

MINUTES OF KIHAI NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND COMMITTEE
MEETING HELD ON 19TH FEBRUARY 2019 AT NG-CDF OFFICE

PRESENT

- | | |
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| 1. Mr. Peter Manyeki Kirocho | - Chairman |
| 2. Mr. Amos O. Ogendi, Rep. DCC Kahuro | - Member |
| 3. Mr. Okaka Etyang, DCC Murang'a East | - Member |
| 4. Mr. Anthony Warui Kariuki | - Member |
| 5. M/s. Esther Mwihaki Kamau | - Member |
| 6. Mr. Geoffrey Mburu Manyeki | - Member |
| 7. M/s. Catherine Wachera Maina | - Member |
| 8. Mr. Andrew Munene Gicanga | - Member |
| 9. Mr. Kennedy Kamau, FAM | - Member |

IN ATTENDANCE

- | | |
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| 1. Mr. Simon Komu Kiriiba | - D/A |
| 2. Mr. Charles Karondo | - CoC |

ABSENT

- | | |
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| 1. M/s. Agnes Wanjiru Macharia | - Secretary |
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AGENDA

1. Preliminaries
2. New projects implementation in light of new Government regulations
3. 2018/2019 financial year projects proposal
4. Re-allocations/ change of activities
5. Human resource management
6. Emerging issues
7. AOB

PRELIMINARIES

The Chairman called the meeting to order at 10.46 am and welcomed the members present thanking them for availing themselves for the all-important meeting to conclude on allocation of funds to projects that NGCDF would undertake in 2018/2019 financial year. The meeting started with a word of prayer by Anthony Warui.




KNGCDF MIN 01/19/02/2019: NEW PROJECTS IMPLEMENTATION IN LIGHT OF NEW GOVERNMENT REGULATIONS

The FAM took members through the new executive orders issued by the Government concerning implementation of projects beginning with Executive Order No. 2 of 2018 on procurement of public goods, works and services by public entities, letter by Cabinet Secretary, National Treasury and Planning on implementation of Executive Order No. 2 of 2018 and Executive Order No. 1 of 2019 on framework for co-ordination and implementation of National Government development programmes and projects. Members resolved to ensure procurement is done as per the Act and the executive order and reporting done as per the Government regulations.

KNGCDF MIN 02/19/02/2019: 2018/2019 FINANCIAL YEAR PROJECTS PROPOSAL

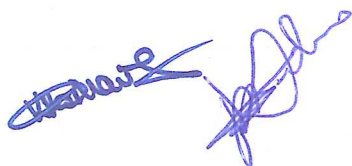
After deliberations factoring ongoing projects and priority projects as proposed by the residents during the recently concluded public participation forums, members approved allocation of 2018/19 financial year funds to various projects as below:-

NO	PROJECT NAME	ACTIVITY	AMOUNT (KSHS)
a) Primary schools			
1	Gathuki-ini Primary School	Renovation of eight classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	1,000,000.00
2	Kaigwa Primary School	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	800,000.00
3	Muringa Primary School	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	700,000.00
4	Gatitu Primary School	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	700,000.00
5	Kambwe Primary School	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	600,000.00
6	Gituri Primary School	Renovation of four classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	500,000.00
7	Kibuu Primary School	Construction of a classroom	800,000.00
8	Githundi Primary School	Construction of a classroom	800,000.00
9	Kionjoini Primary School	Renovation of five classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	600,000.00
10	Gaichangere Primary School	Renovation of eight classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	1,000,000.00
11	Gathaiti Lower Primary School	Renovation of five classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	600,000.00
12	Kairichi Primary School	Renovation of five classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	600,000.00



13	Karuri-ini Primary School	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	700,000.00
14	Mariani Primary School	Renovation of five classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	600,000.00
15	Thengeini Primary School	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	700,000.00
16	Weithaga Primary School	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	800,000.00
17	Kahuhia Primary School	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	700,000.00
18	Ithiki primary School	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	700,000.00
19	Wanjengi primary school	Renovation of five classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	600,000.00
20	Kianderi Primary School	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	800,000.00
21	Mumbi Primary School	Renovation of five classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	600,000.00
22	Kirogo Primary School	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	700,000.00
23	Gachiku Primary School	Construction of a classroom adjacent to existing block	600,000.00
24	Gitaro Primary school	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	800,000.00
25	Githagara Primary School	Construction of a classroom adjacent to existing block	600,000.00
26	Kagumo Primary School	Renovation of four classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	500,000.00
27	Kiayatta Primary School	Renovation of five classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	600,000.00
28	Kiboi Primary School	Renovation of five classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	600,000.00
29	Kiguru Primary School	Renovation of five classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	600,000.00

30	Kiumba Primary School	Renovation of five classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	600,000.00
31	Murai Primary School	Renovation of five classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	600,000.00
32	Muthiria Primary School	Renovation of five classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	600,000.00
33	Mwara Primary School	Renovation of four classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	500,000.00
34	Ngaru Primary School	Renovation of four classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	500,000.00
35	Yamugwe Primary School	Renovation of five classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	600,000.00
36	Kamaguta Primary School	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	700,000.00
37	Gikandu Primary School	Renovation of five classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	600,000.00
38	Kiawambeu Primary School	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	800,000.00
39	Upendo Primary School	Construction of a classroom	800,000.00
40	Muthigiriri Primary School	Renovation of five classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	600,000.00
41	Matithi Primary School	Renovation of five classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	700,000.00
42	Mirira Primary School	Renovation of four classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	500,000.00
43	Kiangatia Primary School	Renovation of five classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	600,000.00
44	Githuuri Primary School	Renovation of five classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	600,000.00
45	Muchungucha Primary School	Renovation of eight classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	1,000,000.00
46	Marewa Primary School	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	800,000.00



47	Ndikwe Primary School	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	700,000.00
48	Vidhu Ramji Primary School	Completion of ongoing storeyed classrooms block by plastering, window panes, keys and floor finishes, fascia board, painting (Kshs. 400,000), Renovation of four classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting (Kshs. 600,000)	1,000,000.00
49	Mjini Primary School	Construction of two classrooms to completion	1,200,000.00
50	Kongoini Primary School	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	700,000.00
51	Kiangage Primary School	Renovation of five classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	600,000.00
b) Secondary School			
1	Rurii Secondary School	Renovation of four classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	500,000.00
2	St. Michael Gathuki-ini	Renovation of four classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	500,000.00
3	Ititu Secondary School	Construction of a classroom	700,000.00
4	Mwirua Secondary School	Renovation of existing block to become a classroom and offices by partitioning, roof/ floor/ doors/ windows repairs/ plastering/ painting (Kshs. 300,000), purchase of 30 lockers & chairs (Kshs. 150,000), purchase of teachers furniture – four sets of two drawer office table with chair (Kshs. 50,000) & construction of four door toilets (Kshs. 300,000)	800,000.00
5	Gakurwe Secondary School	Construction of a block with one classroom, corridor and two offices (Kshs 900,000), Purchase of 30 lockers & chairs (Kshs. 150,000), four sets of two drawer office table with chair (Kshs. 50,000) & construction of four door toilets (Kshs. 300,000)	1,400,000.00
6	Mukumu Secondary School	Completion of storeyed computer lab/ offices resource centre by installation of doors/ windows/ plastering/ flooring and finishes	700,000.00
7	Gatara Secondary School	Renovation of computer lab by roof/ floor/ doors/ windows repairs/ plastering/ painting (Kshs. 300,000), installation of benches/ lab installations/ equipment (Kshs. 400,000)	700,000.00
8	Kaganda Secondary School	Extension of dining hall by walling, roofing, installation of doors and windows	700,000.00
9	Kahuhia Mixed Secondary School	Construction of a dining hall	1,000,000.00

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10	Gitaro Secondary School	Construction of a classroom (Kshs. 700,000) & purchase of 40 lockers with chairs	900,000.00
11	Yamugwe secondary school	Completion of dining hall by roofing, doors, windows, plastering, flooring	1,000,000.00
12	Kagaa Secondary School	Purchase of 80 lockers with chairs (Kshs. 400,000) and purchase of teachers furniture – eight sets of two drawer office table with chair (Kshs. 100,000)	500,000.00
13	Kiboi Secondary School	Construction of a classroom	700,000.00
14	Gikuu Secondary School	Renovation of existing block to become two classrooms and offices by partitioning, roof/ floor/ doors/ windows repairs/ plastering/ painting (Kshs. 600,000), purchase of 30 lockers & chairs (Kshs. 150,000) & purchase of teachers furniture – four sets of two drawer office table with chair (Kshs. 50,000)	800,000.00
15	Kambirwa Secondary School	Construction of a block with one classroom, corridor and two offices (Kshs 900,000), Purchase of 30 lockers & chairs (Kshs. 150,000), Purchase of teachers furniture – four sets of two drawer office table with chair (Kshs. 50,000) & construction of four door toilets (Kshs. 300,000)	1,400,000.00
16	Kiangochi Secondary School	Renovation of four classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	500,000.00
17	Kenneth Matiba Secondary School	Renovation of existing block to become two classrooms and offices by partitioning, roof/ floor/ doors/ windows repairs/ plastering/ painting (Kshs. 450,000), purchase of 40 lockers & chairs (Kshs. 200,000), purchase of teachers furniture - four sets of two drawer office table with chair (Kshs. 50,000) & construction of four door toilets (Kshs. 300,000)	1,000,000.00
c) Security			
1	Mugeka APs Camp	Construction of four unit houses for Administration Police	1,000,000.00
2	Kaweru Chief's Office	Construction of a four door toilet	250,000.00
3	Gathaiti Chief's Office	Renovation of office block by plastering, flooring, ceiling, replacement of broken window panes and painting	300,000.00
4	Kiawambeu Chief's Office	Doors, windows, plastering, flooring and finishes for office block	500,000.00
d) Others			
1	Gaturi Education Office	Roofing, doors, widows, plastering, flooring and finishes for office block	500,000.00
SUB TOTAL PROJECTS			51,550,000.00
STATUTORIES			
	ADMINISTRATION	To cater for NGCDFC allowances & expenses, staff salaries, vehicle expenses and other office re-current administrative costs	6,142,452.52
	MONITORING & EVALUATION	Ongoing monitoring & evaluation of projects and capacity building	3,083,489.55

SPORTS	To conduct Constituency Sports tournament and the participating/ winning teams to be issued with trophies, balls and games kits	2,180,817.00
ENVIRONMENT	Environmental conservation	2,180,817.00
EMERGENCY	Emergency reserve	5,738,993.45
BURSARY	Award of bursary to bright needy students	38,164,306.00
SUB TOTAL STATUTORIES		57,490,875.52
TOTAL ALLOCATION		109,040,875.52

Members noted that four ongoing projects which only required little finishes to be occupied or co-funded by NGCDFC and other financiers had been completed by the respective institutions and thus did not factor them in the current proposal as below:-

- ◆ Gitweku Day Secondary School - Lab benches, keys and painting
- ◆ Nyakihai Secondary School - Plastering, flooring, window panes, keys, painting & wiring for hall
- ◆ Upendo Primary School - Keys and painting for classroom
- ◆ Vidhu Ramji Secondary School - Purchase of a school bus co-funded by NGCDFC & BOM
- ◆ Kahuro Secondary School - Plastering, flooring, doors, windows & finishes for Lab

Members also noted that three ongoing projects had been allocated sufficient funds for completion and thus did not factor them in the current proposal as below:-

- ◆ Gikindu Secondary School - allocated Kshs. 500,000 by NGCDFC in 2017/2018 financial year for completion of hall by installation of doors & windows, plastering, flooring and finishes.
- ◆ St. Mary's Primary School – allocated Kshs. 150,000 by NGCDFC under emergency for 2017/2018 financial year for completion of classroom by plastering, flooring, glazing & finishes.

KNGCDF MIN 03/19/02/2019: RE-ALLOCATIONS/ CHANGE OF ACTIVITIES

After deliberations, members approved re-allocation of funds and change of activities for various projects as below: - See attached (ANNEX I).

KNGCDF MIN 04/19/02/2019: HUMAN RESOURCE MANAGEMENT

After deliberations, members approved revision of staff salaries so as to factor annual increment as per the stipulated Government scale against each staff member's job group. See attached (ANNEX II).

Regarding enhancement of capacity at the projects department considering the large number of projects being undertaken by the committee in the two Sub Counties of Kiharu Constituency, members resolved to employ an additional staff to be the Clerk of Works who would team up with the current Site Supervisor to ensure implementation of projects is fast tracked and properly coordinated in liaison with area representatives in NGCDFC and Ward Staff under Constituency Office.

Members resolved to have the recruitment exercise for the new Clerk of Works commence immediately in accordance with Government recruitment procedures so that the staff member may report to work in March 2019. The Chairman was mandated to spear head the exercise.

KNGCDF MIN 05/19/02/2019: EMERGING ISSUES

The FAM reported that auditors from Office of the Auditor General were due to conclude report on audit of the constituency. Members resolved to discuss the findings of the auditors once the report is out as well as issues regarding falsification of bursary documents to divert funds from the intended beneficiaries where the NGCDFC Secretary was implicated.

KCDFC MIN 06/19/02/2019: AOB

The DCC Kahuro appreciated the work being done by NGCDFC in renovation and construction of chief's offices and other infrastructure under the security docket noting that the facilities will enhance service delivery to the residents of Kiharu and also greatly assist in the upcoming exercise of digital registration of persons where the Assistant Chiefs are to be the presiding officers and would be handling sensitive equipment.

He also forwarded list of Chief's Offices and AP lines that were in dire need for water tanks for water harvesting and storage. Members resolved to look into the matter and consider them under emergency once funds are released.

M/s Mwihaki proposed that allowance to members during site handover/ commissioning of projects/ other filed related activities be increased from Kshs. 1,000 to Kshs. 2,500. Members resolved to deliberate on the matter exhaustively once funds are released.

Mr. Mburu presented a case of a PMC member with disability who was underpaid for supervision of Ndikwe Police post which was allocated Kshs. 200,000 for completion of APs houses. Members noted that the administration provision for the project was only Kshs. 10,000 but tasked the office to follow up and ensure the member is paid all his dues since the project had not completed the works and still had unutilized funds.

Mr. Munene reported to members that he had lost his brother in law and the burial was scheduled for the current week. Members passed their condolences and noted that the welfare program only covers immediate family but pledged to support him at individual capacities. Members were also sorry to note that two members of staff, the Secretary and the Cleaner/ Cook had also lost loved ones.

M/s. Catherine appreciated members for their support during the difficult moments when she lost her dad.

The chairman reported that the students in Tertiary Institutions pursuing short courses were due to graduate on 20/2/2019 and asked members to grace the occasion of issuance of certificates to the graduates.

There being no other business, the meeting adjourned at 3.54 pm with closing prayer led by Esther Mwihaki.

MINUTES PREPARED BY:



SECRETARY

MINUTES CONFIRMED BY:



CHAIRMAN