

MINUTES OF KIHARU NATIONAL GOVERNMENT CDF COMMITTEE MEETING  
HELD ON 3<sup>RD</sup> NOVEMBER 2020 AT KIHARU NGCDF OFFICE

PRESENT

- |                                 |             |
|---------------------------------|-------------|
| 1. Mr. Peter Manyeki Kirocho    | - Chairman  |
| 2. M/s. Esther Mwihaki Kamau    | - Member    |
| 3. Mr. Geoffrey Mburu Manyeki   | - Member    |
| 4. M/s. Catherine Wachera Maina | - Member    |
| 5. Mr. Andrew Munene Gicanga    | - Member    |
| 6. M/s. Elizabeth Wandia Chege  | - Member    |
| 7. Mr. Kennedy Kamau, FAM       | - Member    |
| 8. Mr. Anthony Warui Kariuki    | - Secretary |


AGENDA

1. Preliminaries
2. Reading and confirmation of the previous minutes
3. Matters arising from the minutes
4. 2020/21 f/y projects proposal
5. Projects prioritization
6. AOB

KNGCDF MIN 01/03/11/2020: PRELIMINARIES

The Chairman requested Ms. Esther Kamau to open the meeting with prayers. The meeting started at 10.43 am.

The Chair welcomed the members present and appreciated them for availing themselves for the meeting which he stated was restricted to not more than one hour so as to adhere to the Government guidelines in the fight against spread of COVID-19. He reminded members to ensure they observe the new normal by not shaking hands, keeping 1.5m distance from each other as per the arrangement of the seats, sanitizing and putting on face masks.



### KNGCDF MIN 02/03/11/2020: READING AND CONFIRMATION OF THE PREVIOUS MINUTES

The Secretary read the minutes of the previous NGCDFC meeting held on 3<sup>rd</sup> September 2020 which were proposed and seconded by Ms. Catherine Maina and Mr. Geoffrey Mburu respectively.

### KNGCDF MIN 03/03/11/2020: MATTERS ARISING FROM THE MINUTES

On re-allocations, the Chairman reported that the Works Officer was finalizing with the BQs for the projects which upon completion will be submitted to the Board to justify the allocations to the various projects.

On public participation, members observed that the exercise was a success with residents turning up in large numbers and submitting their proposals on priority projects for their respective areas and even assisting NGCDFC to identify projects funded over eight years ago with balances in PMC accounts that require to be re-allocated. The exercise also served to enlighten the residents on projects that had already been funded in their respective areas and those who had been complaining that their areas had been left out were contented after learning about the distribution of resources across the expansive constituency which covers the two sub counties of Murang'a East and Kahuro.

On Monitoring and Evaluation, members expressed contentment with implementation and documentation for the projects covered though some weaknesses in procurement were still noted for some of the PMCs which members agreed to address during the next PMCs capacity building.

### KNGCDF MIN 04/03/11/2020: 2020/21 FINANCIAL YEAR PROJECTS PROPOSAL

The Fund Manager read to members the NGCDF Board circular Ref: BOARD CIRCULARs VOL II (024) dated 10<sup>th</sup> August 2020 whereby Kiharu constituency had been allocated Kshs. 137,088,879.31. After deliberations factoring ongoing projects and priority projects as proposed by the residents during the public participation forums, members approved allocation of 2020/2021 financial year funds to various projects as below:-

NO	NAME OF PROJECT	ACTIVITY	ALLOCATION	TOTAL
<b>PRIMARY SCHOOLS PROJECTS</b>				
1	Technology Primary School	Renovation of seven classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion to completion	1,000,000.00	
2	Mbiri Primary School	Completion of six hundred user capacity multi-purpose hall by roof/ plastering/ windows/ doors/ painting for first floor	2,000,000.00	
3	Vidhu Ramji Primary School	Renovation of seven classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion to completion	1,000,000.00	
4	Kiangochi Primary School	Renovation of five classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	700,000.00	
5	Gaitega Primary School	Renovation of four classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	600,000.00	
6	Kiawambeu Primary School	Renovation of three classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	400,000.00	
7	Upendo Primary School	Construction of administration block with two offices and staffroom to completion	1,800,000.00	



8	Gikuu Primary School	Renovation of six classrooms by roof/floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	800,000.00	
9	Muthigiriri Primary School	Renovation of seven classrooms by roof/floor/tiling/ doors/ windows repairs/ plastering/ painting to completion to completion	1,000,000.00	
10	Kambirwa Primary School	Renovation of six classrooms by roof/floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	800,000.00	
11	Marewa Primary School	Renovation of seven classrooms by roof/floor/tiling/ doors/ windows repairs/ plastering/ painting to completion to completion	1,000,000.00	
12	Matithi Primary School	Renovation of seven classrooms by roof/floor/tiling/ doors/ windows repairs/ plastering/ painting to completion to completion	1,000,000.00	
13	Mirira Primary School	Renovation of four classrooms by roof/floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	500,000.00	
14	Gitungano Primary School	Renovation of seven classrooms by roof/floor/tiling/ doors/ windows repairs/ plastering/ painting to completion to completion	1,000,000.00	
15	Gikandu Primary School	Renovation of seven classrooms by roof/floor/tiling/ doors/ windows repairs/ plastering/ painting to completion to completion	900,000.00	
16	Githuuri Primary School	Renovation of five classrooms by roof/floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	700,000.00	
17	Kiangatia Primary School	Renovation of four classrooms by roof/floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	500,000.00	
18	Kaigwa Primary School	Renovation of five classrooms by roof/floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	700,000.00	
19	Kiambuigi Primary School	Renovation of three classrooms by roof/floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	400,000.00	
20	Githundi Primary School	Renovation of five classrooms by roof/floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	700,000.00	
21	Gakurwe Primary School	Renovation of six classrooms by roof/floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	800,000.00	
22	Kiamuri Primary School	Renovation of five classrooms by roof/floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	700,000.00	
23	Githanga Primary School	Renovation of seven classrooms by roof/floor/tiling/ doors/ windows repairs/ plastering/ painting to completion to completion	1,000,000.00	
24	Gaturi Primary School	Renovation of five classrooms by roof/floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	600,000.00	

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25	Kabui Primary School	Renovation of six classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	800,000.00	
26	Gakuyu Primary School	Renovation of seven classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion to completion	1,000,000.00	
27	Muringa Primary School	Renovation of seven classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion to completion	1,000,000.00	
28	Mweru Primary School	Renovation of seven classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion to completion	1,000,000.00	
29	Nyakihai Primary School	Renovation of six classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	800,000.00	
30	Gatitu Primary School	Renovation of four classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	600,000.00	
31	Kambwe Primary School	Renovation of five classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	700,000.00	
32	Kimathi Primary School	Renovation of seven classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion to completion	1,000,000.00	
33	Rurii Primary School	Renovation of six classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	800,000.00	
34	Kangure Primary School	Renovation of seven classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion to completion	1,500,000.00	
35	Rutune Primary School	Renovation of seven classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion to completion	1,000,000.00	
	Gituri Primary School	Renovation of four classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	500,000.00	
37	Gachiku Primary School	Renovation of seven classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion to completion	1,000,000.00	
38	Gathiru Primary School	Renovation of three classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	400,000.00	
39	Gatundu Primary School	Renovation of seven classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion to completion	1,500,000.00	
40	Gitaro Primary School	Renovation of four classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	500,000.00	

41	Githagara Primary School	Renovation of seven classrooms by roof/floor/tiling/ doors/ windows repairs/ plastering/ painting to completion to completion	1,000,000.00	
42	Gitiri Primary School	Renovation of four classrooms by roof/floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	600,000.00	
43	Kagumo Primary School	Renovation of six classrooms by roof/floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	800,000.00	
44	Kari Primary School	Renovation of six classrooms by roof/floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	800,000.00	
45	Kiyatta Primary School	Renovation of two classrooms by roof/floor/doors repairs/tiling/ painting to completion	300,000.00	
46	Kiboi Primary School	Renovation of four classrooms by roof/floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	500,000.00	
47	Kiguru Primary School	Renovation of seven classrooms by roof/floor/tiling/ doors/ windows repairs/ plastering/ painting to completion to completion	1,000,000.00	
48	Kiumba Primary School	Renovation of seven classrooms by roof/floor/tiling/ doors/ windows repairs/ plastering/ painting to completion to completion	1,000,000.00	
49	Kiyu Primary School	Renovation of two classrooms by roof/floor/doors repairs/tiling/ painting to completion	300,000.00	
50	Mbari ya hiti Primary School	Renovation of seven classrooms by roof/floor/tiling/ doors/ windows repairs/ plastering/ painting to completion to completion	1,000,000.00	
51	Munyutha Primary School	Renovation of two classrooms by roof/floor/doors repairs/tiling/ painting to completion	200,000.00	
52	Murai Primary School	Renovation of four classrooms by roof/floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	500,000.00	
53	Muthiria Primary School	Renovation of five classrooms by roof/floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	700,000.00	
54	Ndutumi Primary School	Renovation of three classrooms by roof/floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	400,000.00	
55	Ngaru Primary School	Renovation of five classrooms by roof/floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	700,000.00	
56	Yamugwe Primary School	Renovation of six classrooms by roof/floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	800,000.00	
57	Kamaguta Primary School	Renovation of two classrooms by roof/floor/doors repairs/tiling/ painting to completion	300,000.00	
58	Gatara Primary School	Renovation of two classrooms by roof/floor/doors repairs/tiling/ painting to completion	300,000.00	

59	Gatuya Primary School	Renovation of three classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	400,000.00	
60	Gathaiti Lower Primary School	Renovation of three classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	400,000.00	
61	Kahatia Primary School	Renovation of four classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	500,000.00	
62	Kahithe Primary School	Renovation of three classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	400,000.00	
63	Kairichi Primary School	Renovation of four classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	600,000.00	
64	Karuriini Primary School	Renovation of four classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	600,000.00	
65	Kionjoini Primary School	Renovation of six classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	800,000.00	
66	Mariani Primary School	Renovation of four classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	500,000.00	
67	Matharite Primary School	Renovation of seven classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion to completion	1,000,000.00	
68	Thengeini Primary School	Renovation of four classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	600,000.00	
69	Murarandia Primary School	Renovation of six classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	800,000.00	
70	Mukumu Primary School	Renovation of two classrooms by roof/ floor/doors repairs/tiling/ painting to completion	300,000.00	
71	Gathinja Primary School	Renovation of three classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	400,000.00	
72	Gitie Primary School	Renovation of four classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	500,000.00	
73	Gitige Primary School	Renovation of six classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	800,000.00	
74	Gitui Primary School	Renovation of four classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	500,000.00	
75	Gituto Primary School	Renovation of six classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting	800,000.00	
76	Gitweku Primary School	Renovation of four classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	500,000.00	
77	Kahuhia Primary School	Renovation of four classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	500,000.00	

78	Karingu Primary School	Renovation of four classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	500,000.00	
79	Kianderi Primary School	Renovation of seven classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion to completion	1,000,000.00	
80	Kirogo Primary School	Renovation of six classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	800,000.00	
81	Wanjengi Primary School	Renovation of three classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	500,000.00	
82	Weithaga Primary School	Renovation of five classrooms by roof/ floor/tiling/ doors/ windows repairs/ plastering/ painting to completion	700,000.00	60,300,000.00
<b>SECONDARY SCHOOLS</b>				
1	St. Michael Gathuki-ini Secondary School	Completion of science laboratory - thirty users capacity by installation of doors and windows, plastering, flooring, tiling and finishes	500,000.00	500,000.00
<b>SECURITY PROJECTS</b>				
1	Gitui Assistant Chief Office	Construction of offices block 1 No. with three offices and entry porch to completion	1,200,000.00	
2	Njoguini Chiefs Office	Completion of three room offices block by plastering, installation of ceiling, tiling, finishes and painting	500,000.00	
3	Karemaini Chiefs Office	Completion of three room offices block initiated by the public by installation of ceiling, window panes, tiling, finishes and painting	400,000.00	
4	Gatundu Chief's Office	Construction of three door pit latrine with urinal on one side to completion	300,000.00	
5	Kirogo Assistant Chief's Office	Construction of two door pit latrine with urinal on one side to completion	200,000.00	
6	Gacharu Assistant Chief Office	Completion of three door pit latrine initiated by the public by walling, roofing, doors, finishes and painting	200,000.00	2,800,000.00
<b>OTHER PROJECTS</b>				
1	Muranga East Education Office	Renovation of four offices block by roof repair/tiling/ painting to completion	500,000.00	500,000.00
<b>STATUTORIES</b>				
	<b>EMERGENCY 5%</b>	To cater for urgent, unforeseen need for expenditure in the constituency within the financial year	7,192,206.90	7,192,206.90
	<b>ADMINISTRATION 6%</b>			
	Employees Salaries	Payment of staff salaries and gratuity	3,478,480.00	
	Goods and Services	Repairs and maintenance, printing, stationery, telephone, travel and subsistence, fuel, hospitality, office tea (Kshs. 1,283,592.41) & Purchase of furniture - office chairs 20 No. each 20,000 (Kshs. 400,000), public address system full set - powered mixer, full range speakers, mid-range speakers, cordless microphones and cables (Kshs. 500,000), Portable public address full set @ Kshs. 100,000, desktop computer @ kshs. 40,000 and lap top @ Kshs. 60,000	2,383,592.41	

NSSF	Payment of NSSF Deductions	134,640.00	
NHIF	Payment of NHIF Deductions	73,800.00	
Committee Expenses	Payment of Committee sitting allowances, transport, conferences	2,151,260.00	8,221,772.41
M&E 3%			
Goods and Services	Review of strategic plan	1,800,000.00	
Committee Expenses	Payment of allowances, transport, conferences	1,212,640.00	
NGCDFC/PMC/Staff Capacity Building	Undertake training of NGCDFC, PMCs and staff	1,100,000.00	4,112,640.00
Sports 2%	To conduct Constituency Sports tournament and the participating/ winning teams to be issued with trophies, balls and games kits	2,741,760.00	2,741,760.00
Environment 2%	Purchase of 800 seedlings @ Kshs. 100 (Kshs. 80,000), labor for digging holes and planting trees (Kshs. 21,500) at twenty seven schools as attached (Annex 1)	2,740,500.00	2,740,500.00
Bursary 35%			
Bursary Secondary schools	Award of bursary to bright needy students in secondary schools	38,980,000.00	
Bursary Tertiary Institutions	Award of bursary to bright needy students in tertiary institutions pursuing degree/ diploma courses	4,000,000.00	
Bursary Vocational Institutions	Award of bursary to students in vocational institutions pursuing certificate/ short courses/ driving	4,000,000.00	
Bursary Special Schools	Award of bursary to needy students in special schools	1,000,000.00	47,980,000.00
<b>TOTAL</b>		<b>137,088,879.31</b>	<b>137,088,879.31</b>

#### KNGCDF MIN 05/03/11/2020: PROJECTS PRIORITIZATION

The Chairman reported to members that the NGCDF Board had released the seventh tranche of funds due to the constituency for 2019/2020 financial year amounting to Kshs. 66,667,724.10 out of the expected Kshs. 69,367,724.14 leaving a balance of Kshs. 2,700,000.00. He explained that the Kshs. 2,700,000 balance was for environment which the Board had declined to approve and thereby NGCDFC require to re-submit on environment or re-allocate the funds to other projects.

After deliberations, members prioritized all the approved projects not yet funded with the exception of environment with the large chunk of the funds being for bursary as per list attached (ANNEX I).

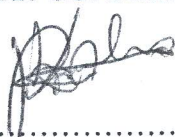
#### KNGCDF MIN 06/03/11/2020: AOB

Members resolved to hold the next meeting mid-November to work on tertiary bursary. There being no other business, the meeting adjourned at 2.18 pm with closing prayer led by Ms. Elizabeth Chege.

MINUTES PREPARED BY:

  
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SECRETARY

MINUTES CONFIRMED BY:

  
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CHAIRMAN