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| CDF logo 4 MsWord**NG-CDF KIGUMO** | **National Government Constituencies Development Fund** **Kigumo Constituency****P.O Box 10 10203.****Kigumo Town**| **Cell**: +254723636367**Email**. **cdfkigumo@cdf.go.ke** |

**MINUTES OF NG-CDFC MEETING HELD ON THE 06thNOVEMBER 2018 AT NG-CDF BOARD ROOM**

**MEMBERS PRESENT**

1. Benson Njogu Chairman
2. JamleckNjoroge Secretary
3. Ezekiel Mwangangi Fund Account Manager
4. Festus NyanjuiMburu Member
5. Grace WanjikuMaina Member
6. JoramMwangiKiiru Member
7. Esther MethuNjeri Member
8. J.G Kamau D.C.C
9. Jane NjeriGicharu Member

**AGENDAS**

1. Opening Prayers
2. Reading and Confirmation of the Previous Minutes
3. Matters Arising from the Previous Minutes
4. Reports
5. Project Monitoring and Evaluation
6. Project Proposals for the Year 2018/2019
7. Any other Business

**MIN 01/06/11/KGM/2018: OPENING PRAYERS**

The Chairman called the Meeting to order at 9:00am and Mr. JamleckNjorojesaid the opening prayer.

**MIN 02/06/11/KGM/2018: READING AND CONFIRMATION OF THE PREVIOUS MINUTES**

The secretary read the minutes of the previous minutes, they were confirmed by Grace Mainaand seconded by Festus Mburu as true records of what was discussed.

**MIN 03/06/11/KGM/2018: MATTERS ARISING FROM THE PREVIOUS MINUTES**

The following were matters arising from the previous Minutes.

1. **Issue of Projects Re-submission**

A member ***Mr. Joram Mwangi*** wanted to be informed whether re-submission of the projects had been done, the Funds Manager informed the committee that he had already forwarded the re-submission of projects to the CDF Board and they were only awaiting for the approval and release of funds.

1. **Un-collected Bursary Cheques**

Members discussed and approved cancellation of all the uncollected bursary cheques, needy and deserving cases to be given priority

**MIN 04/06/11/KGM/2018: REPORTS**

1. **Bursary Reports.**

The Secretary informed the committee that had completed the process of compiling list of Bursary beneficiaries and they were only awaiting for funds so that they can start the process of writing the cheques.

1. **Funds Managers Reports**

The Fund’s manager informed members that they had received an allocation of 46.7 Million from the Board as balance for the last financial year, members agreed the project Management committees should start the process of requesting the funds transfers to their account immediately as they await the tendering process.

1. **Tendering Report.**

The Chair informed members that tender evaluation was in process and once the process is complete the Funds manager will issue award letter to the successful bidders.

**MIN 05/06/11/KGM/2018: PROJECTS MONITORING AND EVALUATION**

The Secretary of the committee presented the Monitoring and evaluation report for discussion by members, it was noted that the last exercise was a success and the committee was impressed by the good work the project Management committee were doing in terms of projects implementation, it was reported that almost 90% of the projects under implementation were almost complete.

The committee noted that many projects were not labeled and, in such despite, good work the level of publicity was very low, the committee agreed that it should be made a requirement before any project starts a sign post should be erected and once the project is complete it should be well labeled and all these costs should be part of the total project cost.

**MIN 06/06/11/KGM/2018: PROJECTS PROPOSALS FOR THE YEAR 2018/2019**

The Funds Account Manager informed the committee that the allocation table for the year 2018/2019 was ready and the Constituency was allocated a sum of **Ksh109, 040,875.52**,

The Fund account manager informed the Committee in preparation of projects proposals the committee should look in to the following requirements.

1. Projects funded should have been identified in public forums and documented in the Ward Report
2. Where the project is eligible for funding i.e. projects that under national government functions and which must be community based benefiting a wider cross section of people and projects that foster sustainable development.
3. Priority to be given to on-going projects
4. Regional Balance
5. Adherence to statutory ceilings
6. Branding of projects where the cost of labeling should be included in the total project cost
7. Projects submitted should be in line with constituency strategic Plans.

After lengthy discussions the committee proposed the following projects for approval by the CDF Board.

**Office Administration**

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| --- | --- | --- | --- | --- |
| **Project Name** | **Project Number** | **Activity**  | **Amount** | **Status** |
| Employees Salaries | 4-021-107-2110000-100-2018/2019-001 | Payment of staff salaries and gratuity  | 2,450,000.00 | New |
| Goods and Services | 4-021-107-2210000-100-2018/2019-002 | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea, etc.   | 1,877,248.90 | New |
| NSSF | 4-021-107-2120101-100-2018/2019-003 | Payment of NSSF Deductions | 160,000.00 | New |
| NHIF | 4-021-107-2120201-100-2018/2019-004 | Payment of NHIF Deductions | 55,200.00 | New |
| Committee Expenses | 4-021-107-2210802-100-2018/2019-005 | Payment of Committee sitting allowances, transport, conferences | 2,000,000.00 | New |
|  **TOTAL** | **6,542,448.90** |  |

**Monitoring and Evaluation**

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| --- | --- | --- | --- | --- |
| **Project Name** | **Project Number** | **Activity**  | **Amount** | **Status** |
| Goods and services | 4-021-107-2210000-111-2018/2019-001 | Purchase of fuel, repairs and Maintenance, printing, stationary, Airtime, travel and subsistence | 871,224.47 | New |
| Committee expenses | 4-021-107-2210802-111-2018/2019-002 | Payment of Committee allowances , Transport , conferences | 1,000,000.00 | New |
| CDFC/ PMC Capacity Building | 4-021-107-2210700-111-2018/2019-003 | Undertake Training  of PMCs/CDFCs on Related issues | 1,400,000.00 | New |
| **TOTAL** | **3,271,224.47** |  |

**Emergency Projects**

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| --- | --- | --- | --- | --- |
| **Project Name** | **Project Number** | **Project Activity** | **Amount Allocated** | **Status** |
| Emergency  | 4-021-107-2640200-101-2018/2019-001 | To cater for any unforeseen occurrences in the constituency during the financial year  | 5,738,993.45 | New |
|  **TOTAL** | **5,738,993.45** |  |

**Sports Projects**

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| --- | --- | --- | --- | --- |
| **Project Name** | **Project Number** | **Project Activity** | **Amount Allocated** | **Status** |
| Constituency Sports Tournament | 4-021-107-2640509-112-2018/2019-001 | Carry out Constituency Sports tournament and the winning teams/schools to be awarded with trophies, balls, and games kits | 2,180,816.31 | New |
|  **TOTAL** | **2,180,816.31** |  |

**Environment Projects**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name** | **Project number** | **Project Activity** | **Amount Allocated** |
| Kandani Primary School | 4-021-107-2640510-110-2018/2019-001 |  Purchase , transportation and planting of tree seedlings | 145,000.00 |
| Ndonga Primary School | 4-021-107-2640510-110-2018/2019-002 | Purchase , transportation and planting of tree seedlings | 145,000.00 |
| Mbogoini Primary School | 4-021-107-2640510-110-2018/2019-003 | Purchase , transportation and planting of tree seedlings | 145,000.00 |
| Kiahaiti Primary School | 4-021-107-2640510-110-2018/2019-004 | Purchase , transportation and planting of tree seedlings | 145,000.00 |
| Wamahinga Primary School | 4-021-107-2640510-110-2018/2019-005 | Purchase , transportation and planting of tree seedlings | 145,000.00 |
| Gikondi Primary School | 4-021-107-2640510-110-2018/2019-006 | Purchase , transportation and planting of tree seedlings | 145,000.00 |
| Kariani Primary School | 4-021-107-2640510-110-2018/2019-007 | Purchase , transportation and planting of tree seedlings | 145,000.00 |
| Marumi Primary School | 4-021-107-2640510-110-2018/2019-008 | Purchase , transportation and planting of tree seedlings | 145,000.00 |
| TuruTuru Primary School | 4-021-107-2640510-110-2018/2019-009 | Purchase , transportation and planting of tree seedlings | 145,000.00 |
| Gatiani Primary School | 4-021-107-2640510-110-2018/2019-010 | Purchase , transportation and planting of tree seedlings | 145,000.00 |
| Mairi Primary School | 4-021-107-2640510-110-2018/2019-011 | Purchase , transportation and planting of tree seedlings | 145,000.00 |
| Ikumbi Primary School | 4-021-107-2640510-110-2018/2019-012 | Purchase , transportation and planting of tree seedlings | 145,000.00 |
| Gatumbi Primary School | 4-021-107-2640510-110-2018/2019-013 | Purchase , transportation and planting of tree seedlings | 145,000.00 |
| Gacoco Primary School | 4-021-107-2640510-110-2018/2019-014 | Purchase , transportation and planting of tree seedlings | 145,000.00 |
| Karinga Primary School | 4-021-107-2640510-110-2018/2019-015 | Purchase , transportation and planting of tree seedlings | 150,816.31 |
| **TOTAL** | **2,180,816.31** |

**Bursary**

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| --- | --- | --- | --- | --- |
| **Project Name** | **Project Number** | **Project Activity** | **Amount Allocated** | **Status** |
| Bursary Secondary Schools | 4-021-107-2640101-103-2018/2019-001                  | Payment of bursary to needy student | 5,000,000.00 | New |
| Bursary Tertiary Schools | 4-021-107-2640102-103-2018/2019-002                   | Payment of bursary to needy student | 17,700,000.00 | New |
| Bursary Social Programme | 4-021-107-2640102-103-2018/2019-002 | Training for Bodaboda riders ksh 5,000,000 , NHIF Programme for elderly registration Ksh 500,000 and taining on technical courses including mechanics , salon , welders , masons , carpentry, plumbers , barbers in Nita and other accredited institutes Ksh 3,000,000 | 8,500,000.00 | New |
|  **TOTAL**  | **31,200,000.00** |  |

**Education Primary**

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| --- | --- | --- | --- | --- |
| **Project Name** | **Project number** | **Project Activity** | **Amount Allocated** | **Status** |
| Githima Primary School | 4-021-107-2630204-104-2018/19-001 | Ksh 1,000,000 for Renovation of 6 classrooms( roof painting , bag washing, flooring , painting , doors and windows) and Ksh 300,000 for parade stand and flag post | 1,300,000.00  | New |
| Kigumo Primary School | 4-021-107-2630204-104-2018/19-002 | Renovation of 6 classrooms( roof painting , bag washing, flooring , painting , doors and windows) | 1,000,000.00 | New |
| Kariaini Primary School | 4-021-107-2630204-104-2018/19-003 | 6 classrooms renovation (roof painting , bag washing, flooring , painting , doors and windows) | 1,000,000.00 | New |
| Gatitu DEB Primary | 4-021-107-2630204-104-2018/19-004 | 1 classroom construction to completion | 1,000,000.00 | New |
| Mairi Primary School | 4-021-107-2630204-104-2018/19-005 | 6 classrooms renovation (roof painting , bag washing, flooring , painting , doors and windows) | 1,000,000.00 | New |
| Ngurweini primary school | 4-021-107-2630204-104-2018/19-006 | 2 classrooms renovation ( Repair of broken walls ,roof painting , bag washing, flooring , painting , doors and windows) | 1,000,000.00 | New |
| Kimotho Primary School | 4-021-107-2630204-104-2018/19-007 | 2 classrooms renovation (Repair of broken walls, roof painting , bag washing, flooring , painting , doors and windows) | 1,000,000.00 | New |
| Makomboki Primary School | 4-021-107-2630204-104-2018/19-008 | 6 classrooms renovation (roof painting , bag washing, flooring , painting , doors and windows) |  1,000,000.00 | New |
| St Francis Mukuyuini Primary School | 4-021-107-2630204-104-2018/19-009 | Construction of 1 classroom to completion | 1,000,000.00  | New |
| Wamahiga Primary School | 4-021-107-2630204-104-2018/19-010 | Construction of 1 Block 6 door toilet to completion | 600,000.00 | New |
| Gachathiini Primary School | 4-021-107-2630204-104-2018/19-011 | Land purchase 40\*80 feets for extension of school compound( The school has no enough land for future expansion) | 1,000,000.00 | New |
| Thamara Primary School | 4-021-107-2630204-104-2018/19-012 | 6 classrooms renovation (roof painting , bag washing, flooring , painting , doors and windows) | 1,000,000.00 | New |
| Njora Primary School | 4-021-107-2630204-104-2018/19-013 | 6 classrooms renovation (roof painting , bag washing, flooring , painting , doors and windows) | 1,000,000.00 | New |
| Gakeu Primary School | 4-021-107-2630204-104-2018/19-014 | 6 classroom renovation (roof painting , bag washing, flooring , painting , doors and windows) | 1,000,000.00 | New |
| Mathareini Primary School | 4-021-107-2630204-104-2018/19-015 | Renovation of a dining hall(roof painting , bag washing, flooring , painting , doors and windows) | 1,026,576.08 | New |
| Gikondi Primary School | 4-021-107-2630204-104-2018/19-016 | Construction of administration block to completion | 2,400,000.00 | New |
| Kamukabi Primary School | 4-021-107-2630204-104-2018/19-017 | Construction of 1 Block 6 door toilet to completion | 600,000.00 | New |
| Mbogoini Primary School | 4-021-107-2630204-104-2018/19-018 | 6 classrooms renovation (roof painting , bag washing, flooring , painting , doors and windows) |  1,000,000.00 | New |
| Mumbu Primary School | 4-021-107-2630204-104-2018/19-019 | 6 classrooms renovation (roof painting , bag washing, flooring , painting , doors and windows) | 1,000,000.00 | New |
| Gakarati Primary School | 4-021-107-2630204-104-2018/19-020 | 1 classroom construction to completion | 1,000,000.00  | New |
| Kahuho Primary School | 4-021-107-2630204-104-2018/19-021 | 1 classroom construction to completion |  1,000,000.00 | New |
|  **TOTAL** | **21,926,576.08** |  |

**Education Secondary**

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| **Project Name** | **Project number** | **Project Activity** | **Amount Allocated** | **Status** |
| Kigumo Bendera High School | 4-021-107-2630204-104-2018/19-001 | Part Construction of Multi Purpose Hall( Substructure superstructure walling , and Roofing)  | 5,000,000.00  | On-going |
| Githima Secondary School | 4-021-107-2630204-104-2018/19-002 | Completion of dining hall(painting , flooring , doors , widows , putting of tiles and painting) | 2,000,000.00 | On-going |
| Mununga High School | 4-021-107-2630204-104-2018/19-004 | Dormitory completion( painting , flooring , doors , widows , putting of tiles and painting) | 2,000,000.00 | On-going |
| Karinga Secondary School | 4-021-107-2630204-104-2018/19-005 | Completion of 2 classrooms, construction of reinforced concrete slab on two classrooms, putting walls on the upper floor of the two classrooms and finishing works. | 2,000,000.00 | On-going |
| Matu Secondary School | 4-021-107-2630204-104-2018/19-006 | Completion of Dining Hall( substructure and superstructure walling, doors , windows and Finishes) |  4,200,000.00 | On-going |
| Kinyona Secondary School | 4-021-107-2630204-104-2018/19-007 | Completion of dining hall( painting , flooring , doors , widows , putting of tles and painting) | 800,000.00 | On-going |
| Kahumbu Secondary School | 4-021-107-2630204-104-2018/19-008 | Construction of 1 Block 6 door toilet completion | 600,000.00 | On-going |
| Githembe Secondary School | 4-021-107-2630204-104-2018/19-009 | Completion of dining Hall( walling , roofing,windows , doors , and finishes) | 3,200,000.00 | On-going |
| Kanderendu Secondary School | 4-021-107-2630204-104-2018/19-010 | Completion of Dining Hall( walling, doors , windows , electrical works , finishes, Concrete slab) | 3,000,000.00 | On-going |
|  **TOTAL** | **22,800,000.00** |  |

**Note**

***On Kigumo Bendera Secondary the committee has committed to factor the remaining amount in the next financial year of Ksh 5 Million to complete the project***

**Education Tertiary**

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| **Project Name** | **Project number** | **Project Activity** | **Amount Allocated** | **Status** |
| Muthithi Technical & Training Institute | 4-021-107-2630206-104-2018/2019-001 | Construction of Administration block , two lecture hall and a workshop | 10,000,000.00 | New |
| **TOTAL** | **10,000,000.00** |  |

**Security Projects**

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| --- | --- | --- | --- | --- |
| **Project Name** | **Project number** | **Project Activity** | **Amount Allocated** | **Status** |
| Gatia -ini Police Station | 4-021-107-2640507-113-2018/2019-001 | Purchase of Land 50\*120 feets for construction of police station | 1,800,000.00 | New |
| Muthithi Police Station | 4-021-107-2640507-113-2018/2019-002 | Construction of 1 block of toilet to completion | 600,000.00 | New |
| Gakuyu Police Post | 4-021-107-2640507-113-2018/2019-003 | Renovation of the police post( Putting of new roof , painting , plastering , doors ,windows and painting | 800,000.00 | New |
| **TOTAL** | **3,200,000.00** |  |

**MIN 07/06/11/KGM/2018: ANY OTHER BUSINESS**

Having no other business to transact the meeting was closed with a word of prayer led by ***Esther Njeri*** at 12:00 Noon.

**Minutes Written by ……………………………………………. Sign…………………**

**Secretary**

**Minutes Confirmed by……………………………………………. Sign…………………**

**Chairman**