**MATHIOYA NG CDF**

**MINUTES OF NG-CDF COMMITTEE MEETING HELD ON 16TH NOVEMBER 2018 AT THE CDF OFFICE**

**MEMBERS PRESENT**

1. Peter Itegi Chair person
2. Lucy Njoroge Secretary
3. Nicholus Kanyingi Member
4. Reuben Maina Member
5. Jamlick Mbuba DCC
6. Harryson Waimonde Member
7. Mary Kyengo FAM
8. Mary Muchiri Member

**IN ATTENDANCE**

1. Eliud Karobia Oversight
2. Washigton Mwangi Oversight
3. Joseph Mutero Oversight
4. Erastus Kamau Oversight
5. Hon. Peter Kimari Oversight
6. Joseph Kagunu DA

**AGENDA**

* Proposal FY 2018/19
* AIA
* Reallocation
* Bursary status
* Staff training
* Project status
* AOB

**Min. 1 of 16/11/2018 Preliminaries**

The meeting started at 10.00 a.m. with a word of prayer led by Lucy Njoroge. The chairman welcomed all members to the meeting. He thanked them for keeping time. Members agreed to go ahead with the agenda of the day without reading the minutes of the previous meeting.

**Min.2 of 16/11/2018 Proposal FY 2018/2019**

Members agreed on the following proposal for the FY 2018/2019:

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| --- | --- | --- | --- |
| **Project Name**  | **Project activity**  | **Amount Allocated** | **Current Status**  |
| Employees Salaries | Payment of staff salaries and gratuity  | 1,957,200.00 | On-going |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea | 2,235,200.00 | On-going |
| NSSF | Payment of NSSF Deductions | 129,600.00 | On-going |
| NHIF | Payment of NHIF Deductions | 50,400.00 | On-going |
| Committee Expenses | Payment of Committee sitting allowances, transport, conferences | 2,170,052.00 | On-going |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence | 100,000.00 | On-going |
| Committee Expenses | Payment of Committee sitting allowances, transport, conferences | 2,175,000.00 | On-going |
| CDFC/PMC Capacity Building | Undertake Training of the PMCs/NGCDFCs on NGCDF Related issues | 996,226.00 | On-going |
| Emergency | To cater for any unforeseen occurrences in the constituency during the financial year  | 5,738,993.45 | On-going |
| Sports | Carry out constituency sports tournament and the winning teams/schools to be awarded with trophies, balls, game kits etc. | 2,180,817.00 | On-going |
| Environment | Purchase and installation of 10,000 litre water tanks tank base and gutters in Gikoe primary, Yakarengo primary, Kagioini primary, Kiriaini primary and Mananga primary each @ ksh. 236,163; Gabion construction in Kiambutha Sec. school ksh.400,002, Retaining wall in Kirimiga Primary school ksh. 600,000 | 2,180,817.00 | On-going |
| Bursary Secondary Schools | Payment of bursary to needy students in secondary schools ksh, 11,630,109,  | 11,630,109.07 | On-going |
| Bursary Tertiary Schools | Payment of bursary to needy students in colleges ksh.4,000,000, universities 7,630,109,  | 11,630,109 | On-going |
| Bursary Social programs |  provision of medical insurance cover to vulnerable families ksh.4,361,000; Boda boda Training program ksh. 4,000,000,  | 8,361,000 | ongoing |
| Gachiriro Primary School | Construction of foot bridge connecting to the school | 400,000.00 | ongoing |
| Githendu primary school | septic tank completion-plaster, floor, slab to completion @ 300,000; renovation of 3 classes- flooring, plastering, doors, windows to completion @ 700,000. | 1,000,000.00 | New |
| Kairi primary school  | Reroofing 4 classes to completion | 1,000,000.00 | New |
| Kangongi primary school | Additional funds for construction of block of hall/admin. Office/class- Walling, painting, roofingto completion | 2,000,000.00 | ongoing |
| Kanoro primary school | Renovate 2 classes- plastering, flooring, windows, painting, wiring to completion | 500,000.00 | New |
| Karunge primary school  | Construcion of 6 cubicle teachers toilet @ 500,000; flooring/reroofing 2 classes to completion @ 500,000 | 1,000,000.00 | New |
| Kihari primary school | Construction of retaining wall to completion- 70M | 1,000,000.00 | New |
| Kirungu primary school | Construction of 6 cubicle boys toilet/urinal ksh. 500,000; 4 cubicle teachers toilet ksh. 500,000 to completion | 1,000,000.00 | New |
| Kiuu primary school | Additional funds for Construction of administration block & 1 class to completion- roofing, painting, plastering to completion | 2,000,000.00 | ongoing |
| Kora Primary School  | Construction of one class to completion | 1,000,000.00 | New |
| Ngamba primary  | Construction of two blocks of each six cubicle toilets to completion @ 1,000,000; construction of a new classroom to completion @ ksh.1,000,000 | 2,000,000.00 | New |
| Ngutu Primary school | Reroofing 4 classes to completion | 1,000,000.00 | New |
| Njumbi primary school | Reroofing 4 classes to completion | 1,000,000.00 | New |
| Ruru primary school | Construction of retaining pillars to support a one storeyed building @ 1,000,000; construction of six cubicle toilet for girls @ 500,000 | 1,500,000.00 | New |
| Warugara primary school | Renovation of school hall- flooring, plastering, doors, windows, painting to completion | 1,500,000.00 | New |
| Mathioya furniture project | Purchase of 750 school lockers/chairs @ 4,000 for the following primary schools: Ngutu, Kairo, Kagioini, Nyakianga, Kagongo, Kihari, Kiambuthia, Kiamuturi, Kairi, Mukui, Kiriithiru, Gikindu, Gaithunu, Karugiro, Kagwanja, Thuita, Chui, Githendu, Ruiru, Yakarengo, Nyangiti, Kiuu, Karunge, Kirimahiga ad Mihuti- Each school to receive 30 lockers/chairs.  | 3,000,000.00 | New |
| Gitugi girls sec. school | Land scaping by fixing cabro around the dining hall - 200SQM | 1,000,000.00 | New |
| Kamacharia girls sec. school | Construction of multipurpose hall to completion | 4,000,000.00 | New |
| Kamune Sec School  | perimeter Fencing and gate to completion - 800M | 1,000,000.00 | ongoing |
| Karunge sec. school | Completion of class- plastering, flooring, wiring, doors, painting to completion. | 600,000.00 | ongoing |
| Kiamuturi Sec. school | Construction of multipurpose hall to completion | 2,500,000.00 | ongoing |
| Kiriti girls sec. school  | Completion of 2 residential units- wiring, wardrobe, sinks, painting to completion @ ksh. 1,000,000; construction of one new residential unit to completion @ ksh. 2,000,000 | 3,000,000.00 | ongoing |
| Matuto sec. school  | Construction of two residential units to completion | 2,500,000.00 | New |
| Runyeki Sec. school  | Additional funds for construction of dining hall- Construction of superstructure slab to completion | 3,000,000.00 | ongoing |
| St. philip gikindu sec | Construction of 2 blocks of 6 cubicle each @ 1,000,000; completion of existing class-walling, slab, flooring, plaster to completion @1,000,000; construction of new class to slab level @1,500,000 | 3,500,000.00 | New |
| Kiru Divisional office  | Perimeter fencing and gate to completion- 600 meters | 990,408.00 | New |
| Nyakianga Divisional HQ | Additional funds for construction of divisional Headquarters- Columns, superstructure, walling to completion | 8,000,000.00 | ongoing |
| Nyakianga police station | Construction of two blocks of toilet each 6 cubicle @ 500,000 to completion | 1,000,000.00 | New |
| Nyangiti police post  | Construction of one residential unit for OCS- one bedroomed to completion | 1,645,944.00 | New |
| Mathioya Office equipment | Purchase of 2 laptops @ 120,000 and photocopier @300,000 | 420,000.00 | New |
| Mathioya CDF Office | Construction of retaining wall, landscaping and drainage at the CDF office | 1,000,000.00 | New |
| Mathioya WIFI Project | Purchase of furniture for Kamacharia, Njumbi and Gitugi WIFI Centres; 3 tables/chairs for front management @ 93,000; 60 tables and 120 chairs @ 1,656,000- each centre to receive 1table/chair for front mangement and 20 tables+40 chairs as work stations | 1,749,000.00 | New |
| Mathioya Education office | Completion of office- fixing ceiling, painting, furniture, landscaping and water harvesting to completion | 700,000.00 | New |
|   |   | **109,040,875.52** |   |

Members requested the fund manager to prepare the other required paper work for the proposal to be forwarded to the board.

Members were also informed that the constituency had other receipts in form of AIA amounting to ksh. 16,000.00 declared in financial statements for FY 2016/17. These funds were received from sale of tenders. Members agreed to allocate these funds to Nyangiti Police post as additional funds for construction of one residential unit for OCS – one bedroomed to completion.

The area MP, Hon. Peter Kimari, highlighted and explained on some activities like environment, the boda boda training program and the Mathioya baseline survey.

**Min. 3 of 16/11/2018 Reallocation**

Members agreed on the following reallocations:

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| --- | --- | --- |
| **FROM** | **TO** | **REASON** |
| CDF Vehicle ksh. 750,000 FY 2014/15 | Mathioya Security Office ksh. 600,000 for construction of 5 cubicle toilet and urinal ksh. 600,000; Purchase of 150 plastic chairs @ 150,000 | This is a balance after the vehicle was purchased. |
| Mathioya Security Lighting Project ksh. 34,000 FY 2016/17 | Mathioya Security Office ksh. 34,000 for purchase of 34 plastic chairs @ 1,000 | This amount was part of the ksh. 5,000,000 for security lighting project for FY 2016/17 but was never approved. The codelist approved ksh. 4,966,000 for this project. |

**Min.4 of 16/11/2018 Bursary status**

Members were informed that the bursary committee had agreed to prepare serialised bursary forms for control purposes and had presented this idea to the CDFC for approval. Members discussed the issue of having the printed serialised bursary forms and approved it. They agreed to facilitate the printing from the administrative vote. Members agreed to print 75 booklets for secondary school, 50 booklets for tertiary and 10 booklets for special cases. The office shall appoint an ad hoc tender committee to undertake the procurement.

Members also agreed that once funds for bursary are released, the general bursary shall be issued once for the whole year. This will ensure that substantial amount is allocated to each needy case at once.

Members also approved the bodaboda training program. They approved sauna driving school as recommended by the evaluation committee to facilitate this training. They agreed to training 200 people in the first phase at a cost of ksh. 2,400,000. The training will be for two weeks and will take place at the CDF offices. The trainer, sauna driving school, shall facilitate all the processes up to the driving licence level.

**Min.5 of 16/11/2018 Staff training**

Members agreed to hold a staff training before the end of this month. Members approved a budget of ksh. 200,000 from M/E vote to facilitate the training. The office shall make the necessary logistics for the training.

**Min.6 of 16/11/2018 Project status**

Members agreed to select a team to visit kairi AP, Chui AP and Kambara AP posts evaluate on the status of the residential houses and make a decision.

Members were informed that the tablets for WIFI centres have never been utilised for they lacked programs. They agreed that these tablets be returned to the ICT ministry for exchange with laptops which will be more useful to the users.

Members went through the service delivery charter and approved it. They agreed that it shall be displayed at the front office.

Members agreed to have the office website updated.

Members agreed to prepare a list of all the devolved projects that had earlier been under CDF funding and hand them over to the county government.

**AOB**

Members were informed that the CDF Board’s audit team shall come from next week, 19/11/2018 for an audit exercise.

Having no other business, the meeting ended at 2.45 p.m. with a word of grace from one of the members.

**NAME SIGNATURE DATE**  …………………...... ……………... ……………..... ……………………. ……………….... ……………...