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| |  |  | | --- | --- | | **NG-CDF MATUNGULU** | **National Government Constituencies Development Fund**  **Matungulu Constituency**  Kangundo - Nairobi road  P.O Box 631-90131  Tala  **Tel:** 0704399179 | **Cell:** 0704399179  **Email:**[cdfmatungulu@cdf.go.ke](http://………………………..) | **Website:** [http://www.cdf.go.ke](http://www.cdf.go.ke/) | |  |

**FIFTH MEETING FINANCIAL YEAR 2019/2020**

**MINUTES OF MATUNGULU NG- CDF MEETING HELD ON FRIDAY 25TH OCTOBER 2019 AT THE MATUNGULU NG-CDF OFFICE COMMENCING 10.00AM.**

**MEMBERS PRESENT**

1. Mr. David Kilonzo -Chairman
2. Mr. Edwin K Wachira -Fund Account Manager
3. Ms. Florence M.Muia -Secretary
4. Mr. Mohammed Abbas -DCC Matungulu Sub-County
5. Mr. Pius Wambua -Member
6. Ms. Alexa Wayua Nzioki -Member
7. Mr. Thomas Kivindyo -Member
8. Mrs. Ruth Nduku Muswii -Member
9. Rev. Stanely Mativo -Member
10. Mr. Jimmy Musyoka -Member

**PREAMBLE**

The Chairman welcomed all members for the day’s meeting and thus requested Ruth Muswii to open with a word of prayer.

**AGENDA**

1. Reading and Confirmation of previous minutes
2. Matters Arising
3. Project Proposal for F/Y2019/2020
4. Kituluni Primary School Project
5. A.O.B

**MIN: 01/25/10/2019 READING AND CONFIRMATION OF PREVIOUS MINUTES**

The Secretary read to the members the previous minutes and the same was proposed by Alexa Nziokiand seconded by Jimmy Musyoka

**MIN:02/25/10/2019 MATTERS ARISING**

There were no matters arising from the previous minutes.

**MIN: 03/25/10/2019 PROJECT PROPOSAL FY 2019/2020**

The Committee went through the Project proposal for the Financial Year 2019/2020 and tabled the following projects to be taken for approval and funding as per the ward report, strategic plan and official written requests to the Matungulu NG-CDF office.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Vote/Project** | **Project Activity** | **Amount** | **Status** |
|  | **Statutory votes** |  |  |  |
| 1. | Administration- Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea. | 3,162,452.53 | Ongoing |
| 2. | Employee Salaries | Payment of staff salaries and gratuity | 2,700,000.00 | Ongoing |
| 3. | NSSF | Payment of NSSF deductions | 150,000.00 | Ongoing |
| 4. | NHIF | Payment of NHIF deductions | 69,610.00 | Ongoing |
| 5. | Administration- Committee allowances | Payment of NG-CDF committee members sitting allowances | 2,080,000.00 | Ongoing |
| 6. | Monitoring and evaluation- Committee allowances | Payment of committee monitoring and evaluation committee | 2,200,000.00 | Ongoing |
| 7. | CDF/PMC Capacity Building | Undertake training of the PMCs/CDFs on CDF related issues | 1,621,031.70 | Ongoing |
| 8. | Monitoring and evaluation-Good and services | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence, Payment of Committee sitting allowances, transport, conferences, Undertake Training of the PMCs/NG-CDFCs/Staff on NG-CDF Related issues | 300,000.00 | Ongoing |
| 9. | Sports | Organizing constituency sports tournaments, where the Winning teams will be awarded Trophies, Uniforms & Balls. | 2,001,747.53 | Ongoing |
| 10. | Bursary | Payment of bursary to needy students in secondary schools | 25,975,000.00 | Ongoing |
| 11. | Bursary | Payment of bursary to needy students in tertiary institutions | 6,000,000.00 | Ongoing |
| 12. | Emergency Reserve | To cater for any unforeseen occurrence in the constituency during the financial year | 7,198,241.38 | Ongoing |
| 13. | Environment | Purchase and Planting of 2000 tree seedlings in the following schools:   * Mililu Primary School-Kshs.50,000- 500 seedlings * Kwa Kasivi Primary school- Kshs.50,000- 500 seedlings * Katheka Primary school- Kshs.50,000- 500 seedlings * Itetani Primary school- Kshs.50,000- 500 seedlings | 200,000.00 | Ongoing |
|  |  | **Total** | **53,658,084.14** |  |
|  | **Primary School Projects** |  |  |  |
| 1. | Kwa Kasivi Primary School | Construction of 8 Door Toilet block to Completion | 550,000.00 | New |
| 2. | Mbiiani Primary School | Construction of 8 Door Toilet block to Completion | 550,000.00 | New |
| 3. | Kisukioni Primary School | Renovation of 2 No. classrooms to completion (Roofing, flooring, plastering, painting, windows and doors replacement) | 1,225,000.00 | New |
| 4. | Katine S.A Primary School | Construction of 2 No. classrooms to completion | 1,825,000.00 | New |
| 5. | Koma Kiamba Primary School | Renovation of 3 No. classrooms to completion (Flooring, plastering, painting, windows and doors replacement) | 1,320,000.00 | New |
| 6. | Kantafu Primary School | Construction of 1 No. classrooms to completion. In the previous project of F/Y 2018/2019 the PMC during implementation made a saving of Kshs. 301,000. As a result, the Matungulu NG-CDF office opted to add Kshs. 600,000 to total up to kshs. 901,000 that will be sufficient for completion of 1 No. Classroom. | 600,000.00 | New |
| 7. | Kwa Ngii primary school | Construction of 8 Door Toilet block to Completion | 550,000.00 | New |
| 8. | Kambusu Primary School | Construction of 2 No. classrooms to completion | 1,825,000.00 | New |
| 9 | Kanzalu Primary School | Construction of 2 No. classrooms to completion | 1,825,000.00 | New |
| 10. | Kinyui Primary School | Renovation of 2 No. classrooms to completion (Roofing, flooring, plastering, painting, windows and doors replacement) | 1,225,000.00 | New |
| 11. | Koma Ranch Primary School | Construction of 2 No. classrooms to completion | 1,825,000.00 | New |
| 12. | Katwanyaa Primary School | Renovation of 2 No. classrooms to completion (Roofing, flooring, plastering, painting, windows and doors replacement)  The classrooms being renovated are relatively smaller in size than the average area of a classroom hence the lesser than normal allocation. | 1,025,000.00 | New |
| 13. | Mbuni Primary School | Construction of 1 No. classroom to completion | 925,000.00 | New |
| 14. | Kwa Ngii Primary School | Construction of 2 No. classrooms to completion | 1,825,000.00 | New |
| 15. | Itetani Primary School | Construction of 2 No. classrooms to completion | 1,825,000.00 | New |
| 16. | Kithaayoni Primary School | Construction of Administration Block to completion. The office includes 5 offices: Headmaster's office, Deputy Headmaster's office, Senior Teacher's office, Secretary's office and staff room | 1,825,000.00 | New |
| 17. | Kitooni Primary School | Construction of 2 No. classrooms to completion | 1,825,000.00 | New |
| 18. | Mwisyani Primary School | Renovation of 2 No. Classrooms (Roofing, flooring, plastering, painting, windows and doors replacement)  The classrooms being renovated are relatively smaller in size than the average area of a classroom hence the lesser allocation. | 1,025,000.00 | New |
| 19. | Kwa Kasivi Primary School | Construction of 2 No. classrooms to completion | 1,825,000.00 | New |
| 20. | Mililu Primary School | Renovation of 2 No. classrooms to completion (Roofing, Plastering, Flooring, Painting, Windows and Doors replacement) | 1,225,000.00 | New |
| 21. | Nguluni Township Primary School | Completion of renovation of 4 No. classrooms (Flooring, plastering, painting, windows and doors replacement)  Kshs. 1,620,864.39 was allocated in the F/Y 2018/2019 | 859,136.00 | On-going |
| 22. | Donyo Coffee Primary school | Construction of 2 No. classrooms to completion | 1,825,000.00 | New |
| 23. | Kwa Ken Primary School | Construction of 2 No. classrooms to completion | 1,825,000.00 | New |
| 24. | Kwa Tombe Primary School | Construction of Main Entrance Gate @ Kshs 200,000.00 and Chain link fence with metal posts for a length of 62.5 metres @ Kshs 200,000.00 | 400,000.00 | New |
| 25. | Kwa Mutu Primary School | Renovation of 2 No. classrooms to completion (Roofing, flooring, plastering, painting, windows and doors replacement) | 1,225,000.00 | New |
|  |  | **TOTAL** | **32,779,136.00** |  |
|  | **Secondary School Projects** |  |  |  |
| 1. | Kyaume Secondary School | Construction of 1 No. classrooms to completion | 925,000.00 | New |
| 2. | Kambusu Secondary School | Construction of 1 No. classrooms to completion | 925,000.00 | New |
| 3. | Uamani Secondary School | Construction of 2 No. classrooms to completion | 1,825,000.00 | New |
| 4. | St. Phillips Kayatta Secondary School | Construction of 8 Door Toilet to completion | 550,000.00 | New |
| 5. | Kikuyuni Secondary School | Construction of 45 student capacity Laboratory- Sub-structure works, super structure works(windows, doors, ring beam, plaster, painting, work tops and roof)  The estimated cost for the construction of the laboratory is Kshs. 4,400,000. | 2,225,000.00 | New |
| 6. | Sengani Girls High School | Construction of 2 floor storeyed building of 6 No. classrooms- Construction of 2nd floor - Roofing, walling, flooring and plastering  A total of Kshs. 7,050,000 has been allocated to the project in F/Y 2018/2019 with Kshs. 4,000,000 via reallocation and Kshs. 3,050,000 via normal proposal funding. | 2,000,000.00 | Ongoing |
| 7. | Mwatati Secondary School | Construction of 4 Door staff Toilet to completion | 250,000.00 | New |
| 8. | SA Nguluni Secondary School | Construction of 2 No. classrooms to completion | 1,825,000.00 | New |
| 9. | Matheini Secondary School | Renovation of 2 No. classrooms to completion (Roofing, flooring, plastering, painting, windows and doors replacement) | 1,125,000.00 | New |
| 10. | Mbuni Secondary School | Purchase of 3/4 acre of land neighboring Mbuni Secondary School | 1,200,000.00 | New |
| 11. | Katulye Secondary School | Construction of 2 No. classrooms to completion | 1,825,000.00 | New |
| 12. | Matungulu Girls Secondary School | Construction of a 3 storeyed building of 16 No. classrooms with 6 ablution units on each floor-Construction up to 1st Floor | 7,000,000.00 | Ongoing |
| 13. | Mukaa SA Secondary school | Construction of 2 No classrooms to completion | 1,825,000.00 | New |
| 14. | Kisukioni Secondary School | Construction of 2 No. classrooms to completion | 1,825,000.00 | New |
| 15. | SA Kinyui Girls Secondary School | Completion of 150 student capacity Library (Painting, electricity connection, librarian counter) | 418,508.00 | Ongoing |
| 16. | Tala Girls Secondary school | Completion of 300 student capacity Library block (Septic tank, Ramp, Windows and doors, Plastering, Painting) | 2,400,000.00 | Ongoing |
| 17. | Kwa Mutu Secondary school | Completion of Administration Block with 6 offices including:  Principal's office, Deputy Principal's office, Secretary's office, Accounts clerk office, Staff room and Bursar's office (Painting, Plastering, Floor works, windows and Doors fitment) | 1,182,722.00 | Ongoing |
| 18. | Kalandini Secondary School | Completion of Administration Block with 6 offices including:  Principal's office, Deputy Principal's office, Secretary's office, Accounts clerk office, Staff room and Bursar's office (Painting, Plastering, Floor works, windows and Doors fitment) | 602,636.00 | On-going |
| 19. | Mbuni Secondary School | Completion of Administration Block with 6 offices including:  Principal's office, Deputy Principal's office, Secretary's office, Accounts clerk office, Staff room and Bursar's office (Painting, Plastering, Floor works, windows and Doors fitment) | 695,000.00 | On-going |
| 20. | Mukengesya Secondary School | Completion of Administration Block with 6 offices including:  Principal's office, Deputy Principal's office, Secretary's office, Accounts clerk office, Staff room and Bursar's office (Painting, Plastering, Floor works, windows and Doors fitment) | 1,100,000.00 | On-going |
| 21. | Matheini Secondary School | Completion of Administration Block with 6 offices including:  Principal's office, Deputy Principal's office, Secretary's office, Accounts clerk office, Staff room and Bursar's office (Painting, Plastering, Floor works, windows and Doors fitment) | 650,000.00 | On-going |
| 22. | Kyumbuni Secondary School | Completion of Administration Block with 6 offices including:  Principal's office, Deputy Principal's office, Secretary's office, Accounts clerk office, Staff room and Bursar's office (Painting, Plastering, Floor works, windows and Doors fitment) | 630,000.00 | On-going |
| 23. | Kayatta Secondary School | Completion of Administration Block with 6 offices including:  Principal's office, Deputy Principal's office, Secretary's office, Accounts clerk office, Staff room and Bursar's office (Painting, Plastering, Floor works, windows and Doors fitment) | 620,692.00 | Ongoing |
| 24. | St Francis of Assisi Secondary School | Construction of 2 No. Classrooms to completion | 1,825,000.00 | New |
| 25. | Itheuni Secondary School | Construction of 1 No. Classroom to completion | 930,000.00 | New |
| 26. | St. Joseph Katheka Secondary School | Construction of 2 No. Classrooms to completion | 1,825,000.00 | New |
| 27. | Mukaa SA Secondary school | Construction of Administration Block with 6 offices including:  Principal's office, Deputy Principal's office, Secretary's office, Accounts clerk office, Staff room and Bursar's office (Painting, Plastering, Floor works, windows and Doors fitment) | 2,540,000.00 | New |
| 28. | Mukaa SA Secondary school | Construction of 2 No. 8 door toilets for boys and girls to completion | 1,125,000.00 | New |
| 29. | Mwatati Secondary school | Construction of 1 No. Classroom to completion | 930,000.00 | New |
| 30. | Kalandini Secondary School | Renovation of 1 No. classroom to completion (Roofing, flooring, plastering, painting, windows and doors replacement) | 600,000.00 | New |
| 31. | St. Benedict Kimanza Secondary School | Construction of 2 No. Classrooms to completion | 1,825,000.00 | New |
|  |  | **Total** | **45,224,558.00** |  |
|  | **Security projects** |  |  |  |
| 1. | Kwa Mwaura Police Post | Construction of 4 Staff houses( Phase One)-Self-contained one bedroom houses | 2,000,000.00 | New |
| 2. | KBC Police Station | Purchase of Furniture for C.I.D (Criminal Investigation Department) Office (High back revolving chairs-4, Visitors chairs-14, High level cabinets-1, Low level cabinets-1, Office tables-3) | 300,000.00 | New |
| 3. | Kyeleni Police Post | Completion of 4 staff houses and office - Washrooms for cells, exterior ceiling for staff quarters and cell, armory door, metal grill at the reporting bay, Office 4 door toilet, Shelves at reporting counter, Kitchen sinks and kitchen manholes for staff quarters, Septic tank and soak pit, Staff quarters 2 door toilet | 1,654,140.00 | Ongoing |
| 4. | Nguluni AP Camp | Completion of 4 Bedsitter staff houses office and office (Electrical connection, Painting, Labeling) | 596,806.00 | Ongoing |
| 5. | Tala Administration Police( AP) Office | Purchase of a Computer for Administration Police C.I.P.U Department (Critical Infrastructure Protection Unit) | 60,000.00 | New |
|  |  | **Total** | **4,610,946.00** |  |
|  | **Other Projects** |  |  |  |
| 1. | Matungulu NG-CDF Office Furniture | Purchase of 2 Office Cabinets @ Kshs 70,000 and Visitors chair @ Kshs 30,000 | 100,000.00 | New |
| 2. | Matungulu NG-CDF Office Photocopier | Purchase of Office Photocopier with Printer @ Kshs270,000.00 | 270,000.00 | New |
| 3. | Matungulu Sub-County Education Office | Renovation 8 rooms of Sub-county education office. Renovation activities include:   * Demolition of Roof and Gable walls to pave way for new ring beam * Ring Beam and Gable walling * Roofing * Wall Plaster and painting * Installation of standard doors and windows | 725,000.00 | New |
|  |  | **Total** | **1,095,000.00** |  |
|  |  | **GRAND TOTAL** | **137,367,724.14** |  |

**MIN: 04/25/10/2019: KITULUNI PRIMARY SCHOOL PROJECT**

The FAM tabled a report on the on-going works at Kituluni Primary School whereby there were complaints from the PMC (Project Management Committee) that the classes were not standard in respect to their sizes. The Committee approved for a quantification of the works done by the Clerk of Works and the Contractor to be paid on the scope of work done to completion.

Further the Committee requested for a review of the bill of quantities grand summary in order for payment to the contractor to be done.

**MIN: 04/09/10/2019: A.O.B**

The Committee approved for a monthly stipend of 7,000(Seven Thousand Shillings Only) for any student on attachment who will be attached in the office.

There being no other business to transact for the day, the meeting ended at 3.30 p.m with a word of prayer from Reverend Mativo next meeting to be communicated

**Minutes Compiled By**,

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Florence Mukonyo Muia,

Secretary Dated: -----------------------

**Minutes Approved By,**

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David Kilonzo Mbuvi,

Chairman Dated: -----------------------