**Minutes and any other attachments**

**IGEMBE NORTH CONSTITUENCY**

**MINUTES OF THE NG-CDFC MEETING HELD ON 19TH, NOVEMBER, 2018**

1. Mr. Misheck Koome Chairman
2. Mr. Danson njogu FAM
3. Ms.Agness Nkatha Secretary
4. Mr.Gitirithia Stephen Member
5. Mr.Charles Mwithalii Member
6. Ms.Gladys Ncororo Member
7. Mr.Moses Ntonjira Member
8. Ms.Emily Musa Member
9. Mr.Kiecha Gichunge Member
10. Mr.Cheramoi C.Langat Member

**PRESENT.**

**AGENDA**

1. Prayers
2. Confirmation of previous minutes.
3. General Project report.
4. Project Proposal for 2018/2019 financial year.
5. A.O.B.

**MIN 1/NG-CDFC/IGN/19/11: PRAYERS**

The meeting started with a word of prayers by Misheck.

**MIN 2/NG-CDFC/IGN/19/11: CONFIRMATION OF PREVIOUS MINUTES;**

The previous minutes were read by the secretary, Agness and confirmed by all members

**MIN 3/NG-CDFC/IGN/19/11: GENERAL PROJECT REPORT**

The NG-CDFC chairman recognized the presence of all members and commended them for attending the meeting with such short notice.

He applauded the members for leading by example through monitoring of various project implementations going on within their areas of jurisdiction.

Although the progress of all the projects is encouraging, there are a few contractors who have not started and the chairman was categorical that they should summoned in office for explanation.

This was unanimously endorsed by all members and the fund manager was mandated to convene the meeting in the shortest time possible.

The fund manager also reported a few cases of poor workmanship occasioned by few contractors who have declined to follow instructions of the sub-county works officer.

It was agreed that such contractors should halt any further activities until the sub-county works officer advises the right action.

The fund account manager eventually led the members in castigating such contractors and all members agreed to take action on errant contractors unless otherwise proved beyond reasonable that they acted without any negligence.

Otherwise members were of the general view that the projects were going in the right direction and hailed the new system of project implementation as excellent.

**MIN4/NG-CDFC/IGN/19/11: PROJECT PROPOSAL FOR 2018/2019 FINANCIAL YEAR**

The NG-CDFC chairman tabled all the projects one by one on proposal for 2018/2019 financial year as derived from the list of priority projects at the ward level. All members were of the opinion that the list comply with what emanated from the wards and unanimously endorsed the projects to be forwarded to the NG-CDF board as follows:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name** | **Code** | **Project activity** | **amount** | **Current status** |
| **Administration** |  |  |  |  |
| Employees’ salaries | 4-012-053-2110000-100-2018/19-001 | Payment of staff salaries | 2,590,800.00 | On-going |
| Gratuity | 4-012-053-2110000-100-2018/19-002 | Staff gratuity | 1,183,108.80 | On-going |
| N.h.i.f | 4-012-053-2120201-100-2018/19-003 | Payment of NHIF Deductions | 94,400.00 | On-going |
| N.s.s.f | 4-012-053-2120101-100-2018/19-004 | Payment of NSSF Deductions | 236,160.00 | On-going |
| Goods & services | 4-012-053-2210000-100-2018/19-005 | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea, etc. | 1,189,983.73 | On-going |
| Committee allowances | 4-012-053-2210802-100-2018/19-006 | Payment of Committee sitting allowances | 1,248,000.00 | On-going |
| **Sub-total** |  |  | **6,542,452.53** |  |
| **Monitoring and evaluation** |  |  |  |  |
| Committee allowances | 4-012-053-2210802-111-2018/19-001 | Payment of Committee sitting allowances | 971,226.30 | On-going |
| Goods and services | 4-012-053-2210000-111-2018/19-002 | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence. | 1,300,000.00 | On-going |
| Capacity building | 4-012-053-2210700-111-2018/19-003 | Undertake Training of the PMCs/NG-CDFCs on NG-CDF Related issues | 1,000,000.00 | On-going |
| **Sub-total** |  |  | **3,271,226.30** |  |
| **Emergency** |  |  |  |  |
| Emergency | 4-012-053-2640200-101-2018/19-001 | To cater for any unforeseen occurrences in the constituency during the financial year | 5,738,993.45 | On-going |
| **Sub-total** |  |  | **5,738,993.45** |  |
| **Bursary** |  |  |  |  |
| Secondary schools | 4-012-053-2640101-103-2018/19-001 | payment of bursary to needy students | 11,000,000.00 | On-going |
| Tertiary | 4-012-053-2640102-103-2018/19-002 | payment of bursary to needy students | 9,000,000.00 | On-going |
| **Sub-total** |  |  | **20,000,000.00** |  |
| **Area education office (a.e.o).** |  |  |  |  |
| Area education office mutuati office | 4-012-053-3111000-104-2018/19-001 | Purchase of furniture: executive chair, table and office chairs | 245,677.83 | New |
| **Sub-total** |  |  | **245,677.83** |  |
| **Secondary schools Projects.** |  |  |  |  |
| Ambaru secondary school | 4-012-053-2630205-104-2018/19-001 | Completion of multipurpose hall:floor,plastering and painting | 1,000,000.00 | On-going |
| Leeta secondary school | 4-012-053-2630205-104-2018/19-002 | Purchase of school land: 2 acres | 1,500,000.00 | New |
| Ngukuine secondary school | 4-012-053-2630205-104-2018/19-003 | construction of laboratory: phase 1 | 1,000,000.00 | New |
| Kamboo secondary school | 4-012-053-2630205-104-2018/19-004 | construction of laboratory: phase 1 | 1,370,000.00 | New |
| Ntunene secondary school | 4-012-053-2630205-104-2018/19-005 | construction of septic tank,toilets/bathrooms | 2,000,000.00 | New |
| Kirindara secondary school | 4-012-053-2630205-104-2018/19-006 | construction of an administration block: phase 1 | 2,077,315.39 | New |
| Lukununu secondary school | 4-012-053-2630205-104-2018/19-007 | construction of 4 toilets to completion | 350,000.00 | New |
| Mwerongundu day secondary | 4-012-053-2630205-104-2018/19-008 | construction of laboratory: phase 1 | 1,500,000.00 | New |
| A/kiongo secondary school | 4-012-053-2630205-104-2018/19-009 | Completion of multipurpose hall:floor,plastering and painting | 1,000,000.00 | On-going |
| Nairuru secondary school | 4-012-053-2630205-104-2018/19-010 | construction of 2 classrooms to completion | 1,600,000.00 | New |
| Karichu secondary school | 4-012-053-2630205-104-2018/19-011 | construction of 1 classroom to completion | 800,000.00 | New |
| Kathatene secondary school | 4-012-053-2630205-104-2018/19-012 | construction of 1 classroom to completion | 800,000.00 | New |
| Ndoleli secondary school | 4-012-053-2630205-104-2018/19-013 | construction of 1 classroom to completion | 800,000.00 | New |
| Anjalu secondary school | 4-012-053-2630205-104-2018/19-014 | construction of 1 classroom to completion | 800,000.00 | New |
| Antuambui secondary school | 4-012-053-2630205-104-2018/19-015 | construction of 1 dormitory: phase 1 | 1,640,871.00 | New |
| Naikuriu secondary school | 4-012-053-2630205-104-2018/19-016 | construction of a laboratory: phase 1 | 2,000,000.00 | New |
| K.k baithai secondary school | 4-012-053-2630205-104-2018/19-017 | construction of an administration block: phase 1 | 2,000,000.00 | New |
| Kithetu secondary school | 4-012-053-2630205-104-2018/19-018 | Construction of 2 classrooms to completion. | 1,600,000.00 | New |
| **Sub-total** |  |  | **23,838,186.39** |  |
| **Primary School Projects** |  |  |  |  |
| Kiolo primary school | 4-012-053-2630204-104-2018/19-001 | construction of 1 classroom to completion | 800,000.00 | New |
| Meria primary school | 4-012-053-2630204-104-2018/19-002 | construction of 2 classrooms to completion | 1,600,000.00 | New |
| Ithata primary school | 4-012-053-2630204-104-2018/19-003 | construction of 1 classroom to completion | 800,000.00 | New |
| Kachiuru primary school | 4-012-053-2630204-104-2018/19-004 | construction of 1 classroom to completion | 800,000.00 | New |
| Mburanjiru primary school | 4-012-053-2630204-104-2018/19-005 | construction of 8 toilets to completion | 707,750.02 | New |
| Nginyo primary school | 4-012-053-2630204-104-2018/19-006 | construction of 1 classroom to completion | 800,000.00 | New |
| Murweti primary school | 4-012-053-2630204-104-2018/19-007 | construction of 1 classroom to completion | 800,000.00 | New |
| Kathanga primary | 4-012-053-2630204-104-2018/19-008 | construction of an administration block: phase 1 | 1,500,000.00 | New |
| Kathanga primary | 4-012-053-2630204-104-2018/19-009 | construction of 6 toilets to completion | 500,000.00 | New |
| Ngitana primary school | 4-012-053-2630204-104-2018/19-010 | construction of 1 classroom to completion | 800,000.00 | New |
| Murara primary school | 4-012-053-2630204-104-2018/19-011 | construction of 1 classroom to completion | 800,000.00 | New |
| Nkamathi special school | 4-012-053-2630204-104-2018/19-012 | construction of 1 dining hall :phase 1 | 1,000,000.00 | New |
| Nkamathi primary school | 4-012-053-2630204-104-2018/19-013 | construction of 1 classroom to completion | 800,000.00 | New |
| Aithu primary school | 4-012-053-2630204-104-2018/19-014 | construction of 2 classrooms to completion | 1,600,000.00 | New |
| Mbiriata primary school | 4-012-053-2630204-104-2018/19-015 | construction of 2 classrooms to completion | 1,600,000.00 | New |
| Leeta primary school | 4-012-053-2630204-104-2018/19-016 | construction of 2 classrooms to completion | 1,600,000.00 | New |
| Nac kaumone primary school | 4-012-053-2630204-104-2018/19-017 | construction of 1 classroom to completion | 800,000.00 | New |
| Murungene primary school | 4-012-053-2630204-104-2018/19-018 | construction of 2 classrooms to completion | 1,600,000.00 | New |
| Murungene primary school | 4-012-053-2630204-104-2018/19-019 | Renovation of 5 classrooms to completion: floor ,walls, windows and doors | 1,000,000.00 | On-going |
| Kilera primary school | 4-012-053-2630204-104-2018/19-020 | construction of 1 classroom to completion | 800,000.00 | New |
| Linjoka primary school | 4-012-053-2630204-104-2018/19-021 | construction of 1 classroom to completion | 800,000.00 | New |
| K.k etama primary school | 4-012-053-2630204-104-2018/19-022 | construction of 2 classroom to completion | 1,600,000.00 | New |
| K.k baitwiri primary school | 4-012-053-2630204-104-2018/19-023 | Purchase of land 0.5 acre | 1,000,000.00 | New |
| Lukununu primary school | 4-012-053-2630204-104-2018/19-024 | construction of 2 classroom to completion | 1,600,000.00 | New |
| St. Martin primary school | 4-012-053-2630204-104-2018/19-025 | construction of 1 classroom to completion | 800,000.00 | New |
| K.k kiula primary school | 4-012-053-2630204-104-2018/19-026 | construction of 1 classroom to completion | 800,000.00 | New |
| Mwangathia primary school | 4-012-053-2630204-104-2018/19-027 | construction of 1 classroom to completion | 800,000.00 | New |
| Kibutu primary school | 4-012-053-2630204-104-2018/19-028 | construction of 2 classrooms to completion | 1,600,000.00 | New |
| Kiani primary school | 4-012-053-2630204-104-2018/19-029 | construction of 2 classrooms to completion | 1,600,000.00 | New |
| Theera primary school | 4-012-053-2630204-104-2018/19-030 | construction of an administration block: phase 1 | 1,796,000.00 | New |
| Miriki primary school | 4-012-053-2630204-104-2018/19-031 | construction of 2 classrooms to completion | 1,600,000.00 | New |
| St. John's malaene primary school | 4-012-053-2630204-104-2018/19-032 | construction of 1 classroom to completion | 800,000.00 | New |
| Naikuriu primary school | 4-012-053-2630204-104-2018/19-033 | Renovation of 5 classrooms to completion: floor ,walls, windows and doors | 1,000,000.00 | On-going |
| Kariati primary school | 4-012-053-2630204-104-2018/19-034 | construction of 1 classroom to completion | 800,000.00 | New |
| Nac inono primary school | 4-012-053-2630204-104-2018/19-035 | construction of 1 classroom to completion | 800,000.00 | New |
| Kambia sda primary school | 4-012-053-2630204-104-2018/19-036 | construction of 1 classroom to completion | 800,000.00 | New |
| Nac nkandone primary school | 4-012-053-2630204-104-2018/19-037 | construction of 1 classroom to completion | 800,000.00 | New |
| Mck naathu junior primary school | 4-012-053-2630204-104-2018/19-038 | construction of 1 classroom to completion | 800,000.00 | New |
| Thirua primary school | 4-012-053-2630204-104-2018/19-039 | construction of 2 classrooms to completion | 1,600,000.00 | New |
| Mutuati primary school | 4-012-053-2630204-104-2018/19-040 | construction of 2 classrooms to completion | 1,600,000.00 | New |
| Liundu primary school | 4-012-053-2630204-104-2018/19-041 | construction of 1 classroom to completion | 800,000.00 | New |
| Naathu primary school | 4-012-053-2630204-104-2018/19-042 | Renovation of 5 classrooms to completion: floor ,walls, windows and doors | 1,000,000.00 | On-going |
| Mweromutua primary school | 4-012-053-2630204-104-2018/19-043 | construction of 1 classroom to completion | 800,000.00 | New |
| **Sub-total** |  |  | **46,303,750.02** | New |
| **Security Projects** |  |  |  |  |
| Kabachi chief's office | 4-012-053-2640507-113-2018/19-001 | Construction of chief's 2 offices and public toilet. | 1,000,000.00 | New |
| Kabachi police post | 4-012-053-2640507-113-2018/19-002 | Completion of police post: plastering, doors, windows and painting. | 700,000.00 | On-going |
| Kinisa general service unit(gsu) | 4-012-053-2640507-113-2018/19-003 | Construction of 4 toilets and 3 bathrooms. | 600,000.00 | New |
| Laare chiefs office | 4-012-053-2640507-113-2018/19-004 | Fencing & purchase of furniture | 300,000.00 | New |
| Laare administration police | 4-012-053-2640507-113-2018/19-005 | Purchase of furniture: executive chair,tables,locable cabinets and office chairs | 200,000.00 | New |
| Malaene administration police camp | 4-012-053-2640507-113-2018/19-006 | construction of 2 toilets and 2 bathrooms | 300,589.00 | New |
| **Sub-total** |  |  | **3,100,589.00** |  |
| **Grand total** |  |  | **109,040,875.52** |  |

**MIN5/NG-CDFC/IGN/19/11: A.O.B:**

Meanwhile CDFC authorized withdrawal of ksh.134, 000 to cater for NG-CDFC allowances and office expenses.

Minutes confirmed without amendments.

***Chairman\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SIGN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_***

***Secretary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SIGN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_***