

**MATHIOYA NG CDF**

**MINUTES OF NG-CDF COMMITTEE MEETING HELD ON 23<sup>RD</sup> SEPTEMBER 2020 AT THE  
CDF OFFICE**

**MEMBERS PRESENT**

- |                     |              |                 |        |
|---------------------|--------------|-----------------|--------|
| 1. Peter Itegi      | Chair person | 6. Mary Kyengo  | FAM    |
| 2. Lucy Njoroge     | Secretary    | 7. Mary Muchiri | Member |
| 3. NicholusKanyingi | Member       | 8. SerahMuhia   | Member |
| 4. Reuben Maina     | Member       | 9. Emma Kibaara | DCC    |
| 5. HarrysonWaimonde | Member       |                 |        |

**IN ATTENDANCE**

- |                      |           |                  |           |
|----------------------|-----------|------------------|-----------|
| 1. Hon. Peter Kimari | Patron    |                  |           |
| 2. Joseph Mutero     | Oversight |                  |           |
| 3. EliudKarobia      | Oversight | 5. Erastus Kamau | Oversight |
| 4. Washington Mwangi | Oversight | 6. Joseph Kagunu | SCA       |

**ABSENT WITH APOLOGY**

- |                 |        |
|-----------------|--------|
| 1. Yvonne Njoki | Member |
|-----------------|--------|

**AGENDA**

- |  |                         |
|--|-------------------------|
| ✓ Preliminaries                            | ✓ Proposal FY 2020/2021 |
| ✓ Preliminaries                            | ✓ Project status        |
| ✓ Reading/confirmation of previous minutes | ✓ Emergency requests    |
| ✓ Matters arising                          | ✓ Bursary               |
| ✓ Disbursements FY 2019/2020               | ✓ AOB                   |

**Min. 1 of 23/09/2020 Preliminaries**

The meeting started at 2.00 P.m. with a word of prayer led by Lucy Njoroge. The chairman welcomed all members to the meeting.



**Min. 2 of 23/09/2020 Reading/Confirmation of previous minutes**

The secretary took members through the minutes of the last meeting. The minutes were confirmed by Reuben Maina seconded by Harryson Waimonde as a true copy of the proceedings of the last meeting.

**Min. 3 of 23/09/2020 Matters arising**

Members noted the following concerning the minutes of the last meeting:

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1. Members were informed that a letter was written to the Subcounty OCPD requesting for an alternative use for Wahundura AP houses but a response has not been received. Members agreed that the DCC take up the matter to ensure that the uni-huts are put in use.
2. Procurement process for Iruri sec. School class & Mananga primary school toilet ongoing.
3. Application for registration of suppliers/ service providers under NG CDF ongoing.

**Min. 4 of 23/09/2020– Disbursements FY 2019/2020**

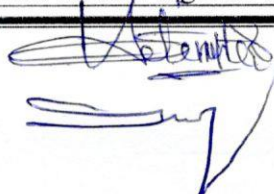
Member were informed that the Board had released ksh. 20,000,000 and another ksh. 33,000,000 for FY 2019/2020. The AIE for ksh 20M had been received but the AIE for ksh. 33M was on transit.

Member agreed to disburse these funds to the following approved projects: Members agreed that cheques for the projects shall be released once the AIE for 33M is received.

<u>No.</u>	<u>Project Name</u>	<u>Project activity</u>	<u>Amount (ksh.)</u>
1	Employees Salaries	Payment of staff salaries and gratuity	832,282
2	Admin.	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea	901,703
3	M/E	Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence	1,521,031
4	Bursary	Payment of bursary to needy students in secondary and tertiary institutions.	2,000,000
5	Emergency	To cater for any unforeseen occurrences in the constituency during the financial year	1,800,276
6	Ruiru Primary School (Envi.)	Construction of 400M retaining wall in Ruiru primary school ksh. 2,247,354;	2,247,354
7	Bursary Social programs (NHIF)	payment of NHIF to 726 vulnerable families @6,000 ksh.4,356,000;	3,400,000
8	Gaithunu primary school	Land scaping school (leveling) field (¼ acre)ksh 1,000,000; fencing school compound of 500M Ksh. 800,000 (chain link/concrete poles); Construction of two blocks each of six cubicle toilet to completion- ksh 1,200,000	3,000,000
9	Kagumoini primary school	Construction of 8 cubicle toilet to completion ksh. 800,000; installation of 1- 10,000 litre tank and rain water goods ksh. 400,000 (tank-ksh.100,000; tank base-ksh.50,000; guttering/facial board for 6 classes- ksh.250,000).	1,200,000



10	Kiriaini primary School	Construction of two blocks each of six cubicle toilet to completion- ksh 1,200,000; Installation of 1- 10,000 litre tank to completion ksh. 300,000 (tank- ksh.100,000, tank base-ksh.50,000; facialboard/guttering for 4 classes-ksh.150,000)	1,500,000
11	J J Kamotho primary School	Renovation of classes- flooring, plastering, painting four classes to completion ksh. 1,400,000; stone pitching the school compound ksh. 600,000 to completion (100M Length).	2,000,000
12	Nyakianga primary school	Construction of new kitchen to completion	1,350,000
13	Sports	Carry out constituency sports tournament and the winning teams/schools to be awarded with trophies, balls, game kits etc.	2,747,354
14	Gikindu Primary school (Envi.)	Installation of 2- 10,000 litre water tanks in Gikindu primary school ksh. 500,000 ( 2 Tanks-ksh.200,000; facialboard/guttering 5 classes-ksh.200,000; 2 tank bases -ksh.100,000);	500,000
15	Gikoe primary School	Construction of two blocks each of six cubicle toilet to completion- ksh 1,200,000; Renovation of classes- flooring, plastering, painting three classes to completion ksh. 1,200,000	2,400,000
16	Kagioini primary School	Construction of two blocks each of six cubicle toilet to completion- ksh 1,200,000; Renovation of classes- flooring, plastering, painting two classes to completion ksh. 800,000	2,000,000
17	Kanjahi Primary school	Renovation of classes- flooring, plastering, painting five classes to completion.	2,000,000
18	Karugiro primary School	Renovation of classes- flooring, plastering, painting five classes to completion.	2,000,000
19	Kiriithiru primary School	Construction of two blocks each of six cubicle toilet to completion- ksh 1,200,000; Reroofing 3 classes to completion ksh. 800,000	2,000,000
20	Mukui primary school	Fencing school to completion( perimeter wall)- 600 Metres	1,500,000
21	Wahundura primary school	Renovation of classes- flooring, plastering, painting five classes to completion.	2,000,000
22	Gatunguru sec. school	Construction of new kitchen/store to completion ksh. 1,750,000; construction of 6 cubicle toilet to completion ksh, 650,000	2,400,000
23	Kihuro sec. school	Construction of laboratory to completion- foundation and walling (capacity- 45 students)	3,000,000
24	Kiriaini girls Sec. School	Construction of 20 cubicle digester toilet to completion	3,000,000



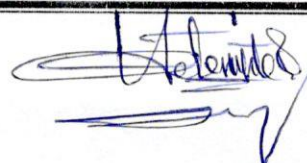
25	Kiriti girls Sec. School	Construction of one new 2-bedroom staff house to completion ksh.2,000,000; Construction of 8 cubicle toilet to completion ksh.1,000,000	3,000,000
26	Mananga sec. school	Renovation of dining hall (700 sitting capacity) - flooring, ceiling, painting, window panes to completion	1,200,000
27	Njumbi secondary School	Construction of eight cubicle toilet with two urinals to completion	1,500,000
			<b>53,000,000</b>

Members also agreed that a schedule for the disbursement of these project cheques shall be prepared and the CDFC shall deliver them to the projects. They shall hold a ward clinic in every region during the presentation of the cheques to the community.

**Min.5 of 23/09/2020 Proposal FY 2020/2021**

Members went through the various proposal received in the office. They agreed that all ongoing projects shall be given priority and shall be allocated enough funds to ensure their completion. They therefore agreed on the following proposal for funding for the FY 2020/2021:

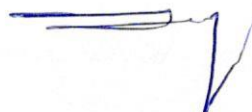
Project Name	Project activity	Amount Allocated	Current Status
Employees Salaries	Payment of staff salaries @ ksh. 1,039,360 and gratuity @ ksh. 498,480	1,537,840.00	On-going
Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea	3,030,172.00	On-going
NSSF	Payment of NSSF Deductions	129,600.00	On-going
NHIF	Payment of NHIF Deductions	51,000.00	On-going
Committee Expenses	Payment of Committee sitting allowances, transport, conferences	3,500,000.00	On-going
Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence	244,306.00	On-going
Committee Expenses	Payment of Committee sitting allowances, transport, conferences	2,880,000.00	On-going





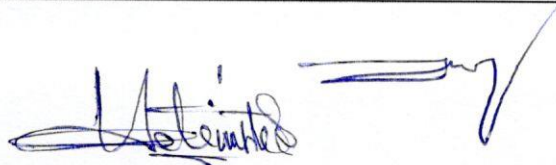
CDFC/PMC Capacity Building	Undertake Training of the PMCs/NGCDFs on NGCDF Related issues	1,000,000.00	On-going
Emergency	To cater for any unforeseen occurrences in the constituency during the financial year	7,192,206.90	On-going
Sports	Carry out constituency sports tournament and the winning teams/schools to be awarded with trophies, balls, game kits etc.	2,749,537.00	On-going
Environment	Planting 30,000 trees seedlings at ksh. 50 each in Gitugi primary, Karunge primary, Chui Primary, Ngutu primary, Kiru primary, Yakarengo primary, J J Kamotho primary, Gikindu primary, Iruri primary, Kairi primary Thuita primary, Kamune primary Njumbi primary, Nyakianga primary, Muthangari primary, Kagongo primary, Mioro primary, Kiriaini primary, Kairo primary, Kihari primary, Kiambuthia primary, Mananga primary schools, and Kambara, Matuto and Wahundura sec. school. Each School to receive 1,200 seedlings.	1,500,000.00	New
Kiriti Girls Sec. School	Construction of retaining wall- 70Metres, at Kiriti girls sec. school-ksh.700,000 to completion	700,000.00	New
Mathioya Technical & vocational college	Constructing Gabions at Mathioya Technical and Vocational college- 27M*5M-ksh. 549,537 to completion	549,537.00	New
Bursary Secondary Schools	Payment of bursary to needy students in secondary schools	15,350,000.00	On-going
Bursary Tertiary Schools	Payment of bursary to needy students in colleges ksh 5,000,000, universities 9,000,000;	14,000,000	On-going
Bursary Social programs	payment of NHIF to 726 vulnerable families @6,000 ksh.4,356,000;	4,356,000	ongoing
Bursary Vocational schools	Pyament for Boda boda training programme ksh. 1,000,000	1,000,000	New
Chui Primary school	Construction of 6 cubicle girls pit latrine toilet to completion	600,000.00	New
Gakambura primary school	Renovation works to completion- floor/plaster/paint/wiring 12 classes-ksh. 3,000,000 ;water harvesting- purchase of 3-10,000 litre tanks-ksh. 300,000; construction of 3 tank bases @ksh. 50,000 per tank base-ksh. 150,000; installation of gutters in 12 classes-ksh. 150,000 to completion	3,600,000.00	New

Gititu primary school	Construction of 6 cubicle Boys pit latrine toilet/urinal from foundation to completion-650,000 ; Renovation of classes - Re-roof/plaster/floor/paint/doors of 5 classes ksh.2,000,000; flooring of 5 -ksh. 550,000 to completion	3,200,000.00	New
Kagongo primary school	Renovation of eleven classes- plastering/flooring/painting 11 classes to completion ksh. 2,200,000; Construction of 3 cubicle/urinal teachers pit latrine toilet from foundation to completion -ksh.300,000	2,500,000.00	New
Kamune Primary school	Fencing/gate (chainlink/concrete poles)-700M- ksh1,800,000; Murraming parade ground to completion - 75SM - ksh.200,000 to completion	2,000,000.00	New
Kangongi primary School	Purchase of furniture : 60 lockers/chairs@ 4,000 (for two classes); 14 tables@5,000, 16 chairs@ 3,000, 2 metallic cupboard @ 25,000, 2 tables @12,000, 2 chairs @ 10,000, 4 chest metallic drawers @ 12,000 ( for administration office).	500,000.00	New
Kanoro primary school	Construction of retaining wall-80 Metres -ksh. 800,000; Installation of 2 tanks-ksh. 200,000; gutters- 4 classes ksh. 100,000; 2 tank bases ksh.100,000 to completion	1,200,000.00	New
Kiambuthia Primary school	Constuction of 6 cubicle girls pit latrine toilet to completion -ksh.600,000; construction od 6 cubicle boys pit latrine toilet/urinal ksh. 650,000 to completion	1,250,000.00	New
Kiamuturi primary School	Construction of a new class to completion-ksh.1,000,000./Construction of six cubicle boys pit latrine toilet/urinal from foundation to completion-650,000, Construction of three cubicle/urinal teachers pit latrine toilet to completion-ksh.350,000	2,000,000.00	New
Kihari primary school	Renovation of boardroom to completion ( plaster/flooring/painting/windows)- 100 seater capacity	500,000.00	New
Kihuro primary school	Renovation works-Reroofing 6 classes ksh. 1,350,000 /construction of verandah for 5 classes -ksh. 150,000 to completion	1,500,000.00	New
Kiriko primary School	Construction of 6 cubicle girls pit latrine toilet to completion-ksh.600,000; construction of 6 cubicle boys pit latrine toilet/urinal ksh. 650,000 to completion	1,250,000.00	New

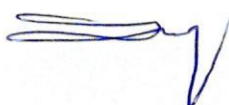





Kirimiga primary school	Construction of 6 cubicle girls pit latrine toilet to completion -ksh.600,000 ; construction of 6 cubicle boys pit latrine toilet/urinal ksh. 650,000 to completion	1,250,000.00	New
Kiuu Primary School	Purchase of furniture : 60 lockers/chairs@ 4,000 (for two classes); 14 tables@5,000, 16 chairs@ 3,000, 2 metallic cupboard @ 25,000, 2 tables @12,000, 2 chairs @ 10,000, 4 chest metallic drawers @ 12,000 ( for administration office).	500,000.00	New
Mioro primary School	Renovation of 7 classes to completion- plaster/floor and painting of seven classes to completion	1,500,000.00	New
Muthangari primary school	Fencing/gate 1,000 metres (chainlink/concrete poles) to completion	2,000,000.00	New
Ngechu primary school	Fencing/gate - 400Metres (chainlink/cocrete poles)- ksh. 800,000, Murraming parade ground- 75SM - KSH.200,0000 to completion	1,000,000.00	New
Ngutu primary school	Construction of 6 cubicle girls pit latrine toilet to completion	600,000.00	New
Nyangiti primary school	Renovate 5 classes to completion - (plaster/floor/paint/panes to completion)	1,000,000.00	New
Ruru Primary School	Construction of 6 cubicle girls flash toilet to completion	650,000.00	New
Thuita Primary School	Renovation of 5 classes- reroofing/plastering/flooring/painting 5 classes to completion	2,000,000.00	New
Umbui primary school	Renovations of classes - re-roof /plaster/floor 4 classes to completion	1,500,000.00	New
Yakarengo primary school	Renovation of 5 classes (re-roofing/floor/plaster/paint/doors/window panes to completion	2,000,000.00	New
Gikoe secondary school	Construction of a new Dining hall to completion -500 sitting capacity	4,000,000.00	New
Gitongu secondary school	Construction of 6 cubicle girls pit latrine toilet to completion-ksh.600,000; construction of 6 cubicle boys pit latrine toilet/urinal ksh. 650,000 to completion	1,250,000.00	New



Gitugi mixed Sec. School	Construction of new multipurpose hall from foundation to completion (500 sitting capacity)	4,000,000.00	New
Kamacharia girls Sec. School	Hall completion- external works, tiling, wall/floor finishes, plumbing ad civil works (700 sitting capacity) to completion	1,500,000.00	ongoing
Karunge Sec. school	Construction of a new Dining hall from foundation to completion -500 sitting capacity	4,000,000.00	New
Kiamuturi sec. School	Hall completion- construction of kitchen-( from foundation to completion), wall/floor finishes,windows, doors, electrical/mechanical works (800 sitting capacity) to completion	3,000,000.00	ongoing
Ngamba sec. School	Construction of a block of 4 storeyed classes to completion (two on the ground floor/two on the first floor) to completion.	6,500,000.00	New
Runyeki sec. School	Hall completion- internal/external wall finishes, floor finishes, ceiling, painting ( 500 sitting capacity) to completion	2,000,000.00	ongoing
Wahundura mixed sec. school	Partition of Staff room and furniture to completion (Partition with MDF Boards/ceiling, 5 offices-ksh.300,000; kyocera 2050 photocopier-ksh.135,000; 3 computers-ksh.135,000; 10 chairs-ksh.60,000; 5 teachers' lockers-ksh.50,000; 1 office desk-ksh.20,000 )	700,000.00	New
Mathioya Technical & vocational college	Construction of one block of flash toilet to completion (6 cubicle ladies; 6 cubicle/urinal gents, all tiled) - ksh.1,500,000; Construction of incinerator -ksh. 150,000, to completion	1,650,000.00	New
Mathioya Security lighting Project	Installation of 33 - 8Metre solar street lights in Matuto, yakarengo,kanjahi, Kagongo, Nguruini, Kamagoko, Karunge, Mihuti, Kangunu, Kanjama, Kiriko, Kora, Waranga, Kiriaini shopping centres. Each street light @ 120,000 (230W LED solar street lighting ) to completion	3,810,000.00	New
Njumbi divisional office	Fencing (chainlink/concrete poles)-250 metres to completion	500,000.00	New



Nyakianga divisional Office	Additional funds for construction of divisional Administration block to completion. (With 10 offices) - ceiling, painting, external works to completion-ksh. 1,600,000, fencing/gate(400Mtrs -chainlink fencing with concrete poles) to completion -ksh. 800,000, construction of 6 cubicle pit latrine toilet/urinal to completion-ksh. 600,000 to completion	3,000,000.00	ongoing
Nyakianga police station	Renovation of OCS house-reroof/ceiling/flooring//doors/windows to completion (3 bedroomed)	696,680.41	New
Mathioya CDF Vehicle	Purchase and body building of Toyota land cruiser Troop carrier	7,000,000.00	New
		<b>137,476,879.31</b>	

Members agreed that the Bills of Quantities for Kamacharia Sec. School and Kiamuturi Sec. School were ksh. 9,500,000 and ksh.13,000,000 respectively. Members agreed that these were the costs of the already revised prices for these projects. Members therefore agreed that the ksh.3,000,000 for Kiamuturi secondary school and ksh.1,500,000 for Kamacharia sec. School allocated under FY 2020/2021 could not be revised further considering the increase in the cost of building materials. Members therefore requested the Board to consider approving these projects as per the allocations indicated in the proposals for FY 2020/2021 to be able to complete these projects.

Members also agreed that there was need to start the disposal process of the CDF vehicles. They therefore agreed to invite the county mechanical officer to assess the vehicles and give report on the same. Members agreed to start the disposal process of the CDF vehicles once the report is ready. This was necessary as the NG CDFC in its project proposal of FY 2020/2021 has allocated funds for the purchase of another vehicle as the one currently in use was quite worn out.

#### **Min.6 of 23/09/2020 Project Status**

Members were informed that the bulk sms platform had already been set up. Members had even received sample sms as confirmation for the same. The platform is under the name 'MATHIOYACDF'. Members agreed to pay the contractor, Blessed Gathima Ltd, his dues of ksh. 115,000 for the same.






Members also confirmed that the officer generators had been installed and were in use. They were satisfied with the workmanship. Members therefore agreed to pay the supplier, Carclub Motor Accesories (2005) Ltd his dues of ksh. 523,000.

Members noted that the Kiriaini police station was complete and ready for use. They were satisfied with the workmanship. They noted that there was lack of privacy at the urinal due to the nearby private storeyed building and agreed to pay for an additional work of ksh.15,000 for fixing additional iron sheets and raising the wall at the urinal to ensure privacy. They therefore agreed to pay the contractor, Virkez Enterprises, his total dues of ksh.624,930.

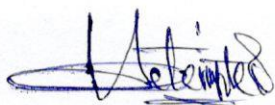
Members were informed that Kihitini foot bridge had been redone after the flooding was over. Members after visiting the project noted with a lot of concern that the area from the road to the foot bridge is extremely steep and long causing the contractor a lot of cost in transporting the materials from the road to where the foot bridge is being constructed. The cost of transporting the materials from the furthest point where the vehicles can reach to the foot bridge is more than double the cost of the materials as it has to be carried on the back. Members noted that the foot bridge had been raised satisfactorily to prevent it from being swept by flooding waters again as the speed of the water is extremely high and waters are voluminous. Members therefore agreed to pay the contractor, Blessed Gathima Ltd, his dues of ksh. 284,025. At the same time members noted that there was need to strengthen the foot bridge with heavy metal bars at angle line on both sides and also the guard rails as the foot bridges is wide for safety. They therefore approved a further ksh. 350,000 from emergency for this work. The clerk of works shall prepare BQs for the same for procurement to be done before the onset of heavy rains.

Members were also informed that the CDF vehicle had been inspected had required some repairs. They therefore approved payment of ksh. 83,100 to Maua Ltd for this service.

**Min. 7 of 23/09/2020 Emergencies**

Members approved funding for the following emergencies apart from kihitini foot bridge:

1. Kanjahi primary school ksh. 600,000 for construction of a toilet. The existing toilet collapsed.
2. Kamacharia Divisional office. Ksh. 400,000 for construction of toilet and guttering. The existing toilet was destroyed by a large mugumo tree which fell suddenly.
3. Kamahindu foot bridge ksh. 250,000 for construction of foot bridge. The existing foot bridge was swept away by floods.
4. Karunge-Kanjahi foot bridge ksh. 300,000 for construction of foot bridge. The existing foot bridge was swept away by floods.





**Min. 8 of 23/09/2020 Bursary**

Members agreed to release ksh. 3,396,000 for the first batch of 566 NHIF beneficiaries under the social security program. Members agreed that the constituency social security program Ad hoc committee responsible for matters of NHIF should meet and deliberate on the list of 566 members and make changes where necessary.

Members agreed that the Education day committee should return the funds disbursed for education day to CDF main account as the event did not take place due to the ongoing pandemic. Members however agreed that the committee should first pay for the allowances for the meeting held then return the balance to the main account.

Members approved ksh. 85,500 bursary to very needy students in tertiary institutions as per attached list. This amount shall be processed and issued to the beneficiaries immediately.

Members were informed that there were stale bursary cheques of ksh. 77,000. Members agreed to consider allocating these funds to other needy cases.

**Min.9 of 03/08/2020 AOB**

- ✓ Members agreed that those reporting third party complains that do not involve CDF in any way should be advised to refer the matter to DCI for investigation.
- ✓ Members agreed to hold another meeting soon to discuss the remaining agendas as it was not possible to discuss them due to pressure of time.
- ✓ Members were informed that a donor is going on with the work of completing Gatunguru dispensary.
- ✓ Members agreed that in future construction of teachers toilets should include a handwash sink and tank.

Having no other business, the meeting ended at 4.15 p.m. with a word of grace from Joseph Mutero.

NAME

Peter Itegi

SIGNATURE



DATE

23-9-2020

Lucy Mwangi



23/9-2020