**MINUTES OF KANDARA CONSTITUENCY NG-CDFC MEETING HELD ON FRIDAY, 30TH NOVEMBER 2018 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

 **ABSENT WITH APOLOGY**

1. Evelyn Wekesa – Deputy County Commissioner

**AGENDA**

1. Opening prayer and Preliminaries
2. Reading and Confirmation of previous minutes
3. Matters arising
4. 2018/2019 Budget
5. Emergency projects
6. Muruka security light and Electricity projects
7. A.O.B
8. Adjournment

**MIN 1/30/11/2018: OPENING PRAYER AND PRELIMINARIES**

The meeting was called to order by the chairman at 12.10Am and Cecilia Wanjiku Mburu led with a word of prayer.

The Chairman welcomed the members and congratulated the members for availing themselves within the short notice.

**MIN 2/30/11/2018: READING CONFIRMATION OF PREVIOUS MINUTES**

The Secretary read through the previous meeting minutes and were confirmed to be a true by Joseph Guchu and seconded by Samuel Mburu

**MIN 3/30/11/2018: Matters Arising**

* The members noted that the correspondences concerning Bildad Kagia Level v Hospital had not been received as proposed in the previous meeting. The Fund Account Manager confirmed that the query was still present in the Auditors report. The Fund Account Manager requested a forward of the said correspondences to facilitate response to the Auditors report.
* The members were concerned about the stale cheques that had been reported in the auditor’s report. The Account assistant informed the committee that the cheques totaling to Ksh. 148,029 had since been reversed.
* The committee acknowledged an improvement in the receipt of bursary receipts.

**MIN 4/30/11/2018: 2018/2019 Budget proposal**

The Fund Account Manager informed the committees that the constituency had received a budget allocation totaling to Kshs. 109,040,875.52 the committee would hence discuss and deliberate on the projects that would be tabled to the NG CDF Board for approval. The Fund Account Manager urged the committee to consider the ward reports and strategic plan to necessitate an easier process of selecting the projects.

The committee also expressed concern on the fallen toilets in the constituency and urged the Fund Manager to fasten the process of allocating emergency funds to these toilets.

After lengthy discussions and deliberations the committee agreed to forward the following projects to the NG-CDF Board for approval. The members urged the manager to fasten the process in order for the constituency to receive the funds in time.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Project** | **Activity** |  **Amount (Ksh)**  | **Status** |
| **ADMINISTRATION/ RECURRENT** |  |  |  |
| Employees’ Salaries | Payment of staff salaries and gratuity | 2,500,000.00 | Ongoing |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea etc | 2,000,000.00 | Ongoing |
| NSSF | Payment of NSSF Deductions | 33,600.00 | Ongoing |
| NHIF | Payment of NHIF Deductions | 75,600.00 | Ongoing |
| Committee Expenses | Payment of committee sitting allowances, transport, conferences |  1,933,252.53 | Ongoing |
|   |   | **6,542,452.53** |   |
| **MONITORING & EVALUATION/ CAPACITY BUILDING** |  |   |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence | 600,000.00 | Ongoing |
| Committee Expenses | Payment of Committee sitting allowances, transport, conferences | 1,000,000.00 | Ongoing |
| CDFC/PMC Capacity Building | Undertake Training of the PMCs/NGCDFCs on NG CDF Related issues | 1,671,226.27 | Ongoing |
|   |   | **3,271,226.27** |   |
| **EMERGENCY** |   |  |   |
| EMERGENCY | To cater for any unforeseen occurrences in the constituency during the financial year  |  5,738,993.45  | Ongoing |
|   |   |  **5,738,993.45**  |   |
| **SPORTS & CULTURE** |   |   |   |
| Sports and Cultural activities | Carry out constituency sports tournaments and cultural activities and award the winning teams with balls, sports uniforms and trophies  | 2,180,817.51 | Ongoing |
|   |   | **2,180,817.51** |   |
| **ENVIRONMENT** |   |   |   |
| Environment activities | Planting trees in 18 primary schools in the constituency at Kshs, 121,156.53 each : Kihuru-ini primary school, Kagira Primary School, Kiharo primary school, mukerenju primary school, kagundu primary school, mahuria primary school, karimamwaro primary school, Kiguoya primary school, kaguthi primary school, Muiri-ini primary school, mugecha primary school, naaro primary school, mukuria primary school, Gichagini primary school, mutheru primary school, kariko primary school, gatitu primary school, Kiawambutu primary school | 2,180,817.51 | Ongoing |
|   |   | **2,180,817.51** |   |
| **BURSARY** |  |  |   |
| Bursary Secondary Schools | Cater for bursary for needy and bright students in secondary schools | 16,260,218.88 | Ongoing |
| Bursary Universities and Colleges Schools | Cater for bursary for needy and bright students in tertiary schools, universities, colleges and special schools | 11,060,645.70 | Ongoing |
|  |  | **27,320,864.58** |  |
| **TRANSFERS TO PRIMARY SCHOOLS** |   |   |   |
| Ng’araria 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 | New |
| Mahuria Primary School | Renovation; plastering, roof repairs, metal doors and windows, verandas, painting and flooring of 9 No.classrooms/office  | 3,902,808.00 | New |
| Rukira Primary School | Renovation; plastering, roof repairs, metal doors and windows, verandas, painting and flooring of 3 No.classrooms/office/hall | 1,400,000.00 | New |
| Ruona Primary School | Renovation; plastering, roof repairs, metal doors and windows, verandas, painting and flooring of 10 No.classrooms/office | 4,067,679.00 | New |
| Gakoigo Primary School | Construction of 4 No. classroom block, first floor and ground floor and staircase (slab) to completion(Substructures, Reinforced Concrete/walling, windows/doors and external and internal finishes, water disposals) | 5,750,603.25 | New |
| Githuya Primary School | Construction and completion of 2 No. storeyed classroom Block(Substructures, Reinforced Concrete/walling, windows/doors and external and internal finishes, water disposals) | 3,058,188.00 | New |
| Karumu Primary School | Renovation of 2 classroom block plastering, roof repairs, metal doors and windows, verandas, painting | 798,000.00 | Ongoing |
| Kiawangenye Primary School | Part purchase of 2 acres of school land | 2,000,000.00 | New |
| Manjuu Primary School | Grading and gravelling and quarry waste of 1 km of Gathiga-Manjuu school road | 2,500,000.00 | New |
|  **TOTAL** |   | **25,653,245.75** |   |
| **TRANSFERS TO SECONDARY SCHOOLS** |   |   |   |
| Kirunguru Secondary School | Part construction of school laboratory(Substructures, Reinforced Concrete/walling) | 1,000,000.00 | New |
| St Charles Lwanga Secondary School | Construction of 1 classroom block with slab to completion(Reinforced Concrete/walling, windows/doors and external and internal finishes) | 2,300,000.00 | New |
| Nguthuru Mixed Secondary School | Construction to Completion of 2 No. Classroom block(substructure, roofing and water disposal, windows, doors, painting, finishes) | 3,340,008.00 | New |
| Mukerenju day secondary school | Construction and completion of 2 classroom block with slab to completion(Reinforced Concrete/walling, windows/doors and external and internal finishes) | 3,602,450.25 | New |
| Gituru Day Secondary School | Construction and completion of a 3 classroom block (first floor) (Reinforced Concrete/walling, windows/doors and external and internal finishes) | 3,406,646.25 | New |
| Gaichanjiru Boys High School | Construction of a laboratory to completion, (Substructure/walling, Reinforced Concrete/walling, windows/doors and external and internal finishes and gas installation/electricals) | 3,700,000.00 | New |
| Githigi Day Secondary School | Completion of Construction of a 2 classroom block(First Floor) (Reinforced Concrete/walling, windows/doors and external and internal finishes) | 2,780,573.25 | Ongoing |
| Waitua Secondary School | Part purchase of 2 Acres school land | 2,000,000.00 | New |
| **TOTAL** |   | **22,129,677.75** |  |
| **TRANSFER TO TERTIARY INSTITUTIONS** |   |  |
| Kandara Technical Training Institute | Construction of gate Kshs. Ksh. 76,250 front concrete perimeter wall (130 meters), Kshs. 3,651,476.25, Barbed wire fencing (210 meters), Kshs, 1,415,200.00 | 5,142,926.25 | New |
| **TOTAL** |   | **5,142,926.25** |   |
| **TRANSFER TO SECURITY PROJECTS** |   |   |   |
| Kandara DCIO office  | Construction to completion of DCIO offices | 3,273,942.00 | New |
| Kagundu AP Post | Construction of gate/gravelling (Kshs. 583,990) , and fencing of Chiefs Camp(300 meters) (Kshs. 1,021,922) | 1,605,912.00 | New |
| Mathiuthi, Kagogo/mukerenju village | Installation of transformer, Co-funding with KPLC | 1,500,000.00 | New |
| **TOTAL** |   | **6,379,854**  |   |
| **NG-CDF OFFICE** |  |  |  |
| Kandara Ng-Cdf Office | Purchase of office furniture(1 executive chair, 2 executive visitors chairs, 1 table and a cabinet, Kshs.400,000, renovation of 2 office toilets(painting and tiles, Ksh. 100,000)Construction of notice board, Kshs. 200,000, Purchase of 2 samsung 40inch digital televisions, Ksh. 180,000, Repair of office windows, installation of curtain boxes and blinders, Ksh. 200,000, Purchase of board room table, Kshs. 400,000, Purchase of a digital camera, Ksh. 200,000, Purchase of 2 laptops, Ksh. 180,000, Repair(Shelves)/construction of office store, Kshs. 640,000 | 2,500,000 | New |
| TOTAL |  | **2,500,000** |  |
|  | **GRAND TOTAL** | **109,040,875.52** |  |

**MIN 5/30/11/2018: EMERGENCY PROJECTS**

The committee deliberated on emergency projects which had been reported in the constituency of fallen toilets due to the heavy rains. They agreed to request the teachers to forward the proposals to the NG-CDF office. The Committee agreed to fund the AP Toilets totaling to Kshs. 400,000 which had been deliberated in the previous meeting.

**MIN 6/30/11/2018: CONDITIONAL APPROVAL OPROJECTS FOR 2017/2018**

The fund manager informed the committee that the board had approved the conditionally approved projects for 2017/2018 financial year, namely:

1. Muruka Security Light
2. Installation of transformer at Matuta Kaunyaka Village, Co-funding with Kenya power

The fund manager requested the committee to allow these projects proceed as the funds were now available. The committee agreed to proceed with implementation of the projects. The projects implementation was proposed by Joseph Guchu and seconded by Cecilia Wanjiku

**MIN 6/5/02/2018: A.O.B**

* The committee was of the view that this financial year budget considers a benchmarking exercise.
* The committee proposed a Monitoring and evaluation exercise for the ongoing projects in the constituency

**MIN 6/5/02/2018: ADJOURNMENT**

The meeting was adjourned at 2.00pm with a word of prayer from Jackson Kamande