**MINUTES OF KANDARA CONSTITUENCY NG-CDFC MEETING HELD ON 5th OCTOBER 2020 AT KANDARA CDF OFFICE BOARDROOM AT 11.00 AM**

**MEMBERS PRESENT**

1. Peter Kagichu Njoroge - Chairman
2. Stephen Kinyingi-Fund Account Manager
3. Joseph Guchu Kungu- PLWD
4. Esther Wangui Kuria - Nominee of the Constituency Office (female)
5. Cecilia Wanjiku Mburu - Woman (Adult)
6. James Mburu Kimani-Nominee of the constituency office(Male)
7. Samuel Mburu Mbuthia-co-opted member
8. Benard kariuki mwiga- Male Youth Representative
9. Winfred Mwikali Karanja- Female Youth Representative

**MEMBERS ABSENT WITHOUT APOLOGY**

1. Caroline Muli-Deputy County Commissioner

**In attendance**

1. Stephen Murigi- Projects Coordinator
2. Amos Kahare-Account Assistant

**AGENDA**

1. Opening prayer and Preliminaries
2. Reading and Confirmation of previous minutes
3. Matters arising
4. 40 million A.I.E Disbursement
5. 2020/2021 project proposal
6. Pending Bills
7. PMC Training
8. Opening of prequalification documents
9. A.O.B

**MIN 1/05/10/2020: OPENING PRAYER AND PRELIMINARIES**

The meeting was called to order by the chairman at 11.00 am and James Mburu Kimani led with a word of prayer.

The Chairman welcomed the members and congratulated the members for availing themselves. This was followed by congratulating the members for arriving on time.

**MIN 2/05/10/2020: READING CONFIRMATION OF PREVIOUS MINUTES**

The Fund Account Manager read through the previous meeting minutes and were confirmed to be a true by James Mburu and seconded by Cecilia Wanjiku.

**MIN 3/05/10/2020: MATTERS ARISING**

The committee noted several issues that had not been captured in the previous minutes, among them salary increment, change of activity of bursary money.

**MIN 4/05/10/2020: 40 MILLION A.I.E DISBURSEMENTS**

The Fund Account Manager notified the committee that they had received a new disbursement of 40 million which needed to be disbursed to the PMC Accounts. After much deliberation the committee agreed to disburse the money as follows:

1. Administration-Kshs 2,000,000
2. Monitoring and Evaluation-Kshs 1,500,000
3. Sports and culture activities- Kshs 1,500,000
4. Bursary Secondary Schools Kshs 5,000,000
5. Kagongo Primary School –Kshs 2,000,000
6. Karigu-ini Primary School-Kshs 1,921,689
7. Matira-ini Primary School-Kshs 2,000,000
8. Gaichanjiru Primary School- Kshs 2,000,000
9. Kirirwa Primary School- Kshs 2,000,000
10. Kahiga Primary School-Kshs 2,000,000
11. Mahutia Primary School- Kshs 2,500,000
12. Kagundu Primary School- Kshs 1,921,689
13. Karumu Primary School-Kshs 1,155,000
14. Gatitu Secondary School –Kshs 2,100,000
15. St Charles Lwanga Secondary School – Kshs 1,000,000
16. Githumu Boys High School – Kshs 2,000,000
17. Githigia Secondary School –Kshs 1,649,543
18. Kaguthi Secondary School – Kshs 1,050,000
19. Kiranga Secondary School – Kshs 2,100,000
20. Ngararia Girls High School – Kshs 2,000,000
21. Kiawambutu Junction/Ngamba/ Mutundu-ini villages- Kshs 1,000,000

**MIN 5/5/10/2020: 2020/2021 PROJECT PROPOSAL**

The Fund Account Manager notified the committee that they had received a circular requiring them to submit 2020/2021 project proposal totaling to Kshs 137,088,879.31. The Manager notified the committee that the proposal was already late and needed to be submitted. The committee after deliberations agreed on the following projects. The committee agreed to allocate AIA of Kshs 38,000 to Kaguthi Primary School for renovation of classrooms giving a total of Kshs 137,126,879.31.

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| **NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND BOARDAPPROVED PROJECTS CODE LIST** |
| **Code: Constituency: KANDARA Financial Year: 2020-2021** |
| **S/NO** | **PROJECT CODE** | **NAME OF PROJECT** | **ACTIVITIES** |  **AMOUNT ALLOCATED**  | **STATUS** |
|   | **ADMINISTRATION AND RECURRENT EXPENDITURE** |  |   |   |   |
| 1 | 4-0021-109-2210802-100-2020-2021-5 | Committee Expenses | Payment of committee sitting allowances, transport, conferences | 3,088,832.76 | New |
| 2 | 4-0021-109-2110000-100-2020-2021-1 | Employees’ Salaries | Payment of staff salaries(Kshs 2,300,000) and gratuity(Kshs 700,000) | 3,000,000.00 | New |
| 3 | 4-0021-109-2210000-100-2020-2021-2 | Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea | 2,000,000.00 | New |
| 4 | 4-0021-109-2120201-100-2020-2021-4 | NHIF | Payment of NHIF Deductions | 94,500.00 | New |
| 5 | 4-0021-109-2120101-100-2020-2021-3 | NSSF | Payment of NSSF Deductions | 42,000.00 | New |
|   | **MONITORING, EVALUATION AND CAPACITY BUILDING** |   |   |   |   |
| 6 | 4-0021-109-2210802-111-2020-2021-2 | Committee Expenses | Payment of Committee sitting allowances, transport, conferences | 1,449,805.00 | New |
| 7 | 4-0021-109-2210000-111-2020-2021-1 | Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence | 1,000,000.00 | New |
| 8 | 4-0021-109-2210700-111-2020-2021-3 | NG-CDFC/PMC Capacity Building | Undertake Training of the PMCs/NG-CDFCs on NG CDF Related issues | 1,662,861.38 | New |
|   | **SPORTS** |   |   |   |   |
| 9 | 4-0021-109-2640509-112-2020-2021-1 | Sports and Cultural activities | Carry out constituency sports tournaments and award the winning teams with balls, sports uniforms and trophies | 2,741,777.59 | New |
|   | **ENVIRONMENT** |   |   |   |   |
| 10 | 4-0021-109-2640510-110-2020-2021-1 | Environment activities | Purchase of 10,000 litres water tank(Kshs, 103,290.95) and construction of concrete tank base(Kshs 90,190.52) andgutters(Kshs, 35,000) at 12 Public Primary and secondary schools in the constituency each Kshs.(228,481.47)listed below; Kamicee Primary School, Mungaria Secondary School, Karimamwaro police post, Kiiri primary school, Nguthuru primary school, Makindi primary school, Mugaa-ini primary school, Kaburugi primary school, Riandegwa primary school,Mairungi primary school, Githaiti primary, Karugia secondary school | 2,741,777.59 | New |
|   | **EMERGENCY** |   |   |   |   |
| 11 | 4-0004-018-2640200-101-2020-2021-1 | Emergency | To cater for any unforeseen occurrences in the constituency during the financial year |  7,192,206.90  | New |
|   | **BURSARY** |   |   |   |   |
| 12 | 4-0021-109-2640101-103-2020-2021-1 | Bursary Secondary Schools | Cater for bursary for needy and bright students in secondary schools | 18,260,288.18 | New |
| 13 | 4-0021-109-2640102-103-2020-2021-2 | Bursary Universities and Colleges | Cater for bursary for needy and bright students in tertiary schools, universities, colleges and special schools | 16,011,931.65 | New |
|   | **PRIMARY SCHOOLS** |   |   |   |   |
| 14 | 4-0021-109-2630204-104-2020-2021-1 | Gathugu Primary School | Renovation; Site clearance and vibrated reinforced concrete 66 square metres; plastering, roof repairs and paint 649 square metres, remove existing 5 wooden doors and replace with steel doors and remove 4 wooden windows and replace with metal ones, veranda construction , painting of 502 square metres, and flooring of 376 square metres, walling/plastering 503 square metres, 6 No.classrooms and a store to completion | 3,207,015.00 | New |
| 15 | 4-0021-109-2630204-104-2020-2021-4 | Githigia Primary School | Renovation; plastering, roof repairs, metal doors and windows, verandas, painting and flooring of 6 No.classrooms/store/hall to completion | 3,659,397.00 | New |
| 16 | 4-0021-109-2630204-104-2020-2021-3 | Gituru Primary School | Renovation; Roof repairs; three coats of roof master paint geattle green for 1482 square metres, Doors; replace existing 13 wooden doors with metal doors and windows, Flooring; hacking existing damaged screed of 882 square metres, walling/Plastering; 25mm thick cement/sand of 594 square metres; verandas; construction of verandas, painting; one undercoat and three coats of prime grade silk paint for 1477 square metres; of 12 No.classrooms to completion | 4,590,936.00 | New |
| 17 | 4-0021-109-2630204-104-2020-2021-9 | Kagira Primary School | Renovation; plastering/walling; 846 square metres; roof repairs; doors; replace existing 9 wooden doors and repalce with ,etal door, and windows; remove existing 20 windows and replace with steel windows, verandas/pavement excavation 15 metres, painting; 990 square metres and flooring; 708 square metres damp proofing 18 square metres, of 9 No.classrooms to completion | 3,422,949.27 | New |
| 18 | 4-0021-109-2630204-104-2020-2021-12 | Kaguthi Primary School | Renovation; plastering, roof repairs, metal doors and windows, verandas, painting and flooring of 6 No.classrooms to completion | 2,664,290.99 | New |
| 18 | 4-0021-109-2630204-104-2020-2021-12 | Kaguthi Primary School | Renovation; plastering, roof repairs, metal doors and windows, verandas, painting and flooring of 6 No.classrooms to completion | 38,000.00 | New |
| 19 | 4-0021-109-2630204-104-2020-2021-7 | Kanyeri-ini Primary School | Renovation; plastering/ walling of 576 square metres, roof repairs, remove 6 wooden doors and replace with metal doors and windows remove steel panels, verandas; excavate for strip foundation of 21 square metres, painting; beatle green 1030 square metres and flooring of 6 No.classrooms/store/office block to completion | 2,687,864.00 | New |
| 20 | 4-0021-109-2630204-104-2020-2021-11 | Kariko Primary School | Renovation; Vibrated reinforced concrete 68 square metres, Damp proofing 344 square metres, plastering, roof repairs/painting 940 square metres, remove 8 existing woden doors and replace with metal doors and Remove 15 wooden windows and replace with metal windows, verandas construction along the classrooms, painting and flooring of 692 square metres, external finishes 135 square metres, painting 1110 square metres 8 No.classrooms/staffroom/office block to completion | 2,853,218.00 | New |
| 21 | 4-0021-109-2630204-104-2020-2021-10 | Kawanjeru Primary School | Renovation; plastering/walling 150mm thick of 69 square metres, roof repairs, Doors; refabricate existing doors and windows, verandas; excavate for column bases 17 cm, painting 1221 square metres and flooring; 883 square metres screeding and new floor of 11 No.classrooms to completion | 3,305,505.00 | New |
| 22 | 4-0021-109-2630204-104-2020-2021-8 | Naaro Primary School | Renovation; plastering; 94 square metres, roof repairs, Doors; remove existing 5 wooden doors and replace with metal metal doors and windows, verandas, painting; 658 square metres and flooring; 410 square metres screeding, of 5 No.classrooms/staffroom(20 teachers)/office block to completion | 1,628,046.00 | New |
| 23 | 4-0021-109-2630204-104-2020-2021-5 | Ngaaini Primary School | Renovation; plastering, roof repairs, metal doors and windows, verandas, painting and flooring of 16 No.classrooms/store/gate renovation to completion | 3,487,911.00 | New |
| 24 | 4-0021-109-2630204-104-2020-2021-6 | Riandegwa Primary School | Renovation: plastering, roof repairs, metal doors and windows, verandas, painting and flooring of two classrooms(Kshs.1,088,793 and survey(Kshs 300,000)(The land surveyor was not paid) | 1,388,793.00 | New |
|   | **SECONDARY SCHOOLS** |   |   |   |   |
| 25 | 4-0021-109-2630205-104-2020-2021-2 | Gakui Secondary School | Construction to completion of 2 classroom block with roof slab; Substructures; column excavation, disposal and filling; Blinding 105 square metres; Reinforced concrete, Foundation walling walling 116 square metres; paving slab 30 square metres; ring beams and columns 60cm, external walling 159 square metres, and internal walling. 2 doors, painting 249 square metres, floor finishes 228 square metres to completion | 4,205,000.00 | New |
| 26 | 4-0021-109-2630205-104-2020-2021-3 | Githumu Day Secondary School | Construction to completion of 2 classroom block ; Substractures and site cleaarance of 22 square metres, blinding, vibrated reinforced concrete and mesh reinforcement 22 square metres, Foundation walling 55 square metres, painting 94 square metres, reinforced concrete and walling side columns 75 square metres, walling, roofing and rain water disposal and gutters, 8 windows, 2 doors painting 12 square metres and plastering 280 square metres, flooring 168 square metres to completion  | 3,150,000.00 | New |
| 27 | 4-0021-109-2630205-104-2020-2021-4 | Karigu-ini Secondary School | Construction to completion of two classroom block; Substractures, site clearance, disposal, hardcore of 270 square metres blinding, mesh reinforcement 216 square metres, foundtaion walling 89 square metres, Reinforced concrete walling, walling, roofing and gutters , 14 windows, 2 doors and floor finishes of 187 square metres, external finishes 73 square metres, painting 168 square metres to completion  | 3,859,791.00 | New |
| 28 | 4-0021-109-2630205-104-2020-2021-7 | Mugecha Secondary School | Construction to completion of 2 classroom block and staircase; Substractures and site cleaarance of 22 square metres, blinding, vibrated reinforced concrete and mesh reinforcement 22 square metres, Foundation walling 55 square metres, painting 94 square metres, reinforced concrete and walling side columns 75 square metres, walling, roofing and rain water disposal and gutters, 8 windows, 2 doors painting 12 square metres and plastering 280 square metres, flooring 168 square metres to completion  | 3,150,000.00 | New |
| 29 | 4-0021-109-2630205-104-2020-2021-5 | Muruka Secondary School | Renovation; Ceramic wall/tiles kitchen, windows, front slab, Floor finishes, wall finishes, painting of Dining Hall and a Kitchen to completion | 3,150,000.00 | New |
| 30 | 4-0021-109-2630205-104-2020-2021-8 | Ngurwe-ini Secondary School | Purchase of a 32 seater school bus on a one off basis excluding asset financing | 6,300,000.00 | New |
| 31 | 4-0021-109-2630205-104-2020-2021-6 | Waitua Secondary School | Construction of gate wall, gate and chain link fencing, concrete poles 2.5 acres (Kshs.1,254,940) and Construction to completion two classroom block; substructres and site clearance 270 square metres, Blinding, vibrated reinforced concrete and mesh reinforcement 216 square metres, Foundation walling 89 square metres, ring beams and steel reinforcements; walling, roofing and rain water disposal windows and doors (Kshs 3,972,538) to completion  | 5,227,478.00 | New |
|   | **SECURITY** |   |   |   |   |
| 32 | 4-0021-109-2640507-113-2020-2021-2 | Githumu Police Station | Construction to completion of a gate and chain link fencing (concrete poles) (3 acres piece of land) | 3,100,000.00 | New |
| 33 | 4-0021-109-2640507-113-2020-2021-3 | Makenji Police Post | Construction to completion of an office(three rooms), and gate Kshs.400,000 | 2,295,563.00 | New |
| 34 | 4-0021-109-2640507-113-2020-2021-4 | Matira-ini Police Post | Construction to completion of a perimeter wall and extending of existing perimeter wall; Walling, coping & extension of columns) (0.042 acres)(30 square metres) | 1,050,000.00 | New |
| 35 | 4-0021-109-2640507-113-2020-2021-1 | Officer Comanding Police Division Office | Construction to completion of phase 2 office block: Cells and First Floor (Cells, Washrooms, Hall and 5 offices); Substructures, Reinforced concrete, roofing, walling, roofing, windows, doors and finishes; | 7,419,141.00 | New |
|   | **OTHERS** |   |   |   |   |
| 36 | 4-0021-109-2640507-113-2020-2021-5 | Electricity | Installation of two transformers- co-funding with REA, Kamwaki Tea Buying Centre/Magomano Githumu Villages-Kshs 1,000,000 andGaturuge/Karugia Villages Kshs 1,000,000 | 2,000,000.00 | New |
|   | **TOTALS:** |   |   |  **137,126,879.31**  |   |

**MIN 6/5/10/2020: PENDING BILLS**

The Fund Account Manager notified the committee that they had pending bills which needed to be paid;

1. Two NG CDFC Meetings and lunch- Handing over meeting Kshs 50,000, 5th October meeting Kshs 54,000 – Total Kshs 104,000
2. Four Days allowances for Embu Training on 2019/2020 Financial statement preparation, FAM, DA and Chairman – Kshs 68,000
3. Prequalification Opening/Evaluation- Kshs 125,000
4. PMC Training Quotation opening/Evaluation – Kshs 30,000
5. Transport Reimbursements- Kshs 16,000

The committee hence agreed to pay all the pending bills totaling to Kshs 343,000

**MIN 7/5/10/2020: PMC TRAINING**

The Fund Account Manager notified the committee that they needed to train the PMC as they had stayed for long without training them which is also part of their mandate. The committee agreed to train PMC members on various topics as from 19th October 2020 as per the floated quotations. The committee agreed to pay Moose Investments Kshs 266,500, Committee allowances totaling and Shuhan hotel Limited Kshs 277,200, payment of allowances Kshs 310,400.

**MIN 8/5/10/2020: SALARY INCREMENT**

The committee had agreed to increase salaries for the employees in a meeting held at NG CDF Board Room on 22nd June 2020. The committee after going through the current employment contracts the committee noted that the current job groups did not match the salaries being given to the employees. To stream line this committee agreed to increase salaries in accordance with the new salaries scale for employees on contract. The increment would be as follows which would be subjected to an annual increment according to the salaries and remuneration commission. They agreed to back date the salaries to start of financial year 2020/2021

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| NAME | CURRENT JOB GROUP | NEW JOB GROUP | NEW JOB GROUP STARTING SALARY(subject to annual increment) |
| Stephen Murigi | CSG12 | CSG11 | 30,170 |
| Amos Kahare | CSG11 | CSG10 | 37,070 |
| James Gicheru | CSG14 | CSG13 | 21,500 |
| Nancy Njambi | CSG15 | CSG14 | 18,270 |
| Joseph Kuria | CSG16 | CSG15 | 17,570 |
| Daniel Ndekei | CSG16 | CSG15 | 17,570 |
| Jacqline Njoki | CSG14 | CSG13 | 21,500 |

**MIN 8/5/10/2020: A.O.B**

The committee agreed on a two day project monitoring for all ongoing projects in the constituency.

There being no other business the meeting was adjourned at 12:15 PM with a word of prayer from Esther Wangui Kuria.

Minutes Compiled by; Minutes Confirmed by;

(The Secretary) (The Chairman)

Signature…………………………………. Signature………………..........

Date…………………………………………. Date……………….................