**SOUTH IMENTI NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND (S.I.NG-C.D.F) MINUTES OF THE COMMITTEE MEETING HELD ON 27TH ` NOVEMBER 2018 AT THE CONSTITUENCY OFFICE IN KANYAKINE**

**PRESENT**

1. Mr. Nahason Kiruki Chairman
2. Ms. Fransisca Wanjiru Member
3. Mrs. Jane Karambu Member
4. Mr. Japhet Kithure Member
5. Ms. Ann Kathambi Member
6. Mr. Moses Kariba Member
7. Mr. Nathaniel Mbae Member
8. Ms Leah Wairimu Fund Account Manager

9. Mr. Mugo Gichiri Deputy County Commissioner

**AGENDA**

1. Matters arising from the previous minutes
2. Project Proposal 2018/2019
3. Fund Manager Embu Training on Risk Management
4. Kanyakine Headquarter Offices
5. A.O.B

The meeting started at 11.30 am with word of prayer led by Francisca .The chairman welcomed the members to the meeting.

**MIN 76/10/2018: READING AND CONFIRMATION OF THE PREVIOUS MINUTES**

Minutes were read to the members by the secretary, they were proposed by Moses and seconded by Jane.

**MIN 77/10/2018: MATTERS ARISING FROM THE PREVIOUS MINUTES**

**MIN65/09/ 2018 FORMATION OF THE NEW PROJECT MANAGEMENT COMMITTEES**

The chairman reported that Yururu Assistance Chief PMC was formed

**MIN 75/10/2018 COMMITTEE MEMBERS COMPLAINTS**

Members resolved the issues that were raised in the above minutes amicably

**MIN 71/10/2018 PREQUALIFICATION OF SUPPLIERS AND CONTRACTORS FOR YEAR 2018/2019- 2019/2020**

A member was concerned on the categories that were non responsive in Sub County list of Prequalified contractors, consultants and suppliers. The Fund Manager clarified that the sub county list did not have categories of consultancy services in place i.e. strategic planning, Engineering, Architectural and Quantity Surveying services. She added that the tenders were being sold at Deputy County Commissioner’s office Procurement Department and the closing date was 5th December 2018

**MIN 78/10/2018: PROJECT PROPOSALS**

The chairman welcomed the Fund manager who tabled the list of ongoing projects and last financial year wards report to the members. The members deliberated on the ongoing projects and wards report and prioritized the following projects as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **South Imenti National Government Constituency Development Fund** |   |   |   |
| **Project Proposal 2018/2019 Financial Year** |   |   |
| **Code list** |   |   |   |
|   |   |   |   |
| **FINANCIAL YEAR: 1ST JULY 2017 TO 30TH JUNE 2019** |   |   |   |
| **Project Name**  | **Project activity**  |  **Amount Allocated**  | **Status** |
| **Administration/ Recurrent** |   |   |   |
| Employee salaries  | Payment of staff salaries and gratuities | 2,677,162.56 | Ongoing |
| Goods and services | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea, etc.  | 2,185,000.00 | Ongoing |
| Purchase of Equipments | Procure 1no. HP Photocopier | 120,000.00 | Ongoing |
| NSSF | NSSF  | 28,800.00 | Ongoing |
| NHIF | NHIF | 60,000.00 | Ongoing |
| Committee expenses | Payment of Committee sitting allowances, transport, conferences | 1,471,489.97 | Ongoing |
| **Monitoring and Evaluation/Capacity Building** |   | **6,542,452.53** |   |
| Goods and services | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence. | 631,226.27 | Ongoing |
| Committee expenses | Payment of Committee allowances, transport, conferences | 1,440,000.00 | Ongoing |
| NG-CDFC/PMC capacity building  | Undertake Training of the PMCs/NG-CDFCs/Staff on NG-CDF Related issues | 1,200,000.00 | Ongoing |
|   |   | **3,271,226.27** |   |
| **Bursary** |   |   |   |
| Bursary Secondary Schools | Payment of bursary to needy student | 7,000,000.00 | Ongoing |
| Bursary Tertiary Schools | Payment of bursary to needy student | 13,000,000.00 | Ongoing |
| Primary Schools Revision Text Books | To buy K.C.P.E revision books and story books for 122 public primary schools (Annex 1) | 4,260,218.88 | Ongoing |
| Libraries and Resource Centres Text Books | To buy text books for Mikumbune Library, Uruku Library, Nkumbo Resource Centre,Upper Kithangari Resource centre and Kinoro Resource Centre | 2,000,000.00 | Ongoing |
| Social Security Programme | To cater for bursary to orphans and vulnerable children and NHIF to deserving cases both elderly and OVC’s | 1,000,000.00 | Ongoing |
|   |   | **27,260,218.88** |   |
| **Primary Education Projects** |   |   |   |
| Baitigitu Primary School |  Construction of a sanitation block: superstructure walling, roofing and fixing of the fittings.  | 500,000.00 | Ongoing |
| Gakiiri Primary School |  Construction of one classroom. Foundation, superstructure walling, roofing,fixing of fittings, walls plastering and flooring. | 600,000.00 | New |
| Gatakene Primary School |  Construction of a sanitation block: Fittings; doors and windows, walls Plastering, floor screeding, painting and construction of water tank tower.  | 500,000.00 | Ongoing |
| Gatuntunte Primary School |  Renovations of 3 classrooms wall plastering, window fittings and door fitting | 400,000.00 | Ongoing |
| Gaukune Primary School | Wall plastering, flooring, renovation of leaking roof and fixing of window panes for three classes. | 500,000.00 | Ongoing |
| Geeto Primary School |  Completion of classroom for special children; fixing of Windows and door, wall plastering, floor screeding, verandah and external key pointing.  | 400,000.00 | Ongoing |
| Gicici Primary School |  Construction of one classroom. Foundation, superstructure walling, roofing,fixing of fittings, walls plastering and flooring. | 600,000.00 | New |
| Gikurune Primary School | Construction of a sanitation block 5 units: Laying foundation , walling, roofing and internal finishes  | 500,000.00 | New |
| Gitara primary school |  Construction of one classroom for special children. Foundation, superstructure walling, roofing and fixing of fittings. | 400,000.00 | New |
| Iriene Primary School |  Grading,leveling and planting grass of the play field  | 2,000,000.00 | New |
| Ithitwe Primary School |  Construction of sanitation block 10 units; sinking of pit, casting slab, walling and finishes. | 500,000.00 | New |
| Kagaru Primary School |  Construction of one classroom. From Foundation, superstructure walling, roofing, fixing of fittings, walls plastering and flooring. | 600,000.00 | New |
| Kairaa Primary School |  1. Completion of the ongoing one classroom; roofing,fixing of fittings, walls plastering and flooring. 2.Construction of one new classroom; Foundation, walling roofing, fittings and finishes. | 1,000,000.00 | Ongoing |
| Kathanthatu Primary School |  Construction of an ablution block: Plastering, water connection, construction of water tower, water tank windows and doors fitting and painting  | 400,000.00 | Ongoing |
| Karegi Primary School |  Construction of one classroom. Foundation, superstructure walling, roofing,fixing of fittings, walls plastering and flooring. | 500,000.00 | New |
| Kathera Primary School | Construction of a sanitation block: Plastering, construction of water tank tower , water tank and painting  | 500,000.00 | Ongoing |
| Kaura Primary School |  Construction of one classroom. Foundation, superstructure walling, roofing,fixing of fittings, walls plastering flooring and painting. | 600,000.00 | New |
| Kigane Primary School |  Construction of an ablution block: Roofing, fixing of doors and windows, plumbing works, water tank  | 500,000.00 | Ongoing |
| Kiithe Public Boarding Pry School |  Construction of one classroom. Foundation, superstructure walling, roofing and fixing of fitting. | 500,000.00 | New |
| Kionyo Primary School |  Completion of one classroom; Wall plastering, fixing of windows and door, key pointing and painting.  | 300,000.00 | Ongoing |
| Kireru Primary School |  Construction of a staffroom; foundation, superstructure walling, roofing, fixing of fittings, wall plastering and flooring. | 600,000.00 | New |
| Kiringa Primary School |  Renovation of three classes; fixing of windows and doors, wall plastering, flooring, verandah and painting. | 500,000.00 | Ongoing |
| Kithatu Primary School |  Construction of one classroom. Foundation, superstructure walling, roofing,fixing of fittings, walls plastering and flooring. | 600,000.00 | New |
| Machegene Primary School |  Construction of the kitchen Superstructure walling, roofing and fixing of fitting. | 400,000.00 | New |
| Mamuru Primary School |  Renovation of classrooms: wall plastering, flooring ,fixing of fittings, verandah and fascia board to three classes.  | 600,000.00 | Ongoing |
| Maraa Primary School |  Renovation of roof for three classes | 1,100,000.00 | Ongoing |
| Mitunguu primary school |  Renovation of three classes; fixing of windows and doors, wall plastering, flooring, verandah and painting. | 500,000.00 | Ongoing |
| Muriru Primary School |  Finishing of five classes; flooring, external finishes, windowpanes, fascia board and painting.  | 600,000.00 | Ongoing |
| Mutunguru Primary School |  Renovation of three classes; fixing of windows and doors, wall plastering, flooring, verandah and painting. | 400,000.00 | Ongoing |
|   |   |   |   |
| Mworoga primary School |  Classrooms renovations: wall plastering, flooring ,fixing of fittings, verandah and fascia board to three classes. | 500,000.00 | Ongoing |
| Ndamene primary school |  Completion of an ultra modern flush toilets: Finishes ; fixing of the fittings, doors and vents, wall plastering and floor screening.  | 300,000.00 | Ongoing |
| Njerune Primary School |  Construction of one classroom. Foundation, superstructure walling, roofing,fixing of fittings, walls plastering and flooring. | 600,000.00 | New |
| Njogune Boarding Primary School |  Construction of a dormitory: Roofing , fixing of the fittings and wall plastering  | 500,000.00 | Ongoing |
| Nkugwe Pry School |  Renovation of roof for three classes | 600,000.00 | Ongoing |
| Nkuriga Primary School | Construction of an administration block: Finishing of the roof, fixing of fittings; doors and windows and wall plastering.  | 500,000.00 | Ongoing |
|   |   |   |   |
| Ithimbari Primary School | Construction of 10 units modern toilets: fittings, plumbing works and painting  | 500,000.00 | Ongoing |
| St. Marks Primary School | Construction of a classrooms block: Plastering, windows and doors fitting and painting  | 500,000.00 | Ongoing |
| Ucima Primary School |  Casting first floor slab for two classes  | 600,000.00 | Ongoing |
| Yururu Girls Boarding Primary School |  Fencing around the school compound of quarter acre using steel posts and mesh wire | 500,000.00 | New |
|   |   | **22,200,000.00** |   |
| **Education Secondary Schools Projects** |   |   |   |
| Gakuuni girls' secondary school |  Construction of a dormitory: Laying of foundation and superstructure walling  | 700,000.00 | New |
| Gankodi Day Sec School |  Construction of a classroom block: columns and casting of slab for the second floor. | 600,000.00 | Ongoing |
| Geeto Day Secondary School |  Construction of a laboratory: Ceiling, plumbing and Electrical works  | 500,000.00 | Ongoing |
| Gikurune Boys Secondary School |  Renovations: Construction of columns and beams to the existing five classes to support upper slabs.  | 500,000.00 | New |
| Igandene Secondary School |  Superstructure walling and roofing of a dormitory. | 600,000.00 | New |
| Kathanthatu Day Secondary School |  Construction of a classroom block: Internal Finishes of first and second floors  | 500,000.00 | Ongoing |
| Kathera Boys Secondary School |  Construction of toilets 10 units from foundation ,walling, roofing and internal finishes | 600,000.00 | New |
| Kathera Girls Secondary School |  Finishing of the ongoing two storied classrooms. Ground floor finishes, wall plastering, flooring, fixing of the fittings, verandah, external finishes and painting for the two classes.  | 600,000.00 | Ongoing |
| Kianjogu Day Secondary School |  Construction of one classroom. Foundation, superstructure walling, roofing,fixing of fittings, walls plastering and flooring. | 600,000.00 | New |
| Kigarine Day Secondary School |  Construction of an administration block: Internal Finishes for ground floor and walling for first floor  | 700,000.00 | Ongoing |
| Kithakanaro Day Secondary School |  Construction of one classroom. Foundation, superstructure walling, roofing,fixing of fittings, walls plastering and flooring. | 600,000.00 | New |
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|   |   |   |   |
| Kithangari Boys Secondary School |  Laying foundation of a dining hall, walling, plastering, painting and fittings  | 700,000.00 | Ongoing |
| Kithangari Girls Secondary School |  Laying foundation of a laboratory and superstructure walling  | 500,000.00 | New |
| Kithunguri Day Secondary School |  Construction of a multipurpose hall: Floor tiling, glazing to window and doors and painting.  | 500,000.00 | Ongoing |
| Kiune Day Secondary school |  Installation of Water system, electrification, store shelves and ceiling. Additional benches and painting of the laboratory. | 600,000.00 | Ongoing |
| Kothine Day Secondary School |  Erection of columns and ring beam to the first floor and roofing of the storied laboratory.  | 600,000.00 | Ongoing |
| Machikine Girls Secondary School |  Construction of staff house; foundation, superstructure walling and roofing. | 600,000.00 | New |
| Maraa Girls Secondary School |  Construction of columns and casting slab for the second floor to a storied 2 classes. | 600,000.00 | New |
| Mbaine Secondary School |  Construction of a dining hall: Foundation and superstructure walling. | 600,000.00 | New |
| Menwe Day Secondary School |  Construction of an administration block: Walling of the first floor , plastering, electrical works and painting  | 500,000.00 | Ongoing |
| Mikumbune Boys Secondary School |  Construction of a dormitory: Walling, roofing, plastering, windows and door fittings  | 500,000.00 | Ongoing |
| Upper Mikumbune Day Secondary School |  Construction of a dining hall: Plastering, flooring, external finishes and painting  | 700,000.00 | Ongoing |
| Mugae Hill Day Secondary School |  Laying foundation of a septic tank of an administration block , walling, plastering, painting and fittings  | 500,000.00 | Ongoing |
| Mukaragatine Day School |  Construction of one classroom. Foundation, superstructure walling, roofing,fixing of fittings, walls plastering and flooring. | 600,000.00 | New |
| Murembu Day Secondary School |  Construction of a laboratory: water and gas installation | 700,000.00 | Ongoing |
| Ndagene Boys High School |  Construction of a dormitory: walling and roofing | 500,000.00 | Ongoing |
| Nkubu Day Secondary School |  Construction of an administration block: Casting of the slab for the storied administration block, plastering, windows and door fittings for ground floor.  | 700,000.00 | Ongoing |
| Nkubu High school |  Roofing of the dormitory  | 600,000.00 | New |
| Nkumari Day secondary school |  Finishing of the foundation for the dining hall and superstructure walling for the proposed dining hall.  | 600,000.00 | Ongoing |
| Nyagene Girls Secondary School |  Construction of a dining hall: Roofing, fixing of fittings; windows and door and walls plastering.  | 500,000.00 | Ongoing |
|   |   |   |   |
|   |   |   |   |
| Rurama Day Secondary School |  Construction of a staffroom: Fixing of fittings; Door and windows, walls Plastering, flooring, external pointing and painting  | 466,349.37 | Ongoing |
|   |   |   |   |
| Rwompo Day Secondary School |  Construction of a laboratory: Ceiling, painting water and gas installation  | 500,000.00 | Ongoing |
| Uruku Girls Secondary School |  Construction of a dining hall: Wall plastering, fixing of the fittings doors and windows, flooring and key pointing.  | 500,000.00 | Ongoing |
|   |   |   |   |
| Yururu Day Secondary School |  Construction of a classroom: Windows, door fittings ,floor, wiring, plastering and painting  | 400,000.00 | Ongoing |
|   |   | **19,466,349.37** |   |
| **Emergency** |   |   |   |
| Emergency | To cater for any unforeseen occurrences in the constituency during the financial year | **5,738,993.45** | Ongoing |
| **Security Projects** |   |   |   |
| Baitigitu Ap Line |  Construction of an Administration Police staff houses: Wall plastering, flooring , electrification and painting  | 300,000.00 | Ongoing |
| Imenti South Dc's Residence |  Construction of Deputy County Commissioner's residence: Plumbing works, perimeter fence (using mesh wire and steel posts )and 2 units AP houses  | 1,000,000.00 | Ongoing |
| Igandene Assistants Chiefs Office |  Construction of a chief’s office: Completion of the boardroom; superstructure walling, roofing, fixing of fittings, wall plastering and floor screeding. | 300,000.00 | Ongoing |
| Igoji Chiefs Office |  Construction of a chief’s office: Roofing, fixing of doors and windows, wall plastering, flooring and external finishes.  | 500,000.00 | Ongoing |
| Igoji Departmental Office |  Construction of National Government Departmental Offices: Plumbing works, fencing , electrical works, ceiling and tiling of second and third floor.  | 4,000,000.00 | Ongoing |
| Igoji Police station |  Superstructure walling for the OCS offices and roofing and internal finishes of AP houses 2 units. | 600,000.00 | Ongoing |
| Igoji West Do's Office |  Fencing of an Assistant County Commissioners Office  | 500,000.00 | Ongoing |
| Iriene Ap Line |  Internal Finishes to Administration Police offices:- painting, plumbing and electrical works  | 300,000.00 | Ongoing |
| Kariene Asst. Chiefs Office | Construction of an Assistant Chiefs office: painting, electricity and procure office desks. | 300,000.00 | Ongoing |
| Kathigu Asst. Chiefs Office |  Roofing, fixing of doors and windows, walls plastering and flooring of an Assistant chiefs office.  | 500,000.00 | Ongoing |
| Keria Police Post |  Constructing of 2 Residential units from foundation, walling, roofing and internal finishes  | 300,000.00 | Ongoing |
| Kinoro Police Post |  Electrical, plumbing works and septic tank of police offices  | 500,000.00 | Ongoing |
| Kirendene Chiefs Office |  Construction of a chiefs office: fixing of fittings, ceiling wall plastering, key pointing and painting  | 300,000.00 | Ongoing |
| Kiroone Chiefs Office | Windows & doors fitting, electrification and painting of 2 ongoing residential units ,constructing 2 units from foundation to roofing | 300,000.00 | Ongoing |
| Kothine Chiefs Office |  Construction of a chiefs office: Roofing, fixing of the fittings; doors and windows, wall plastering, ceiling and floor screeding  | 500,000.00 | Ongoing |
| Maraa police station |  Completion of two toilets finishes and urinal and connection of electricity. | 500,000.00 | Ongoing |
| Marimba Police Post |  Laying foundation, walling , roofing and internal finishes of 3 residential units  | 300,000.00 | Ongoing |
| Mbeti Police Post |  Painting and ceiling of the five units staff houses and construction of bathrooms and toilets.  | 500,000.00 | Ongoing |
| Mitunguu Police Station |  Renovation of the Ocs offices and children cell; ceiling , fixing of doors and windows, walls plastering and floor screeding.  | 500,000.00 | Ongoing |
| Muchogomo Asst. Chiefs Office |  Flooring , fixing of fittings, wall plastering, floor screeding and painting of chief's office.  | 400,000.00 | Ongoing |
| Muguru Asst. Chiefs Office |  Roofing, fixing of the fittings; doors and windows, wall plastering, floor screeding, key points and ceiling of an Assistants Chief's office.  | 500,000.00 | Ongoing |
| Ntemwene Chiefs Office |  Construction of a chiefs office; foundation and superstructure walling | 500,000.00 | New |
| Ukuu Chiefs Office |  Roofing , wall plastering, flooring , electrification, plumbing works and painting  | 600,000.00 | Ongoing |
|   |   | **14,000,000.00** |   |
| **Sports Activities** |   |   |   |
| Constituency Sports activities | Carry out Annual Constituency Sports tournament in all wards Abogeta East, Abogeta West, Igoji East, Igoji West, Nkuene and Mitunguu Wards, buy uniform and sports equipments to all teams in the constituency, the winning teams to be awarded with trophies | **2,180,817.51** | Ongoing |
| **Environmental Activities** |   |   |   |
| Environmental Activities | Plant bamboo trees along Kithino,Mutonga and Thingithu rivers | 1,880,817.51 | Ongoing |
|   |   |   |   |
| Environmental Activities | Procure six 8000 ltrs plastic water tanks to Kaurone,Gitara,Kithakanaro,Kanyakine, Nchigi and Rurama Primary Schools | 300,000.00 | Ongoing |
|   |   | **2,180,817.51** |   |
| **Social Facilities** |   |   |   |
| Chure Social Hall | Completion of a social hall: External key pointing, glazing to windows, gutter electrification and painting.  | 800,000.00 | Ongoing |
| Kinoro Resource centre |  Completion of a resource centre : Internal finishes-plastering, painting, electrical works and plumbing works  | 2,000,000.00 | Ongoing |
|   |   |   |   |
| Nkumbo Resource Centre |  Completion of a resource centre: Glazing to windows, ceiling board, floor tilling, mechanical work, wiring and painting  | 1,500,000.00 | Ongoing |
| South Imenti Destitute Education Centre |  Construction of a destitute education centre: foundation, superstructure walling and roofing for the dormitory and a dining hall  | 2,000,000.00 | New |
|   |   | **6,300,000.00** |   |
|   |   |   |   |
| **TOTAL ALLOCATION** |   | **109,140,875.52** |   |

**MIN 79/10/2018: FUND MANAGER EMBU TRAINING ON RISK MANAGEMENT**

The Fund Manager notified the members that she had an invitation from the NG CDF Board to attend training from 2nd December 2018 to 8th December 2018.

**MIN 80/10/2018: KANYAKINE HEADQUARTER OFFICES**

The chairman presented to the committee a request from an investor who was interested in occupying the second floor of the above building which had not been taken up by the government departments/ministries. The committee deliberated on the request and the chairman was tasked to carry out market survey on the rates, nature of business and the FAM to find out the whether there was government policy on letting out such premises, both reports were to be discussed in the next meeting.

**A.O.B**

The Deputy County Commissioner cautioned the members that there were conmen in the constituency who were extortioning the resident’s money and were purporting to get support from the NG CDF office on training the youth about road safety measures. He urged the members to report immediately to the relevant authority in case of such incidences.

A member raised concern regarding Igoji West D.O's office which had not utilized 2017/2018 allocation, the FAM responded that no formal complaints had been received.

Having no other business the meeting ended at 2.30pm with a word of prayer led by Japhet.

**Compiled By: Confirmed By**

Ms. Ann Gitonga Mr. Nahason Kiruki

**NG CDFC SECRETARY** **NG CDFC CHAIRMAN**