

MINUTES OF THE KIRINYAGA CENTRAL NG-CDF MEETING HELD ON 6TH NOVEMBER 2018

MEMBERS PRESENT

1. PAUL MUNENE MUGO	CHAIRMAN
2. CHARLES MUNENE MURIITHI	SECRETARY
3. EVAJOAN WANGECI KAROKI	MEMBER
4. JANE KANINI MURIUKI	MEMBER
5. SYLVIWANJA MUNYI	MEMBER
6. SIMON 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

AGENDAS

1. PRELIMINARIES
2. READING AND CONFIRMATION OF THE PREVIOUS MINUTES
3. NG-CDF PROJECT PROPOSAL F/Y 2018/19
4. ICT HUB PAYMENT
5. DRAFT STRATEGIC PLAN
6. COMMITTEE ALLOWANCES
7. AOB

NG-CDF /KC/1/07/11/2018—PRELIMINARIES

The meeting started with a word of prayer at 10.00 a.m. by Jane Kanini Muriuki. The chairman welcomed the members to the meeting and congratulated the members for their punctuality in attending the meeting, and emphasized on the importance of the members to work as a team for efficient running of Kirinyaga central NG-CDF activities. He noted that due to commitment of the committee, youth sport issues are being easily identified and planned for; he also noted that the process of making Kirinyaga Central strategic plan is going on smoothly.

NG-CDF /KC/2/07/11/2018: READING AND CONFIRMATION OF THE PREVIOUS MINUTES

The previous meeting minutes were read by the secretary and confirmed as the true deliberation of the day after being proposed and seconded by Anthony Karimi and Sylvia Wanja respectively.

NG-CDF /KC/3/07/11/2018: ICT HUB PAYMENT

The committee noted that the renovation of classrooms to be used as electoral wards ICT hubs centres were complete and ready to be installed with WIFI equipment. The money required for the installation totalling Kshs 4,677,027.00 for the four ward centres is already in the NG-CDF account. The fund manager reported to the members that the installation agreement and centre application forms have already been signed by all parties concerned (NG-CDFC represented by fund account manager, Ministry of ICT by PS ICT and Telecom Kenya Ltd by Project Manager). The fund manager also informed the members that a proforma invoice from the installing company have been and that the committee needs approve the payment for the installation to begin. Members read through the document and were satisfied with every detail and approved that Telecom Kenya ltd be paid Kshs 4,677,027.00 for the installation to commence.

NG-CDF/KC/4/18/10/2018: NG-CDF PROJECT PROPOSAL F/Y 2018/19

The committee approved the following projects to implemented in the financial year 2018/2019 as per the proposals collected during the public participation workshop conducted early this year.

PROJECT NAME	AMOUNT ALLOCATED THIS FINANCIAL YEAR	CURRENT PROJECT ACTIVITY	CURRENT STATUS
OFFICE ADMINISTRATION	4 700 000.00	Meeting day to day office running expenses, Staff salaries and CDFC member allowances Maintenance of office computers, printers, copier & other office equipment.	ON-GOING
EMERGENCY	5 738 993.45	Financing unexpected/ emergency occurrences under the management of the central government in the Constituency.	ON-GOING
EDUCATION BURSARIES	38 164 306.00	Assisting needy students in covering their school fees and exams fees	ON-GOING
M&E/ CAPACITY BUILDING	2 867 163.07	Inspecting the implementation of CDF projects & capacity building of PMC & CDFC members.	ON-GOING
YOUTH AND SPORTS	2 000 000.00	Purchase and distribution of sports kits and balls to the following thirty four (34) football clubs and four (4) volleyball clubs within Kirinyaga central constituency. FOOTBALL TEAMS(MALE YOUTH): 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 Sportif FC, Kiabarikiri FC, Kiandieri FC, Waigiri FC, Kirigo FC, Kaitheri FC and Gakoigo FC. VOLLEYBALL TEAMS: Mutira volleyball club, Kerugoya volleyball club, Karaini volleyball club, Ngaru volleyball club, Each football club to get sports equipment worth kshs 52,700.00 and volleyball teams each to get Kshs 52,050.00	ON-GOING
ENVIRONMENT	1 500 000.00	Construction of a Ten units (Including a Urinal and pupils living with disability toilet) septic toilet at Kiarugu Primary School.	NEW
	54 970 462.52		
EDUCATION PROJECTS: TERTIARY INSTITUTION			
Kirinyaga Central Technical Training Institute	5 000 000.00	Construction of technical training institute at Kiangungu Primary school.	NEW
EDUCATION PROJECTS: SECONDARY SCHOOLS			
Mutitu Secondary School	1 360 000.00	Completion of the school storey science lab first floor: electrical installation, plumbing works and gas system, plastering, fixing of benches and painting.	ON-GOING
Kiamutuirea Secondary School	608 980.00	Completion of the school twin classrooms constructed on top of the school science laboratory.	ON-GOING

Kirimunge Secondary School	5 174 390.00	Construction of the School storey Science Laboratory (walling the first floor of the science storey laboratory, roofing, plastering both ground and first floor, painting both laboratories, electrical, plumbing and gas works and other laboratory finishes.	ON-GOING
	7 143 370.00		
EDUCATION PROJECTS: PRIMARY SCHOOLS			
Kirimunge Primary School	546 165.00	School facelift: painting of seventeen (17) classrooms, staffroom and school office both internally and externally.	ON-GOING
Mukinduri Primary School	1 018 574.00	School facelift: Replacing of worn-out , windows, doors, and painting of eighteen (18) classrooms, school hall, staffroom and office both internally and externally.	ON-GOING
Karaini primary School	3 000 000.00	School facelift: Replacing of worn-out roof, windows, doors, flooring and painting of seventeen (17) classrooms.	NEW
Kiamaina primary School	1 500 000.00	School facelift: Replacing of worn-out roof, windows, doors, flooring and painting of thirteen (13) classrooms, School staffroom and office.	NEW
Kangaita Primary School	895 065.00	School facelift: Replacing of worn-out windows, doors and painting of twelve(12) classrooms, School hall and school administration block, both internally and externally.	ON-GOING
Gatwe Primary School	638 015.00	School facelift: Replacing of worn-out windows, doors, flooring and painting of fifteen (15) classrooms, two School offices and a staffroom.	ON-GOING
Kagumo CCM Primary School	852 950.00	School facelift: Replacing of worn-out windows, doors, and painting of sixteen (16) classrooms, two school offices, School hall and staffroom.	ON-GOING
Kiandieri Primary School	941 165.00	School facelift: Replacing of worn-out windows, doors, and painting of twenty two (22) classrooms and two school offices	ON-GOING
Gakoigo Primary School	1 924 830.00	School facelift: Replacing of worn-out windows, doors, flooring and painting of twenty (20) classrooms, School staffroom and two school offices.	ON-GOING
Njega mary School	3 000 000.00	School facelift: Replacing of worn-out roof, windows, doors, flooring and painting of nineteen (19) classrooms.	NEW
Mutitu Primary School	1 010 279.00	School facelift: Replacing of worn-out windows, doors, and painting of nineteen(19) classrooms, school hall and two offices.	ON-GOING
Kianjege East Primary School	3 000 000.00	School facelift: Replacing of worn-out roof, windows, doors, flooring and painting of seventeen (17) classrooms, Computer room and two school offices.	NEW
Kirigo Primary School	3 000 000.00	School facelift: Replacing of worn-out roof, windows, doors, flooring and painting of fourteen (14) classrooms.	NEW
Kiabarikiri Primary School	2 500 000.00	School facelift: Replacing of worn-out roof, windows, doors, flooring and painting of thirteen (13) classrooms, two offices and the school.	NEW

Kamuiru Primary School	1 000 000.00	School facelift: Replacing of worn-out school hall flooring, school hall worn out school hall doors and windows, and painting of twenty five(25) classrooms.	NEW
Thaita Primary School	2 000 000.00	School facelift: Replacing of worn-out roof, windows, doors, flooring and painting of eighteen (18) classrooms, school hall and the school two offices.	NEW
Kiaga Primary School	3 000 000.00	School facelift: Replacing of worn-out roof, windows, doors, flooring and painting of fifteen (15) classrooms, school two offices and school hall.	NEW
	29 827 043.00		
SECURITY PROJECT			
Kerugoya Chief's office	1 100 000.00	Construction to completion of the Kerugoya chiefs administration block comprising of three offices within Kerugoya chief's compound	NEW
	1 100 000.00		
OTHERS			
Kirinyaga Central NG-CDF office	11 000 000.00	Completion of Kirinyaga Central NG-CDF storeyed office (first floor walling, Roofing, electrical installation, Plumbing works, internal plastering fixing of doors and windows.	ON-GOING
	11 000 000.00		
	109 040 875.52		

NG-CDF/KC/5/07/11/2018: DRAFT KIRINYAGA CENTRAL STRATEGIC PLAN

The committee went through the draft strategic plan guided by the consultant and recommended some changes to the document. It was agreed that since changes requested were many each individual should their concern to the consultant in for of a memo on or before 6/11/2018 to allow time for their incorporation in the draft before the workshop day on 8/11/2018.

NG-CDF/KC/6/07/11/2018: PAYMENT OF COMMITTEE ALLOWANCES

The committee approved that their allowances for today's meeting totaling to Kshs 52,000 be paid.

NG-CDF/KC/7/07/11/2018: A.O.B

Having no other business the meeting was closed with a word of prayer by Sylvia Wanja at 1.30 p.m.

Minutes recorded by:



Charles Munene Muriithi

NG-CDFC Secretary

Date...7-11-2018

Confirmed by:



Paul Munene Mugo

NG-CDFC Chairman

Date...7/11/2018

MINUTES OF THE KIRINYAGA CENTRAL NG-CDF MEETING HELD ON 13TH DECEMBER 2018

MEMBERS PRESENT

1. PAUL MUNENE MUGO	CHAIRMAN
2. CHARLES MUNENE MURIITHI	SECRETARY
3. EVAJOAN WANGECI KAROKI	MEMBER
4. JANE KANINI MURIUKI	MEMBER
5. SYLVIAWANJA MUNYI	MEMBER
6. SIMON 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

AGENDAS

1. PRELIMINARIES
2. READING AND CONFIRMATION OF THE PREVIOUS MINUTES
3. STRATEGIC PLAN VALIDATION WORKSHOP
4. ADMINISTRATION POLICE HOUSES HANDING OVER
5. NG-CDF PROJECTS FIELD VISIT/ PROJECT MONITORING AND EVALUATION
6. YOUTH INVITATION FOR AJIRA TRAINING
7. COMMITTEE ALLOWANCES
8. PROJECT ALLOCATION
9. PAYMENT OF STAFFS LEAVE ALLOWANCES
10. RE-SUBMISSION OF PROJECTS.
11. AOB

NG-CDF /KC/1/13/12/2018—PRELIMINARIES

The meeting started with a word of prayer at 10.00 a.m. by Jane Kanini Muriuki. The chairman welcomed the members to the meeting and congratulated the members for their punctuality in attending the meeting, and emphasized on the importance of the members to work as a team for efficient running of Kirinyaga central NG-CDF activities. He noted that due to commitment of the committee, the process of making Kirinyaga Central strategic plan is going on smoothly and also connection of constituency ICT centers with WIFI went smoothly.

NG-CDF /KC/2/13/12/2018: READING AND CONFIRMATION OF THE PREVIOUS MINUTES

The previous meeting minutes were read by the secretary and confirmed as the true deliberation of the day after being proposed and seconded by Charles Muriuki and Sylvia Wanja respectively.

NG-CDF /KC/3/13/12/2018: STRATEGIC PLAN VALIDATION WORKSHOP

The fund account manager reported to the members that the consultant preparing the strategic plan has completed preparation of the strategic plan as agreed during the stakeholders meeting at Roswam Hotel on 8/10/2018. The members read through the plan and agreed that the validation workshop be fixed on 19/12/2018. It was agreed that for purpose of the plan being popular to the constituents the participants of the validation workshop must be picked across the whole constituency from the list of stakeholders who have contributed towards its preparation and the participants must be at least forty.

NG-CDF /KC/4/13/12/2018: ADMINISTRATION POLICE HOUSES HANDING OVER

The committee brought to the attention of the new deputy county commissioner the existence of the following complete administration police residential houses that are in the process of being handed over:

- Ngomongo A.P. Camp Residential houses

- Kagumo A.P. Camp Residential houses
- Kariko A.P. Camp Residential houses
- Kibingo/Ndimi A.P. Camp Residential houses

The deputy county commissioner promised to fast track the process and ensure that the projects are taken over by the relevant authority and handed over to the respective officers for occupation.

NG-CDF /KC/5/13/12/2018: NG-CDF PROJECTS FIELD VISIT

The committee noted that the following NG-CDF projects have been going on and therefore there is need for the committee to visit them to assess their status. Due to the high number of projects that needs be visited and poor weather, it was noted that the committee could not complete the exercise in one day therefore the committee approved that the exercise be conducted for two days. The projects to be visited include:

NO.	PROJECT NAME	PROJECT ACTIVITY
1	Kagumo ccm primary Sch- ICT Hub	Connection of the constituency ICT hub –Mutira ward with internet.
2	Kangaita Primary School- ICT Hub	Connection of the constituency ICT hub –Inoi ward with internet.
3	Kirimunge Primary Sch-ICT Hub	Connection of the constituency ICT hub –Kanyekiini ward with internet.
4	Gitwe Primary Sch	Construction of the pupils septic ablution block
5	Kirimunge Sec Sch.	Construction of the school Science storey Laboratory
6	Mutitu Primary Sch.	Construction of the school Science storey Laboratory
7	Mutitu Primary School	Renovation of Classrooms
8	Kiamutuiria Primary Sch.	Construction of twin classrooms on top of the school science laboratory.

To facilitate this exercise the committee approved the following budget:

ACTIVITY	NUMBER	RATE	TOTAL AMOUNT
NG-CDF Participants allowance	10 for two days	5,000 & 7000- chairman	104,000.00
Clerk of works -lunch	2	1,000.00	2,000.00
Transport	2 taxi per day for four days	4,000 each	16,000.00
Refreshments		6,000.00	12,000.00
		TOTAL	134,000.00

NG-CDF/KC/6/13/12/2018: YOUTH INVITATION FOR AJIRA TRAINING

The fund manager reported to the members that the ministry of information is ready to train the youth on how to use internet to make an earning through a programme called ajira. The requirement for the training are:

1. The youth must in groups of 50 or above.
2. The youth must have laptops.
3. The youth must be computer literate.
4. Each ICT hub centre must have atleast five youth to be trained as trainers of new coming youth.

The committee agreed to mobilise the youth so that they can be trained through these programme.

NG-CDF/KC/7/13/12/2018: PROJECT ALLOCATION

The committee noted the issues raised by the NG-CDF board on Kirinyaga Central NG-CDF Project proposal for 2018/2019. The NG-CDF board raised issues on the following two projects:

NO.	PROJECT NAME	NG-CDF BOARD COMMENT ON THE PROJECT	ACTUAL PROJECT
	The following projects were captured in the report on on-going projects submitted by the NG-CDFC but were not allocated funds in 2018/19 F/Y 1. Gitwe Primary School, Kshs.550,000 - Fixing of fenceboard and painting twelve (12) classrooms	<i>All projects approved conditionally subject to NG-CDFC submitting minutes committing to allocate additional funds to the projects in 2019/20 F/Y</i> NG-CDFC to submit minutes committing to allocate additional funds to the projects in 2019/20 Financial Year to ensure they are completed.	The project was allocated the required funds in additional budget for financial year 2017/2018 of Kshs 11,379,310.41 where this project was allocated Kshs 500,000 in addition to the previous allocation of Kshs 1,600,000. Currently the project is complete and in use, therefore no need of allocating more funds.
	2. Mukinduri Administration Police Camp, Kshs.2.5 million - Construction of four (4) police residential units and fencing of the compound	<i>All projects approved conditionally subject to NG-CDFC submitting minutes committing to allocate additional funds to the projects in 2019/20 F/Y:</i> NG-CDFC to submit minutes committing to allocate additional funds to the projects in 2019/20 Financial Year to ensure they are completed.	The project had a land ownership issue which is still not settled. The funds were already re-allocated to other projects hence no need to allocate funds to this project.

NG-CDF/KC/8/13/12/2018: PAYMENT OF COMMITTEE ALLOWANCES

The committee approved that their allowances for today's meeting totaling to Kshs 52,000 be paid.

NG-CDF/KC/9/13/12/2018: PAYMENT OF STAFFS LEAVE ALLOWANCES

The committee approved payment of the staffs annual leave allowances which took place as follows:

STAFF NAME	ANNUAL LEAVE PERIOD	LEAVE ALLOWANCE AMOUNT (KSHS)
Maureen Nyawira Maringa	14 th June-13 th July 2018	8,000.00
Eric Mbugua Waithera	30 th July-7 th September 2018	8,000.00
Simon Miano Mwaniki	20 th September- 31 st October 2018	5,000.00
Emmah Wangithi Miano	8 th November-20 th December 2018	8,000.00

NG-CDF/KC/10/13/12/2018: RE-SUBMISSION OF PROJECTS.

The members were informed that the NG-CDF board has declined to approve the allocation made for Kirinyaga central technical training institute of Kshs 2,500,000. This is because Kirinyaga central is not among the constituencies to be funded for construction of the said institution in the third phase by the ministry of education science and technology. The committee noted that although ministry has promised to finance this project in the constituency it may take long for the process to be completed, therefore the committee decided to fund the construction of the NG-CDF office with the amount for the activities stated below

Kirinyaga Central NG-CDF office	2,500 000.00	Completion of Kirinyaga Central NG-CDF storeyed office (Roofing, electrical installation, Plumbing works, internal plastering.	ON-GOING
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NG-CDF/KC/11/13/12/2018: A.O.B

Having no other business the meeting was closed with a word of prayer by Sylvia Wanja at 1.30 p.m.

Minutes recorded by:

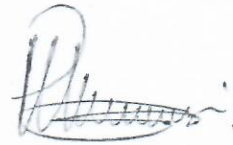


Charles Munene Muriithi

NG-CDFC Secretary

Date...14/12/2018

Confirmed by:



Paul Munene Mugo

NG-CDFC Chairman

Date...14-12-2018