**MINUTES OF KANDARA CONSTITUENCY NG-CDFC MEETING HELD ON 12th MARCH 2019 AT KANDARA CDF OFFICE BOARDROOM AT 12.00 NOON**

**MEMBERS PRESENT**

1. Peter KagichuNjoroge - Chairman
2. Jackson KamandeMurigi-Male (Youth)
3. Stephen Kinyingi-Fund Account Manager
4. Joseph GuchuKungu- PLWD
5. Esther WanguiKuria - Nominee of the Constituency Office (female)
6. Cecilia WanjikuMburu - Woman (Adult)
7. Esther WairimuNjuguna - Woman (Youth)
8. James Mburu Kimani-Nominee of the constituency office
9. Samuel Mburu Mbuthia-co-opted member

**IN ATTENDANCE**

1. Amos kahare- Account assistant
2. Stephen Murigi – Projects coordinator

 **AGENDA**

1. Opening prayer and Preliminaries
2. Reading and Confirmation of previous minutes
3. Matters arising
4. 2nd A.I.E Disbursement
5. Bursary Disbursement
6. Bank withdrawals and payments
7. Environment Projects
8. Project re-allocation
9. Payments/M&E and capacity Building
10. A.O.B
11. Adjournment

**MIN 1/12/03/2019: OPENING PRAYER AND PRELIMINARIES**

The meeting was called to order by the chairman at 12.30 Am and Cecilia Wanjiku Mburu led with a word of prayer.

The Chairman welcomed the members and congratulated the members for availing themselves. He also apologized for the delay in the start of the meeting.

**MIN 2/12/03/2019: READING CONFIRMATION OF PREVIOUS MINUTES**

The Fund Manager read through the previous meeting minutes and were confirmed to be a true by James Mburu and seconded by Guchu Kungu

**MIN 3/12/03/2019: MATTERS ARISING**

James Mburu requested to know whether the reallocations as discussed in the previous meeting had been approved. The fund manager notified the committee that the projects were yet to be approved but agreed to follow up on them. The photocopier purchase was also targeted in the next budget.

The committee also agreed to construct toilets at Karigu-ini by use of another PMC as the one that was there had failed to kick start the project.

**MIN 4/12/03/2019: 2018/2019 2nd A.I.E Disbursement**

The Fund Account Manager informed the committees that the constituency had received two A.I.E totaling to twenty million Kenya Shillings

The Fund account manager notified the committee that there was a fallen classroom which needed to be funded through the emergency fund.

After lengthy discussions and deliberations the committee agreed to fund the following projects with the 2nd A.I.E :-

Bursary – Kshs. 10,000,000

Emergency – Khs. 700,000

Administration – Kshs. 1,000,032.50

Monitoring and evaluation – Kshs. 500,000

Others(ng-cdf office) – Kshs 2,500,000

Ng’araria Primary school – Kshs. 1,175,967.50

Kandara Technical training Institute - Kshs 3,124,000

Sports - Kshs. 1,000,000

**MIN 5/12/03/2019: BURSARY DISBURSEMENT**

The committee deliberated on the many forms that had been filled by students from all over the constituency. They agreed to award bursary to the list of constituency fully sponsored students, the Form fours and all the university students with the money the constituency had received.

**MIN 6/12/03/2019: BANK WITHDRAWALS AND PAYMENTS**

The fund account manager notified the committee that the bank would no longer allow cash withdrawals of more than Kshs. 100,000 every week. The withdrawals would only be allowed for standing imprests while the rest of the payments including committee allowances would be paid through the bank direct to their respective accounts.

After much deliberation the committee agreed to abide to the new rules and regulations.

**MIN 7/12/03/2019: ENVIRONMENT PROJECTS**

The Fund Account Manager notified the committee that the Board had declined their environment projects subject to the committee specifying the type of trees to be planted and the acreage of the schools. The committee agreed to think over the issue and come up with a way forward in the next meeting.

**MIN 8/12/03/2019: PROJECT RE-ALLOCATION & CHANGE OF ACTIVITY**

The Fund Account Manager notified the committee that the constituency was yet to spend the Constituency Innovation Hub Money which was still lying idle in the account. After lengthy deliberations the committee agreed to re-allocate the Constituency Innovation Hub money approved in 2017/2018 budget as they were yet to receive directions from the ministry regarding management of the hubs. The constituency also lacks secure infrastructure to install the hubs. The committee agreed to re-allocate the monies to the following priority projects

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| --- | --- | --- |
| **PROJECT NAME** | **PROJECT ACTIVITY** | **AMOUNT** |
| Muiri-ini Secondary School | Completion of laboratory(Concrete worktops, Gas pipes reticulation, Plumbing works, Electrical wiring) | 1,000,000 |
| Kandara Mixed Day secondary school | Completion of laboratory(Concrete worktops, Gas pipes reticulation, Plumbing works, Electrical wiring) | 1,100,000 |
| Mairungi-primary school | Renovation; plastering, roof repairs, metal doors and windows, verandah, painting and flooring of 4 No. classrooms | 1,000,000 |
| NG-CDF Office | Construction of 4 doors toilet and urinal(Kshs. 800,000) construction of tank stand, gutters and manhole construction(Kshs. 300,000) | 1,100,000 |
| Rukira Primary School | Renovation; plastering, roof repairs, metal doors and windows, verandah, painting and flooring of 1 No. classrooms | 477,027.2 |
| **TOTAL** |  | **4,677,027.2** |

The Fund Account Manager also reminded the committee that the environment money was deferred subject to the school stating the acreage of the schools to be planted trees. The committee had noted through their monitoring that the planted trees were not well maintained by the school with most of the trees drying up. This would hence be seen as not prudent use of public funds.

After lengthy deliberations the committee agreed to change the project activity from tree planting to purchase of 10,000 litres water tank and construction of concrete tank base and gutters in the following schools each at a cost of Ksh. 218,081.75

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| --- | --- | --- |
| **PROJECT NAME** | **ACTIVITY** | **AMOUNT** |
| Githigia Primary School | purchase of 10,000 litres water tank(Kshs, 119,540.88) and construction of concrete tank base and gutters(Kshs, 98,540.87) | 218,081.75 |
| Kiguoya Primary School | purchase of 10,000 litres water tank(Kshs, 119,540.88) and construction of concrete tank base and gutters(Kshs, 98,540.87) | 218,081.75 |
| Kiawambutu Primary School | purchase of 10,000 litres water tank(Kshs, 119,540.88) and construction of concrete tank base and gutters(Kshs, 98,540.87) | 218,081.75 |
| Naaro Primary School | purchase of 10,000 litres water tank(Kshs, 119,540.88) and construction of concrete tank base and gutters(Kshs, 98,540.87) | 218,081.75 |
| Kagira Primary School | purchase of 10,000 litres water tank(Kshs, 119,540.88) and construction of concrete tank base and gutters(Kshs, 98,540.87) | 218,081.75 |
| Ngaa-ini Primary School | purchase of 10,000 litres water tank(Kshs, 119,540.88) and construction of concrete tank base and gutters(Kshs, 98,540.87) | 218,081.75 |
| Kiiri Primary School | purchase of 10,000 litres water tank(Kshs, 119,540.88) and construction of concrete tank base and gutters(Kshs, 98,540.87) | 218,081.75 |
| Mutundu Primary School | purchase of 10,000 litres water tank(Kshs, 119,540.88) and construction of concrete tank base and gutters(Kshs, 98,540.87) | 218,081.75 |
| Githumu Primary School | purchase of 10,000 litres water tank(Kshs, 119,540.88) and construction of concrete tank base and gutters(Kshs, 98,540.87) | 218,081.75 |
| Gatitu-ini Primary School | purchase of 10,000 litres water tank(Kshs, 119,540.88) and construction of concrete tank base and gutters(Kshs, 98,540.87) | 218,081.75 |
| **TOTAL** |  | **2,180,817.5** |

The committee also agreed to change project activity of Ngararia Primary School approved in 2018/2019 Financial year as follows.

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| Project Name | Approved Activity | Amount allocated | Unspent amount | New Activity | Amount |
| Ngararia Primary School | Renovation; plastering, roof repairs, metal doors and windows, verandas, painting and flooring of 2 No. Classrooms and a hall( Kshs 1,922,927.5) and construction of a school gate(Kshs. 253,040) | 2,175,967.50 | 253,040 | Construction of rear apron and verandah for 2 classrooms and a hall | 253,040 |

The Committee agreed to change to the new activity as the school had already constructed a school gate.

**MIN 9/12/03/2019: PAYMENTS /M& E/CAPACITY BUILDING**

The committee resolved to pay out of pocket allowances for the following activities

1. Mombasa training for two constituency male training held at Mombasa Beach resort as per Boards circular, Kshs, 40,000
2. Three days travel to nyeri for 2013/2014, 2014/2015 and 2015/2016 audit issues response.Kshs. 30,000
3. Two days training at Embu for Chairman, FAM and DCC as per the boars Circular, Kshs. 51,000
4. Opening and updating the list of pre-qualified contractors and supplies by four members, Kshs. 20,000

The committee requested the Fund Manager to organize a capacity building workshop for the committee. The manager requested the committee to give him more time to organize for the same.

**MIN 10/12/03/2019: A.O.B**

There being no other business meeting was adjourned at 2.00pm with a word of prayer from Jackson Kamande.

Chairman

Sign ………………………. Date……………………………

Secretary

Sign ………………………. Date……………………………