

**MINUTES OF THE KIRINYAGA CENTRAL NG-CDF MEETING HELD ON 4<sup>TH</sup> SEPTEMBER 2020**

**MEMBERS PRESENT.**

1. PAUL MUNENE MUGO	CHAIRMAN
2. CHARLES MUNENE MURIITHI	SECRETARY
3. EVAJOAN WANGECI KAROKI	MEMBER
4. JANE KANINI MURIUKI	MEMBER
5. SYLVIA WANJA MUNYI	MEMBER
6. SEMEON MURIITHI MUGERA	MEMBER
7. KENNETH KARIUKI	MEMBER (FUND ACCOUNT MANAGER)
8. ANTHONY KARIMI KINYUA	MEMBER
9. DANIEL M. NDEGE	MEMBER (DEPUTY COUNTY COMMISSIONER)
10. CHARLES MURIUKI	MEMBER

**INATTENDANCE**

JOHN MUNENE WAMBUGU

Hon MP for Kirinyaga Central

**AGENDAS**

1. PRELIMINARIES
2. PROJECT PROPOSAL FINANCIAL YEAR 2020/2021
3. DISTRIBUTION AND RELEASE OF FUNDS TO THE PMC ACCOUNTS
4. PROJECT MONITORING AND EVALUATION
5. PAYMENT OF COMMITTEE SITTING ALLOWANCES AND COMMITTEE ALLOWANCE ARREARS
6. AOB

**NG-CDF /KC/01/04/09/2020—PRELIMINARIES.**

The meeting started with a word of prayer at 11.00 a.m. by Charles Munene Mureithi. The chairman welcomed the members and congratulated them for their punctuality in attending the meeting. He also thanked them for supporting the constituency ongoing projects and their continued support in to serving Kirinyaga Central constituents.

**NG-CDF/KC/02/04/09/2020 – PROJECT PROPOSAL FINANCIAL YEAR 2020/2021**

The committee re-visited the forwarded proposals and agreed to distribute the Kshs 137,088,879.31 allocated to Kirinyaga Central NG-CDF as follows:

S/NO	PROJECT NAME	CURRENT PROJECT ACTIVITY	AMOUNT ALLOCATED	CURRENT STATUS
<b>OFFICE ADMINISTRATION AND RECURRENT EXPENSES</b>				
1	Employees' Salaries	Payment of staff salaries Kshs 2,425,439.60 and gratuity Kshs 595,832.40	3,021,272.00	ON-GOING

2	Goods and Services	Purchase of office stationeries, repairs and maintenance of office equipment, telephone charges, electricity and water bills, mailbox charges, travel and subsistence, office tea, Newspapers Kshs 600,000; Preparation and printing of Kirinyaga Central NG-CDF Calendars (11,000 pieces) for the year 2021 Kshs 1,100,000. Purchase of two laptops Kshs 200,000 (HP Laptop: processor core i5, RAM 4GB, Windows 7 professional, capacity 500GB, Diagonal size 15") and a photocopier (Konica Monolta, C251i) Kshs 750,000.	2,650,000.00	ON-GOING
3	NSSF	Payment of Staffs NSSF Deductions	181,440.00	ON-GOING
4	NHIF	Payment of Staffs NHIF Deductions	71,400.00	ON-GOING
5	Committee Expenses	Payment of Committee sitting allowances, transport, conferences	2,301,220.76	ON-GOING
			<b>8,225,332.76</b>	
6	EMERGENCY RESERVE	To cater for any unforeseen occurrences in the constituency during the financial year.	7,192,206.90	ON-GOING
<b>EDUCATION BURSARIES</b>				
7	Bursary Secondary Schools	Payment of bursary to needy student in secondary schools	27,000,000.00	ON-GOING
8	Bursary Tertiary institutions	Payment of bursary to needy student in Universities and other colleges	13,000,000.00	ON-GOING
			<b>40,000,000.00</b>	
<b>M&amp;E/ CAPACITY BUILDING</b>				
9	Goods and Services	Payment of: printing services, stationery, Airtime, travel and subsistence	214,043.97	ON-GOING
10	Committee Expenses	Payment of Committee allowances, transport, conferences and other committee expenses.	2,000,000.00	ON-GOING
11	CDFC/PMC Capacity Building	Undertake Training of the PMCs/NG-CDFCs on NG-CDF Related issues/ Organize bench marking tour for NG-CDFCs.	1,800,000.00	ON-GOING
			<b>4,014,443.97</b>	



12	SPORTS ACTIVITIES	Purchase and distribution of sports Equipment (Sport kits, boots, goalkeeper kits and gloves, referee uniforms, Lineman flags, footballs) to following 34 football and 34 netball clubs within Kirinyaga central constituency. Each football club to get sports equipment worth kshs 55,000.00 and each netball club will get equipments worth Kshs. 25,600. FOOTBALL TEAMS includes: Gatwe FC, Gathuthuma FC, Kiamaina FC, Kagumo FC, Njumbi FC, Kamuiru FC, Kiarugu FC, Kiamutuirea FC, Kiaritha FC, Mutitu FC, Kiangungu FC, Kirimunge FC, Njega FC, Kiaga FC, Gatuto FC, Ngaru FC, Gitwe FC, Kianjege FC, Mukinduri FC, Kiranja FC, Kangaita FC, Thaita FC, Mutuma FC, Karaini FC, Mugwandi FC, Kiamuruga FC, Kirima FC, Kerugoya fans FC, Kiabarikiri FC, Kiandieri FC, Waigiri FC, Kirigo FC, Kaitheri FC and Gakoigo FC. While the netball clubs includes: Gatwe netball club, Gathuthuma netball Club, Kiamaina netball Club, Kagumo netball Club, Njumbi netball Club, Kamuiru netball Club, Kiarugu netball Club, Kiamutuirea netball Club, Kiaritha netball Club, Mutitu netball Club, Kiangungu netball Club, Kirimunge netball Club, Njega netball Club, Kiaga netball Club, Gatuto netball Club, Ngaru netball Club, Gitwe netball Club, Kianjege netball Club, Mukinduri netball Club, Kiranja netball Club, Kangaita netball Club, Thaita netball Club, Mutuma netball Club, Karaini netball Club, Mugwandi netball Club, Kiamuruga netball Club, Kirima netball Club, Kerugoya fans netball Club, Kiabarikiri netball Club, Kiandieri netball Club, Waigiri netball Club, Kirigo netball Club, Kaitheri netball Club and Gakoigo netball Club.	2,740,400.00	ON-GOING
			<b>2,740,400.00</b>	
<b>ENVIRONMENT</b>				
13	Kiangungu Primary School	Completion of Kiangungu primary school pupils ten units septic toilet (Painting and supply and installation of water gutters).	100,000.00	ON-GOING
14	Kirimunge Primary School	Construction to completion of a Ten units (Including a Urinal and pupils living with disability toilet) septic toilet at Kirimunge Primary School.	1,850,000.00	NEW
			<b>1,950,000.00</b>	
<b>EDUCATION PROJECTS: SECONDARY SCHOOLS</b>				



15	St. Joseph Secondary School	Construction to Completion of a 60 students capacity School storey Science Laboratory first floor and staircase.	4,100,000.00	NEW
16	Gitwe Secondary School	Construction to completion of a 60 student capacity School storey Science Laboratory	8,000,000.00	NEW
			<b>12,100,000.00</b>	
<b>EDUCATION PROJECTS: PRIMARY SCHOOLS</b>				
17	Mutuma Primary School	Renovation to Completion of nine (9) School classrooms, School library and Computer room: Replacing of worn-out iron sheet, windows, doors, hacking off defective floors and walls, re-plastering, re-flooring, installation of gutters, construction of drainage works and painting.	3,940,120.00	ON-GOING
18	Kiamutaira Primary School	Renovation to Completion of the School four (4) classrooms : Replacing of worn out iron sheet, windows, doors, hacking off defective floors and walls, re-plastering, re- flooring, installation of gutters, Construction of drainage works and painting.	1,643,720.00	ON-GOING
19	St. Joseph Primary School	Renovation to Completion of the School fourteen (14) classrooms, school hall, school store and computer room: Replacing of worn-out iron sheet, windows, doors, hacking off defective floors and walls, re-plastering, re-flooring, Construction of drainage works, disability lumps construction, installation of gutters and painting.	6,529,520.00	ON-GOING
20	Waigiri Primary School	Renovation to Completion of the School eleven (11) classrooms, school hall, exam room and computer room: Replacing of worn-out iron sheet, windows, doors, hacking off defective floors and walls, re-plastering, re- flooring, Construction of drainage works, pavement repairs, installation of gutters and painting.	5,632,800.00	ON-GOING





21	Gathuthuma Primary School	Renovation to Completion of the School eight (8) classrooms, School hall, School library and computer room: Replacing of worn-out iron sheet, windows, doors, hacking off defective floors and walls, re-plastering, re- flooring, installation of gutters, Construction of drainage works and painting.	4,003,870.00	ON-GOING
22	Kirima Primary School	Renovation to Completion of three (3) School classrooms: Replacing of worn-out iron sheet, windows, doors, hacking off defective floors and walls, re-plastering, re-flooring and painting Kshs 1,064,980 and construction of two(2) classrooms Kshs 2,400,000.	3,464,980.00	ON-GOING
23	Kiarugu primary School	Renovation to Completion of nine (9) School classrooms : Replacing of worn-out iron sheet, windows, doors, hacking off defective floors and walls, re-plastering, re-flooring and painting of nine(9) classrooms).	2,920,275.00	ON-GOING
24	Mutira Primary School	Renovation to Completion of thirteen (13) School classrooms: Replacing of worn-out iron sheet, windows, doors, hacking off defective floors and walls, re-plastering, re-flooring, installation of gutters, drainage works and painting.	3,529,990.00	ON-GOING
25	Kiaritha Primary School	Renovation to Completion of ten (10) School classrooms: Replacing of worn-out iron sheet, windows, doors, hacking off defective floors and walls, re-plastering, re-flooring, installation of gutters, drainage works and painting.	3,480,140.00	ON-GOING
26	Mugwandi primary School	Renovation to Completions of the school ten (10) classrooms: Replacing of worn-out iron sheet, windows, doors, hacking off defective floors and walls, re-plastering, re- flooring, installation of gutters, drainage works and painting.	3,480,170.00	ON-GOING
27	Kiranja primary School	Renovation to Completion of ten (10) School classrooms: Replacing of worn-out iron sheet, windows, doors, hacking off defective floors and walls, re-plastering, re-flooring, installation of gutters, drainage works and painting.	3,448,540.00	ON-GOING
28	Kaitheri Primary School	Renovation to Completion of nine (9) school classrooms: Replacing of worn-out iron sheet, windows, doors, hacking off defective floors and walls, re-plastering, re-flooring installation of gutters, drainage works and painting Kshs 2,942,650. Construction of a Ten units (Including a Urinal and pupils living with disability toilet) septic toilet Kshs 1,850,000	4,792,650.00	ON-GOING

29	Kiangungu Primary School	Renovation to Completion of six (6) School classrooms: Replacing of worn-out iron sheet, windows, doors, hacking off defective floors and walls, re-plastering, re-flooring, installation of gutters, construction of drainage system and painting.	2,239,240.00	ON-GOING
30	Mukinduri Primary School	Distributing the borehole water to various washing points within the primary and secondary school compounds. Construction of water towers to hoist four 10000litres plastic water tanks and also purchase and installation of Solar panels to supply power to the borehole.	2,000,000.00	NEW
31	School Lockers and Chairs	Supply of School metallic frames lockers and chairs to the following primary schools based on their pupils population: Kiamuruga primary school 208; Kiranja Primary School 274; Kiarugu Primary School 175; Kirigo Primary School 208 and Kiangungu Primary School 135. A set of locker and a chair at Kshs 4,500.	4,500,000.00	NEW
			<b>55,606,015.00</b>	
<b>SECURITY PROJECT</b>				
32	Ngomongo A.P. Camp	Repair, electrical installation and flooring of nine(9) A.P uni-huts Kshs 305,000 and ground leveling with hardcore and murrum fill Kshs 405,000, drainage works Kshs 100,000, Chain link fence repair Kshs 24,000 and four units latrine repair Kshs16,000.	850,000.00	NEW
33	Mutitu Assistant County Commissioner Office	Construction to Completion of Mutitu assistant county commissioner's office Seven (7) rooms and three (3) washrooms.	4,000,000.00	NEW
34	Kaguyu-Mutira Assistant Chief's Office	Renovation of the assistant chiefs office block (Three offices) (Hacking off defective floors and re-flooring and tiles installation, installation of gutters and painting) Kshs 160,880.68; Fencing of the assistant chief compound with chain link and concrete posts Kshs 200,000; and electrical installation and connecting the office with kplc power Kshs 50,000,	410,880.68	NEW
			<b>5,260,880.68</b>	
			<b>137,088,879.31</b>	

**NG-CDF/KC/03/04/09/2020- DISTRIBUTION AND RELEASE OF FUNDS TO THE PMC ACCOUNTS**

The fund account manager reported to the committee that Kshs 20,000,000 through AIE No. B104620 has been deposited in Kirinyaga Central NG-CDF main account. The committee agreed that the funds be distributed as follows



NG-CDF Office.....	4,200,000.00
Administration.....	2,000,000.00
Monitoring and Evaluation.....	1,450,000.00

The committee agreed to release funds to the following PMC projects:

PMC NAME	ACTIVITY	BANK	ACCOUNT NUMBER	AMOUNT
MUTIRA PRIMARY SCHOOL	Classrooms and office Renovation	EQUITY BANK	0100262480475	2,000,000.00
KIARITHA PRIMARY SCHOOL	Classrooms and office Renovation	CO-OPERATIVE BANK	01139034848701	2,000,000.00
KIANGUNGU PRIMARY SCHOOL	Classrooms and office Renovation and construction of pupils septic toilet.	CO-OPERATIVE BANK	01139034843302	3,700,000.00
KIRANJA PRIMARY SCHOOL	Classrooms and office Renovation	CO-OPERATIVE BANK	01139273777401	2,000,000.00
MUGWANDI PRIMARY SCHOOL	Classrooms and office Renovation	SIDIAN BANK	01013030000084	2,000,000.00
KAITHERI ASSISTANT CHIEF OFFICE	Renovation of the offices and compound fencing	SIDIAN BANK	01013030000074	650,000.00

**NG-CDF/KC/04/04/09/2020-PROJECT MONITORING AND EVALUATION.**

The committee noted that the ongoing renovation and constructions work for the eight (8) primary schools and Gathuthuma Secondary School laboratory respectively were progressing on well. They therefore agreed that to that these projects are in the right course they need to be visited regularly to monitor the work being done by the contractors. This was also to help them identify the mistakes some of the contractors could have done in their work and instruct for corrections to ensure they are doing quality work. The members agreed to visit the following projects on 15<sup>th</sup>, and 16<sup>th</sup> September 2020.

**Day 1: 15/9/2020**

Project Name	Activity
Kiranja Primary School	Classrooms and office Renovation
Mugwandi Primary School	Classrooms and office Renovation
Mutira Primary School	Classrooms and office Renovation
Kiarugu Primary School	Classrooms and office Renovation
Gathuthuma Secondary School	Construction of the School Storey laboratory

**Day 2: 16/9/2020**

Project Name	Activity
Kirima Primary School	Classrooms and office Renovation
Kiaritha Primary School	Classrooms and office Renovation
Kiangungu Primary School	Classrooms and office Renovation and construction of pupils septic toilet.
Kaitheri Primary School	Classrooms and office Renovation
Kaitheri Assistant chief's office	Renovation of the offices and compound fencing

To facilitate the two (2) days' projects visit the members approved the following budget

ACTIVITY	NUMBER	RATE	TOTAL AMOUNT
NG-CDF Participants allowance	12 for 2 days	5,000 & 7000- chairman	124,000.00
NG-CDF Clerks of works and ICT officer	2 for 2days	1,000.00	4,000.00
Transport	3 taxi per day for 2 days	4000.00	24,000.00
Refreshment		6,000.00 per day	12,000.00
Daily sanitizers and masks		5,000.00	5,000.00
		<b>TOTAL</b>	<b>169,000.00</b>

**NG-CDF /KC/05/04/09/2020: PAYMENT OF COMMITTEE MEETING SITTING ALLOWANCES AND PROJECT MONITORING TEAM ALLOWANCES ARREARS**

The committee approved that the following allowances amounting to Kshs. 296,000 be paid to the respective members.

ACTIVITY	DATE(S) HELD	SUPPORTING MINUTES/REPORT DATES	AMOUNT
CDFC Meeting	19/08/2020	19/08/2020	52,000.00
Project Monitoring and Evaluation	26/8/2020,27/8/2020 and 28/8/2020	19/08/2020	192,000.00
CDFC Meeting	04/09/2020	04/09/2020	52,000.00
<b>TOTAL</b>			<b>296,000.00</b>

**NG-CDF /KC/09/19/08/2020: A.O.B**

Having no other business, the meeting was closed with a word of prayer by Jane Muriuki at 2.00 p.m.

Minutes recorded by:

Confirmed by:



Charles Munene Muriithi

NG-CDFC Secretary

Date...14/9/2020



Paul Munene Mugo

NG-CDFC Chairman

Date...14<sup>th</sup> Sep 2020

