



NG-CDF GATUNDU NORTH

**National Government Constituencies Development Fund
Gatundu North Constituency**

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Kanjuku,

Thika.

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**MINUTES OF THE GATUNDU NORTH NG-CDFC MEETING HELD ON 23RD SEPTEMBER,
2021 IN THE GATUNDU NORTH NG-CDF BOARDROOM STARTING AT 10:00AM**

MEMBERS PRESENT

1. John Kirori Ngaruiya	Chairman
2. J.M Kavita	DCC
3. Joseph K.N. Rotich	FAM
4. Jane Wanjiru Mwangi	Secretary
5. Joseph Macharia Njeri	Member
6. Josephine Wanjiru Gitau	Member
7. Peter Mutura Maina	Member
8. Agnes Wanjiku Muikamba	Member
9. Boniface Kinuthia	Member
10. David Njoka Koigi	Member

AGENDAS:

1. Preliminaries.
2. Finalising of public participation of F/Y 2021/2022 project proposal
3. Votebook balances review
4. Capacity Building -Benchmarking/Training .
5. Monitoring and Evaluation
6. Payment of Gratuity and Contract Renewal.
7. A.O.B

MIN: 01/23/09/2021: PRELIMINARIES

The chairman called the meeting to order at 10:25am and was opened with a word of prayer led by Boniface Kinuthia. The Chairman then welcomed the members and thanked them all for attending in time to the meeting.

MIN: 02/23/11/2021 FINALISING PUBLIC PARTICIPATION AND DELIBERATION OF THE PRIORITISED PROJECT OF F/Y 2021/2022 PROJECT PROPOSAL

The FAM reported to members that the deadline for submitting project proposal for financial year 2021/2022 is on 23rd September, 2021. The public participation of projects identification/ proposal for the financial year 2021/2022 took four days which started from 7th to 10th September, 2021.

Project Name	Project Number	Original Cost	Cumulative allocation	Project activity	Amount Allocated	Current Status
Employees' Salaries	4-0022-112-2110000-1 00-2020-2022-1	2,700,000.00	Nil	Payment of staff salaries and gratuity	2,700,000.00	Ongoing
Goods and Services	4-0022-112-2110000-1 00-2020-2022-2	1,500,000.00	Nil	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence and office tea	1,500,000.00	Ongoing
NHIF	4-0022-112-2110000-1 00-2020-2022-3	70,000.00	Nil	Payment of NHIF for staff	70,000.00	Ongoing
NSSF	4-0022-112-2110000-1 00-2020-2022-4	70,000.00	Nil	Payment of NSSF for staff	70,000.00	Ongoing
Committee Expenses	4-0022-112-2110000-1 00-2020-2022-5	2,704,302.00	Nil	Payment of Committee sitting allowances, transport and conferences	2,704,302.00	Ongoing
Goods and Services	4-0022-112-2210000-1 11-2021-2022-1	800,000.00	Nil	Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence.	800,000.00	Ongoing
Committee Expenses	4-0022-112-2210000-1 11-2021-2022-2	1,721,031.00	Nil	Payment of Committee sitting allowances, transport, conferences.	1,721,031.00	Ongoing
NG-CDFC and PMC Capacity Building	4-0022-112-2210000-1 11-2021-2022-3	1,300,000.0	Nil	Undertake training of the PMCs and NG-CDFCs on NG-CDF Related issues	1,300,000.0	Ongoing
Bursary Secondary Schools	4-0022-112-2640101-1 03-2021-2022-1	30,000,000.00	Nil	Payment of bursary to needy students in Secondary schools	30,000,000.00	Ongoing
Bursary Special Schools	4-0022-112-2640101-1 03-2021-2022-2	741,931.00	Nil	Payment of bursary to needy students in Special schools	741,931.00	Ongoing
Bursary Tertiary Schools	4-0022-112-2640101-1 03-2021-2022-3	10,300,000.00	Nil	Payment of bursary to needy students in Universities and Colleges	10,300,000.00	Ongoing
Emergency	4-0022-112-2640200-1 01-2021-2022-1	7,192,207.00	Nil	To cater for unforeseen occurrences in the constituency during that financial year	7,192,207.00	New

anjuku Primary School	4-0022-112- 2630204-1 04-2021-2022- 1	4,050,000.00	Nil	Renovation of 9NO Classrooms . to completion; Roofing, flooring and tiling, verandah, internal and external wall plaster, doors, windows and painting	4,050,000.00	New
Kamwangi Primary School	4-0022-112- 2630204-1 04-2021-2022- 2	2,250,000.00	Nil	Renovation of 5NO Classrooms to completion; Roofing, flooring and tiling, verandah, internal and external wall plaster, doors, windows and painting	2,250,000.00	New
Makwa Primary School	4-0022-112- 2630204-1 04-2021-2022- 3	4,200,000.00	Nil	Construction of 350 Metres Perimeter Wall to completion	4,200,000.00	New
Kangaita Primary School	4-0022-112- 2630204-1 04-2021-2022- 4	3,200,000.00	Nil	Renovation of 7no Classrooms to completion; Roofing, flooring and tiling, verandah, internal and external wall plaster, doors, windows and painting	3,200,000.00	New
Ndekei Primary School	4-0022-112- 2630204-1 04-2021-2022- 5	2,700,000.00	Nil	Renovation of 6 NO Classrooms to completion; Roofing, flooring and tiling, verandah, internal and external wall plaster, doors, windows and painting	2,700,000.00	New
Iruri Primary School	4-0022-112- 2630204-1 04-2021-2022- 6	1,600,000.00	Nil	Renovation of 4 NO Classrooms to completion; Roofing, flooring and tiling, verandah, internal and external wall plaster, doors, windows and painting	1,600,000.00	New
Muhindi Primary School	4-0022-112- 2630204-1 04-2021-2022- 7	2,700,000.00	Nil	Renovation of 6NO Classrooms to completion i.e introduction of verandah, roofing, flooring and tiling, internal and external wall plasters, doors, windows and painting.	2,700,000.00	New
Murata Wa Twana Primary School	4-0022-112- 2630204-1 04-2021-2022- 8	2,700,000.00	Nil	Renovation of 6NO Classrooms to completion i.e introduction of verandah, roofing, flooring and tiling, internal and external wall plasters, doors, windows and painting.	2,700,000.00	New

ataara Primary School	4-0022-112- 2630204-1 04-2021-2022- 9	4,000,000.00	Nil	Renovation of 10NO Classrooms to completion; Roofing, flooring and tiling repair, verandah, , doors, windows panes ,External Plastering and painting	4,000,000.00	New
St Annes Maria-Ini Primary School	4-0022-112- 2630204-1 04-2021-2022- 10	4,000,000.00	Nil	Renovation of 9no Classrooms to completion i.e introduction of verandah, roofing, flooring and tiling, internal and external wall plasters, doors, windows and painting.	4,000,000.00	New
Gikindu Primary School	4-0022-112- 2630204-1 04-2021-2022- 11	4,100,000.00	Nil	Renovation of 9NO Classrooms to completion i.e introduction of verandah, roofing, flooring and tiling, internal and external wall plasters, doors, windows and painting.	4,100,000.00	New
Mwea Primary School	4-0022-112- 2630204-1 04-2021-2022- 12	2,250,000.00	Nil	Renovation of 4NO classrooms to completion; Roofing, flooring and tiling, verandah, internal and external wall plaster, doors, windows and painting.And painting Of the Storey Building,Gutters,Purchase of 10,000litres Tank at Kshs 100,000.	2,250,000.00	New
Nyamangara Primary School	4-0022-112- 2630204-1 04-2021-2022- 13	3,500,000.00	Nil	Renovation of 5No Classrooms to completion; Roofing, flooring and tiling, internal and external wall plasters, doors, windows and painting.Construction of 8door Ablution Block and Urinal with one unit for PWD at Kshs 1M	3,500,000.00	New
Nyamathubi Primary School	4-0022-112- 2630204-1 04-2021-2022- 14	1,900,000.00	Nil	Renovation of 4NO Classrooms to completion; Tiles, flooring and tiles, verandah, internal and external wall plaster, doors, windows and painting	1,900,000.00	New
James Njenga Primary School	4-0022-112- 2630204-1 04-2021-2022- 15	3,800,000.00	Nil	Construction of 3NO Classrooms to completion;	3,800,000.00	New
Mbichi primary School	4-0022-112- 2630204-1 04-2021-2022- 16	1,500,000.00	Nil	Land Purchase at a Value of 4M (Additional bal 1,300,000 & 200,000 Transfer cost)	1,500,000.00	New

akoe Primary School	4-0022-112- 2630204-1 04-2021-2022- 17	1,000,000.00	Nil	Construction of 8door Ablution Block and Urinal with one unit for PWD at Kshs 1M	1,000,000.00	New
Mutuma Primary School	4-0022-112- 2630204-1 04-2021-2022- 18	3,200,000.00	Nil	Renovation of 6 NO Classrooms and One Office to completion; Tiles, flooring and tiles, verandah, internal and external wall plaster, doors, windows and painting	3,200,000.00	New
Nguna Primary School	4-0022-112- 2630204-1 04-2021-2022- 19	1,000,000.00	Nil	Construction of 8door Ablution Block and Urinal with one unit for PWD at Kshs 1M	1,000,000.00	New
Mukurwe Primary School	4-0022-112- 2630204-1 04-2021-2022- 20	1,730,000.00	Nil	Installation of 4NO hand washing point at Kshs 300,000 ,purchase Water Tanks 10,000 litres @ 100,000 ,Construction of Pavements with cabros at Kshs 580,000 and 4 door Staff Pit Ablution Block with unit for PWD Kshs 750,000	1,730,000.00	New
Kanjabi Primary School	4-0022-112- 2630204-1 04-2021-2022- 21	1,000,000.00	Nil	Construction of 8door Ablution Block and Urinal with one unit for PWD at Kshs 1M	1,000,000.00	New
Kieni Primary School	4-0022-112- 2630204-1 04-2021-2022- 22	3,160,000.00		Renovation of 7 no Classrooms to completion; Tiles, flooring and tiles, verandah, internal and external wall plaster, doors, windows and painting	3,160,000.00	New
Kamunyaka Primary School	4-0022-112- 2630204-1 04-2021-2022- 23	4,400,000.00	Nil	Renovation of 9 no Classrooms to completion; Tiles, flooring and tiles, verandah, internal and external wall plaster, doors, windows and painting	4,400,000.00	New
Kamunyaka Secondary School	4-0022-112- 2630205-1 04-2021-2022-1	3,800,000.00	Nil	Construction of 2no Classrooms on suspended slab and slab on 1st Floor to completion;	3,800,000.00	New
Mukurwe Secondary School	4-0022-112- 2630205-1 04-2021-2022-2	3,000,000.00	Nil	Renovation of twin Laboratory, preparation room plus 2 Offices to serve 50 students,Internal Plastering ,Painting, Installation of Benches	3,000,000.00	New
Kiangunu Secondary School	4-0022-112- 2630205-1 04-2021-2022-3	2,000,000.00	Nil	Renovation of 3no Classrooms on Ground Floor.Introduction of column and bases on 3 Classrooms on 1st floor verandah to completion	2,000,000.00	New

Kawira Secondary School	4-0022-112-2630205-1 04-2021-2022-4	1,000,000.00	Nil	Construction of a Multipurpose Hall upto to foundation phase I. To cater for a capacity of 150 persons.	1,000,000.00	New
Kawira Police Post	4-0022-112-2640507-1 13-2021-2022-1	1,500,000.00	Nil	Land Purchase at a Value of Kshs.2,700,000 (Additional bal 1,300,000 & 200,000 Transfer cost)	1,500,000.00	
					137,088,879.0	

MIN: 03/23/09/2021 CAPACITY BUILDING -BENCHMARKING/TRAINING .

The chairman informed members that there was need to have a common training for the group for smooth implementation of the projects. FAM said the training was necessary for understanding of the NG-CDF Act ,PFM Act,PPAD Act,and the respective regulations ,circulars and procedures.The Chairman proposed for benchmarking to encompass all Ng-cdfc ,the Ng-cdf staffs.The members after deliberating at length on the program and resolved to visit the following constituencies Kisauni ,kilifi North,Changamwe,Kilifi South,Likoni,Jomvu,Nyali and Matugu.The visit was scheduled to commence on 21st October 2021 and end on 2nd November 2021.The Ng-cdfc discussed due to social distance they requested an additional vehicle from Gatanga Ng-cdf Office.A budget of 1,580,000 was earmarked for the field visits. Each of the 10 Committee member to get an allowance of 10,000 per day and the ng-cdf staffs 6,000 per day .

MIN: 05/23/09/2021. MONITORING AND EVALUATION

The committee recommended that monitoring and evaluation shall be undertaken every two weeks to avoid problems where projects are undertaken without proper adherence of the laid down specifications.The completed projects must also be evaluated before handing over to the community for use.

MIN:6/23/09/2021 PAYMENT OF GRATUITY AND CONTRACT RENEWAL .

There was urgent need to settle the gratuity for the Ngedf Staff which will be due on by end of September. After lengthy deliberation the NGCDFC resolved settle arrears for Allan Kabiru Ngugi an Account Assistant and Salome Wanjiku Ng'ang'a Office Secretary.

The committee deliberated at length on their gratuity which shall be paid as per the financial accounts standards and taxes remitted

The committee putting into consideration the magnitude of the work and time of which in most cases goes beyond limits because of the nature of services offered to the public and numerous reports and accounting document to be worked on they appreciated they good work for the period and considered to award them a contract of three years Effective from October 2021.

ADJOURNMENT


There being no other business the meeting ended at 4:15 PM with a word of prayer from Peter Mutura.

Date 23/7/2021

Minutes Compiled by: (The Secretary- Jane W.Mwangi)

Signature.....

Minutes Confirmed by: (The Chairman – John K.Ngaruiya)

Signature.....

Minutes Approved by: (FAM – Joseph K.N. Rotich)

Signature.....

FUND ACCOUNT MANAGER
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KANJUKU