

MINUTES OF KIENI NG-CDF COMMITTEE MEETING HELD ON 10TH JANUARY, 2024 AT THE NGCDF OFFICE BOARDROOM, MWEIGA.

Members Present.

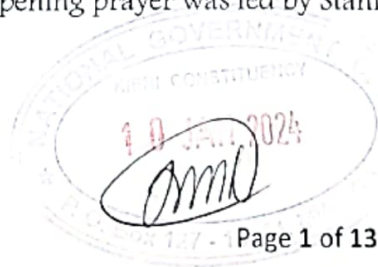
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| 1. Samson Mbugu | - Chairman |
| 2. Agnes K. Shadrack | - Member (DCC – Kieni West) |
| 3. Martin Mauki | - Member (DCC – Kieni East) |
| 4. John Peter Mwangi Maina | - Sub County Director of Education, (Kieni West) |
| 5. Nancy Waruguru | - Secretary |
| 6. Stanley Mbugua | - Member |
| 7. Geoffrey Wanjau | - Member |
| 8. Grace Mukami | - Member |
| 9. Naomi Wanjiru | - Member |
| 10. Joseph Mburu | - Member |
| 11. Catherine Wakonyu | - Member |
| 12. Jessi Mathu | - Fund Account Manager (FAM) |

Agenda

1. Opening remarks
2. Reading and confirmation of previous minutes
3. On-going projects.
4. Realignment of 2023/2024 financial year project Proposals.
5. Infrastructure funds for Junior secondary schools
6. AOB
7. Closing

NG-CDFC MIN: 1/JANUARY/ 24: OPENING REMARKS.

The chairman called the meeting to order at 13.20 p.m. and opening prayer was led by Stanley. The chairman welcomed the members to the meeting and then introduced the agenda.



NG-CDFC MIN: 2/JANUARY/ 24: READING AND CONFIRMATION OF PREVIOUS MINUTES.

Minutes of the previous meeting were read to the members and were confirmed as true record of previous meeting deliberations as proposed by Naomi seconded by Wanjau

NG-CDFC MIN: 3/JANUARY / 24: ON GOING PROJECTS

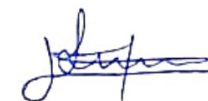
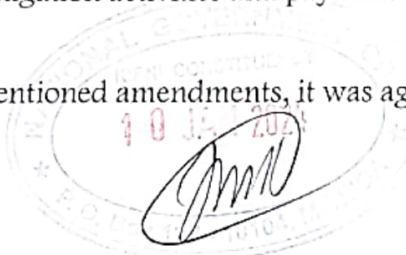
Financial year	Project Name	Entire scope of project	Initial approved activities	Pending activities requiring funding
2022-2023	Observation hill Mixed day secondary school	Roofing of 300 capacity dining hall and fixing of windows and doors, glazing, flooring, electrification internal and external finishes	Roofing of 300 capacity dining hall and fixing of windows and doors	Flooring, windows and doors fixing, electrical works, internal and external finishes
2022-2023	NGCDF office	Purchase of two Motor cycles - Yamaha YBR 125 Japan	Purchase of two Motor cycles - Yamaha YBR 125 Japan	part payment for the purchase of the motor cycles

NG-CDFC MIN: 4/JANUARY / 24: REALIGNMENT OF 2023/2024 FINANCIAL YEAR PROJECT PROPOSALS

Members received circular from the NGCDF Board (Ref: NG-CDFB/CEO/NG-CDF CIRCULARS/VOLII (035) on realignment of constituencies' project proposals for the 2023/2024 financial year with NG-CDF (Amendment) Act 2023.

It was noted that; Constituency oversight committee funds and sports projects funds have ceased to exist. Funds allocated to bursaries have been amended to a maximum of 40% to cater for bursary schemes and education days, teaching and learning activities and other learners social support program. Projects towards climate change mitigation activities and payment of recurrent utilities and maintenance of constituency digital hubs have been included as viable projects.

After deliberations, in reference to the aforementioned amendments, it was agreed the funds to be allocated to the following projects:



PROJECT PROPOSALS FOR NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND, KIENI CONSTITUENCY							
FINANCIAL YEAR 2023/2024							
S/No	Project Number	Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
ADMINISTRATION AND RECURRENT EXPENDITURE (6%)							
1	4-019-095-2210302-100-2023-2024 - 1	Accommodation Allowance	Payment of accommodation on domestic travel	500,000	-	500,000	New
2	4-019-095-2211301-100-2023-2024-2	Bank service commission and charges	Payment of Bank service commission and charges	100,000	-	100,000	New
3	4-019-095-2210303-100-2023-2024-3	Daily Subsistence Allowance	Payment of Daily Subsistence Allowance	500,000	-	500,000	New
4	4-019-095-2110202-100-2023-2024-4	Casual labour and Internship	Payment of staff Basic Wages for 3 interns	150,000	-	150,000	New
5	4-019-095-2110101-100-2023-2024-5	Contractual employees	Payment of staff Basic salaries for 13 staffs	4,079,800	-	4,079,800	New
6	4-019-095-2210801-100-2023-2024-6	Catering Services (receptions), Accommodation, Gifts, Food and Drinks	Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks	500,000	-	500,000	New
7	4-019-095-2210203-100-2023-2024-7	Courier and Postal Services	Payment of Courier and Postal Services	20,000	-	20,000	New
8	4-019-095-2210101-100-2023-2024-8	Electricity	Payment of Electricity charges	300,000	-	300,000	New
9	4-019-095-2211101-100-2023-2024-9	General Office Supplies (papers, pencils, forms, small office equipment etc)	Purchase of General Office Supplies (papers, pencils, forms, small office equipment)	1,440,000	-	1,440,000	New

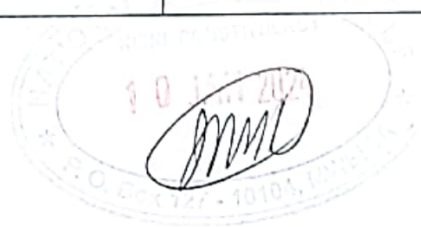
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10	4-019-095-2710102-100-2023-2024-10	Gratuity-contractual employees	Payment of gratuity to 13 NGCDFC staff	1,210,860	-	1,210,860	New
11	4-019-095-2110301-100-2023-2024-11	House allowance	Payment of House allowances to 13 NGCDFC staff	600,000	-	600,000	New
12	4-019-095-2110314-100-2023-2024-12	Transport allowance	Payment of Transport allowances to 13 NGCDFC staff	672,000	-	672,000	New
13	4-019-095-2210904-100-2023-2024-13	Motor Vehicle Insurance	Payment of Motor Vehicle Insurance (GKB 287G - land cruiser)	170,000	-	170,000	New
14	4-019-095-2210811-100-2023-2024-14	NGCDFC allowance	Payment of NGCDFC allowance charges	1,248,000	-	1,248,000	New
15	4-019-095-2120101-100-2023-2024-15	NSSF	Employer contribution to NSSF for 13 staff	180,000	-	180,000	New
16	4-019-095-2211103-100-2023-2024-16	Sanitary and Cleaning Materials, Supplies and Services	Purchase of Sanitary and Cleaning Materials, Supplies and Services	360,000	-	360,000	New
17	4-019-095-2210102-100-2023-2024-17	Water & sewerage charges	Payment of Water & sewerage charges	60,000	-	60,000	New
MONITORING, EVALUATION AND CAPACITY BUILDING (3%)							
18	4-019-095-2210302-111-2023-2024 - 1	Accommodation Allowance	payment of accommodation on domestic travel	600,000	-	600,000	New
19	4-019-095-2210701-111-2023-2024 - 2	Travel Allowance on training	Payment of Travel Allowance of NGCDFC, National Government officers and PMC(capacity building)	250,000	-	250,000	New
20	4-019-095-2210801-111-2023-2024-3	Catering Services (receptions), Accommodation, Gifts, Food and Drinks	Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks	499,981	-	499,981	New

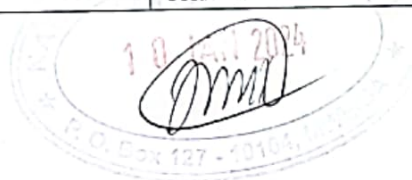
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21	4-019-095-2220101-111-2023-2024 - 4	Maintenance Expenses - Motor Vehicles	Payment of Maintenance Expenses - NGCDFC Motor Vehicles	500,000	-	500,000	New
22	4-019-095-2211201-111-2023-2024 - 5	Refined Fuels and Lubricants for Transport	Purchase of Refined Fuels and Lubricants for Transport of GK vehicles	1,000,000	-	1,000,000	New
23	4-019-095-2210811-111-2023-2024 - 6	NGCDFC allowance	Payment of NGCDFC allowance	1,400,000	-	1,400,000	New
24	4-019-095-2210802-111-2023-2024 - 7	Other committee expenses	Payment of Other committee expenses	1,800,000	-	1,800,000	New
EMERGENCY RESERVE							
25	4-019-095-2640200-101-2023-2024-1	Emergency Reserve	To cater for any unforeseen occurrences in the constituency during the financial year	10,614,004	-	10,614,004	New
ENVIRONMENTAL PROJECTS (2%)							
26	4-0019-095-2640510-110-2023-2024-1	chaka chief office	Water harvesting and storage by purchasing of 10,000 liters' water tank at Kshs. 100,000, construction of concrete water tank base at Kshs. 150,000 and fixing gutters at Kshs.50,0000 for office block	300,000	-	300,000	New
27	4-0019-095-2640510-110-2023-2024-2	Igathu primary school	Water harvesting and storage by purchasing of two water tank of 10,000 liters' at Kshs. 250,000, construction of concrete water tank base at Kshs. 250,000 and fixing gutters at Kshs.100,0000 for 6 classes	600,000	-	600,000	new
28	4-0019-095-2640510-110-2023-2024-3	Kamburaini chiefs office	Water harvesting and storage by purchasing of 10,000 liters' water tank at Kshs. 100,000, construction of concrete water tank base at Kshs. 150,000 and fixing gutters at Kshs.50,0000 for office block	300,000	-	300,000	New

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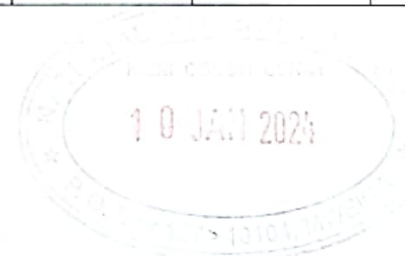


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29	4-0019-095-2640510-110-2023-2024-4	kiaragana secondary school	Water harvesting and storage by purchasing of two water tank of 10,000 liters' at Kshs. 250,000, construction of concrete water tank base at Kshs. 250,000 and fixing gutters at Kshs.100,0000 for office block	600,000	-	600,000	New
30	4-0019-095-2640510-110-2023-2024-5	Kimunyuru assistant chief office	Water harvesting and storage by purchasing of 10,000 liters' water tank at Kshs. 100,000, construction of concrete water tank base at Kshs. 150,000 and fixing gutters at Kshs.50,0000 for office block	300,000	-	300,000	New
EDUCATION BURSARY AND SOCIAL SECURITY PROGRAMS							
31	4-019-095-2640101-103-2023 - 2024-1	Bursary Secondary Schools	Payment of bursary to needy students in secondary schools	30,000,000	-	30,000,000	New
32	4-019-095-2640102-103-2023 - 2024-3	Bursary Tertiary Institutions	Payment of bursary to needy students in tertiary institutions	30,000,000	-	28,000,000	New
33	4-019-095-2640106-103-2023 - 2024-4	Bursary Special Institutions	Payment of bursary to needy students in special Institutions	1,000,000	-	1,000,000	New
	4-019-095-2640102-103-2023 - 2024-2	Bursary Tertiary Institutions	Additional funds for payment of bursary to needy students in tertiary institutions to pursue short courses,	6,000,000	-	6,000,000	New
SECONDARY SCHOOLS							
35	4-0019-095-2630210-104-2023-2024-1	Bellevue secondary school	Construction to completion of 9 door exhaustible toilets block with 2 chamber for PLWD and an urinal for boys (boys only)	1,500,000	-	1,500,000	new

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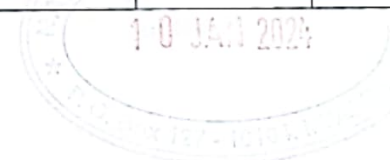


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36	4-0019-095-2630210-104-2023-2024-2	Gakanga secondary school	purchase of 51 seater school bus - (copy of contract agreement for supply and delivery of buses micro buses attached: 45-52 seater semi luxury bus as Annex 1)	12,000,000	-	12,000,000	New
37	4-0019-095-2630210-104-2023-2024-3	mere secondary school	Construction of an administration office block to roofing consisting of 6 offices, waiting bay and a boardroom. (Copy of the project Bill of quantities attached as Annex 2)	4,076,550	-	2,000,000	new
38	4-0019-095-2630210-104-2023-2024-4	Mureru secondary school	Construction to completion of 9 door exhaustible toilets block with 2 chamber for PLWD and an urinal for boys (boys only)	1,500,000	-	1,500,000	new
39	4-0019-095-2630210-104-2023-2024-5	Mweiga secondary school	Renovation to completion of school 500 capacity multipurpose hall: Roof repairs, painting and flooring.	2,000,000	-	2,000,000	New
40	4-0019-095-2630210-104-2023-2024-6	Narumoru mixed day secondary school	construction of one classroom to completion (with no tiles)	1,500,000	-	1,500,000	New
41	4-0019-095-2630210-104-2023-2024-7	Ndiriti Aguthi secondary school	Construction to completion of 9 door exhaustible toilets block with 2 chamber for PLWD and an urinal for boys (boys only)	1,500,000	-	1,500,000	New
42	4-0019-095-2630210-104-2023-2024-8	Observation hill secondary school	Completion of 300 capacity school hall to completion (plastering ,painting and window and door fixing)	1,800,000	800,000	1,000,000	ongoing
43	4-0019-095-2630210-104-2023-2024-9	Watuka secondary school	Renovation to completion of 3 classroom: Roof repairs, plastering, painting and flooring.	1,500,000	-	1,500,000	new

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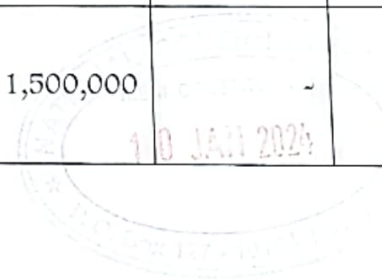


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PRIMARY SCHOOLS							
44	4-0019-095-2630209-104-2023-2024-1	Airstrip primary school	Construction to completion of one classroom (with no tiles)	1,500,000	-	1,500,000	new
45	4-0019-095-2630209-104-2023-2024-4	Gakanga primary school	construction of new classroom to completion (with no tiles)	1,500,000	-	1,500,000	new
46	4-0019-095-2630209-104-2023-2024-5	gatei primary school	renovation of 3 classes plastering ,Flooring , And painting	1,500,000	-	1,500,000	new
47	4-0019-095-2630209-104-2023-2024-6	Gatuamba primary school	renovation of 3 classes (roof repairs plastering ,Flooring , And painting)	1,500,000	-	1,500,000	new
48	4-0019-095-2630209-104-2023-2024-7	gatuanyaga primary school	construction of new classroom to completion (with no tiles)	1,500,000	-	1,500,000	new
49	4-0019-095-2630209-104-2023-2024-8	gitegi primary school	construction of new classroom to completion (with no tiles)	1,500,000	-	1,500,000	new
50	4-0019-095-2630209-104-2023-2024-9	huhoini primary school	payment for purchase of 3 acres of land for proposed new primary school (Provided a letter from MOE sub county Director for starting of a new school and also provide a copy of title deed, a copy of land search and a copy of land valuation report is attached as Annex 3, 4, 5, 6 and 7).	17,000,000	-	17,000,000	new
51	4-0019-095-2630209-104-2023-2024-10	kabaru primary school	Renovation to completion of 2 classroom: Roof repairs, plastering, flooring and painting.	1,000,000	-	1,000,000	new
52	4-0019-095-2630209-104-2023-2024-11	kabendera primary school	Renovation to completion of five classroom: painting and electrification	1,500,000	-	1,500,000	new
53	4-0019-095-2630209-104-2023-2024-12	kahuho primary school	Construction to completion of 9 door exhaustible toilets block with 2 chamber for PLWD and an urinal for boys (boys only)	1,500,000	-	1,500,000	new

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54	4-0019-095-2630209-104-2023-2024-13	Kandara Arimi primary school	Purchase of half an acre of land for school expansion (Provided a copy of title deed, a copy of land search and a copy of land valuation report is attached as Annex 8 and 9)	2,000,000	-	2,000,000	New
55	4-0019-095-2630209-104-2023-2024-17	kimahuri primary school	construction of a modern kitchen to completion	1,000,000	-	1,000,000	new
56	4-0019-095-2630209-104-2023-2024-19	Kinyaiti primary school	Construction to completion of one classroom (with no tiles)	1,500,000	-	1,500,000	new
57	4-0019-095-2630209-104-2023-2024-20	labura primary school	construction of one classroom to completion (with no tiles)	1,500,000	-	1,500,000	new
58	4-0019-095-2630209-104-2023-2024-21	Lusoi primary school	renovation of 3 classes : Reroofing ,Flooring , And painting	1,500,000	-	1,500,000	new
59	4-0019-095-2630209-104-2023-2024-22	mbiriri primary school	Construction to completion of 6 door exhaustible toilets block with 2 chamber for PLWD and an urinal for boys (boys only)	1,000,000	-	1,000,000	new
60	4-0019-095-2630209-104-2023-2024-23	mbirithi primary school	construction to completion of two classrooms(with no tiles)	3,000,000	-	3,000,000	new
61	4-0019-095-2630209-104-2023-2024-24	mitero primary school	construction of one classroom to completion (with no tiles)	1,500,000	-	1,500,000	new
62	4-0019-095-2630209-104-2023-2024-25	muthangira primary school	construction of one classroom to completion (with no tiles)	1,500,000	-	1,500,000	new
63	4-0019-095-2630209-104-2023-2024-26	muthuini primary school	construction of one classroom to completion (with no tiles)	1,500,000	-	1,500,000	new
64	4-0019-095-2630209-104-2023-2024-27	mwangaza primary school	Construction to completion of 5 door toilets with one chamber for PLWD and an urinal for boys (boys only)	1,000,000	-	1,000,000	New

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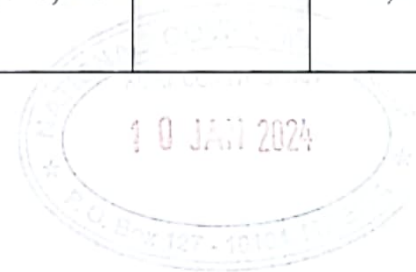
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65	4-0019-095-2630209-104-2023-2024-28	narumoru township primary school	Construction 12 classroom of one storey block -, Foundation, walling and suspended slab and roofing)(Provided a certified BOQ from public works for the entire project us attached as Annex 10)	14,126,260	-	12,000,000	new
66	4-0019-095-2630209-104-2023-2024-29	rongai primary school	construction of one classroom to completion (with no tiles)	1,500,000	-	1,500,000	new
67	4-0019-095-2630209-104-2023-2024-30	wang'ata primary school	construction of one classroom to completion (with no tiles)	1,500,000	-	1,500,000	new
68	4-0019-095-2630209-104-2023-2024-31	warazo jet primary school	Renovation to completion of two classrooms: Roof repairs, plastering, flooring and painting.	1,000,000	-	1,000,000	new
69	4-0019-095-2630209-104-2023-2024-2	Bellevue primary school	Construction to completion of one classrooms (with no tiles) (Kshs1,500,000) for JSS and purchase of 25 desks (Kshs. 176,929)	1,676,929	-	1,676,929	new
70	4-0019-095-2630209-104-2023-2024-3	Birisha primary school	Construction to completion of two classrooms (with no tiles) (Kshs. 3,000,000) for JSS and purchase of 50 desks (353,859)	3,353,859	-	3,353,859	new
71	4-0019-095-2630209-104-2023-2024-14	karemeno primary school	Construction to completion of two classrooms (with no tiles) (Kshs.3,000,000) for JSS and purchase of 50 desks (353,859)	3,353,859	-	3,353,859	new
72	4-0019-095-2630209-104-2023-2024-15	karicheni primary	Construction to completion of one classrooms (with no tiles) (Kshs1,500,000) for JSS and purchase of 25 desks (Kshs. 176,929)	1,676,929	-	1,676,929	new

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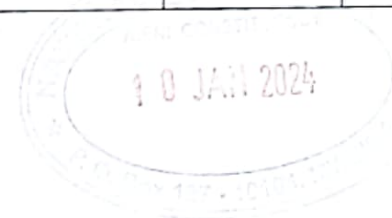


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73	4-0019-095-2630209-104-2023-2024-16	kiguru primary school	Construction to completion of one classrooms (with no tiles) (Kshs1,500,000) for JSS and purchase of 25 desks (Kshs. 176,929)	1,676,929	-	1,676,929	New
74	4-0019-095-2630209-104-2023-2024-18	kimbo primary school	Construction to completion of one classrooms (with no tiles) (Kshs1,500,000) for JSS and purchase of 25 desks (Kshs. 176,929)	1,676,929	-	1,676,929	new
OTHER PROJECTS							
75	4-019-095-2211310-108-2023-2024-1	Strategic Plan	To facilitate in preparation, facts collection designing, typesetting and printing of Kieni NG-CDF Strategic plan for the period between 2023-2027	3,500,000	2,000,000	1,500,000	On going
SECURITY							
76	4-0019-095-2640507-110-2023-2024-1	chaka police station	Construction to completion of 4 door exhaustible staff toilets block with one chamber for PLWD	1,171,003	-	1,171,003	New
77	4-0019-095-2640507-108-2023-2024- 2	Embaringo Police station	Purchase of furniture (6 office desks @40,000(Kshs240,000) 6 office chairs @20,000 (Kshs 120,000) and 12 visitor chairs @10000 (Kshs. 120,000)	480,000	-	480,000	new
78	4-0019-095-2640507-108-2023-2024- 3	Kamatongu Assistant chiefs office	Purchase of one office desks at ksh.40,000, one office chairs at ksh 20000 and 2 visitor chairs @ 10000 (Kshs. 20,000	80,000	-	80,000	new
79	4-0019-095-2640507-108-2023-2024- 4	Kimunyuru assistant chief office	Purchase of one office desks at ksh.40,000, one office chairs at ksh 20,000 and 2 visitor chairs @ 10000 (Kshs. 20,000	80,000	-	80,000	New

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S0	4-0019-095-2640507-108-2023-2024- 5	Mweiga Police station	Purchase of furniture (6 office desks @40,000(Kshs240,000) 6 office chairs @20,000(Kshs 120,000) and 12 visitor chairs @10000 (Kshs. 120,000)	480,000	-	480,000	new
S1	4-0019-095-2640507-108-2023-2024- 6	Nairutia Police station	Purchase of furniture (6 office desks @40,000(Kshs240,000) 6 office chairs @20,000(Kshs 120,000) and 12 visitor chairs @10000 (Kshs. 120,000)	480,000	-	480,000	new
S2	4-0019-095-2640507-108-2023-2024- 7	Kieni east Sub county offices	Purchase of 5 office tables@40,000 (Kshs. 200,000), 5 office chairs @20,000 (100,000), 5 visitors chairs @10,000 (50,000), 2 metallic cabinets@ 37500 (75,000)	425,000	-	425,000	new
	NGCDF office						
S3	4-019-095-3110302-108-2023/2024-1	NGCDF office	Purchase of two Motor cycles - Yamaha YBR 125 Japan(quotatation for purchase of Motor cycles attached as annex 11)	830,000	630,000	200,000	ongoing
		Total				201,666,082	-

NG-CDFC MIN: 4/JANUARY/ 24: INFRASTRUCTURE FUNDS FOR JUNIOR SECONDARY SCHOOLS

Members were taken through the circular from the NGCDF Board (ref: NG-CDFB-CEO/MOE/VOL1 (046) on infrastructure development for junior secondary schools. It was noted that Kieni constituency, it was allocated Kshs. 13, 415, 433. Each constituency was expected to match a shilling for a shilling in their 2023/2024 financial year project proposals for construction of classrooms and integrated resource centers within junior secondary schools.

Members identified the following projects for the junior secondary schools infrastructure as guided by the Sub County Director of education:

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10 JAN 2024

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INFRASTRUCTURE FUNDS FOR JUNIOR SECONDARY SCHOOLS							
FINANCIAL YEAR 2023/2024							
S/No.	Project Number	Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
PRIMARY SCHOOLS							
1	4-0019-095-2630209-104-2023-2024-31	Kamatongu primary school	Construction to completion of one classrooms (Kshs1,500,000) for JSS and purchase of 25 desks (Kshs. 176,929)	1,676,929	-	1,676,929	new
2	4-0019-095-2630209-104-2023-2024-32	Amboni primary school	Construction to completion of one classrooms (Kshs1,500,000) for JSS and purchase of 25 desks (Kshs. 176,929)	1,676,929	-	1,676,929	new
3	4-0019-095-2630209-104-2023-2024-33	Lachuta primary school	Construction to completion of two classrooms(Kshs. 3,000,000) for JSS and purchase of 50 desks (353,859)	3,353,859	-	3,353,859	new
4	4-0019-095-2630209-104-2023-2024-34	Kiahuko primary School	Construction to completion of one classrooms (Kshs1,500,000) for JSS and purchase of 25 desks (Kshs. 176,929)	1,676,929	-	1,676,929	new
5	4-0019-095-2630209-104-2023-2024-35	Muthangira primary school	Construction to completion of one classrooms (Kshs1,500,000) for JSS and purchase of 25 desks (Kshs. 176,929)	1,676,929	-	1,676,929	new
6	4-0019-095-2630209-104-2023-2024-36	kiguru priimary school	Construction to completion of one classrooms (Kshs1,500,000) for JSS and purchase of 25 desks (Kshs. 176,929)	1,676,929	-	1,676,929	New
7	4-0019-095-2630209-104-2023-2024-37	Wangata primary school	Construction to completion of one classrooms (Kshs1,500,000) for JSS and purchase of 25 desks (Kshs. 176,929)	1,676,929	-	1,676,929	New
		Total				13,415,433	

NG-CDFC MIN: 5/JANUARY/24: CLOSING

There being no other business the meeting ended at 16.50 pm with prayer led by Catherine.

Mindles Compiled by:

Nancy Muthigani

Nancy Muthigani

NG-CDFC secretary

Confirmed by

Samson Mbugu

Samson Mbugu

NG-CDFC Chairman.



AMM
 Verified by *Yesu Mathias*
 fund Account manager