

NDARAGWA NGCDF COMMITTEE MEETING HELD ON 30/01/2024 AT THE
NGCDF BOARDROOM

PRESENT MEMBERS

- | | |
|--------------------|---------------|
| 1. STEPHEN GATHIRU | -CHAIRMAN |
| 2. RHODAH MWAI | -SECRETARY |
| 3. JOSPHAT MAINA | -MEMBER |
| 4. DANIEL GIKAARA | -MEMBER |
| 5. LOISE WAHU | -MEMBER |
| 6. CATHERINE NJERI | -MEMBER |
| 7. JOSEPH MATHENGE | -MEMBER |
| 8. AGNES MURIITHI | -MEMBER |
| 9. KIRAGU MWANGI | -FUND MANAGER |

AGENDAS

- PRAYERS AND PRELIMINARIES
- READING AND CONFIRMATION OF PREVIOUS MEETING MINUTES
- PROPOSAL
- BURSARIES
- PAYMENTS
- AOB

IN ATTENDANCE

1. WARIO BORU SUB-COUNTY EDUCATION OFFICER

SIGNED BY.



CHAIRMAN

SIGNED BY



SECRETARY

MIN NDA NGCDF 1/30/01/2024 –PRAYERS AND PRELIMINARIES

The meeting started with a word of prayers by Josphat Maina. The chairman welcomed members and thanked them for coming.

CONFLICT OF INTEREST

The agendas of the days meeting were introduced to members and were adopted by the members. On the same fund account manager requested that if anyone had any special interest on the agendas to declare. It was noted that there was no any special interest from the members

MIN NDA NGCDF 2/30/01/2024 READING AND CONFIRMATION OF PREVIOUS MEETING MINUTES

The secretary took member through the minutes of the previous meeting and were proposed by Joseph Mathenge and seconded by Agnes Muriithi as the true copy of the days deliberations . it was noted that there were no matters arising from the meeting.

MIN NDA NGCDF 3/30/01/2024 –PROPOSAL

The fund account manager took members through various regulations that have come up during the period that has necessitated the committee to resend the proposal.

- **KEY HIGHLIGHTS**
- COC repealed, it will no longer be part of the proposal
- Sports as a project repealed it will no longer be part of the proposal
- Environment substituted with Climate change mitigation with a ceiling of up to 5%
- Bursary ceiling up to 40% . Activities to be included are School Social programs that will be guided by Board guidelines and circular.
- ICT hubs to be allocated a ceiling of 3% to include the operational cost and recurrent for the ICT Hubs.

It was noted that the bursary had been increased from 55 milion that had been allocated earlier on to Kshs 60 million among other changes

It was also noted that the board had agreed that we include the junior secondary school grant in our proposal. The means that the budget for junior secondary school (JSS) would be Ksh 14,815,066.00 members agreed that they would allocate Kshs 15,000,000 for the JSS program

After deliberations members agreed that the following schools to be considered for JSS classes

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CHAIRMAN

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SECRETARY

Ndaragwa Constituency Allocation

Members were informed of the allocation for the financial year 2023/24 for Ndaragwa NGCDF was as follow

Allocation for the constituency	166,593,720.00
Junior secondary schools grant	<u>7,407,533.00</u>
Grand total for the constituency	<u>174,001,253.00</u>

RESOLUTION:

The committee deliberated on the proposal for the financial year 2-23/2024 and approved for funding for the following that includes, matching funding of Junior secondary schools, climate change and the budget for administration and Monitoring and evaluation that are annexed below the proposal

Project Number	Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
Administration & Recurrent Expenditure						
	Maintenance Expenses - Motor Vehicles	Payment of Maintenance Expenses - NGCDFC Motor Vehicles (GKC 349A Toyota Land Cruiser)	200,000.00		200,000.00	New
	Maintenance of Buildings and Stations	Payment of Maintenance of Buildings and Stations - Non-Residential	100,000.00		100,000.00	New
	Accommodation - Domestic Travel	Payment of accommodation on domestic travel	150,000.00		150,000.00	New
	Bank service commission and charges	Payment of Bank service commission and charges	20,000.00		20,000.00	New
	Casual labour and Internship	Payment of Basic Wages to 3 interns	60,000.00		60,000.00	New

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Project Number	Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
	Catering Services (receptions), Accommodation, Gifts, Food and Drinks	Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks	250,000.00		250,000.00	New
	Contracted Guards and Cleaning Services	Payment of Contracted Guards and Cleaning Services	300,000.00		300,000.00	New
	Contractual employees	Payment of Basic salaries for 12 staff	2,574,000.00		2,574,000.00	New
	Courier and Postal Services	Payment of Courier and Postal Services	15,000.00		15,000.00	New
	Daily Subsistence allowance	Payment of Daily Subsistence Allowance	100,000.00		100,000.00	New
	Electricity	Payment of Electricity charges	50,000.00		50,000.00	New
	General Office Supplies (papers, pencils, forms, small office equipment.	Purchase of General Office Supplies (papers, pencils, forms, small office equipment)	693,461.20		693,461.00	New
	Gratuity-contractual employees	Payment of gratuity to 12 current staff at Kshs.797,940 and 10 outgoing staff at Kshs.1,663,027	2,460,967.00		2,460,967.00	New
	Housing Levy	Payment of Housing Levy for 12 NG-CDFC staff	44,715.00		44,715.00	New
	Leave allowance	Payment of Leave allowances to 12 staff	44,000.00		44,000.00	New
	Maintenance of Office Furniture and Equipment	Payment of Maintenance of Office Furniture and Equipment	50,000.00		50,000.00	New
	Motor Vehicle Insurance	Payment of Motor Vehicle Insurance (GKC 349A Toyota Land Cruiser)	350,000.00		350,000.00	New
	NGCDFC allowance	Payment of NGCDFC allowance charges	1,128,000.00		1,128,000.00	New
	NITA	Employer contribution to NITA for 12 staff	7,800.00		7,800.00	New

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SECRETARY

Project Number	Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
	NSSF	Employer contribution to NSSF for 12 staff	130,680.00		130,680.00	New
	Other committee expenses	Payment of Other committee expenses	600,000.00		600,000.00	New
	Other Fuels (wood, charcoal, cooking gas)	Payment of of other fuels (wood, charcoal, cooking gas expenses	10,000.00		10,000.00	New
	Sanitary and Cleaning Materials, Supplies and Services	Purchase of Sanitary and Cleaning Materials, Supplies and Services	30,000.00		30,000.00	New
	Supplies and Accessories for Computers and Printers	Purchase of Supplies and Accessories for Computers and Printers	100,000.00		100,000.00	New
	Telephone, Telex, Facsimile and Mobile Phone Service	Payment of Telephone expenses	100,000.00		100,000.00	New
	Transport allowance	Payment of Transport allowances to 12 staff	407,000.00		407,000.00	New
	Water & sewerage charges	Payment of Water & sewerage charges	20,000.00		20,000.00	New
Emergency						
	Emergency	To cater for any unforeseen occurrences in the constituency during the financial year	8,768,091.00		8,768,091.00	New
Bursary						
	Bursary Secondary Schools	Payment of bursary to needy students in secondary schools	35,000,000.00		35,000,000.00	New
	Bursary Special Institutions	Payment of bursary to needy students in special schools	1,500,000.00		1,500,000.00	New
	Bursary Tertiary Institutions	Payment of bursary to needy students in tertiary institutions	23,500,000.00		23,500,000.00	New
MONITORING,EVALUATION AND CAPACITY BUILDING (3%)						

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SECRETARY

Project Number	Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
	Accommodation Allowance	Payment of Accommodation Allowance of NGCDFC, National Government officers and PMC	460,000.00		460,000.00	New
	Catering Services (receptions), Accommodation, Gifts, Food and Drinks	Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks	400,000.00		400,000.00	New
	General Office Supplies (papers, pencils, forms, small office equipment etc)	Purchase of General Office Supplies (papers, pencils, forms, small office equipment)	207,811.60		207,811.00	New
	Hire of Training Facilities and Equipment	Hire of Training Facilities and Equipment	300,000.00		300,000.00	New
	NGCDFC allowance	Payment of NGCDFC allowance	1,560,000.00		1,560,000.00	New
	Other committee expenses	Payment of Other committee expenses	520,000.00		520,000.00	New
	Refined Fuels and Lubricants for Transport	Purchase of Refined Fuels and Lubricants for Transport of GK vehicles	1,000,000.00		1,000,000.00	New
	Telephone, Telex, Facsimile and Mobile Phone Service	Payment of Telephone expenses	100,000.00		100,000.00	New
	Remuneration of Instructors and Contract Based Training Services	Payment of Instructors and Contract Based Training Services	150,000.00		150,000.00	New
	Travel Allowance on training	Payment of Travel Allowance of NGCDFC, National Government officers and PMC	300,000.00		300,000.00	New
CLIMATE MITIGATION PROJECTS 5						

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Project Number	Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
	kiharo primary school	Purchase of trees for 1000 tree seedlings at 50,000 and Construction to completion of a water tank platform Kshs. 50,000, purchase of a water tank 10,000 liters Kshs.100,000 and installation of gutters in 4 classrooms both sides Kshs.70,000, water piping and fixing Kshs.30,000 to maintain the trees .	300,000.00		300,000.00	New
	mithuri primary school	Purchase of trees for 1000 tree seedlings at 50,000 and Construction to completion of a water tank platform Kshs. 50,000, purchase of a water tank 10,000 liters Kshs.100,000 and installation of gutters in 4 classrooms both sides Kshs.70,000, water piping and fixing Kshs.30,000 to maintain the trees .	300,000.00		300,000.00	New
	uruku primary school	Purchase of trees for 1000 tree seedlings at 50,000 and Construction to completion of a water tank platform Kshs. 50,000, purchase of a water tank 10,000 liters Kshs.100,000 and installation of gutters in 4 classrooms both sides Kshs.70,000, water piping and fixing Kshs.30,000 to maintain the trees .	300,000.00		300,000.00	New
	makereka primary school	Purchase of trees for 1,000 tree seedlings at 50,000 and Construction to completion of a water tank platform Kshs. 50,000, purchase of a water tank 10,000 liters Kshs.100,000 and installation of gutters in 4 classrooms both sides Kshs.70,000, water piping and fixing Kshs.30,000 to maintain the trees .	300,000.00		300,000.00	New

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Project Number	Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
PRIMARY SCHOOL PROJECTS						
	Baari primary School	Construction Of an Administration Office To Completion with Head Teacher, Deputy, Staffroom, And Secretary Office	3,000,000.00		3,000,000.00	New
	Michinda Boarding primary school	Construction of one classroom to completion including tiling	1,500,000.00		1,500,000.00	New
	subuku primary school	Renovation to completion of 4 classrooms: Tillig, velander, plaster, painting, doors, window panes, Electrical conduiting Kshs.2,000,000	2,000,000.00		2,000,000.00	New
	kahindu primary school	Renovation to completion of two classrooms: Floor tiling, velander, plastering painting and installation of doors , windows, window panes and electrical conduiting .	1,200,000.00		1,200,000.00	New
	Ngaindeithia primary school	Renovation to completion of five classrooms: Tilling, plastering, painting, construction of velander Kshs.2,500,000 roof painting of 5 classrooms 400,000, electrical works and wiring for 5 classrooms Kshs.500,000	3,400,000.00		3,400,000.00	New
	olobolosat primary school	Renovation to completion of 4 classrooms: Floor tiling, velander, installation of doors and windows, panes, plastering, painting electrical conduiting.	2,000,000.00		2,000,000.00	New
	Kimaru primary school	renovation to completion by replacement of roofing ironsheets for two classrooms Kshs.500,000 and renovation to completion of five (5) rooms of administration block (painting, tiling, replacement of	1,750,000.00		1,750,000.00	New

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Project Number	Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
		ironsheets, facelifting-outside(keying), 750,000 ,renovation to completion of two classrooms, tiling painting and window panes Kshs.500,000				
	gakoe primary school	Renovation to completion of 3 classrooms: Floor tiling, velander, installation of doors and windows, window panes, plastering, painting electrical conduiting.	1,500,000.00		1,500,000.00	New
	kiriogo primary school	construction to completion of a four door and a urinal staff toilet. including one chamber for Persons With Disabilities	850,000.00		850,000.00	New
	kamburaini primary school	Additional funds for additional works on construction to completion of one classroom build in 2022/23 FY.: reinforcement of ground beam due to unstable ground.	1,560,000.00	1,300,000.00	260,000.00	ongoing
	kiandegde primry school	renovation to completion by re-roofing including trusses to one classroom Kshs.250,000 Renovation to completion of four classrooms, repairing of the velander, tiling, painting, electrcal works, window panes and roof replacement. 2,000,000	2,250,000.00		2,250,000.00	New
	Nyonjoro Primary School	Construction of one classroom to completion including tiling	1,500,000.00		1,500,000.00	New
	kametha primary school	Renovation to completion of 3 classrooms: Floor tiling, velander, installation of doors and windows, plastering, painting, conduiting.	1,500,000.00		1,500,000.00	New

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Project Number	Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
	subego primary school	Construction Of an Administration Office To Completion with Head Teacher, Deputy, Boardroom, Staffroom, And Secretary Office	3,000,000.00		3,000,000.00	New
	pondo primary school	construction to completion of an 10 door toilet for girls with one chamber catering for Persons With Disabilities.	1,500,000.00		1,500,000.00	New
	Simbara primary school	construction to completion of an 10 door toilet for girls including one chamber for Persons With Disabilities.	1,500,000.00		1,500,000.00	New
JSS PROJECTS-NGCDF						
JSS	ritaya primary school	Construction of one classroom to completion including tiling - to accommodate JSS students	1,500,000.00		1,500,000.00	New
JSS	kariki primary school	Construction of two classroom to completion including tiling - to accommodate JSS students	3,000,000.00		3,000,000.00	New
JSS	Nyakinyua primary school	Construction of one classroom to completion including tiling - to accommodate JSS students	1,500,000.00		1,500,000.00	New
JSS	mutiumwe primary school	renovations of three classrooms to completion; (plastering, windows ,doors, tiling and painting - to accommodate JSS students	1,500,000.00		1,500,000.00	New
JSS	murichu primary school	Additional funds to complete Construction of two classroom ; plastering one class (- to accommodate JSS students)	92467		92467	New
SECONDARY SCHOOL PROJECTS						
	Raichiri secondary	Construction of a dining hall to completion to cater for 300 students	3,500,000.00		3,500,000.00	New

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Project Number	Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
	mwihangia secondary school	construction to completion of an 8 door toilet, two urinal with tiles on the outer walls . One of the doors to cater for Persons With Disabilities.	1,500,000.00		1,500,000.00	New
	Ndaragwa boys secondary school	construction of twelve door toilet block to completion with a persons with disability chamber and a tiled urinal on each side of the outer wall	2,500,000.00		2,500,000.00	New
	Kihuha secondary school	construction of a classroom to completion with tiling	1,500,000.00		1,500,000.00	New
	Mukoe secondary school	Construction Of an Administration Office To Completion with Head Teacher, Deputy, Boardroom, Staffroom, And Secretary Office	3,500,000.00		3,500,000.00	New
	Pondo secondary school	purchase of a 51 seater school bus for pondo secondary school (HINO FC3JLPA-ANXCKD from Japan assembled in Kenya as per government contract)	11,680,000.00		11,680,000.00	New
SECURITY PROJECTS						
	Karai chiefs office	construction to completion of a chiefs office (Chiefs Office, Secretary, and Board Room.) 2,500,000 and construction to completion of a public three door toilet Kshs.750,000 with one unit for persons living with disability	3,250,000.00		3,250,000.00	New

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Project Number	Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
	Kihara police post	Additional funds for additional works for the construction of Kihara police post (funded 2022-23); reinforcement of the foundation due to unstable ground ksh350,000 Electrical installations to the police post ksh150,000	4,000,000.00	3,500,000	500,000.00	ongoing
	Kihara police post	ground leveling of (75MTRS x 15MTRS) INCLUDING removal of tree stumps, heavy bush clearing and cut away of debries ksh500,000	500,000		500,000.00	New
	Mwangaza chiefs office	construction to completion of a three door and a urinal staff toilet. including one chamber for Persons With Disabilities.	900,000.00		900,000.00	New
	Karuri assistant chiefs office	construction to completion of a three door and a urinal staff toilet. including one chamber for Persons With Disabilities.	800,000.00		800,000.00	New
	KIRIOGO CHIEFS OFFICE	construction to completion of a three door and a urinal staff toilet. including one chamber for Persons With Disabilities.	900,000.00		900,000.00	New
	Ngawa assistant chiefs office	construction to completion of a three door and a urinal staff toilet. including one chamber for Persons With Disabilities.	800,000.00		800,000.00	New
OTHER PROJECT						
	motor bike	purchase of a office motorbike for the clerk of works for project inspection motor cycle trail - yamaha xtz-125 as per government contract	556,000.00		556,000.00	New

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Project Number	Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
	rural electrification and renewable energy corporation	martching program from rural electrification andrenewable energy corporation for Regetet village (tx34785), Chepalungu village (s/s34275), muruai (TX35856), Kiharo village	10,000,000.00		10,000,000.00	New
	NGCDF OFFICE HALL	additional fund for construction to completion of the the ngcdf 700 capacity hall ; additional works on reinforcement of foundation due to unstable grouds, extension of three offices outside the hall to create enough space within the hall	5,900,000.00	3,400,000.00	2,500,000.00	ongoing
	OFFICE PRINTER	PURCHASE OF A MULTIPURPOSE OFFICE PRINTER /COPPIER/scannner	120,000.00	-	120,000.00	New
ICT HUB						
	ICT HUB - KIRIITA	RECURRENT AND OPERATIONAL COST FOR THE ICT HUB				
		General Office Supplies (Papers, Pencils, Forms, Small Office Equipment etc.)	123,728		123,728	New
		Supplies and Accessories for Computers and Printers	100,000.00		100,000.00	New
		Telephone, Telex, Facsmile and Mobile Phone Service	30,000.00		30,000.00	New
		Internet Connections	20,000.00		20,000.00	New
		Maintenance of Office Furniture and Equipment	50,000.00		50,000.00	New
TOTAL			171,293,720.00	4,700,000.00	166,593,720.00	
MINISTRY GRANT						

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Project Number	Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
JSS	Murichu primary school	Construction of two classroom to completion including tiling - to accommodate JSS students	3,000,000.00		2,907,533.00	New
JSS	Wangui primary	renovations of three classrooms to completion (plastering, windows ,doors, tiling and painting - to accommodate JSS students	1,500,000.00		1,500,000.00	New
JSS	Kaheho primary school	renovations of four classrooms to completion (plastering, windows ,doors, tiling and painting 2,000,000 and roof replacement to the four classes - to completion 1,000,000 - to accommodate JSS students	3,000,000.00		3,000,000.00	New
			7,407,533.00	~	7,407,533.00	
TOTAL			178,793,720.00	4,700,000.00	174,001,253.00	

Summary

ONGOING PROJECT

FY	Project Name	Entire Scope of the projects	Initial Approved Activities	Pending Activities Requiring Funding	Contract Sum/ Estimated Cost (Kshs.)	Cumulative allocation to the project (Kshs.)		Balance to complete
						FY	Amount Allocated	
2022/23	NGCDF OFFICE HALL	Extension Of NGCDF hall and three offices	Extension Of NGCDF Office To Accommodate 700 Pax	additional fund for construction to completion of the the NGCDF 700 capacity hall ; additional works on reinforcement of foundation due to unstable grounds, extension three offices outside the hall to	5.900,000	22/23	3400,000	2,500,000

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FY	Project Name	Entire Scope of the projects	Initial Approved Activities	Pending Activities Requiring Funding	Contract Sum/ Estimated Cost (Kshs.)	Cumulative allocation to the project (Kshs.)		Balance to complete
						FY	Amount Allocated	
				create enough space within the hall				
2022/23	Kihara police post	Construction of an police	Construction of an police post to completion	Additional funds for additional works for the construction of Kihara police post (funded 2022-23); reinforcement of the foundation due to unstable ground ksh350,000 Electrical installations to the police post ksh150,000	4,000,000	2022/23	3,500,000	500,000
2022/23	Kamburaini primary school	Construction Of A Class Room	Construction Of One Classroom To Completion	Additional funds for additional works on construction to completion of one classroom build in 2022/23 FY.: reinforcement of ground beam due to unstable ground	1560,000	2022/23	1,300,000	260,000
TOTAL					7,460,000		3660,000	2,760,000

CONSIDERATION OF JUNIOR SECONDARY MATCHING FUNDS WITH THE MINISTRY

The manager also reminded members of the Boards circular dated 16th October, 2023 on the match funding with the Ministry of Education on infrastructure development of junior secondary schools. Members were informed that the Ministry allocated 7,407,533.00 and the committee is required to match the allocation a shilling for a shilling.ie Kshs 7,407,533.00 totaling to 14,815,066.00

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In consultation with the Sub county education officer who attended the meeting, members proposed that the funding be channelled towards the following projects The projects were incorporated in the main project listings

Members agreed that the funds to be topped to Kshs 15,000,000

Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
FUNDING BY NG-CDF COMMITTEE					
ritaya primary school	Construction of one classroom to completion including tiling - to accommodate JSS students	1,500,000.00		1,500,000.00	New
kariki primary school	Construction of two classroom to completion including tiling - to accommodate JSS students	3,000,000.00		3,000,000.00	New
Nyakinyua primary school	Construction of one classroom to completion including tiling - to accommodate JSS students	1,500,000.00		1,500,000.00	New
mutiumwe primary school	renovations of three classrooms to completion; (plastering, windows ,doors, tiling and painting - to accommodate JSS students	1,500,000.00		1,500,000.00	New
murichu primary school	Additional funds to complete Construction of two classroom ; plastering one class (- to accommodate JSS students)	92,467.00		92,467.00	New
TOTAL		7,592,467		7,592,467	
FUNDING BY THE MINISTRY OF EDUCATION					

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murichu primary school	Construction of two classroom to completion including tiling - to accommodate JSS students	3,000,000.00		2,907,533.00	New
wangui primary	renovations of three classrooms to completion (plastering, windows ,doors, tiling and painting - to accommodate JSS students	1,500,000.00		1,500,000.00	New
kaheho primary school	renovations of four classrooms to completion (plastering, windows ,doors, tiling and painting 2,000,000 and roof replacement to the four classes - to completion 1,000,000 - to accommodate JSS students	3,000,000.00		3,000,000.00	New
TOTAL		7,407,533.00		7,407,533.00	

Ward summary

Central

Project Name		Project Activity	Amount Allocated	Current Status
kiharo primary school	central	Construction to completion of a water tank platform Kshs.50,000, purchase of a water tank 10,000 liters Kshs.100,000 and installation of gutters in 4 classrooms both sides Kshs.120,000, water piping and fixing Kshs.30,000	300,000.00	New
uruku primary school	central	Construction to completion of a water tank platform Kshs.50,000, purchase of a water tank 10,000 liters Kshs.100,000 and installation of gutters in 4 classrooms both sides Kshs.120,000, water piping and fixing Kshs.30,000	300,000.00	New
makereka primary school	central	Construction to completion of a water tank platform Kshs.50,000, purchase of a water tank 10,000 liters Kshs.100,000 and installation of gutters in 2 classrooms both sides Kshs.120,000, water piping and fixing Kshs.30,000	300,000.00	New
subuku primary school	central	Renovation to completion of 4 classrooms: Tillig, velander, plaster, painting, doors, window panes, Electrical conduiting Kshs.2,000,000	2,000,000.00	New

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kiriogo primary school	central	construction to completion of a four door and a urinal staff toilet. including one chamber for Persons With Disabilities	850,000.00	New
kamburaini primary school	central	Additional funds for additional works on construction to completion of one classroom build in 2022/23 FY.: reinforcement of ground beam due to unstable ground.	260,000.00	ongoing
Nyonjoro Primary School	central	Construction of one classroom to completion including tiling	1,500,000.00	New
subego primary school	central	Construction Of an Administration Office To Completion with Head Teacher, Deputy, Boardroom, Staffroom, And Secretary Office	3,000,000.00	New
Karik i primary school	central	Construction of two classroom to completion including tiling - to accommodate JSS students	3,000,000.00	New
mutiumwe primary school	central	renovations of three classrooms to completion; (plastering, windows ,doors, tiling and painting - to accommodate JSS students	1,500,000.00	New
murichu primary school	central	Additional funds to complete Construction of two classroom ; plastering one class (- to accommodate JSS students)	92,467.00	New
ndaragwa boys secondary school	central	construction of twelve door toilet block to completion with a persons with disability chamber and a tiled urinal on each side of the outer wall	2,500,000.00	New
kihara police post	central	Additional funds for additional works for the construction of Kihara police post (funded 2022-23); reinforcement of the foundation due to unstable ground ksh350,000 Electrical installations to the police post ksh150,000 ground leveling of (75MTRS x 15MTRS) INCLUDING removal of tree stumps, heavy bush clearing and cut away of debris ksh500,000	1,000,000.00	ongoing
mwangaza chiefs office	central	construction to completion of a three door and a urinal staff toilet. including one chamber for Persons With Disabilities.	900,000.00	New
KIRIOGO CHIEFS OFFICE	central	construction to completion of a three door and a urinal staff toilet. including one chamber for Persons With Disabilities.	900,000.00	New
murichu primary school	central	Construction of two classroom to completion including tiling - to accommodate JSS students	2,907,533.00	New
wangui primary	central	renovations of three classrooms to completion (plastering, windows ,doors, tiling and painting - to accommodate JSS students	1,500,000.00	New

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Kiriita ward

Project Name		Project Activity	Amount Allocated	Current Status
Baari primary School	kiriita	Construction Of an Administration Office To Completion with Head Teacher, Deputy, Boardroom, Staffroom, And Secretary Office	3,000,000.00	New
Michinda Boarding primary school	kiriita	Construction of one classroom to completion including tiling	1,500,000.00	New
kimaru primary school	kiriita	renovation to completion by replacement of roofing iron sheets for two classrooms Kshs.500,000 and renovation to completion of five (5) rooms of administration block (painting, tiling, replacement of iron sheets, face-lifting-outside(keying), 750,000 ,renovation to completion of two classrooms, tiling painting and window panes Kshs.500,000	1,750,000.00	New
ritaya primary school	kiriita	Construction of one classroom to completion including tiling - to accommodate JSS students	1,500,000.00	New
mukoe secondary school	kiriita	Construction Of an Administration Office To Completion with Head Teacher, Deputy, Boardroom, Staffroom, And Secretary Office	3,500,000.00	New

Leshau pondo

Project Name		Project Activity	Amount Allocated	Current Status
mithuri primary school	leshau pondo	Construction to completion of a water tank platform Kshs.50,000, purchase of a water tank 10,000 liters Kshs.100,000 and installation of gutters in 4 classrooms both sides Kshs.120,000, water piping and fixing Kshs.30,000	300,000.00	New
Ngaindeithia primary school	leshau pondo	Renovation to completion of five classrooms: Tilling, plastering, painting, construction of velander Kshs.2,500,000 roof painting of 5 classrooms 400,000, electrical works and wiring for 5 classrooms Kshs.500,000	3,400,000.00	New
kiandege primry school	leshau pondo	renovation to completion by re-roofing including trusses to one classroom Kshs.250,000 Renovation to completion of four classrooms,	2,250,000.00	New

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		repairing of the velander, tiling, painting, electrical works, window panes and roof replacement. 2,000,000		
pondo primary school	leshau pondo	construction to completion of an 10 door toilet for girls with one chamber catering for Persons With Disabilities.	1,500,000.00	New
Nyakinyua primary school	leshau pondo	Construction of one classroom to completion including tiling - to accommodate JSS students	1,500,000.00	New
Raichiri secondary	leshau pondo	Construction of a dining hall to completion to cater for 300 students	3,500,000.00	New
pondo secondary school	leshau pondo	purchase of a 51 seater schoolbus for pondo secondary school (HINO FC3JLPA-ANXCKD from Japan assembled in kenya as per government contract)	11,680,000.00	New
Karai chiefs office	leshau pondo	construction to completion of a chiefs office (Chiefs Office, Secretary, and Board Room.) 2,500,000 and construction to completion of a public three door toilet Kshs.750,000 with one unit for persons living with disability	3,250,000.00	New
Ngawa assistant chiefs office	leshau pondo	construction to completion of a three door and a urinal staff toilet. including one chamber for Persons With Disabilities.	800,000.00	New

Project Name		Project Activity	Amount Allocated	Current Status
kahindu primary school	shamata	Renovation to completion of two classrooms: Floor tiling, velander, plastering painting and installation of doors , windows, window panes and electrical conduiting .	1,200,000.00	New
olobolosat primary school	shamata	Renovation to completion of 4 classrooms: Floor tiling, velander, installation of doors and windows, panes, plastering, painting electrical conduiting.	2,000,000.00	New
gakoe primary school	shamata	Renovation to completion of 3 classrooms: Floor tiling, velander, installation of doors and windows, window panes, plastering, painting electrical conduiting.	1,500,000.00	New
kametha primary school	shamata	Renovation to completion of 3 classrooms: Floor tiling, velander, installation of doors and windows, plastering, painting, conduiting.	1,500,000.00	New
Simbara primary school	shamata	construction to completion of an 10 door toilet for girls including one chamber for Persons With Disabilities.	1,500,000.00	New

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mwihiangia secondary school	shamata	construction to completion of an 8 door toilet, two urinal with tiles on the outer walls . One of the doors to cater for Persons With Disabilities.	1,500,000.00	New
kihuha secondary school	shamata	construction of a classroom to completion with tiling	1,500,000.00	New
karuri assistant chiefs office	shamata	construction to completion of a three door and a urinal staff toilet. including one chamber for Persons With Disabilities.	800,000.00	New
kaheho primary school	shamata	renovations of four classrooms to completion (plastering, windows ,doors, tiling and painting 2,000,000 and roof replacement to the four classes - to completion 1,000,000 - to accommodate JSS students	3,000,000.00	New

PRESENTATION OF THE BUDGET FOR ADMINISTRATION AND MONITORING

The manager informed members of the various statutory ceilings as provided for in the Act and as guided by the Board. The manager highlighted the following to members as conditions given by the Board;

- Committee to provide a detailed budget with clear breakdown on each component to justify allocation for the administration and recurrent expenditure, Monitoring and Evaluation/Capacity building
- The committee to factor in the Housing Levy as guided
- The committee to factor in the new rates of NSSF as guided

Budget on administration and recurrent expenditure

EXPENDITURE ITEMS

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Description		Scale	Number	Rate	Total Amount pm	Total Amount pa	Total Amount pa
Contractual Employees							
Accounts Assistant		CSG 11	1	26,500.00	26500	291,500.00	291,500.00
Clerk of Works		CSG 11	1	26,500.00	26500	291,500.00	291,500.00
Records Management Assistant		CSG 11	1	33,500.00	33500	368,500.00	368,500.00
clerical officer		CSG 11	1	20,000.00	20000	220,000.00	220,000.00
Driver		CSG 14	1	20,000.00	20000	220,000.00	220,000.00
office assistant		CSG 14	1	18,500.00	18500	203,500.00	203,500.00
office receptionist		CSG 14	1	24,500.00	24500	269,500.00	269,500.00
Field Officer		CSG 14	1	11,500.00	11500	126,500.00	126,500.00
Field Officer		CSG 14	1	11,500.00	11500	126,500.00	126,500.00
Field Officer		CSG 14	1	11,500.00	11500	126,500.00	126,500.00
Field Officer	.	CSG 14	1	11,500.00	11500	126,500.00	126,500.00
watchman		CSG 14	1	18,500.00	18500	203,500.00	203,500.00
			11			2,574,000	2,574,000
Casual Labour and Internship			1	10,000	10,000	60,000.00	60,000
			1			60,000.00	60,000
nita						7,800.00	7,800.00
			1			7,800.00	7,800.00
House Allowance							
Accounts Assistant		CSG 11	1	-	0		0
Clerk of Works		CSG 11	1	-	0		0
Records Management Assistant		CSG 11	1	-	0		0
clerical officer		CSG 11	1		0		0
Driver		CSG 14	1	-	0		0
office assistant		CSG 14	1	-	0		0
office receptionist		CSG 14	1	-	0		0
Field Officer		CSG 14	1	-	0		0
Field Officer		CSG 14	1	-	0		0

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Field Officer		CSG 14	1	-	0		0
Field Officer		CSG 14	1	-	0		0
watchman		CSG 14	1	-	0		0
			7				0
Transport Allowance							
Accounts Assistant		CSG 11	1	5,000.00	5000	55,000.00	55000
Clerk of Works		CSG 11	1	5,000.00	5000	55,000.00	55000
Records Management Assistant		CSG 11	1	5,000.00	5000	55,000.00	55000
clerical officer		CSG 11	1	4,000.00	4000	44,000.00	44000
Driver		CSG 14	1	4,000.00	4000	44,000.00	44000
office assistant		CSG 14	1	2,000.00	2000	22,000.00	22000
office receptionist		CSG 14	1	2,000.00	2000	22,000.00	22000
Field Officer		CSG 14	1	2,000.00	2000	22,000.00	22000
Field Officer		CSG 14	1	2,000.00	2000	22,000.00	22000
Field Officer		CSG 14	1	2,000.00	2000	22,000.00	22000
Field Officer		CSG 14	1	2,000.00	2000	22,000.00	22000
watchman		CSG 14	1	2,000.00	2,000.00	22,000.00	22000
						407,000	407,000
Leave Allowance							
Accounts Assistant		CSG 11	1	5,000.00	5,000	5,000.00	5,000
Clerk of Works		CSG 11	1	5,000.00	5,000	5,000.00	5,000
Records Management Assistant		CSG 11	1	5,000.00	5,000	5,000.00	5,000
Driver		CSG 14	1	3,000.00	3,000	3,000.00	3,000
clerical officer		CSG 14	1	3,000.00	3,000	3,000.00	3,000
office assistant		CSG 14	1	3,000.00	3,000	3,000.00	3,000
office receptionist		CSG 11	1	5,000.00	5,000	5,000.00	5,000
Field Officer		CSG 14	1	3,000.00	3,000	3,000.00	3,000
Field Officer		CSG 14	1	3,000.00	3,000	3,000.00	3,000
Field Officer		CSG 14	1	3,000.00	3,000	3,000.00	3,000
Field Officer		CSG 14	1	3,000.00	3,000	3,000.00	3,000
watchman		CSG 14	1	3,000.00	3,000	3,000.00	3,000
						44,000	44,000

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Gratuity-Contractual Employees							
Accounts Assistant		CSG 11	1	8,215.00	8215	90365	90365
Clerk of Works		CSG 11	1	8,215.00	8215	90365	90365
Records Management Assistant		CSG 11	1	10,385.00	10385	114235	114235
clerical officer		CSG 11	1	6,200.00	6200	68200	68200
Driver		CSG 14	1	6,200.00	6200	68200	68200
office assistant		CSG 14	1	5,735.00	5735	63085	63085
office receptionist		CSG 14	1	7,595.00	7595	83545	83545
Field Officer		CSG 14	1	3,565.00	3565	39215	39215
Field Officer		CSG 14	1	3,565.00	3565	39215	39215
Field Officer		CSG 14	1	3,565.00	3565	39215	39215
Field Officer		CSG 14	1	3,565.00	3565	39215	39215
watchman		CSG 14	1	5,735.00	5735	63085	63085
						0	0
						797,940	797,940
Gratuity-Contractual Employees							
former staff			1			1,663,027	1663027
						0	0
						1,663,027	1,663,027
Employer Contribution to NSSF							
Accounts Assistant		CSG 11	1	1,080.00	1,080	11,880.00	11,880
Clerk of Works		CSG 11	1	1,080.00	1,080	11,880.00	11,880
Records Management Assistant		CSG 11	1	1,080.00	1,080	11,880.00	11,880
clerical officer		CSG 11	1	1,080.00	1,080	11,880.00	11,880
Driver		CSG 14	1	1,080.00	1,080	11,880.00	11,880
office assistant		CSG 14	1	1,080.00	1,080	11,880.00	11,880
office receptionist		CSG 14	1	1,080.00	1,080	11,880.00	11,880
Field Officer		CSG 14	1	810.00	810	8,910.00	8,910
Field Officer		CSG 14	1	810.00	810	8,910.00	8,910
Field Officer		CSG 14	1	810.00	810	8,910.00	8,910
Field Officer		CSG 14	1	810.00	810	8,910.00	8,910
watchman		CSG 14	1	1,080.00	1,080	11,880.00	11,880

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						130,680	130,680
Employer Contribution to housing levy							
Accounts Assistant		CSG 11	1	472.50	473	5,197.50	5,198
Clerk of Works		CSG 11	1	472.50	473	5,197.50	5,198
Records Management Assistant		CSG 11	1	577.50	578	6,352.50	6,353
clerical officer		CSG 11	1	360.00	360	3,960.00	3,960
Driver		CSG 14	1	360.00	360	3,960.00	3,960
office assistant		CSG 14	1	307.50	308	3,382.50	3,383
office receptionist		CSG 14	1	397.50	398	4,372.50	4,373
Field Officer		CSG 14	1	202.50	203	2,227.50	2,228
Field Officer		CSG 14	1	202.50	203	2,227.50	2,228
Field Officer		CSG 14	1	202.50	203	2,227.50	2,228
Field Officer		CSG 14	1	202.50	203	2,227.50	2,228
watchman		CSG 14	1	307.50	308	3,382.50	3,383
						44,715	44,715
USE OF GOODS AND SERVICES							
Utilities, Supplies and Services							
Electricity						50,000.00	50,000.00
Water & Sewerage Charges						20,000.00	20,000.00
Gas Expenses							-
Office Rent							-
Communication, Supplies and Services							-
Telephone, Telex, Facsimile and Mobile Phone Service						100,000.00	100,000.00
Internet Connections							-
Courier and Postal Services						15,000.00	15,000.00
Domestic Travel and Subsistence & Other Transport Costs							-
Travel Costs (Airlines, Bus, Railway, Mileage Allowances, etc.)		Persons	4	5,000	20,000	100,000.00	100,000.00
Accommodation - Domestic Travel		Persons	10	10,000	100,000	150,000.00	150,000.00
Daily Subsistence Allowance		Persons	10	2,500	25,000		-

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Printing, Advertising and Information Supplies & Services							-
Publishing and Printing Services							-
Subscriptions to Newspapers, Magazines and Periodicals							-
Advertising, Awareness and Publicity Campaigns							-
Hospitality Supplies and Services							-
Catering Services (Receptions), Accommodation, Gifts, Food and Drinks						250,000.00	250,000.00
						685,000	685,000
Commitee Expenses							
Other Commitee Expenses						600,000.00	600,000.00
NGCDFC Allowance		Members	8	10,000	80,000	960,000	960,000
		Chair	1	14,000	14,000	168,000	168,000
						1,728,000.00	1,728,000
Insurance Costs							
Motor Vehicle Insurance						350,000.00	350,000.00
Specialised Materials and Services							
Purchase of Uniforms and Clothing - Staff							
Office and General Supplies and Services							
General Office Supplies (Papers, Pencils, Forms, Small Office Equipment etc.)						693,461.20	693,461.20
Supplies and Accessories for Computers and Printers						100,000.00	100,000.00
Sanitary and Cleaning Materials, Supplies and Services						30,000.00	30,000.00
Fuel , Oil & Lubricants							
Refined Fuels and Lubricants for Transport							
Refined Fuels and Lubricants - Other							
Other Fuels (wood, charcoal, cooking gas etc.)						10,000.00	10,000.00
Other Operating Expenses							

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Bank Service Commission and Charges						20,000.00	20,000.00
Contracted Guards and Cleaning Services						300,000.00	300,000.00
Contracted Professional Services - e.g. Strategic Plan							
ICT Hubs							
Routine Maintenance - Vehicles and Other Transport Equipment							
Maintenance Expenses - Motor Vehicles						200,000.00	200,000.00
Routine Maintenance - Other Assets							
Maintenance of Office Furniture and Equipment						50,000.00	50,000.00
Maintenance of NG-CDF Office						100,000.00	100,000.00
						1,853,461.20	1,853,461
						9,995,623.20	9,995,623.20

BUDGET FOR MONITORING AND EVALUATION/CAPACITY BUILDING

Description	Scale	Number	Rate	Total Amount pm	Total Amount pa
Communication, Supplies and Services					
Telephone, Telex, Facsimile and Mobile Phone Service					100,000.00
Domestic Travel and Subsistence & Other Transport Costs					
Travel Costs (Airlines, Bus, Railway, Mileage Allowances, etc.)	Persons	10			
Accommodation - Domestic Travel	Persons	10			
Daily Subsistence Allowance	Persons	10			
Printing, Advertising and Information Supplies & Services					
Publishing and Printing Services					
Advertising, Awareness and Publicity Campaigns					
Training Expenses					

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Travel Allowance					300,000
Remuneration of Instructors and Contract Based Training Services					150,000
Production and Printing of Training Materials					
Hire of Training Facilities and Equipment					300,000
Accommodation Allowance					460,000
Hospitality Supplies and Services					
Catering Services (Receptions), Accommodation, Gifts, Food and Drinks					400,000
Committee Expenses					
Other Committee Expenses					520,000.00
NGCDFC Allowance	Members	9	10,000	90,000	1,350,000
	Chair	1	14,000	14,000	210,000
Office and General Supplies and Services					
General Office Supplies (Papers, Pencils, Forms, Small Office Equipment etc.)					207,811.60
Supplies and Accessories for Computers and Printers					
Refined Fuels and Lubricants for Transport					1,000,000
					4,997,812

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SECRETARY

MIN NDA NGCDF 4/30/01/2024 –ICT CENTRE – HUDUMA CENTER

As per the directive of the president of digital presence in the grass root and service delivery at the constituency members noted that there was need to have at least two more ICT centre in the constituency members had the following suggestions

One at central ward and another at shamata ward. One members noted that there was polytechnic that the count had built and was in use at leshau pondo ward after deliberations members noted that the location was remote and the youths within the area could easily access the services at Kirita ICT Hub at the NGCDF office.

Another suggestion was Shamata polytechnic which had 2 computers at the moment but it was noted that they didn't have the necessary infrastructure to accommodate the program also it was noted that kihuha primary school had several computers but was not in a central place.

It was noted that the Hubs required to be located in arears that had security, and internet coverage was okay.

Members also were informed that there were plans to have Huduma Centres all over the country and at-least each constituency was to have one. It was noted that near the office there was a public land which could be used for the centre it was also noted that there were standard plans that were to be used and the budget was about Ksh23. Million.


MIN NDA NGCDF 5/30/01/2024 EMERGENCY PROJECTS -TOILETS

Members were informed that there were several emergency projects that were presented for consideration Members approved the following projects ,

NAME	ACTIVITY	AMOUNT
Thuita Primary School	construction eight door boys toilet with two tiled urinals on the outer walls and a persons with disability chamber	1,500,000
Ngari Primary School	construction to completion of an 10 door toilet for girls Including one chamber for Persons With Disabilities	1,500,000
Kirera Primary School	Additional funds for completion of toilet	50,000
Aberdare high School	construction to completion of an 10 door toilet for girls Including one chamber for Persons With Disabilities.	1,500,000
Muririchua Primary School	construction to completion of an 10 door toilet for girls including one chamber for Persons With Disabilities.	1,500,000
Muthiga Primary School	construction to completion of a three door and a urinal staff toilet. including one chamber for Persons With Disabilities.	850,000
Ndivai Primary School	construction to completion of a three door and a urinal staff toilet. including one chamber for Persons With Disabilities.	850,000

Signed.....

Chairman

Signed.....

Secretary

MIN NDA NGCDF 5/30/01/2024 –GRATUITY AND PENDING BILL

Members were informed that the gratuity for the former staffs had been approved and was ready would be paid. Members agreed that the funds to be released to those staff as soon as possible members agreed that once written they should be called and issued with the cheques.

For the pending bills members were informed that the board had not given a go ahead on the issue and once they were done the funds were available and would be paid

MIN NDA NGCDF 6/30/01/2024 -BURSARY

The Fund Manager informed the members that there are **kshs 60 million** for bursary disbursement. The bursary will cater for second term fees. The bursary forms will be released from Monday 5th Feb 2024 up to 16th Feb 2024 which will be a period of two weeks and after that Mheshimiwa will collect the forms himself.

Collection of those forms will be attentively from **19th to 23 Feb 2024**. The committee also agreed that primary schools and private secondary schools shall not be given bursaries.

MIN 7/31/01/2024 –A.O.B

Internship – members were informed that there was a lady by the name Leah Kagure Gachanja that had requested for internship in the office she had done civil engineering. members approved the application and the allowance of Kshs 10,000

Members thanked the member of patron for the Huduma Mashinani which had a great impact to the community also they noted that project ongoing in the community have a great impact.

Members were also invited to chairman's wedding on 3rd Feb 2024 and the committee agreed for all to attend and support. The committee also requested to meet with Mheshimiwa and have a one on one talk.

There being no other business the meeting ended at 1.30 pm with a word of prayer from Joseph Mathenge.

Minute prepared and approved by



**RHODA MWAI
NGCDFC SECRETARY**



**STEPHEN GATHIRU
NGCDFC CHAIRMAN**

SIGNED BY.



CHAIRMAN

SIGNED BY



SECRETARY