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| **CDF logo 4 MsWord**  **NG-CDF** | **National Government Constituencies Development Fund**  **Central Imenti constituency**  **P.O Box 1646. MERU**  **Email:** [**cdfcentralimenti@cdf.go.ke.**](http://………………………..) |

**MINUTES OF CENTRAL IMENTI NG-CDF COMMITTEE MEETING HELD ON 14th /OCTOBER /2020 AT MUTEGO NG-CDF BOARDROOM AT 10.00 AM.**

**MEMBERS PRESENT**

1. Isaac Buuri Murithi- NGCDFC Chairman
2. Paul N Thiga – F.A.M
3. Lucy Kagwiria – NGCDFC Secretary
4. Boniface Munene- member
5. Grace Kinya Kinja – member
6. Rose Karimi Gitonga- member
7. Mantu M Mathiu – member
8. James Mutungi – member
9. Stephen Gitonga Ikiara- member
10. Faith Kata – member
11. Titus Kilonzi- DCC Meru Central

**AGENDA**

1. Preliminaries
2. Reading and confirmation of the previous minutes
3. Matters arising
4. Release of project funds
5. Stale bursary cheques
6. Implementation of field leveling and landscaping projects
7. Staff training plan
8. Project cheques disbursement
9. Proposal 2020/2021 financial year
10. A.O.B

**MIN 1/14/10/2020: PRELIMINARIES**

The chairman called the meeting to order at 10.20 AM and requested Boniface Munene Murithi to lead in opening prayers. He then thanked members for availing themselves and welcomed them for the days’ meeting.

**MIN 2/14/10/2020: READING AND CONFIRMATION OF THE PREVIOUS MINUTES**

The secretary took members through the previous meeting minutes dated 16th September and it was proposed by Rose Karimi and seconded by Faith Kata as a true copy of the day’s deliberations.

**MIN 3/14/10/2020: MATTERS ARISING**

The FAM confirmed to members that the constituency had received 100% of its funding for the financial year 2019/2020. The FAM also confirmed to members that the procurement plan and monitoring and evaluation plan is ready as agreed.

**MIN 4/14/10/2020: RELEASE OF PROJECT FUNDS**

The FAM informed members that the constituency had received the last tranche of 2019/2020 funds and there is need to disburse the funds to the respective projects. The committee approved release of funds to the following projects:

|  |  |  |  |
| --- | --- | --- | --- |
| **S/No** | **Project Name** | **Project Activity** | **Amount** |
| 1 | Bursary Secondary Schools | Payment of bursary to needy students in secondary schools | 11,500,000.00 |
| 2 | Bursary Tertiary Institutions | Payment of bursary to needy students in tertiary Institutions | 11,841,931.00 |
| 1 | Emergency Reserve | To cater for any unforeseen occurrences in the constituency during the financial year | 4,025,793.14 |
| 11 | Muthangene Day Secondary School | Completion of 3 rooms Administration Block l I.E. Plastering, Shuttering, Keying, Flooring, Painting to fully completion | 1,000,000.00 |
| 13 | Kirigara Assistant Chief Office | Purchase Of Quarter Acre Piece Of Land | 1,000,000.00 |
|  | **Total Allocation** |  | 29,367,724.14 |

**MIN 5/14/10/2020: STALE BURSARY CHEQUES**

The committee discussed and agreed that all the bursary cheques written in February and march this year and which are stale be replaced and re-issued to the beneficiaries in various institutions as approved by the sub-location bursary committee during phase one bursary vetting and award exercise. The committee tasked the FAM to make arrangement of the same in the shortest time possible before second disbursement in November.

**MIN 6/14/10/2020: IMPLEMENTATION OF FIELD LEVELLING AND LANDSCAPING PROJECT**

It was noted that the field levelling and landscaping projects are a challenge to the projects committee hence delay in implementing the projects. This is especially so when the PMCs seek technical advice from the KERRA officers. The committee observed that there was need for CDFC to intervene to ensure no further delay in implementing them. The F.A.M. was tasked to arrange for joint meetings of the various PMC’s so that the works can be implemented simultaneously.

**MIN 7/14/10/2020: STAFF TRAINING PLAN**

The committee received applications from four staff and approved their training for 2020/2021 financial as per the directive given by the NGCDF board as listed below:

Staff Name Course Institution cost

Farida Kawira Supervisory management skills course KSG-Embu 116,400

Rachel Kendi Supervisory management course KSG- Embu 116,400

Reuben Kinoti Defensive driving KIHBT 58,240

Caroline Karwitha Catering Mountain view 42,000

**MIN 8/14/10/2020: PROJECT CHEQUES DISBURSEMENT**

The committee discussed and resolved that the office will be facilitating all the sub location bursary and development committee when they attend project cheques disbursement meetings.

The committee tasked the FAM to come up with a program and budget for disbursement of projects cheques which were approved in the previous meeting and which are ready for issue.

**MIN 9/14/10/2020: PROPOSAL 2020/2021**

The chairman briefed members that they are required to submit project proposal for financial year 2020/2021 in order to get funding. The FAM told members that NGCDF committee is supposed to submit project proposals to the NGCDF board soon. He also informed members on the guideline of project proposals submission and the eligible projects according to the NGCDF act. The members deliberated and came up with the following projects from all the four wards in the constituency for funding in the financial year 2020/2021:

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT NAME** | **PROJECT ACTIVITY** | **AMOUNT ALLOCATED THIS F/Y** | **STATUS** |
| **Administration and Recurrent Expenditure AP1** |  |  |  |
| Employees Salaries | Payment of staff salaries and gratuity | 3,500,000.00 | New |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, office rent, telephone, travel and subsistence, office tea and ICT accessories. | 1,836,532.75 | New |
| Employees NSSF | Payment of NSSF Deductions | 28,800.00 | New |
| Employees NHIF | Payment of NHIF Deductions | 60,000.00 | New |
| Committee Expenses | Payment of Committee sitting allowances, transport,airtime and conferences | 2,800,000.00 | New |
|  |  |  |  |
| **Monitoring and Evaluation AP2** |  |  |  |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence. | 812,666.38 | New |
| Committee Expenses | Payment of NG-CDFCs Monitoring and Evaluation allowances, transport allowance and conferences | 2,300,000.00 | New |
| NG-CDFC/PMC Capacity Building | Undertake training of the PMCs and NG-CDFCs on NG-CDF related issues | 1,000,000.00 | New |
|  |  |  |  |
| **Emergency Reserve** |  |  |  |
| Emergency Reserve | To cater for any unforeseen occurrences in the constituency during the financial year | 7,192,206.90 | New |
|  |  |  |  |
| **Sport Activities** |  |  |  |
| Sports activities | Purchase sports equipments, Carry out Constituency Football Sports tournament and the winning teams/schools to be awarded with trophies, balls, goal nets and games kits | 2,741,777.58 | New |
|  |  |  |  |
| **Environment Activities** | **2,741,777.58** |  |  |
|  |  |  |  |
| Kauthene Primary School | Purchase and Panting of 500 indigenous and exotic trees seedlings | 100,000.00 | New |
| Gikuuru Primary School | Purchase and Panting of 500 indigenous and exotic trees seedlings | 100,000.00 | New |
| Nkuura Primary School | Purchase and Panting of 500 indigenous and exotic trees seedlings | 100,000.00 | New |
| Mujwa Primary School | Purchase and Panting of 500 indigenous and exotic trees seedlings | 100,000.00 | New |
| Kiamuri Primary School | Purchase and Panting of 500 indigenous and exotic trees seedlings | 100,000.00 | New |
| Manthi Primary School | Purchase and Panting of 500 indigenous and exotic trees seedlings | 100,000.00 | New |
| Gacuru Primary School | Purchase and Panting of 500 indigenous and exotic trees seedlings | 100,000.00 | New |
| Gacuru Day Secondary School | Purchase and Panting of 500 indigenous and exotic trees seedlings | 100,000.00 | New |
| Kieni Primary School | Purchase and Panting of 500 indigenous and exotic trees seedlings | 100,000.00 | New |
| Gatuatini Primary School | Purchase and Panting of 500 indigenous and exotic trees seedlings | 100,000.00 | New |
| Gatuune Primary School | Purchase and Panting of 500 indigenous and exotic trees seedlings | 100,000.00 | New |
| Igane Primary Shool | Purchase and Panting of 500 indigenous and exotic trees seedlings | 100,000.00 | New |
| Kaongo Primary School | Purchase and Panting of 500 indigenous and exotic trees seedlings | 100,000.00 | New |
| Kirwiro Primary School | Purchase and Panting of 500 indigenous and exotic trees seedlings | 100,000.00 | New |
| Ucheru Primary School | Purchase and Panting of 500 indigenous and exotic trees seedlings | 100,000.00 | New |
| Runywene Primary School | Purchase and Panting of 500 indigenous and exotic trees seedlings | 100,000.00 | New |
| Karia Ka Ngogo Primary School | Purchase and Panting of 500 indigenous and exotic trees seedlings | 100,000.00 | New |
| Karaene Primary School | Purchase and Panting of 500 indigenous and exotic trees seedlings | 100,000.00 | New |
| Ruiga Primary School | Purchase and Panting of 500 indigenous and exotic trees seedlings | 100,000.00 | New |
| Mwitumura Primary School | Purchase and Panting of 500 indigenous and exotic trees seedlings | 100,000.00 | New |
| Rwangua Primary School | Purchase and Panting of 500 indigenous and exotic trees seedlings | 100,000.00 | New |
| Kirirwa Day Secondary School | Purchase and Panting of 500 indigenous and exotic trees seedlings | 100,000.00 | New |
| Nyweri Day Secondary School | Purchase and Panting of 500 indigenous and exotic trees seedlings | 100,000.00 | New |
| Kathiranga Primary School | Purchase and Panting of 500 indigenous and exotic trees seedlings | 100,000.00 | New |
| Kaugu Primary School | Purchase and Panting of 500 indigenous and exotic trees seedlings | 100,000.00 | New |
| Muruugi Primary School | Purchase and Panting of 500 indigenous and exotic trees seedlings | 100,000.00 | New |
| Kithirune Primary School | Purchase and Panting of 500 indigenous and exotic trees seedlings | 100,000.00 | New |
| Kaguma Primary School | Purchase and Panting of 250 indigenous and exotic trees seedlings | 41,777.58 | New |
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| **Education Bursary and Social security programs** |  |  |  |
| Bursary Secondary Schools | Payment of bursary to needy students in secondary schools | 17,000,000.00 | New |
| Bursary Tertiary Institutions | Payment of bursary to needy students in tertiary Institutions | 17,272,219.80 | New |
|  |  |  |  |
| **PRIMARY SCHOOLS PROJECT** |  |  |  |
| DEB Chaaria Primary School | Renovation of 10 classrooms;Reroofing to completion. | 1,000,000.00 | New |
| Gachuru Primary School | Renovation of four classrooms i.e. flooring,shuttering, plastering and painting to completion. | 800,000.00 | New |
| Gatuatine Primary School | Renovation of three classrooms i.e. flooring, plastering, painting and roofing to completion. | 600,000.00 | New |
| Gatuune Primary School | Renovation of three classrooms i.e. flooring, plastering, painting and roofing to completion. | 600,000.00 | New |
| Gikuru Primary School | Construction of a 10,000 litres masonry water tank to completion. | 2,500,000.00 | New |
| Gitiye Primary School | Renovation of 15 classrooms;Reroofing to completion. | 1,500,000.00 | New |
| Gitugu Primary School | Construction of a classroom to completion. | 800,000.00 | New |
| Igane Primary School | Renovation of three classrooms i.e. flooring, plastering, painting and roofing to completion. | 600,000.00 | New |
| Kaongo Primary School | landscaping of the school playing field to completion;levelling, compacting and planting of grasses of approximately 65 metres by 110 metres.cost differs depending on terrain | 1,650,000.00 | New |
| Kariene Primary School | Renovation of 15 classrooms;Reroofing to completion. | 1,500,000.00 | New |
| Kariene Primary School | stone pitching, expansion & compaction , stairs and track to completion within the school compound. approximately 80 metres by 120 metres. | 2,500,000.00 | New |
| Karindine Primary School | Renovation of 10 classrooms;Reroofing to completion. | 1,000,000.00 | New |
| Karingene Primary School | Renovation of three classrooms i.e. flooring, plastering, painting and roofing to completion. | 600,000.00 | New |
| Kathenju Primary School | Construction of one classroom to completion | 700,000.00 | New |
| Katheri Primary School | Construction of a 6 door pit latrine to completion | 600,000.00 | New |
| Katheri Primary School | Construction of one classroom to completion..due to land topology(hilly) | 800,000.00 | New |
| Kathiranga Primary School | Renovation of 10 classrooms;Reroofing to completion. | 1,000,000.00 | New |
| Kathita Primary School | Renovation of 15 classrooms;Reroofing to completion. | 1,500,000.00 | New |
| Kaugu Primary School | Renovation of 2 classrooms i.e. wall repairs, plastering, flooring, reroofing and painting to completion. | 800,000.00 | New |
| Kauthene Primary School | Construction of a 10,000 litres masonry water tank to completion. | 2,500,000.00 | New |
| Kiamuri Primary School | landscaping of the school playing field to completion;levelling, compacting and planting of grasses of approximately 65 metres by 110 metres. | 1,550,000.00 | New |
| Kieni Primary School | Completion of three classroom;roofing,plastering, flooring,fixing of doors and windows. | 1,000,000.00 | Ongoing |
| Mukuune Primary School | landscaping of the school playing field to completion;levelling, compacting and planting of grasses of approximately 65 metres by 110 metres.cost differs depending on terrain | 1,880,000.00 | New |
| Kijijone Primary School | Renovation of 10 classrooms;Reroofing to completion. | 1,000,000.00 | New |
| Kiria Primary School | Renovation of three classrooms i.e. flooring, plastering, painting and roofing to completion. | 600,000.00 | New |
| Kirigara Primary School | landscaping of the school playing field to completion;levelling, compacting and planting of grasses of approximately 65 metres by 110 metres.cost differs depending on terrain | 1,770,000.00 | New |
| Kithirune Primary School | Renovation of 10 classrooms;Reroofing to completion. | 1,000,000.00 | New |
| Kithirune Primary School | landscaping of the school playing field to completion;levelling, compacting and planting of grasses of approximately 65 metres by 110 metres.cost differs depending on terrain | 1,900,000.00 | New |
| KK Ngogo Primary School | Renovation of four classrooms i.e. flooring,shuttering, plastering and painting to completion. | 800,000.00 | New |
| Manthi Primary School | Construction of a 10,000 litres masonry water tank to completion. | 2,500,000.00 | New |
| Mariene Primary School | Completion of 10 door flash toilets i.e. soak pit, sceptic tank and water system. | 600,000.00 | Ongoing |
| Mbajone Primary School | landscaping of the school playing field to completion;levelling, compacting and planting of grasses of approximately 65 metres by 110 metres.cost differs depending on terrain | 1,830,000.00 | New |
| Mbuinjeru Primary School | Renovation of eight classroom i.e. keying, plastering and painting to completion. | 800,000.00 | New |
| Muri Primary School | Renovation of 15 classrooms;Reroofing to completion. | 1,500,000.00 | New |
| Muri Primary School | landscaping of the school playing field to completion;levelling, compacting and planting of grasses of approximately 65 metres by 110 metres.cost differs depending on terrain | 1,822,898.32 | New |
| Muruugi Primary School | Renovation of 10 classrooms;Reroofing to completion. | 1,000,000.00 | New |
| Muthangene Primary School | landscaping of the school playing field to completion;levelling, compacting and planting of grasses of approximately 65 metres by 110 metres.cost differs depending on terrain | 1,700,000.00 | New |
| Mwitumura Primary School | Renovation of three classrooms i.e. flooring, plastering, painting and roofing to completion. | 600,000.00 | New |
| Ngeene Primary School | Renovation of three classrooms i.e. flooring, plastering, painting and roofing to completion. | 600,000.00 | New |
| Nkuura Primary School | Construction of a 10000 litres masonry water tank to completion. | 2,500,000.00 | New |
| Ntharagwene Primary School | Construction of two classrooms to completion. Cost per class higher because of terrain. | 1,600,000.00 | New |
| Rwanderi Primary School | Completion of an eight door flush toilet including plastering, shuttering , painting , plumbing and sceptic tank. | 600,000.00 | Ongoing |
| Ruiga primary school | Construction of a kitchen ie a store,cooking area and serving point to completion. | 700,000.00 | New |
| Rwangua primary scool | Construction of one classroomto completion. | 700,000.00 | New |
| St nicholas primary school | Construction of the second floor of the administration block comprising of 4 rooms to completion | 2,500,000.00 | Ongoing |
| **SECONDARY SCHOOLS PROJECTS** |  |  | **56,602,898.32** |
| Gachuru Day Secondary School | completion a laboratory with 40 students capacity i.e. flooring, plastering, keying , gas and water installation. | 1,000,000.00 | Ongoing |
| Kariene Day Secondary School | Additional funds for construction of a two storey building starting from 2nd floor lintel comprising of three classrooms;roofing, plastering, painting, metal grills, partiotion and ceiling. | 1,200,000.00 | Ongoing |
| Kirigara Day Secondary School | Construction of two classrooms starting from the ground floor slab to completion.Initially started by Parents | 1,000,000.00 | New |
| Kirigara Girls Secondary School | Construction of a 10 m3 septic tank to completion. | 800,000.00 | New |
| Muri Day Secondary School | Additional funds for construction of two classrooms starting from the ground floor slab to lintel level. | 1,000,000.00 | Ongoing |
| Muruugi Day Secondary School | Construction of a kitchen comprising cooking area, store and serving point to roofing level. | 1,000,000.00 | New |
| Nguchia Day Secondary School | Construction of a laboratory with 40 student capacity from foundation to roofing level. | 1,000,000.00 | New |
| Ruiga day secondary school | completion a laboratory with 40 students capacity i.e. flooring, plastering, keying , gas &water installation. | 1,000,000.00 | Ongoing |
| Gatuatine Day Seondary School | Construction of a laboratory with 40 student capacity from foundation to lintel level. | 800,000.00 | New |
| Ruiga Girls Secondary School | Construction of two classrooms to completion. | 1,400,000.00 | New |
| Kirirwa Day Secondary School | Construction of a laboratory with 40 student capacity from foundation to to roofing level | 900,000.00 | New |
| St Bonaventure Secondary School | Renovation of four classroom i.e. flooring,shuttering, plastering and painting to completion. | 800,000.00 | New |
| **SECURITY PROJECTS** |  |  | **11,900,000.00** |
| Abo East Assistant County Commmissioner'S Office | Renovation of three roomed office i.e. tiling of office, security grills, painting @ Kshs.500,000 and Purchase of furniture @ Kshs.100,000 ; executive desk @ Kshs.40,000, two executive chairs @ Kshs.20,000, filing cabinet @ Kshs.20,000 and four visitors chairs @ Kshs.20,000 | 600,000.00 | New |
| Githongo Police Station | Renovation of three door flash toilets i.e. sinks & basins and painting of offices @ Kshs.400,000. Purchase of furniture @ Kshs.200,000 i.e. two executive desks, four executive chairs and four visitors chairs. | 600,000.00 | New |
| Kaongo Assistant Chief Office | Construction of three roomed office to lintel level | 600,000.00 | New |
| Kariene Police Station | Purchase of furniture kshs.200,000; nine executive chairs @ Kshs.90,000, eighteen visitors chairs @ Kshs.90,000 & two tables @ Kshs.20,000 and renovations of five roomed office block i.e. painting, keying and plastering of office block @ Kshs.300,000 | 500,000.00 | New |
| Katheri East Chief Office | Construction of three roomed office to completion. | 1,000,000.00 | New |
| Kaugu Assistant Chief Office | Construction of three roomed office to roofing level | 800,000.00 | New |
| Kianthumbi Assistant Chief Office | Construction of three roomed office to roofing level | 800,000.00 | New |
| Kibaranyaki Assistant Chief Office | Construction of three roomed office to roofing level | 800,000.00 | New |
| Kija Assistant Chief Office | Construction of three roomed office to roofing level | 800,000.00 | New |
| Kija Chiefs Camp | Construction of three roomed office to roofing level | 800,000.00 | New |
| Kirigara Assistant Chief | Construction of three roomed office to roofing level | 800,000.00 | New |
| Kirirwa Assistant Chief Office | Construction of three roomed office to lintel level | 600,000.00 | New |
| Ngonga Assistant Chief Office | Completion of 3 roomed office i.e. shuttering, flooring, plastering and painting. It was initial started by the community upto lintel level. | 600,000.00 | New |
|  |  |  | **9,300,000.00** |
|  |  | **137,088,879.31** |  |

**MIN 10/14/10/2020: REALLOCATION OF EMERGENCY KITTY**

The committee after lengthy deliberations resolved that emergency funding be released to the following projects as follows:

1. MCK Chaaria primary school – Renovation of 3 classes i.e. flooring, plastering & roofing ksh 1 m
2. Kirigara assistant chief office – office construction -700,000
3. Kithirune chief’s office –office completion from lintel level i.e. gable walling, roofing, plastering & flooring , shuttering, painting and landscaping- ksh 2m
4. Kibari primary school –- Field landscaping of eroded sections of the playing field- ksh 700,000
5. Muri day secondary school- Kshs 200,000 Completion of first floor slab works.

**MIN 11/14/10/2020: A.O.B**

There being no other business the meeting ended at 1.30 pm with closing g prayers said by Grace Kinya Kinja.

Minutes prepared by:

Name: Lucy Kagwiria

Sign:

**Central Imenti Constituency NGCDF Secretary**

Minutes confirmed by:

Name: Isaac Buuri Murithi

Sign:

**Central Imenti Constituency NGCDFC Chairman**