is given to all ongoing projects to ensure that the projects are completed in good time and that the value for such projects can be realized.

Members Resolutions

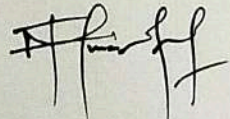
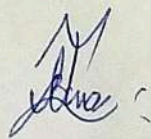
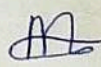
After a lengthy deliberation, the members agreed that for all the new projects that would be funded in phases, all balances for such projects would be allocated in the subsequent financial year.

Further, the following was the final approved list of project proposals for the financial year 2023-2024 as approved by members;




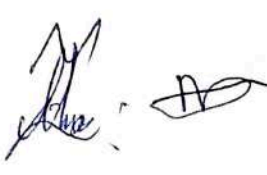
MAGARINI PROJECTS PROPOSAL 2023/ 2024 FINANCIAL YEAR

S. No	Project Name	Project Activity	Original Cost	Cumm Alloc.	Amount Allocated	Status	Ward
ADMINISTRATION AND RECURRENT EXPENDITURE (6%)							
1	Contractual employees	Payment of staff Basic salaries for 11 staff	2,991,000		2,991,000	New	Constituency
2	NSSF	Employer contribution to NSSF for 11 staff	142,560		142,560	New	Constituency
3	Affordable Housing levy	Employer contribution to affordable Housing Levy	58,671		58,671	New	Constituency
4	NITA	Employer contribution to NITA for 11 staff	6,600		6,600	New	Constituency
5	Gratuity-contractual employees	Payment of gratuity to 11 NGCDFC staff	927,210		927,210	New	Constituency
6	House allowance	Payment of House allowances to NGCDFC 11 staff	428,400		428,400	New	Constituency
7	Transport allowance	Payment of Transport allowances to NGCDFC staff	492,000		492,000	New	Constituency
8	Leave allowance	Payment of Leave allowances to NGCDFC 11 staff	44,000		44,000	New	Constituency
9	Casual labor and Internship	Payment of 1 casual laborers and 3 interns	135,000		135,000	New	Constituency
10	Electricity	Payment of Electricity charges	216,000		216,000	New	Constituency
11	Courier and Postal Services	Payment of Courier and Postal Services	300,000		300,000	New	Constituency
12	General Office Supplies (papers, pencils, forms, small office equipment)	Purchase of General Office Supplies (papers, pencils, forms, small office equipment)	476,371		476,371	New	Constituency
13	Water & sewerage charges	Payment of Water & sewerage charges	96,000		96,000	New	Constituency
14	Telephone, telex, Mobile phone and services	Payment of airtime charges	60,000		60,000	New	Constituency
15	Internet Connections	Payment of Internet Connections	60,000		60,000	New	Constituency
16	Supplies and Accessories for Computers and Printers	Purchase of Supplies and Accessories for Computers and Printers	260,000		260,000	New	Constituency

MAGARINI PROJECTS PROPOSAL 2023/ 2024 FINANCIAL YEAR

S. No	Project Name	Project Activity	Original Cost	Cumm Alloc.	Amount Allocated	Status	Ward
17	Sanitary and Cleaning Materials, Supplies and Services	Purchase of Sanitary and Cleaning Materials, Supplies and Services	160,000		160,000	New	Constituency
18	Travel Costs (airlines, bus, railway, mileage allowances, etc.)	Payment of Transport Expenses	100,000		100,000	New	Constituency
19	Daily Subsistence Allowance	Payment of Daily Subsistence Allowance	600,000		600,000	New	Constituency
20	Motor Vehicle Insurance	Payment of Motor Vehicle Insurance	120,000		120,000	New	Constituency
21	Refined Fuels and Lubricants for Transport	Purchase of Refined Fuels and Lubricants for Transport of GK vehicles	600,000		600,000	New	Constituency
22	Bank service commission and charges	Payment of Bank service commission and charges	105,000		105,000	New	Constituency
23	Advertising, Awareness and Publicity Campaigns	Payment of Advertising, Awareness and Publicity Campaigns	159,911		159,911	New	Constituency
24	Catering Services (receptions), Accommodation, Gifts, Food and Drinks	Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks	205,000		205,000	New	Constituency
25	NGCDFC allowance	Payment of NGCDFC allowance charges	1,128,000		1,128,000	New	Constituency
26	Other committee expenses	Payment of Other committee expenses	550,000		550,000	New	Constituency
27	Maintenance Expenses - Motor Vehicles	Payment of Maintenance Expenses - NGCDFC Motor Vehicles	250,000		250,000	New	Constituency
28	Maintenance of Office Furniture and Equipment	Payment of Maintenance of Office Furniture and Equipment	206,071		206,071	New	Constituency
29	Other Fuels	Payment of of other fuels (wood, charcoal, cooking gas expenses)	20,000		20,000	New	Constituency
30	Publishing and Printing Services	Payment of Publishing and Printing Services	150,000		150,000	New	Constituency
MONITORING, EVALUATION AND CAPACITY BUILDING (3%)							

MAGARINI PROJECTS PROPOSAL 2023/ 2024 FINANCIAL YEAR

S. No	Project Name	Project Activity	Original Cost	Cumm Alloc.	Amount Allocated	Status	Ward
31	Accommodation Allowance	Payment of Accommodation Allowance of NGCDFC, National Government officers and PMC (NG-CDFC, PMC and NG-CDFC staff training)	455,000		455,000	New	Constituency
32	Accommodation - Domestic Travel	Payment of accommodation on domestic travel	350,000		350,000	New	Constituency
33	Catering Services (receptions)	Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks	244,000		244,000	New	Constituency
34	General Office Supplies (papers, pencils, forms, small office equipment)	Purchase of General Office Supplies (papers, pencils, forms, small office equipment)	184,897		184,897	New	Constituency
35	Hire of Training Facilities and Equipment	Hire of Training Facilities and Equipment (NG-CDFC, PMC and NG-CDFC staff training)	800,000		800,000	New	Constituency
36	Maintenance Expenses - Motor Vehicles	Payment of Maintenance Expenses - NGCDFC Motor Vehicles	300,000		300,000	New	Constituency
37	NGCDFC allowance	Payment of NGCDFC allowance	1,248,000		1,248,000	New	Constituency
38	Other committee expenses	Payment of Other committee expenses	600,000		600,000	New	Constituency
39	Production and Printing of Training Materials	Payment of Production and Printing of Training Materials (NG-CDFC, PMC and NG-CDFC staff training)	20,000		20,000	New	Constituency
40	Publishing and Printing Services	Payment of Publishing and Printing Services	150,000		150,000	New	Constituency
41	Purchase of Uniforms and Clothing - Staff	Purchase of Uniforms and Clothing for NGCDFC Office	120,000		120,000	New	Constituency
42	Refined Fuels and Lubricants for Transport	Purchase of Refined Fuels and Lubricants for Transport of GK vehicles	500,000		500,000	New	Constituency



MAGARINI PROJECTS PROPOSAL 2023/ 2024 FINANCIAL YEAR

S. No	Project Name	Project Activity	Original Cost	Cumm Alloc.	Amount Allocated	Status	Ward
43	Remuneration of Instructors and Contract Based Training Services	Payment of Instructors and Contract Based Training Services(NG-CDFC, PMC and NG-CDFC staff training)	300,000		300,000	New	Constituency
44	Travel Allowance on training	Payment of Travel Allowance of (NG-CDFC, PMC and NG-CDFC staff training)	120,000		120,000	New	Constituency
45	Travel Costs (airlines, bus, railway, mileage allowances)	Payment of Transport Expenses	120,000		120,000	New	Constituency
EDUCATION BURSARY AND SOCIAL SECURITY PROGRAMS							
46	Bursary Secondary Schools	Payment of bursary to needy students in secondary schools	42,000,000		42,000,000	New	Constituency
47	Bursary Tertiary Institutions	Payment of bursary to needy students in tertiary institutions	26,000,000		26,000,000	New	Constituency
EMERGENCY RESERVE							
48	Emergency Reserve	To cater for any unforeseen occurrences in the constituency during the financial year	9,691,047		9,691,047	New	Constituency
CLIMATE CHANGE MITIGATION PROJECTS (5%)							
49	Kaemberi Secondary School	Planting of 200 tree seedlings	49,942		49,942	New	Magarini
50	Mapimo Primary school	Planting of 200 tree seedlings	49,942		49,942	New	Gongoni
52	Kibokoni Primary school	Planting of 200 tree seedlings	49,942		49,942	New	Sabaki
53	Garashi Secondary School	Planting of 195 tree seedlings	48,693		48,693	New	Garashi
54	Kibaoni Primary school	Planting of 195 tree seedlings	48,693		48,693	New	Gongoni
55	Kasikini primary school	Planting of 195 tree seedlings	48,693		48,693	New	Marafa
56	Ramada primary school	Planting of 195 tree seedlings	48,693		48,693	New	Adu
INFRASTRUCTURE DEVELOPMENT FOR JUNIOR SECONDARY SCHOOLS (NG-CDF)							
57	Povuni primary school and JSS	Construction to completion of 4 Classrooms	5,600,000		5,600,000	New	Gongoni

MAGARINI PROJECTS PROPOSAL 2023/ 2024 FINANCIAL YEAR

S. No	Project Name	Project Activity	Original Cost	Cumm Alloc.	Amount Allocated	Status	Ward
58	Kanyumbuni Primary school and JSS	Construction to completion of 4 Classrooms	5,600,000		5,600,000	New	Marafa
59	Mbogolo primary school and JSS	Construction to completion of 4 Classrooms	5,600,000		5,600,000	New	Sabaki
60	Chasimba primary school and JSS	Construction to completion of 4 Classrooms	5,600,000		5,600,000	New	Magarini
PRIMARY SCHOOL PROJECTS							
61	Kwandezi Primary school	Construction to completion of 3 Classrooms	4,200,000		4,200,000	New	Garashi
62	Chakama primary school	Construction to completion of 3 Classrooms	4,200,000		4,200,000	New	Adu
63	Kanagoni primary school	Construction to completion of 4 Classrooms	5,600,000		5,600,000	New	Adu
64	Bomani primary school	Additional funds for the completion of renovation of 5 classrooms(flooring works, windows fixing and doors fixing, plastering works, painting works,)	3,905,400.00	3,159,055.00	1,340,945.00	New	Magarini
65	Mapimo primary school	Additional funds for the completion of renovation of 6 classrooms and 1 office(flooring works, windows fixing and doors fixing, plastering works, painting works)	4,694,172.00	3,346,128.10	1,348,043.90	New	Gongoni
SECONDARY SCHOOL PROJECTS							
66	Burangi Secondary School	Construction to completion of 4 Classrooms	5,600,000		5,600,000	New	Magarini

MAGARINI PROJECTS PROPOSAL 2023/ 2024 FINANCIAL YEAR

S. No	Project Name	Project Activity	Original Cost	Cumm Alloc.	Amount Allocated	Status	Ward
67	Galana secondary school	Completion of a 160-student capacity storey dormitory Phase 2, first floor of project (Roofing, plastering, painting, plumbing works, electrical works, staircase, ramps, concrete worktops)	19,605,728	14,000,000	5,605,728	Ongoing	Magarini
68	Mapimo Girls Secondary School	Construction to completion of a '208 student capacity storey dormitory comprising of 28 cubicles 10 bathrooms and 10 toilets(One on each floor for persons living with disability)septic tank, soakpit and a water tower with a 3,000litres water tank) Phase 1(a)Substructure works, clearing site, excavation of strip and column bases, vibrated reinforced concrete works, formworks (b) Reinforced concrete superstructure, vibrated reinforced concrete works for columns, beams	21,300,000	-	8,169,837	New	Gongoni

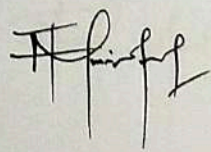
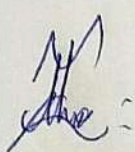
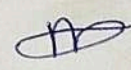


MAGARINI PROJECTS PROPOSAL 2023/ 2024 FINANCIAL YEAR

S. No	Project Name	Project Activity	Original Cost	Cumm Alloc.	Amount Allocated	Status	Ward
69	Garashi Secondary School	Purchase of 46 seater ISUZU bus. Purchased on a one-off basis and not through asset financing. Amount allocated is exclusive of insurance premiums or any other recurrent cost	9,700,000	-	9,700,000	New	Garashi
SECURITY PROJECTS							
70	Gongoni police station Letter from DCC submitted	Construction to completion of a storey police station at Gongoni, comprising of 4 cells each with a toilet, armoury, reporting office with a waiting bay, 6 common washrooms(One on each floor for persons living with disability), General crime office, OCS office with secretary office, Deputy OCS office with a secretay office, sergeants station office, gender office, and a walkway with a ramp and staircase, soakpit, septic tank, plumbing and electrical works. Phase 1(a)Substructure works- clearing site, excavation of strip and column bases, vibrated reinforced concrete works,formworks (b) Reinforced concrete	22,500,000	-	8,000,000	New	Constituency

MAGARINI PROJECTS PROPOSAL 2023/ 2024 FINANCIAL YEAR

S. No	Project Name	Project Activity	Original Cost	Cumm Alloc.	Amount Allocated	Status	Ward
		superstructure, vibrated reinforced concrete works for columns, beams, stairs and ramp, suspended canopies)					
71	Magarini Sub-county Headquarters	<p>Construction to completion of a storey Sub-county Headquarters office comprising of Reception area, secretary's office, registry, DCC's office with 1 toilet and with secretary office, ACC 1 office, 2 Boardrooms, Procurement office, 2 treasury offices, store, registrar of persons office, registrar of births and deaths office, DEO office with a toilet and secretary offices, probation and social services office, land office, 6 common toilets(one on each floor for persons living with disability) and a walkway with a ramp and staircase, soakpit, septic tank, plumbing and electrical works.</p> <p>Phase 1(a)Substructure works, clearing site, excavation of strip and column bases, vibrated reinforced</p>	23,200,000		8,000,000	New	Marafa

MAGARINI PROJECTS PROPOSAL 2023/ 2024 FINANCIAL YEAR

S. No	Project Name	Project Activity	Original Cost	Cumm Alloc.	Amount Allocated	Status	Ward
		concrete works, formworks (b) Reinforced concrete superstructure, vibrated reinforced concrete works for columns, beams, strairs and ramp, suspended canopies)					
72	Kaya Assistant Chiefs office	Construction of two offices (1 office for the Assistant chief's office and 1 office for the secretary), reception area, Ksh1,600,000.00 and 1 unit 2 door pit latrine accessible to Persons with Disability Kshs. 500,000.00	2,100,000		2,100,000	New	Garashi
73	Sabaki Assistant chiefs office	Construction of two offices(1 office for the Assistant chief's office and 1 office for the secretary), reception area, Ksh1,600,000.00 and 1 unit 2 door pit latrine accessible to Persons With Disability Ksh.500,000.00	2,100,000		2,100,000	New	Sabaki
OTHER PROJECTS							
74	Magarini NG-CDF Motorcycle	Purchase of 1 motorcycle Yamaha XTZ150 (150cc)	609,000		609,000	New	Constituency
75	NG-CDF Office	Purchase and installation of solar panel systems back up for the Magarini NG-CDF office (6 Solar panels (1800Watt), 4 200AH Batteries, High breed inverters 3KVA, Automatic changeover switch, PV combiner box, DC breakers, surge protector, DC	561,011.10		561,011.10	New	Constituency

MAGARINI PROJECTS PROPOSAL 2023/ 2024 FINANCIAL YEAR							
S. No	Project Name	Project Activity	Original Cost	Cumm Alloc.	Amount Allocated	Status	Ward
		fuse, solar cables, battery rack and mounting structures.)					
TOTAL ALLOCATION					184,129,901		
INFRASTRUCTURE DEVELOPMENT FOR JUNIOR SECONDARY SCHOOLS (M.O.E.)							
76	Kasimani Primary School and JSS(MOE)	Construction completion of 2 classrooms	2,829,704		2,829,704	New	Gongoni
77	Mwangani Primary School and JSS(MOE)	Construction completion of 2 classrooms	2,829,704		2,829,704	New	Adu
78	Majenjeni Primary School and JSS(MOE)	Construction completion of 2 classrooms	2,829,704		2,829,704	New	Magrini
79	Tumaini Zwongani Primary School and JSS(MOE)	Construction completion of 2 classrooms	2,829,704		2,829,704	New	Garashi
80	Chamari Primary School and JSS(MOE)	Construction completion of 2 classrooms	2,829,704		2,829,704	New	Marafa
81	Milimani Primary School and JSS(MOE)	Construction completion of 2 classrooms	2,829,704		2,829,704	New	Gongoni
82	Mulunguni Primary School and JSS(MOE)	Construction completion of 2 classrooms	2,829,704		2,829,704	New	Marafa
83	Danisa Primary School and JSS(MOE)	Construction completion of 1 classroom	1,414,855		1,414,855	New	Marafa
GRAND TOTAL					205,352,684		

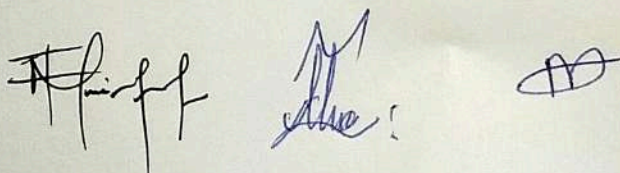
MIN NO. 07/08/01/2024: AOB AND ADJOURNMENT

There being no other business to transact the meeting adjourned at 2:01 p.m. with a word of prayer from Ms Philister Khadija.

Prepared by;

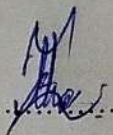
Name: Mary Diramo
(NG CDFC Secretary)

Sign  Date 8/11/2024....



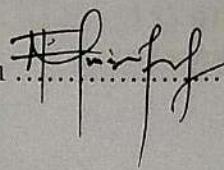
Signed for circulation & Approvals by;

Name: Thomas Kombe
(NG CDFC Chairperson)

Sign  Date 8th Jan 2024

Signed for confirmation by;

Name: Fund Account Manager
(Fund Account Manager NG-CDF Magarini)

Sign  Date 8th January, 2024



