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|  **NG-CDF** |  **National Government Constituencies Development Fund**  **Kipipiri Constituency** P.O Box 25-20301 MIHARATI**Email**: cdfkipipiri@ngcdf.go.ke |

**MINUTES OF KIPIPIRI NG-CDF COMMITTEE VIRTUAL MEETING HELD ON 12TH OCTOBER,2021 AT 3:00PM**

**MEMBERS PRESENT**

1. FRANCIS N. KARUIRU CHAIRMAN
2. JOSEPH K. KAMIRI SECRETARY
3. JESEE N. MBUTHIA FAM
4. JANE W. MUTHANWA MEMBER
5. SIMON KAIBA MEMBERS
6. EDWIN CHABARI MEMBER
7. JOHN G. NJOROGE MEMBER
8. MOSES MACHARIA MEMBER

**AGENDA**

1. Preliminaries
2. Confirmation of the previous meeting minutes
3. Matters arising
4. Declaration of conflict of Interest
5. Re-allocation of Emergency Fund 2020/2021
6. FY 2021/2022 Proposal Project Proposal
7. Change of Activities
8. Payments.
9. A.O.B.

**MIN 01/12/10/2021**.**PRELIMINARIES**

The meeting was called to order at 3:15 PM by the Chairman by requesting the secretary to confirm the quorum after which he led with a word of prayers.

**MIN 02/12/10/2021: CONFIRMATION OF THE PREVIOUS MEETING MINUTES**

Minutes of the previous meeting was reviewed and confirmed as the true record of the deliberations as proposed by John Njoroge and seconded by Jane Muthanwa.

**MIN 03/12/10/2021: MATTERS ARISING**

There was no matters arising as the chairman mobilized members to concentrate with the Project Proposal agenda.

**MIN 04/12/10/2021.DECLARATION OF CONFLICT OF INTEREST**

No member declared a conflict of interest in the Items of the agenda to be discussed

**MIN 5/12/10/2021: RE-ALLOCATION OF EMERGENCY FUND**

FAM informed members that the FY 2020/2021 Emergency allocation of **Ksh 7,192,206** was not utilized during the year hence the need to re-allocate the same. It was agreed that amount be reallocated equitably with each ward getting an equal share. It was unanimously agreed that the unutilized FY 2020/2021 Emergency allocation of **Ksh 7,192,206** be reallocated to the under listed projects and FAM mandated to expedite the reallocation with the NG CDF Board.

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| **Project Name** | **Current Project Activity**  | **Current Allocation Kshs.** |
| Rironi assistant chiefs | construction to completion of a public 2-door toilet and a urinal | 300,000.00 |
| Michore assistant chief's office | construction to completion of a public 2-door toilet and a urinal | 300,000.00 |
| Ndemi primary school | Renovation to completion of administration block (re-roofing, internal and external finishes, ceiling and painting )@Ksh317,206 and renovation of 6 classrooms(plastering and reroofing)@Ksh1,125,000 | 1,442,206 |
| Mumui assistant chief's office | construction to completion of a public 2-door and urinal | 300,000.00 |
| Githioro secondary school | Construction to completion of 8-door toilets block and a urinal for boys @ ksh800,000, 8-door toilet block for boys@Ksh800,000 and a 2- door toilet block for staff @ksh 300,000 | 1,900,000.00 |
| Mubau Primary School | Renovation of the Administration Block to completion..i.e Fixing of metallic doors flooring internal and external finishes and painting. | 300,000.00 |
| kiambogo primary school | Construction to completion of 8 door toilet and a urinal for boys | 800,000.00 |
| Malewa location | construction to completion of a 4- roomed office @Ksh 1,050,000 for the chief and a 2-door public toilet @Ksh 300,000 | 1,350,000.00 |
| Bondeni primary school | Flooring of 4 classrooms @ Ksh400,000 and repair of an 8-door boys toilet block.@Ksh100,000 | 500,000.00 |
|  |  | **7,192,206.00** |

**MIN 7/12/10/2021: FY 2021/2022 PROJECT PROPOSAL**

Members were briefed that the FY 2021/2022 Allocation was **Ksh 137,088,879.**It was further agreed that priority be given to the ongoing projects after all the statutory deductions and other projects as per the Ward’s Public Participation forums report. After a lengthy deliberation, members unanimously agreed on the projects listed below and mandated the FAM to fast track the submission of the relevant soft copy and hard copy documents to NG CDF Board by 13th October,2021 to facilitate approval

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| **NG-CDF KIPIPIRI PROJECT PROPOSAL CODE LIST FOR F/Y 2021-2022**  |
| **Project Name** | **Original Cost Estimate (Kshs)** | **Cumulative Allocation (Kshs)** | **Current Project Activity**  | **Current Allocation (Kshs)** |  **Status** |
| **Administration and Recurrent Expenditure** |  |  |  |
|  |  |  |  |  |  |
| Employees’ Salaries | 2,550,000.00 | 0.00 | Payment of nine staff salaries | 2,550,000.00 | Ongoing |
| Employee Gratuity  | 450,000.00 | 0.00 | Payment of five staff gratuity  | 450,000.00 | Ongoing |
| Goods and Services | 2,125,332.74 | 0.00 | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence and office tea | 2,125,332.74 | Ongoing |
| NSSF | 100,000.00 | 0.00 | Payment of NSSF Deductions | 100,000.00 | Ongoing |
| NHIF | 100,000.00 | 0.00 | Payment of NHIF Deductions | 100,000.00 | Ongoing |
| Committee Expenses | 2,900,000.00 | 0.00 | Payment of Committee sitting allowances, transport and conferences | 2,900,000.00 | Ongoing |
| **Monitoring & Evaluation** |   |   |   |   |
| Goods and Services | 1,112,666.37 | 0.00 | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence | 1,112,666.37 | Ongoing |
| Committee Expenses | 1,600,000.00 | 0.00 | Payment of Committee sitting allowances, transport and conferences | 1,600,000.00 | Ongoing |
| CDFC/PMC Capacity Building | 1,400,000.00 | 0.00 | Undertake Training of the PMCs/NGCDFCs on NGCDF Related issues | 1,400,000.00 | Ongoing |
| **Emergency**  |   |   |   |   |
| Emergency  | 7,192,207.00 | 0.00 | To cater for any unforeseen occurrences in the constituency during the financial year  | 7,192,207.00 | Ongoing |
| **Bursary** |   |   |   |   |
| Bursary - Secondary School  | 23,371,585.73 | 0.00 | Payment of bursary to needy students | 23,371,585.73 | New |
| Bursary - Tertiary institutions (University and Colleges) | 12,000,000.00 | 0.00 | Payment of bursary to needy students | 12,000,000.00 | New |
| Bursary- Special schools | 1,000,000.00 | 0.00 | Payment of bursary to needy special students | 1,000,000.00 | New |
| Bursary vocational schools | 3,200,000.00 | 0.00 | Vocation training and issuance of License to 400 boda boda riders @ ksh8,000 | 3,200,000.00 | New |
| **Sports** |   |   |   |   |
| Sports | **2,741,777.58** | 0.00 | Holding five tournaments in the constituency. Four of the preliminary tournaments will be held in the four wards of Geta, Wanjohi, Githioro and Kipipiri and one final of the whole constituency. The participating teams to be awarded with uniforms and equipment i.e Organizing @800,000,Tournaments and Awards at Ksh 1,941,777.58 | **2,741,777.58** | New |
| **Environmental Projects** |  |   |  |   |
| Kipipiri police Station | 685,445.00 | 0.00 | Construction to completion of a 4-door toilet(including a PLWD unit) block with a urinal with a 1000 ltrs water tank and hand washing points | 685,442.58 | New |
| Geta Police Station | 685,445.00 | 0.00 | Construction to completion of a 4-door toilet block(including a PLWD unit) with a urinal with a 1000 ltrs water tank and hand washing points. | 685,445.00 | New |
| Turasha Police Station | 685,445.00 | 0.00 | Construction to completion of a modern 4-door toilet block (including a PLWD unit) with a urinal with a 1000 ltrs water tank and hand washing points. | 685,445.00 | New |
| Wanjohi Police Station | 685,445.00 | 0.00 | Construction to completion of a modern 4-door toilet block (including a PLWD unit) with a urinal with a 1000 ltrs water tank and hand washing points | 685,445.00 | New |
| **Primary School Projects** |   |   |   |   |
| Rutumo Primary School | 602,862.00 | 500,000.00 | Completion Of 8 Door Toilet i.e plastering, floor screed and painting. | 102,862.00 | ongoing |
| Gitwe Primary School | 2,815,770.00 | 2,389,000.00 | Completion Of 3 Classrooms i.e plastering, floor screed,iternal and external finishes | 426,770.00 | ongoing |
| Forest one primary school | 1,740,840.00 | 1,600,000.00 | Completion of 2 classrooms plastering, floor screed, and painting. | 140,840.00 | ongoing |
| Mara primary School  | 1,500,000.00 | 0.00 | Renovation to completion of 8 classrooms i.e.- re-roofing, fixing and replacement of damaged windows and doors, plastering ,fixing of new ceiling and painting. | 1,500,000.00 | New |
| kabati Primary School | 1,500,000.00 | 0.00 | Renovation to completion of 8 classrooms i.e.- re-roofing, fixing and replacement of damaged windows and doors, plastering ,fixing of new ceiling and painting. | 1,500,000.00 | New |
| Malewa Primary School | 1,500,000.00 | 0.00 | Renovation to completion of 8 classrooms i.e.- re-roofing, fixing and replacement of damaged windows and doors, plastering ,fixing of new ceiling and painting. | 1,500,000.00 | New |
| Kahiga Primary school | 2,600,000.00 | 0.00 | Construction to completion of 2 classrooms @Ksh 1,300,000 | 2,600,000.00 | New |
| Migaa Primary School | 830,560.00 | 500,000.00 | Completion Of 3 Classrooms.plastering,floor screed and painting. | 330,560.00 | ongoing |
| Gathiriga primary school | 997,640.00 | 800,000.00 | Completion Of 1 Classroom plastering, floor screed, internal and external finishes including painting. | 197,640.00 | ongoing |
| NJomo Primary School | 1,500,000.00 | 0.00 | Renovation to completion of 8 classrooms i.e.- re-roofing, fixing and replacement of damaged windows and doors, plastering ,fixing of new ceiling and painting. | 1,500,000.00 | New |
| 1,300,000.00 | 0.00 | Construction to completion Of 1 Classroom | 1,300,000.00 | New |
| St Peter's Primary School | 1,500,000.00 | 0.00 | Renovation to completion of 8 classrooms i.e.- re-roofing, fixing and replacement of damaged windows and doors, plastering ,fixing of new ceiling and painting. | 1,500,000.00 | New |
| Jura Primary School  | 1,500,000.00 | 0.00 | Renovation to completion of 8 classrooms - re-roofing, replacement of damaged windows and doors, plastering and fixing of new ceiling and painting. | 1,500,000.00 | New |
| Mikeu Primary School | 2,300,000.00 | 2,100,000.00 |  Completion of 2 classrooms Plastering, floor screed and painting | 200,000.00 | ongoing |
| Kagongo primary school | 950,000.00 | 800,000.00 | Completion of one classroom. Fixing of metal doors widows, plastering ,terrazzo floor and painting | 150,000.00 | ongoing |
| Kagongo Primary school | 1,500,000.00 | 0.00 | Renovation to completion of 8 classrooms i.e.- re-roofing, fixing and replacement of damaged windows and doors, plastering ,fixing of new ceiling and painting. | 1,500,000.00 | New |
| Kiambogo Primary school | 1,500,000.00 | 0.00 | Renovation to completion of 8 classrooms i.e.- re-roofing, fixing and replacement of damaged windows and doors, plastering ,fixing of new ceiling and painting. | 1,500,000.00 | New |
| Gathuthi Primary school | 1,500,000.00 | 0.00 | Renovation to completion of 8 classrooms i.e.- re-roofing, fixing and replacement of damaged windows and doors, plastering ,fixing of new ceiling and painting. | 1,500,000.00 | New |
| Gathuthi Primary school | 250,000.00 | 150,000.00 | Completion of 2 door Staff toilet including a PLWD unit. Internal and external finishes, hand wash basin, water closet and 500ltrs PVC tank | 100,000 | ongoing |
| Satima primary school | 1,500,000.00 | 0.00 | Renovation to completion of 8 classrooms i.e.- re-roofing, fixing and replacement of damaged windows and doors, plastering ,fixing of new ceiling and painting. | 1,500,000.00 | New |
| Wanjohi primary school | 1,500,000.00 | 0.00 | Renovation to completion of 8 classrooms i.e.- re-roofing, fixing and replacement of damaged windows and doors, plastering ,fixing of new ceiling and painting. | 1,500,000.00 | New |
| Murera-njau primary school | 1,500,000.00 | 0.00 | Renovation to completion of 8 classrooms i.e.- re-roofing, fixing and replacement of damaged windows and doors, plastering ,fixing of new ceiling and painting. | 1,500,000.00 | New |
| Ndiara primary school | 800,000.00 | 0.00 | Construction to completion of 8 -door toilet block (including a PLWD unit) for boys and a urinal . | 800,000.00 | New |
| Gichigirira primary school | 1,500,000.00 | 0.00 | Renovation to completion of 8 classrooms i.e.- re-roofing, fixing and replacement of damaged windows and doors, plastering ,fixing of new ceiling and painting. | 1,500,000.00 | New |
| Gaturubari Special Unit | 1,000,000.00 | 0.00 | Construction to completion of 1 Classroom for children living with disability (Land Available)  | 1,000,000.00 | New |
| Gatondo primary school | 800,000.00 | 0.00 | Construction to completion of 8-door toilet block (including a PLWD unit) for boys  | 800,000.00 | New |
| 800,000.00 | 0.00 | Construction to completion of 8-door toilet (including a PLWD unit) block for Girls. | 800,000.00 | New |
| 300,000.00 |   | Construction to completion of 2-door toilet for the staff (including a PLWD unit)  | 300,000.00 | New |
| Mwireri primary school | 1,874,390.00 | 1,600,000.00 | Completion of 2 classrooms Plastering, floor screed and painting | 274,390.00 | Ongoing |
| **Secondary School Projects** |   |   |   |   |
| Miharati Secondary School | 3,000,000.00 | 0.00 | Construction to completion and equipping of a 45 student Computer Laboratory | 3,000,000.00 | New |
| Malewa Secondary School | 1,170,000.00 | 800,000.00 | Completion of one classroom Roofing, fixing of metal doors, windows, plastering, terrazzo floor and painting. | 370,000.00 | Ongoing |
| Munyu-ini Mixed Secondary School | 300,000.00 | 0.00 | Construction to completion of a two door toilet (including a PLWD unit)with a urinal. | 300,000.00 | New |
| Malewa secondary School | 2,000,000.00 | 0.00 | construction to completion of Dining hall for 500 students capacity | 2,000,000.00 | New |
| Manunga Secondary School | 2,000,000.00 | 0.00 | construction to completion of Dining hall for 500 students. | 2,000,000.00 | New |
| Kabati mixed secondary | 2,000,000.00 | 0.00 | Construction to completion of the first phase of the Administration block ie sub-structure, super structure, fixing of metallic doors and windows and roofing. | 2,000,000.00 | New |
| Gathiriga Secondary School | 2,097,100.00 | 1,800,000.00 | Completion of 2 s Classrooms. Plastering, terrazzo floor and painting | 297,100.00 | ongoing |
| Githioro Secondary School | 4,500,000.00 | 2,000,000.00 | Completion and equipping of 45 capacity Science Laboratory. Internal and external finishes, plumbing and drainage works, gas installation and fabrication i.e benches and gas fumes and firefighting equipment. | 2,500,000.00 | ongoing |
| 100,000.00 | 0.00 | Purchase of installation of a 5000 litres PVC tank@Ksh55,000 guttering @Ksh15,000 and erection of a concrete base @Ksh 30,000 | 100,000.00 | New |
| Jura Secondary School | 4,500,000.00 | 3,000,000.00 | Completion and equipping of a 45 students science laboratory. Plumbing and drainage works, gas installation and fabrication i.e benches and gas fumes and firefighting equipment. | 1,500,000.00 | ongoing |
| Turasha Secondary School | 522,370.00 | 200,000.00 | Completion Of a 500 students Dining Hall ; Electricity Installation, Painting Flooring . | 322,370.00 | ongoing |
| Mahindu Secondary School | 4,500,000.00 | 3,000,000.00 | Completion and Equipping of a 45 students science Laboratory. Plumbing and drainage works, gas installation and fabrication i.e benches and gas fumes and firefighting equipment. | 1,500,000.00 | Ongoing |
| Turasha Secondary School | 3,000,000.00 | 0.00 | Construction to completion and equipping of a 45 students capacity Computer Laboratory. | 3,000,000.00 | New |
| Mawingo Secondary School | 4,500,000.00 | 0.00 | Construction to completion and equipping of a 45 students capacity Computer Laboratory. | 4,500,000.00 | New |
| Mikeu Secondary school | 2,100,000.00 | 0.00 | Completion of a 500 capacity multi-purpose hall. Veranda works, external pavements external and internal f painting works | 800,000.00 | ongoing |
| Kagongo secondary school | 2,600,000.00 | 2,100,000.00 | Completion of 8 door toilets for boys (including a PLWD unit)@Ksh 150,000, 8 door toilets for girls @Ksh 150,000 (including a PLWD unit) and one classroom@200,000. | 500,000.00 | ongoing |
| Geta Secondary school | 4,000,000.00 | 2,000,000.00 | Completion of boys 250 students storeyed dormitory.i.e. expansion of septic tank and land scaping. | 2,000,000.00 | ongoing |
| Marimu Secondary school | 3,000,000.00 | 0.00 | Construction to completion and equipping of a 45 students Computer Laboratory | 3,000,000.00 | new |
| Geta Secondary school | 800,000.00 | 0.00 | Construction of 8 door toilet block(including a PLWD unit) for girls to completion | 800,000.00 | new |
| Marimu Secondary school | 1,600,000.00 | 0.00 | Construction to completion of 8 door toilets block(including a PLWD unit) for girls @Ksh 800,000 and 8 door toilet for boys (including a PLWD unit@Ksh800,000. | 1,600,000.00 | new |
| Kianjogu Secondary school | 1,300,000.00 | 0.00 | Construction to completion of 1 classroom | 1,300,000.00 | new |
| Gatondo secondary school | 3,000,000.00 | 0.00 | Construction to completion and equipping of a 45 students Computer Laboratory | 3,000,000.00 | new |
| Wanjohi girls secondary school | 2,391,000.00 | 1,800,000.00 | Completion of 2 classrooms.plastering,floor screed and painting | 591,000.00 | ongoing |
| 5,000,000.00 | 2,000,000.00 | Completion of the 250 student storeyed dormitory. Roofing construction and covering, fixing of metallic doors and windows, internal and external finishes electrical and mechanical works including plumbing and drainage and septic pit | 3,000,000.00 | ongoing |
| Ndemi secondary School | 1,150,000.00 | 900,000.00 | Completion of 1 classroom. Plastering, terrazzo floor and painting works. | 250,000.00 | ongoing |
| **Security Projects** |   |   |   | New |
| DCC,s Office-Kipipiri | 450,000.00 | 0.00 | Portioning of the newly constructed office of the DCC into four rooms. | 450,000.00 | New |
| Rumwe Sub location assistant chiefs office | 600,000.00 | 0.00 | Purchase 0.5 acre of land  | 600,000.00 | New |
| Geta Sub-Location assistant chief office | 1,000,000.00 | 0.00 | Construction to completion of a 4-roomed assistant Chief’s office. Substructure work, roofing and Completion of assistant chief's office, fixing of doors and windows, electricity installation, plastering and painting, external keying and structural painting. | 1,000,000.00 | New |
| Kagongo Sub-Location assistant chief office | 600,000.00 | 0.00 | Purchase of 0.5 acre of Land  | 600,000.00 | New |
| Michore Assistant Chief Office | 1,000,000.00 | 700,000.00 | Completion of assistant chief's office i.e fixing of doors and windows, electricity installation, plastering and painting, external keying and structural painting.. | 300,000.00 | ongoing |
| Gatondo assistant chief's office | 1,000,000.00 | 700,000.00 | Completion of assistant chief's office i.e fixing of doors and windows, electricity installation, plastering and painting, external keying and structural painting. | 300,000.00 | Ongoing |
| **TOTAL** | **169,827,881.42** |  |   | **137,088,879.00** |   |

**MIN 8/12/10/2021: CHANGE OF ACTIVITIES-OCPD OFFICE**

**a.) OCPD Office Kipipiri**

FAM reported that there was confusion in the activities of the approved project. It was also reported that the PWO had done a BQ to correct the activities. It was agreed that the Change of activities be effected by correcting the anomalies/confusion through the NG CDF Board to allow utilization of the funds and the Building.

Kipipiri Officer Commanding Police Division Office

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| CURRENT ACTIVITY FY 2019/2020 | PROPOSED ACTIVITY |
| Completion of OCPD (3-rooms):Roofing of the leaking building, concrete walling for the cells and flooring the building Ksh 1,500,000. | Completion Works of the OCPD(3 rooms),concrete walling of the cells ,construction of elevated water tank stand, supply of water tank and construction of bio digester |
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**MIN 10/12/10/2021: PAYMENTS**

The NG CDFC approved the expenses incurred to undertake the under listed approved activities.

1. The M&E-inspection of projects by NG CDFC and NASC team Ksh100, 000.

2. Facilitative expenses during KRA training and other NG CDF office activities Ksh 50,000

3. NG CDFC meeting and M&E allowances amounting to Ksh 350,000

4. Miharati Filling station Ksh 50,000.

5.NG CDFC Projects Inspection and M&E expenses Ksh 307,000

**MIN 11/12/10/2021: A.O.B.**

There was no A.O.B.

**ADJOURNMENT**

There being no any other issue, the meeting ended at 5: 17.PM with a word of prayer from John Njoroge.

**Minutes Written By**

Joseph Kamiri **Date………………… Signature……………**

**Confirmed By**

Francis N. Karuiru **Date………………… Signature……………**