**FULL NG-CDFC MEETING HELD ON 29TH SEPTEMBER 2021 AT NG-CDF BOARD ROOM KIANYAGA AT 11.00**

PRESENT MEMBERS

1. GEOFREY KARIUKI ………………….......... CHAIRMAN
2. CAROLINE WAMBUI GIKUNJU……….…. MEMBER
3. PAUL GACHOKI M……………….….CO-OPTED MEMBER
4. JAMES MUNENE MWENDIA………............ SECRETARY
5. PATRICK GICINGA……………………………. MEMBER
6. REUBENSON WAWERU MARIRI……............ MEMBER
7. ROSE WANJIKU MUTEMA……………............MEMBER
8. MARGARET.N. RUGIRI……………….............. FAM
9. JAMES.M. WANYOIKE…………………………. DCC
10. HELLEN WAKUTHII……………………………. MEMBER

IN ATTENDANCE

1. HON ROBERT GICHIMU……. OVERSIGHT CHAIRMAN

## AGENDAS

## Prayers/preliminaries

1. Disbursement of Bursary Fund
2. 2021/2022 project proposal
3. AIA SUBMISSION FOR 2020/2021 FINANCIAL YEAR
4. AOB

**NG –CDF 192/09/2021 PRAYERS/PRELIMINARIES**

The meeting started with a word of prayer led by Rose Mutema at 11.00am. A word of God was read from revelation 5: 8-12 and the chairman encouraged members to follow the example of Jesus Christ in offering selfless service to the constituents just like Jesus did by dying for the sake of the church. The chairman also welcomed members to the meeting and urged them to participate fully in the meeting Agenda. He gave members a chance to introduce themselvesand give a brief account of their wellbeing from the last meeting. All members were thankful for the developments so far done and promised to continue with the same spirit of serving the constituents relentlessly.

**NG –CDF 193/09/2021 DISBURSEMENT OF BURSARY FUND**

The chairman communicated to the committee that the bursary data collected from various sub-locationds had been captured in the computer and the total applicants were totaling to fourteen thousand and twenty-six applicants (14026). Members noted that this year the number of applicants had increased due the challenges brought about by Covid-19 pandemic. Further the funder manager communicated that Kenya Secondary School Association had presented a budget of Ksh 2,255,900 which was supposed to cater for mock exam which the committee had named Gichugu Constituency NG-CDF cluster exam. The committee was further informed that the exam was scheduled to take place in December and this cost was supposed to be factored in Bursary allocation. The committee deliberated on this issue and resolved to request KESSHA to facilitate the examination and the NG-CDF to allocate the money in 2021/2022 financial year budget since the available fund was not enough to cater for the large number of bursary applicants and also cater for the assessment exams.

The committee therefore resolved to pay bursary to secondary school and colleges with the available funds. The list was tabled from various sublocations and the members confirmed that it was a true representation of the Bursary application forms which members had an opportunity to peruse. Members unanimously agreed to disburse the bursary immediately so that the students could access the cheques before the school re-opens for second term. The total amounted to Ksh 37,709,000(thirty-Seven Million seven Hundred an Nine thousand shillings only. (**See Attached List**) **Annex 1.**

**NG –CDF 194/09/2021-PROJECT PROPOSALS FOR FINANCIAL YEAR 2021/2022**

The fund manager informed the members that project proposal was due for submission by 30th September 2021.There was therefore need to expedite the process by quickly reviewing the projects priorities gathered during public participation meeting conducted from 10th to 17th September 2021 and allocate projects to fit an allocated amount of 137,088,879.

The Fund manager reminded members that priority was to given to on-going projects. The ongoing projects included Kiamugumo secondary school, Mugumo Secondary School, Kiumbui secondary, Kanjuu secondary school, Raimu Primary School. Members deliberated on the issue of Mugumo Secondary school and resolved not to allocate more funds in the current financial year since the amount of Ksh. 6,000,000 allocated in the last financial year was yet to be approved. The manager confirmed that she is in communication with NG-CDF Board to secure approval of Mugumo Secondary School allocation. Similarly, the committee resolved not to allocate more funds to Kiamugumo Secondary School since the public works officials had not issued estimated costs for the remaining works. It was further noted that the amount of Ksh 5,050,000 allocated to the school in 2018/2019 financial year budget was yet to fully utilized following a dispute between the school management and the contractor. The school management had requested the Public Works officials to undertake the Valuation of work done so that the contactor can be paid and pave way for a new contractor to come in and complete the works. The Public works and the NCDF officials were in agreement that the current contractor was not executing standard works as stipulated in the BQ. The committee therefore resolved not to commit more funds to that project in 2021/2022 F/Y budget before all the disputes were resolved.

To continue with works at Kanjuu Secondary School the committee resolved to commit the unutilized emergency funds financial year 2020/2021 amounting to Ksh 1,000,000 to complete the project.

On St.Marks Thumaita secondary school there was an ongoing project of construction a dormitory block which was estimated to cost twenty Million shillings (20,000,000).Already Eleven Million Shillings (11,000,000) was already released to the School .The Public Works department has given a Bill of Quantity that is aimed to complete the ground floor and make it usable. The committee resolved not to allocate funds in 2021/2022 budget since phase 1 is still at procurement stage. More funds will be allocated once Phase One of the project is Complete and is in use.

On Raimu Primary school the committee noted the Ksh 500,000 allocated in financial year 2020/2021 was yet to be utilized. The committee therefore resolved to wait until the 500,000 is spent on the project and obtain a proper quantification of the remaining works from the Public Works Department.

On the issue of sports, the committee deliberated and noted that for the last three years the sports fund has been used to purchase sport equipment and uniforms. The committee resolved to do another activity to use the funds to create a sports promotion center at Kabare ward where young people can be trained on different sports activities.

The committee deliberated on the other projects priorities gathered from public participation forums and resolved to fund the following projects:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **NATIONAL GORVENMENT CONSTITUENCIES DEVELOPMENT FUND** | | | |  |  |
|  | **PROJECTS CODELIST FOR GICHUGU NATIONAL GORVENMENT CONSTITUENCY DEVELOPMENT FUND** | | | | |  |
|  | **FINANCIAL YEAR 2020/ 2021** | |  |  |  |  |
| PROJECT NAME | PROJECT NUMBER | ORIGINAL COST | CUMULATIVE ALLOCATION | CURRENT ALLOCATION | ACTIVITY | STATUS |
|  | **ADMINISTRATION AND RECURRENT EXPENDITURE** | | | | |  |
| Employee Salaries | 4-020-101-2110000-100-2021/2022-001 | 2,341,215.00 | NIL | 2,341,215.00 | Payment of 7 No. Staff Salaries | Ongoing |
| Employee Gratuity | 4-020-101-2110000-100-2021/2022-001 | 688,561.00 | NIL | 688,561.00 | Payment of 7 No. Staff gratuity | Ongoing |
| Goods & Services | 4-020-101-2210000-100-2021/2022-002 | 3,664,575.00 | NIL | 3,664,575.00 | Purchase of fuel, Repairs and maintenance, Printing of 4000 No. calendars, stationery, Telephone, Travel & subsistence, Office tea | Ongoing |
| NSSF | 4-020-101-2120101-100-2021/2022-003 | 204,880.00 | NIL | 204,880.00 | Payment of NSSF Deductions | Ongoing |
| NHIF | 4-020-101-2120201-100-2021/2022-004 | 89,100.00 | NIL | 89,100.00 | Payment of NHIF Deductions | Ongoing |
| Committee Expenses | 4-020-101-2210802-100-2021/2022-005 | 1,236,002.00 | NIL | 1,236,002.00 | Payment of Committee sitting allowances, Transport conferences | Ongoing |
|  | **MONITORING & EVALUATION/ CAPACITY BUILDING** | | | |  |  |
| Goods & Services | 4-020-101-2210000-111-2021/2022-001 | 1,200,000.00 | NIL | 1,200,000.00 | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, Travel and subsistence etc. | Ongoing |
| Committee Expenses | 4-020-101-2210802-111-2021/2022-002 | 1,170,998.00 | NIL | 1,170,998.00 | Payment of Committee sitting allowances, transport, Conferences | Ongoing |
| NG-CDFC/PMC Capacity Building | 4-020-101-2210700-111-2021/2022-003 | 1,741,668.00 | NIL | 1,741,668.00 | Undertake training of the PMCs/NG-CDFCs on NG-CDF Related issues | Ongoing |
|  | **EMERGENCY** | |  |  |  |  |
| Emergency | 4-020-101-2640200-101-2021/2022-001 | 7,192,207.00 | NIL | 7,192,207.00 | To cater for any unforeseen occurrences in the Constituency during the financial year. | Ongoing |
|  | **BURSARY** | |  |  |  |  |
| Bursary Secondary School | 4-020-101-2640101-103-2021/2022-001 | 28,000,000.00 | NIL | 28,000,000.00 | Payment of bursary to needy students in secondary schools | Ongoing |
| Bursary Tertiary School | 4-020-101-2640102-103-2021/2022-002 | 12,208,673.00 | NIL | 12,208,673.00 | Payment of Bursary to needy student in tertiary schools | Ongoing |
|  |  |  |  |  |  |  |
| Constituency Sports Tournament | 4-020-101-2640509-112-2021/2022-001 | 2,251,000.00 | NIL | 2,251,000.00 | Creation of a sports promotion, training and education centre by fencing 300metres perimeter length using concrete posts, barbed wire and chain link and construction of a gate @ Kshs. 1,500,000 and ground levelling @ Kshs. 751,000 to completion. | Ongoing |
|  | **PRIMARY SCHOOL** | |  |  |  |  |
| Mucagara Primary School | 4-020-101-2630204-104-2021/2022-001 | 4,500,000.00 | NIL | 4,500,000.00 | Renovation of 10 classrooms and a 350 No. capacity meeting hall by flooring plastering, painting, external finishing, and roof replacement with new iron sheets.The 10 classrooms to cost Kshs 4,050,000 and Kshs 450,000 for the meeting hall to completion. | New |
| Gatunguru Primary School | 4-020-101-2630204-104-2021/2022-002 | 2,500,000.00 | NIL | 2,500,000.00 | Renovation of 3 classrooms by flooring plastering, painting, external finishing, and roof replacement with new iron sheets @ Kshs 1,500,000 and renovation of staffroom and head teacher's office by floor works, painting, external finishing, ceiling and roof replacement with new iron sheets @ Kshs 1,000,000 to completion. | New |
| Kiamiciri Primary School | 4-020-101-2630204-104-2021/2022-003 | 5,400,000.00 | NIL | 5,400,000.00 | Renovation of 16 classrooms by flooring plastering, painting, external finishing, and roof painting @ Kshs 4,400,000 and renovation of staffroom and head teacher's office by floor works, painting, external finishing, ceiling and roof painting @ Kshs 1,100,000 to completion. | New |
| Kanjuu Primary School | 4-020-101-2630204-104-2021/2022-004 | 4,800,000.00 | NIL | 4,800,000.00 | Renovation of 9 NO. classrooms: By flooring plastering, painting, external finishing, and roof replacement with new iron sheets to Completion @ Kshs 3,600,000.00 and renovation of Administration block Consisting of staffroom, Headteacher's office and deputy head teacher's office by floor works, painting, external finishing, ceiling and roof replacement with new iron sheets to completion @ Kshs 1,200,000.00 | New |
| Raimu Primary School | 4-020-101-2630204-104-2021/2022-005 | 4,000,000.00 | NIL | 4,000,000.00 | Renovation of 8 classrooms by flooring plastering, painting, external finishing, and roof replacement with new iron sheets @ Kshs 3,000,000 and renovation of staffroom and head teacher's office by floor works, painting, external finishing, ceiling and roof replacement with new iron sheets @ Kshs 1,000,000 to completion. | New |
| Kiamwathi Primary School | 4-020-101-2630204-104-2021/2022-006 | 5,200,000.00 | NIL | 5,200,000.00 | Renovation of 16 classrooms by flooring plastering, painting, external finishing, and roof painting @ Kshs 3,950,000 and renovation of staffroom and head teacher's office by floor works, painting, external finishing, ceiling and roof painting @ Kshs 1,100,000 and drainage works @ Kshs 150,000 to completion. | New |
| Kamwana Primary School | 4-020-101-2630204-104-2021/2022-007 | 3,250,000.00 | NIL | 3,250,000.00 | Construction of 2 classrooms on ground floor to slab level of One storey building to completion @3,000,000 and Construction of 2 No. door pit latrine with one unit catering for people with disability @ 250,000 to completion. | New |
| Thuiya Primary School | 4-020-101-2630204-104-2021/2022-008 | 5,800,000.00 | NIL | 5,800,000.00 | Renovation of 14 classrooms by flooring plastering, painting, external finishing, and roof replacement with new iron sheets @ Kshs 4,600,000 and renovation of staffroom and head teacher's office by floor works, painting, external finishing, ceiling and roof replacement with new iron sheets @ Kshs 1,200,000 to completion. | New |
| Nyanja Primary School | 4-020-101-2630204-104-2021/2022-009 | 1,300,000.00 | NIL | 1,300,000.00 | Construction of 1 standard classroom to completion. | New |
| St Thomas CCM Mburi Primary School | 4-020-101-2630204-104-2021/2022-010 | 2,200,000.00 | NIL | 2,200,000.00 | Renovation of 2 Existing Classrooms by replacing old ironsheet walls with masonry walls and installation of new roofing. | New |
| Kiamwathi Primary School | 4-020-101-2630204-104-2021/2022-011 | 250,000.00 | NIL | 250,000.00 | Construction of 2 door pit latrine with one unit catering for people with disability @ 250,000 to completion | New |
| Ngiriambu Primary School | 4-020-101-2630204-104-2021/2022-012 | 700,000.00 | NIL | 700,000.00 | Construction of 2 door pit latrine to completion @ Kshs. 250,000 and Renovation of special needs classroom by flooring plastering, painting, external finishing, and roof replacement with new iron sheets to Completion @ Kshs 450,000 | New |
| Kiathi Primary School | 4-020-101-2630204-104-2021/2022-013 | 250,000.00 | NIL | 250,000.00 | Construction of 2 door pit latrine with one unit catering for people with disability @ 250,000 to completion | New |
| Githure Primary School | 4-020-101-2630204-104-2021/2022-014 | 2,000,000.00 | NIL | 2,000,000.00 | Renovation of 5 classrooms to completion by flooring plastering, painting, external finishing, and roof replacement with new iron sheets to completion | New |
| Gatugura Primary School | 4-020-101-2630204-104-2021/2022-015 | 3,500,000.00 | NIL | 3,500,000.00 | Renovation of 6 classrooms by flooring plastering, painting, external finishing, and roof replacement with new iron sheets @ Kshs 2,400,000 and renovation of staffroom and head teacher's office by floor works, painting, external finishing, ceiling and roof replacement with new iron sheets @ Kshs 1,100,000 to completion | New |
|  | **SECONDARY SCHOOL** |  |  |  |  |  |
| Kiaumbui Secondary School | 4-020-101-2630205-104-2021/2022-001 | 700,000.00 | NIL | 700,000.00 | Fabrication and erection of 9 metres steel tank tower to carry 24,000 litres steel storage tank to store water of a borehole drilled in the school funded by the NG-CDF to completion. | Ongoing |
| Kiamutugu Secondary School | 4-020-101-2630205-104-2021/2022-002 | 1,300,000.00 | NIL | 1,300,000.00 | Construction of 1 standard classroom to completion. | New |
| Kianyaga Secondary School | 4-020-101-2630205-104-2021/2022-003 | 1,300,000.00 | NIL | 1,300,000.00 | Construction of 1 standard classroom to completion. | New |
| Kiburia Secondary School | 4-020-101-2630205-104-2021/2022-004 | 1,300,000.00 | NIL | 1,300,000.00 | Construction of 1 standard classroom to completion. | New |
| Kiamwathi Secondary School | 4-020-101-2630205-104-2021/2022-005 | 1,300,000.00 | NIL | 1,300,000.00 | Construction of 1 standard classroom to completion. | New |
| Karucho Secondary School | 4-020-101-2630205-104-2021/2022-006 | 6,000,000.00 | NIL | 6,000,000.00 | Construction of a 350 capacity Dining hall to completion | New |
| Mwanianjau Secondary School | 4-020-101-2630205-104-2021/2022-007 | 4,500,000.00 | NIL | 4,500,000.00 | Construction of Administration block to completion consisting of Principal's office, Staffroom, Deputy Principals office and sanitation facilities. | New |
| Kianyambo Secondary School | 4-020-101-2630205-104-2021/2022-008 | 1,300,000.00 | NIL | 1,300,000.00 | Construction of 8 door exhaustible toilet block with 2 units designed to cater for persons with disability to completion. | New |
|  | **SECURITY PROJECTS** | |  |  |  |  |
| Gacigi Assistant Chiefs Office | 4-020-101-2640507-113-2021/2022-001 | 1,450,000.00 | NIL | 1,450,000.00 | Construction of an office consisting of 2 Rooms with Reception area@ Kshs 1,100,000.00 with furniture consisting of 2 executive chairs @ Kshs 30,000, 1 office cabinets @Kshs 44,000, 2 executive tables @Kshs 10,000 and 4 ordinary chairs @ Kshs 16,000 and construction of 2 No. doors pit latrine with a urinal @ Kshs 250,000.00 with 1 unit designed to cater for persons with disability to completion. | New |
| Kamweti Assistant Chiefs Office | 4-020-101-2640507-113-2021/2022-002 | 1,450,000.00 | NIL | 1,450,000.00 | Construction of an office consisting of 2 Rooms with Reception area@ Kshs 1,100,000.00 with furniture consisting of 2 executive chairs @ Kshs 30,000, 1 office cabinets @Kshs 44,000, 2 executive tables @Kshs 10,000 and 4 ordinary chairs @ Kshs 16,000 and construction of 2 No. doors pit latrine with a urinal @ Kshs 250,000.00 with 1 unit designed to cater for persons with disability to completion. | New |
| Kiamugumo Assistant Chiefs Office | 4-020-101-2640507-113-2021/2022-003 | 1,450,000.00 | NIL | 1,450,000.00 | Construction of an office consisting of 2 Rooms with Reception area@ Kshs 1,100,000.00 with furniture consisting of 2 executive chairs @ Kshs 30,000, 1 office cabinets @Kshs 44,000, 2 executive tables @Kshs 10,000 and 4 ordinary chairs @ Kshs 16,000 and construction of 2 No. doors pit latrine with a urinal @ Kshs 250,000.00 with 1 unit designed to cater for persons with disability to completion. | New |
| Ndunduini Assistant Chiefs Office | 4-020-101-2640507-113-2021/2022-004 | 850,000.00 | NIL | 850,000.00 | Construction of an office consisting of 1 Room with Reception area@ Kshs 750,000.00 with furniture consisting of 2 executive chairs @ Kshs 30,000, 1 office cabinets @Kshs 44,000, 2 executive tables @Kshs 10,000 and 4 ordinary chairs @ Kshs 16,000 to completion. | New |
| Mucagara Police Station | 4-020-101-2640507-113-2021/2022-005 | 1,200,000.00 | NIL | 1,200,000.00 | Construction of 2 Roomed office at existing mucagara police post to completion | New |
| Mirichi Assistant Chiefs Office | 4-020-101-2640507-113-2021/2022-006 | 5,000,000.00 | NIL | 5,000,000.00 | Drilling of 200m borehole @ Khs 1,800,000. Installing of solar powered submersible pump (Pedrollo 2.2 kw) Kshs 1,400,000 and erection of 9m steel tank tower to carry 24,000 litres steel storage tank Kshs 950,000 and Purchase of 24,000 litres water tank kshs 850,000 to completion. The location was preferred because the water would be able to flow by gravity to Gacatha Secondary School, Gacatha Primary Schools. | New |
| Njuki-ini North Assistant Chiefs Office | 4-020-101-2640507-113-2021/2022-007 | 100,000.00 | NIL | 100,000.00 | Purchase of office furniture consisting of 2 executive chairs @ Kshs 30,000, 2 office cabinets @Kshs 44,000, 2 executive tables @Kshs 10,000 and 4 ordinary chairs @ Kshs 16,000 | New |
| Kiamutugu Police Station | 4-020-101-2640507-113-2021/2022-008 | 250,000.00 | NIL | 250,000.00 | Construction of 2 door pit latrine with 1 unit designed to cater for persons with disability to completion. | New |
|  | TOTAL |  |  | 137,088,879.00 |  |  |
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**NG-CDF MIN 195/09/2021 APPROPRIATION IN AID (**AIA**) SUBMISSION FOR 2020/2021 FINANCIAL YEAR**

The manager reported that allocation pertaining to AIA for financial year 2020/2021 was yet to be approved since the committee had not specified the specific activity of expenditure. The committee deliberated and resolved that the amount should be used to finance office administration specifically **purchase stationary**.

Further the fund manager communicated that the Constituency had collected a total of Ksh 38,000 for financial year 2020/2021.The committee deliberated and resolved to allocate this amount to bursary to secondary schools’ once authority to allocate is obtained from the Board.

**NG-CDF MIN 196/09/2021 AOB**

The oversight committee member present that members for their commitment in ensuring that Gichugu Constituents received the best service from NG-CDF.

He requested members to organize a Bursary cheque launching ceremony once all the cheques are written and ready for disbursement.

Meeting ended at 5pm with a word of prayer from James Mwendia.

**MINUTES PREPARED BY**

NG-CDFC SECRETARY………………………….…SIGN………………….....DATE…………………….

**MINUTES CONFIRMED BY:**

NG-CDFC CHAIRMAN…………………………..........SIGN………………....DATE…………………….

**MINUTES ENDORSED BY:**

FUND ACCOUNT MANAGER…………………………………..SIGN………………..….DATE…………..…….