

MINUTES OF KIGUMO NATIONAL GOVERNMENT CDF COMMITTEE MEETING

HELD ON 17<sup>TH</sup> NOVEMBER 2020 AT KIGUMO NGCDF OFFICE BOARDROOM

PRESENT

1. Mr. Benson Njoroge Njogu - Chairman
2. Mr. Jamleck Gicharu Njoroge - Secretary
3. M/s. Esther Njeri Methu - Member
4. Mr. Festus Mburu Nyanjui - Member
5. M/s. Emmah Wanjiku Wamaitha - Member
6. M/s. Jane Njeri - Member
7. Mr. Hiram Mwangi - Member
8. Mr. Joram Kiiru Mwangi - Member
9. Mr. Chacha Robi, DCC - Member
10. Mr. Kennedy Kamau - FAM

IN ATTENDANCE

1. Mr. Isaac Chege - CoC

AGENDA

1. Preliminaries
2. Reading and confirmation of the previous minutes
3. Matters arising from the minutes
4. 2020/2021 financial year projects proposal
5. Projects prioritization
6. Capacity building
7. AOB

KNGCDF MIN 01/17/11/2020: PRELIMINARIES

The Chairman requested Mr. Joram Kiiru to open the meeting with prayers. The meeting started at 2.18 pm after members were served with refreshments.

The Chair welcomed the members present and appreciated them for availing themselves for the meeting which he stated was subject to restrictions imposed by the Government 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 02/17/11/2020: READING AND CONFIRMATION OF THE PREVIOUS MINUTES

The Secretary read the minutes of the previous NGCDFC meeting held on 16<sup>th</sup> September 2020 which were proposed and seconded by Ms. Esther Methu and Mr. Festus Mburu respectively.

KNGCDF MIN 03/17/11/2020: MATTERS ARISING FROM THE MINUTES

On re-allocations, the Chairman reported that the final documents were being finalized for submission to Board for approval.

On projects inspection with security team, 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. Members also noted that the sector was in dire need for funding towards implementation of new infrastructural projects which they resolved to properly document so that the various projects can be allocated funds over the coming years.

KNGCDF MIN 04/17/11/2020: 2020/2021 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 Kigumo constituency had been allocated Kshs. 137,088,879.31. After deliberations factoring ongoing projects and priority projects as proposed by the residents during the recently concluded 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	Karia-Ini Primary School	Fencing with concrete poles and chain link for three acre land/ construction of gate to completion	2,500,000	
2	Karega Primary School	Renovation of six classrooms by plastering, flooring, glazing, painting to completion	1,000,000	
3	Gakoe-Ini Primary School	Renovation of six classrooms by plastering, flooring, glazing, painting to completion	1,000,000	
4	Marumi Primary School	Renovation of six classrooms by plastering, flooring, glazing, painting (Kshs. 1,001,180)/ construction of gate to completion (Kshs. 500,000)	1,500,000	
5	Irigu-Ini Primary School	Renovation of six classrooms by plastering, flooring, glazing, painting to completion	1,000,000	
6	Kigumo Primary School	Renovation of six classrooms by plastering, flooring, glazing, painting to completion	1,000,000	
7	Mathare-Ini Primary School	Construction of a two hundred user capacity dormitory to windows level	1,000,000	
8	Muthithi Primary School	Renovation of six classrooms by plastering, flooring, glazing, painting to completion	1,000,000	
9	Kiugu Primary School	Renovation of six classrooms by plastering, flooring, glazing, painting to completion	1,000,000	
10	Gakeu Primary School	Renovation of six classrooms by plastering, flooring, glazing, painting to completion	1,000,000	
11	Gikondi Primary School	Construction of retention wall by excavation to provide area for gabion basket and installation of 2mx1mx1m x 90 No. gabion baskets to completion (Kshs. 1,000,000) leveling two acres playing field by excavation and heavy grading to completion (Kshs. 1,000,000)	2,000,000	

12	Irigiro Primary School	Renovation of six classrooms by plastering, flooring, glazing, painting to completion	1,000,000	
13	Kairitu Primary School	Renovation of six classrooms by plastering, flooring, glazing, painting to completion	1,000,000	
14	Mwarano Primary School	Renovation of six classrooms by plastering, flooring, glazing, painting to completion	1,000,000	
15	Kahuti Primary School	Construction of one classroom to completion	1,000,000	
16	Gatitu DEB Primary School	Construction of one classroom to completion	1,000,000	
17	Gatimu Primary School	Renovation of six classrooms by plastering, flooring, glazing, painting to completion	1,000,000	
18	Gatia-Ini Primary School	Construction of administration block with three offices and staffroom to completion	1,500,000	
19	Kamung'ang'a Primary School	Renovation of six classrooms by plastering, flooring, glazing, painting to completion	1,000,000	
20	Gatumbi Primary School	Renovation of six classrooms by plastering, flooring, glazing, painting to completion	1,000,000	
21	Kiangai Primary School	Renovation of six classrooms by plastering, flooring, glazing, painting to completion	1,000,000	
22	Gakarati Primary School	Construction of two classrooms to completion	2,000,000	
23	Gakuyu Primary School	Fencing with concrete poles and chain link for one acre land/ construction of gate to completion (Kshs. 1,500,000), Construction of one classroom to completion (Kshs. 1,000,000)	2,500,000	
24	Mumbu Primary School	Renovation of six classrooms by plastering, flooring, glazing, painting to completion	1,000,000	
25	Ndonga Primary School	Renovation of six classrooms by plastering, flooring, glazing, painting to completion	1,000,000	31,000,000
<b>SECONDARY SCHOOLS</b>				
1	Thamara Secondary School	Construction of one classroom to completion	1,000,000	
2	Kiugu Secondary School	Construction of 500 user capacity dining hall to floor slab level	1,500,000	
3	Ikumbi Secondary School	Construction of 500 user capacity dining hall to floor slab level	1,500,000	
4	Ndugamano Secondary School	Purchase of a 51 seater school bus	7,000,000	
5	Gatumbi Secondary School	Construction of 500 user capacity dining hall to floor slab level	1,500,000	
6	Karinga Secondary School	Construction of 500 user capacity dining hall to floor slab level	1,500,000	
7	Githembe Secondary School	Completion of 500 user capacity dining hall by installation of doors & windows, plastering, flooring, finishes and painting	1,200,000	15,200,000
<b>TERTIARY INSTITUTIONS</b>				
1	Kigumo TVET	Land scapping to five acres by leveling, planting grass, installation of cabro to path ways & parade ground (Kshs. 3,500,000), construction of gate/ fencing by concrete poles and chain link to five acres (Kshs. 4,000,000) to completion	7,500,000	7,500,000
<b>SECURITY PROJECTS</b>				
1	Gachocho Police Post	Purchase of 50x100 land at Gachocho shopping centre	1,500,000	

2	Kigumo Dcc Office	Renovation of four rooms residential house by plastering, flooring, ceiling, glazing, painting to completion	1,000,000	
3	Gakuyu Police Post	Completion of police post by installation of doors and windows, plastering, flooring, finishes and painting	500,000	3,000,000
<b>OTHER PROJECTS</b>				
1	Kigumo NGCDF Projects Signage	Fabrication of 100 @ Kshs. 10,000 sign boards 4x4fts with 10ftsx2" square tube stands, sign writing and erection at Kigumo NG-CDF funded projects	1,000,000	
2	Kigumo Pri & Sec Schools Face Masks Project	Purchase of 80,000 face masks @ Kshs. 50 for Kigumo Primary and Secondary Schools	4,000,000	
3	Kigumo Schools Water Tanks Project	Purchase of 240x1,000L water tanks @ Kshs. 10,000 for Kigumo Primary and Secondary Schools	2,400,000	7,400,000
<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 (Kshs. 1,500,000) and gratuity (Kshs. 1,398,480.00)	2,898,480.00	
	Goods and Services	Purchase of Nikon D5600 camera with tripod stand and accessories (Kshs. 120,000), HP Envy 13 core i7 Laptop with laptop bag (Kshs. 150,000), repairs and maintenance, printing, stationery, telephone, travel and subsistence, fuel, hospitality, office tea (Kshs. 2,113,592.41)	2,383,592.41	
	NSSF	Payment of NSSF Deductions	130,000.00	
	NHIF	Payment of NHIF Deductions	60,000.00	
	Committee Expenses	Payment of Committee sitting allowances, transport, conferences	2,748,440.00	8,220,512.41
	<b>M&amp;E 3%</b>			
	Goods and Services	Printing, stationery, telephone, travel and subsistence, fuel, hospitality	1,012,640.00	
	Committee Expenses	Payment of allowances, transport, conferences	1,600,000.00	
	NGCDFC/PMC/Staff Capacity Building	Undertake training of NGCDFC, PMCs and staff	1,500,000.00	4,112,640.00
	<b>Sports 2%</b>	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
	<b>Environment 2%</b>	Purchase of 400 seedlings @ Kshs. 150 (Kshs. 60,000), labor for digging holes and planting trees (Kshs. 31,392) at thirty schools:- Karia-Ini, Karega, Gakoe-Ini, Marumi, Irigu-Ini, Kigumo, Mathare-Ini, Muthithi, Kiugu, Gakeu, Gikondi, Irigiro, Kairitu, Mwarano, Kahuti, Gatitu DEB, Gatimu, Gatia-Ini, Kamung'ang'a, Gatumbi, Kiangai, Gakarati, Gakuyu, Mumbu & Ndonga Primary Schools Thamara, Kiugu, Ikumbi, Githembe and Gatumbi Secondary Schools	2,741,760.00	2,741,760.00

Bursary 35%				
Bursary Secondary schools	Award of bursary to bright needy students in secondary schools	20,000,000.00		
Bursary Tertiary Institutions	Award of bursary to bright needy students in tertiary institutions pursuing degree/ diploma courses	20,000,000.00		
Bursary Vocational Institutions	Award of bursary to students in vocational institutions pursuing certificate/ short courses/ driving	7,980,000.00	47,980,000.00	
<b>TOTAL</b>		<b>137,088,879.31</b>	<b>137,088,879.31</b>	

#### KNGCDF MIN 05/17/11/2020: PROJECTS PRIORITIZATION

Members prioritized for funding the following projects approved in 2019/2020 financial year being the only ones whose funds had not been disbursed:-

	PROJECT NAME	APPROVED ACTIVITY	AMOUNT (KSHS)
1	Kahariro Primary School	Renovation of 6 classrooms by plaster, floor, glazing, painting to completion	1,000,000.00
2	Marumi Primary School	Renovation of 6 classrooms by plaster, floor, glazing, painting to completion	1,000,000.00
3	Muthithi Secondary School	Construction of 2 classrooms to completion	2,000,000.00
4	Gatia-ini Chiefs Office	Construction of 4 no. chiefs' office block to completion.	1,000,000.00
5	Kanderendu Chief's Office	Completion of chief's office by flooring, windows, glazing, fascia board and painting at Kshs. 300,000 and construction of a one cubicle pit latrine to completion Kshs. 200,000	500,000.00

#### KNGCDF MIN 06/17/11/2020: CAPACITY BUILDING

Members deliberated on NG-CDFC members and Staff capacity building scheduled to begin on 23<sup>rd</sup> November 2020 and approved that reservations be made at Cray Fish Hotel Naivasha for NG-CDFC capacity building and Sweet Lake Resort Naivasha for Staff capacity building. Members approved the budgets and program for the activities as below:-  
See attached (ANNEX 1).

#### KNGCDF MIN 07/17/11/2020: AOB

Members resolved to hold the next meeting mid-December or early January subject to availability of funds so as to start off the process of bursary disbursement to schools with COVID-19 expected to subsidize so that the school calendar issued by Government can be followed.

There being no other business, the meeting adjourned at 4.14 pm with closing prayer led by Ms. Jane Njeri.

MINUTES PREPARED BY:



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SECRETARY

MINUTES CONFIRMED BY:



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CHAIRMAN