

**MINUTES OF KANDARA CONSTITUENCY NG-CDFC MEETING HELD ON 25<sup>th</sup> OCTOBER 2019**  
**AT KANDARA CDF OFFICE BOARDROOM AT 1.00 PM**

**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(Male)
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. 2019/2020 Proposal
5. Emergency
6. Change of activity
7. Payment of Outstanding Bills
8. Employment of a clerk of works
9. M&E Report
10. A.O.B

**MIN 1/25/10/2019: OPENING PRAYER AND PRELIMINARIES**

The meeting was called to order by the chairman at 1.00 pm and Jackson Kamande led with a word of prayer.

The Chairman welcomed the members and congratulated the members for availing themselves. This was followed by an apology of the delay in starting the meeting as planned.

**MIN 2/25/10/2019: READING CONFIRMATION OF PREVIOUS MINUTES**

The Account Assistant read through the previous meeting minutes and were confirmed to be a true by Esther Kuria and seconded by Samuel Mburu.

**MIN 3/25/10/2019: MATTERS ARISING**

James mburu sought to know whether the salaries of the employees would be increased as they had been an earlier plan to do so. The fund manager expressed concern of salary increase due to budget constraints. He however agreed to table before the committee actual figures of the increased salaries so that the committee would agree on the same on whether to increase or



not. Samuel Mburu proposed blacklisting of all parents who did not return the bursary receipts. The committee also confirmed that the M&E for ongoing projects was done by the team and the M&E report tabled before the committee for deliberations.

**MIN 4/25/10/2019: 4. 2019/2020 BUDGET PROPOSAL**

The Fund Account Manager notified the committee that the constituency had received a circular about a month ago to consolidate the constituency proposal for 2019/2020 Financial year. The Fund Manager explained the delay since the circular was received was caused by delayed public participation and consultation with the area Member of Parliament. The public participation was however conducted between 1<sup>st</sup> of October to 4<sup>th</sup> of October where ward forums were conducted to collect views of the people. The people present were chiefs and other leaders in the community. The ward report would also be backed by the constituency strategic plan which is only one year old since it was launched. This would also form part of the Constituency Proposal for 2019/2020 Proposal. After the consultative discussion as per the ward report and strategic plan the National Government Constituency Development Fund Committee settled on the following proposals for 2019/2020 Budget to be forwarded to the National Government Constituency Development Fund Board for approval;

KANDARA NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND					
Project proposal 2019/2020 Financial year					
Codelist					
S/N O	PROJECT NAME	PROJECT NUMBER	PROJECT ACTIVITY	AMOUNT(kshs)	STATUS
<b>ADMINISTRATION/ RECURRENT</b>					
	Employees' Salaries	4-030-109-2110000-100-2019/2020-001	Payment of staff salaries and gratuity	3,000,000.00	Ongoing
	Goods and Services	4-030-109-2210000-100-2019/2020-002	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea	2,000,000.00	Ongoing
	NSSF	4-030-109-2120101-100-2019/2020-003	Payment of NSSF Deductions	42,000.00	Ongoing
	NHIF	4-030-109-2120201-100-2019/2020-004	Payment of NHIF Deductions	94,500.00	Ongoing
	Committee Expenses	4-030-109-2210802-100-2019/2020-005	Payment of committee sitting allowances, transport, conferences	3,105,563.45	Ongoing

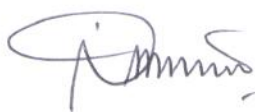
				8,242,063.45	
<b>MONITORING &amp; EVALUATION/ CAPACITY BUILDING</b>					
Goods and Services	4-030-109-2210000-111-2019/2020-001	Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence		1,000,000.00	Ongoing
Committee Expenses	4-030-109-2210802-111-2019/2020-002	Payment of Committee sitting allowances, transport, conferences		1,449,805.45	Ongoing
CDFC/PMC Capacity Building	4-030-109-2210700-111-2019/2020-003	Undertake Training of the PMCs/NGCDFCs on NG CDF Related issues		1,671,226.27	Ongoing
				4,121,031.72	
<b>EMERGENCY</b>					
EMERGENCY	4-030-109-2640200-101-2019/2020-001	To cater for any unforeseen occurrences in the constituency during the financial year		7,198,241.38	Ongoing
				7,198,241.38	
<b>SPORTS &amp; CULTURE</b>					
Sports and Cultural activities	4-030-109-2640509-112-2019/2020-001	Carry out constituency sports tournaments and award the winning teams with balls, sports uniforms and trophies		2,747,354.48	New
				2,747,354.48	
<b>ENVIRONMENT</b>					
Environment activities	4-030-109-2640510-112-2019/2020-001	Purchase of 10,000 litres water tank(Kshs, 118,867.88) and construction of concrete tank base and gutters(Kshs, 110,078.33) at 12 Public Primary and secondary schools in the constituency each Kshs.(228,946.21)listed below; Kagira Secondary School, Manjuu Primary School, Kiangari Primary School, Mutheru Primary School, Muiri-ini Primary School, Mugecha Primary School, Kaguthi Primary		2,747,354.48	New

			School, Gathugu Primary School, Rukira Primary School, Kariko Primary School, Kagundu Primary School, Gathige Primary School		
				2,747,354.48	
	<b>BURSARY</b>				
	Bursary Secondary Schools	4-030-109-2640101-103-2019/20-001	Cater for bursary for needy and bright students in secondary schools	18,260,288.18	Ongoing
	Bursary Universities and Colleges	4-030-109-2640102-103-2019/20-001	Cater for bursary for needy and bright students in tertiary schools, universities, colleges and special schools	16,081,642.86	Ongoing
				34,341,931.04	
	<b>TRANSFERS TO PRIMARY SCHOOLS</b>				
	Kiawambutu Primary School	4-030-109-2630204-104-2019/2020-001	Renovation; plastering, roof repairs, metal doors and windows, verandas, painting and flooring of 10 No.classrooms and a hall	4,008,060.00	New
	Kagongo Primary School	4-030-109-2630204-104-2019/2020-002	Renovation; plastering, roof repairs, metal doors and windows, verandas, painting and flooring of 9 No.classrooms, store and an office	3,500,000.00	New
	Karugia Primary School	4-030-109-2630204-104-2019/2020-003	Renovation; plastering, roof repairs, metal doors and windows, verandas, painting and flooring of 7 No.classrooms	3,496,521.00	New




Kiharo Primary School	4-030-109-2630204-104-2019/2020-004	Renovation; plastering, roof repairs, metal doors and windows, verandas, painting and flooring of 9 No.classrooms, office and gate	4,478,397.00	New
Karigu-ini Primary School	4-030-109-2630204-104-2019/2020-006	Renovation; plastering, roof repairs, metal doors and windows, verandas, painting and flooring of 6 No.classrooms	1,921,689.00	New
Matira-ini Primary School	4-030-109-2630204-104-2019/2020-007	Renovation; plastering, roof repairs, metal doors and windows, verandas, painting and flooring of 8 No.classrooms and office	3,150,294.00	New
Gaichanjiru Primary School	4-030-109-2630204-104-2019/2020-008	Renovation; plastering, roof repairs, metal doors and windows, verandas, painting and flooring of 8 No.classrooms and staffroom	3,516,786.00	New
Kirirwa Primary School	4-030-109-2630204-104-2019/2020-009	Renovation; plastering, roof repairs, metal doors and windows, verandas, painting and flooring of 10 No.classrooms and staffroom	3,320,782.50	New
Kahiga Primary School	4-030-109-2630204-104-2019/2020-010	Renovation; plastering, roof repairs, metal doors and windows, verandas, painting and flooring of 8 No.classrooms, office and gate	3,789,009.00	New
Naaro Primary School	4-030-109-2630204-104-2019/2020-012	Renovation; plastering, roof repairs, metal doors and windows, verandas, painting and flooring of 6 No.classrooms	3,635,971.50	New
Mahutia Primary School	4-030-109-2630204-104-2019/2020-013	Renovation; plastering, roof repairs, metal doors and windows, verandas, painting and flooring of 9 No.classrooms/office	3,562,508.25	New
Kagundu Primary School	4-030-109-2630204-104-2019/2020-014	Renovation; plastering, roof repairs, metal doors and windows, verandas, painting and flooring of 3	1,921,689	New




			No.classrooms/office		
	Karumu Primary School	4-030-109-2630204-104-2019/2020-015	Completion of Computer Laboratory started by safaricom foundation; benches, ceiling, steel doors and windows	1,155,000	New
	<b>TOTAL</b>			<b>41,456,707.25</b>	
	<b>TRANSFERS TO SECONDARY SCHOOLS</b>				
	Kirunguru Secondary School	4-030-109-2630205-104-2019/2020-001	Construction to completion of two classrooms; Substructures, Reinforced concrete, roofing, windows, doors and finishes; and a stair case to completion	2,570,006	New
	Gatitu Secondary School	4-030-109-2630205-104-2019/2020-002	Completion of Dinning Hall started by parents; paving slab, windows, doors and finishes	2,100,000.00	New
	St Charles Lwanga Secondary School	4-030-109-2630205-104-2019/2020-003	Construction to completion of a classroom block with slab; Reinforced concrete, walling, windows, doors and finishes(Kshs. 2,588,970) Classroom extension (Kshs. 561,030)	3,150,000	New
	Githumu Boys High School	4-030-109-2630205-104-2019/2020-004	Construction of school dormitory	3,156,431	New
	Githigia Secondary School	4-030-109-2630205-104-2019/2020-005	Construction and completion of 2 No. Classrooms to completion; substructures;reinforced concrete;walling;roofing;window s;doors;finishes	3,149,543	New
	Kaguthi Secondary School	4-030-109-2630205-104-2019/2020-006	Construction to completion of four door toilets and urinal	1,050,000	New
	Kiranga Secondary School	4-030-109-2630205-104-2019/2020-007	Construction of dormitory	2,100,000.00	New

Waitua Secondary School	4-030-109-2630205-104-2019/2020-008	Purchase of two acres land for construction of Waitua secondary school	3,600,000.00	New
Ngararia Girls High School	4-030-109-2630205-104-2019/2020-009	Construction of storey classroom block(construction of two ground floor classroom phase 1 to completion); substructures;reinforced concrete;walling;roofing;window s;doors;finishes	3,675,000.00	New
Mukerenju Day Secondary School	4-030-109-2630205-104-2019/2020-010	Repair of floor for two classrooms and verandah; screeding, cementing, and installation of Brc wiremesh	400,000.00	
<b>TOTAL</b>			<b>24,950,980.50</b>	
<b>TRANSFER TO TERTIARY INSTITUTIONS</b>				
Kandara Technical Training Institute	4-030-109-2630206-104-2019/20-001	Painting 1,704 Square Metres; Front, Rear and Ramp	697,935.00	New
Kandara Technical Training Institute	4-030-109-2630206-104-2019/20-002	Installation of Gutters in all buildings in the TTI for rain water harvesting(Kshs 767,200) and purchase of four 10,000 litres water tanks(Kshs 400,000) and construction of tank bases for each(Kshs 950,860)	2,118,060.00	New
<b>TOTAL</b>			<b>2,815,995.00</b>	
<b>TRANSFER TO SECURITY PROJECTS</b>				
Kandara OCPD office	4-030-109-2640507-108-2019/2020-001	Construction to completion of phase 1 Ground Floor 4 offices with slab; Substructures, Reinforced concrete, roofing, windows, doors and finishes;	4,000,000.00	New

Kiawambutu Junction/Ngamba/ Mutundu-ini villages	4-030-109-2640507-108-2019/2020-002	Installation of 1 transformer; co-funding with KPLC(Design, mapping and customer Identification)	1,000,000.00	New
<b>TOTAL</b>			<b>5,000,000</b>	
<b>NG-CDF OFFICE</b>				
Kandara Ng-Cdf Office	4-030-109-3110202-108-2019/2021-001	Construction of gate and cabro (900 Square metres), kshs(3,346,065.00) ; purchase of Photocopy machine(Kshs 200,000), purchase of wireless Microphone, and two base speakers with all its accessories(Kshs, 200,000).	3,746,065	New
<b>TOTAL</b>			<b>3,746,065</b>	
		<b>GRAND TOTAL</b>	<b><u>137,367,724.14</u></b>	

#### MIN 5/25/10/2019: EMERGENCY

The Fund Account Manager informed the committees that there were two requests to fund fallen toilets in the constituency that had been caused by the heavy rains in the region. The committee agreed to construct two 12 doors toilets in Karugia Primary and Thagari Primary schools at a cost of 1.2 million each as per the works officers Bill of Quantities. Due to its urgency the committee agreed to award Janess Company Limited the works to construct the two toilets as soon and as fast as possible. The committee arrived at Janess Company Limited due to the good work the contractor had done in the previous financial year.

The NG CDFC also agreed to have a list of all fallen toilets in public institutions in the constituency for consideration in the next meeting.

#### MIN 6/25/10/2019: CHANGE OF ACTIVITY

The committee deliberated on Kshs. 1,000,000 for 2018/2019 proposal that had been approved for Kirunguru Secondary School as Part construction of school laboratory (Substructures, Reinforced Concrete/walling). However, the school had already constructed the laboratory and had done the slab already with money from the school. The committee delay in funding the project was caused by delayed funding from the NG CDF Board hence by the time the money came the school had already gone steps ahead to construct the laboratory. The committee hence agreed to change the project activity to construction to completion of two



classrooms; Substructures, Reinforced concrete, roofing, windows, doors and finishes; and a stair case to completion with additional money in the 2019/2020 project proposal.

**MIN 7/25/10/2019: PENDING BILLS**

The Fund account manager notified the committee that they were still yet to pay Sapienta Solutions and Wesash for various works done in the office as mentioned in the previous minute.

**MIN 8/25/10/2019: EMPLOYMENT OF A CLERK OF WORKS**

The NG CDFC Kandara expressed concern that the various works in the constituency were not being well supervised. This resulted to poor work by some contractors. The constituency committee hence expressed concern to employ a clerk of works who would assist the works officer in supervising the constituency projects and ensuring the constituency would get value for their money. The NG CDFC agreed to advertise for the post immediately. The committee proposed to constitute a panel who would vet the applicants once the advertisement window period expired.

**MIN 9/25/10/2019: M&E Report**

The committee deliberated on the M&E report that they had conducted in two days. The committee expressed the following concerns;

1. Some contractors had not done quality works, some of the floors were not properly done hence could get damaged; a good example is Gituru Day Stair case. The committee recommended the contractor to redo the staircase
2. Kandara Mixed Day secondary school lab had not been tested for the gas system. The committee recommended the contractor to resume and test the gas system.
3. Gaichanjiru Laboratory gas taps were of poor quality hence some already spoilt
4. Some of the schools despite being funded were dirty and not properly kept
5. The constituency had more toilets falling due to heavy rains, the committee recommended construction of a model toilet in Thagari and Karugia primary school
6. The poor works were due to lack of proper supervision, committee agreed to employ a clerk of works to supervise the projects alongside the works officer

**MIN 10/25/10/2019: A.O.B**

Jackson Kamande expressed concern on the manner in which the committee members approached the issue of cleanliness on one of the teachers. Esther wairimu expressed concern on whether people would be given lunch on bursary days.

There being no other business meeting was adjourned at 2.15 pm with a word of prayer from Cecilia Wanjiku.

Minutes Compiled by;  
(The Secretary)

Minutes Confirmed by;  
(The Chairman)

Signature.....*Wanjiku*.....

Signature.....*[Signature]*.....

Date.....*25/10/2019*.....

Date.....*25/10/2019*.....