

8TH MINUTES OF THE NGCDFC MEETING HELD ON THE 17TH NOVEMBER 2018 AT THE THIKA NG-CDFC OFFICES IN THIKA TOWN

NG-CDFC MEMBERS PRESENT

1. WILSON NJAUHURUKO	CHAIRMAN
2. SYLVIA NYAMBURA THUO	SECRETARY
3. LAWI KARIUKI MANGU	MEMBER
4. JOSEPHINE MUTHONI NGUGI	MEMBER
5. SIMON NGUGI MUMBI	MEMBER
6. ESTHER NYOKABI NJOKI	MEMBER
7. SIMON MBATIA	CO-OPTED MEMBER
8. JOSEPH MBURU NJOKI	MEMBER
9. DOUGLAS MUTAI	DCC
10. JOAN KOECH	FAM

1. MARTIN MBUTHIA PUBLIC WORKS OFFICER

AGENDA

1. Opening prayers
2. Chairman's welcoming remarks
3. Members reactions/comments
4. Reading the minutes of the previous meeting
5. Matters arising
6. Reports from the fund manager
7. Guidelines on preparations of 2018/19 project proposals)
8. NG-CDFC Office Construction.
9. Project proposals F/Y 2018/19
10. AOB
11. Closing prayers

MIN 75/11/TT/NG-CDFC/FY017/018: OPENING PRAYERS

The meeting started at 10:30am with a word of prayer by Mr. Simon Mbatia.

MIN 76/11/TT/NG-CDFC/FY017/018: CHAIRMAN'S WELCOMING REMARKS

The chairman welcomed the members in the meeting and encouraged the members to continue working together in the same spirit.

MIN 77/11/TT/NG-CDFC/FY017/018: READING AND CONFIRMATION OF THE PREVIOUS MINUTES

The secretary Ms Sylvia Thuo took the members through the previous minutes which were confirmed by Simon Ngugi and seconded by Josephine Muthoni.



MIN 78/11/TT/NG-CDFC/FY017/018: REPORTS FROM THE FUND MANAGER

The fund manager informed the members that there are reconciling items in the bank reconciliation that have become long overdue. These items are the un-presented cheques which have then become stale (since 6 months have elapsed since the date the cheques were drawn) the fund manager informed the committee that the stale cheques amounted to Ksh 140,000.

After a lengthy discussion, the committee resolved that the cheques be replaced with the new needy beneficiaries who missed out in the previous allocation.

MIN 79/11/TT/NG-CDFC/FY017/018: GUIDELINES ON PREPARATIONS OF 2018/19 PROJECT PROPOSALS

The fund account manager took the members through the guidelines of preparing the projects for FY 2018/2019. She went further and informed the members that the constituency will receive the sum of Ksh. 109, 040,875.52 and the NG-CDFC needed to allocate the fund to the 2018/2019 project proposals;

MIN 80/11/TT/NG-CDFC/FY017/018: CONSTRUCTION OF NG-CDFC OFFICE

The fund account manager took the members through the guidelines on preparation and submission of project proposals. One outstanding item of construction of NG-CDFC office was a subject that was exhaustively discussed.. Though even with the desire to build the office there was a challenge on land (where to construct the office) and some members were tasked to explore the same along with the Member of Parliament

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MIN 81/11/TT/NG-CDFC/FY018/019: PROJECT PROPOSALS FY 2018/2019

Project Name	Project Number	Project activity	Amount Allocated
Employees' Salaries	4-022-114-2110000-100-2017/2018-001	Payment of staff salaries and gratuity	1,841,440.00
Goods and Services	4-022-114-2210000-100-2018/2019-002	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea, etc.	2,425,012.53
NSSF	4-022-114-2120101-100-2018/2019-003	Payment of NSSF for the staff	40,000
NHIF	4-022-114-2120201-100-2018/2019-004	Payment of NHIF for the staff	36,000
Committee Expenses	4-022-114-2210000-100-2018/2019-005	Payment of Committee sitting allowances, transport, conferences	2,200,000.00
Goods and Services	4-022-114-2210000-111-2018/2019-001	Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence	271,226.27
Committee Expenses	4-022-114-2210802-111-2018/2019-002	Payment of Committee allowances M/E exercises and other expenses	1,500,000.00
CDFC/PMC Capacity Building	4-022-114-2210700-111-2018/2019-003	Undertake Training of the PMCs/CDFCs on CDF Related issues	1,500,000.00
Bursary Secondary Schools	4-022-114-2640101-103-2018/2019-001	Payment of bursary to needy student in secondary school	18,000,000.00
Bursary Tertiary Schools	4-022-114-2640102-103-2018/2019-002	Payment of bursary to needy student in Universities and colleges	8,500,000.00



Bursary special schools	4-022-114-2640102-103-2018/2019-003	Payment of bursary to needy student in Universities and colleges	760,218.88
Social security programs, exams	4-022-114-2640102-103-2018/2019-004	Implementation of social security programs, printing and distribution of exams	3,971,226.26
Emergency	4-022-114-2640200-101-2018/2019-001	To cater for any unforeseen occurrences in the constituency during the financial year	5,738,993.45
KOMO PRIMARY SCHOOL.	4-022-114-2630204-104-2018/2019-001	Fencing of the 800m school compound with concrete poles and barbed wire.	1,000,000.00
GITHIMA PRIMARY SCHOOL	4-022-114-2630204-104-2018/2019-002	Construction of 1 Classrooms to completion and fencing around the school of 800m with concrete poles and barbed wire.	2,000,000.00
GATUANYAGA PRIMARY SCHOOL	4-022-114-2630204-104-2018/2019-003	Construction of 3 classrooms to completion	3,000,000.00
POWERLINE PRIMARY SCHOOL	4-022-114-2630204-104-2018/2019-004	1 classroom construction to completion fencing of the compound 800m with concrete poles and barbed wire and fencing around the school 800m with concrete poles and barbed wire	2,300,000



MATATHIA PRIMARY SCHOOL	4-022-114-2630204-104-2018/2019-005	pipng of water to the school, erection of 10,000 litres water tank and installation of water gutters in the school	2,000,000.00
MOUNTAIN VIEW PRIMARY SCHOOL	4-022-114-2630204-104-2018/2019-006	Construction of 1 classroom to completion	1,000,000.00
GENERAL KAGO PRIMARY SCHOOL	4-022-114-2630204-104-2018/2019-007	Complete renovation of 4 classroom block.	3,000,000.00
KENYATTA HARAMBEE PRIMARY SCHOOL	4-022-114-2630204-104-2018/2019-008	construction of 1 computer room,1,300,000 and piping of the water, erection of 10,000 litre water tank sh 1,700,000 and installation of water gutters in the school	3,000,000.00
KIMUCHU PRIMARY SCHOOL	4-022-114-2630204-104-2018/2019-009	construction of 2 classrooms to completion	2,000,000
KIBOKO PRIMARY SCHOOL	4-022-114-2630204-104-2017/2018-010	Facelift of the school, painting of the 8 classrooms	500,000
ATHENA PRIMARY SCHOOL	4-022-114-2630204-104-2018/2019-011	Fencing of the school compound with cemented poles and barbed wire 1000 metres and installation of the school gate	1,500,000
MUNYU PRIMARY SCHOOL	4-022-114-2630204-104-2018/2019-012	pipng of water to the school, erection of 10,000 litres water tank and installation of water gutters in the school	1,300,000
MUNYU MIXED SECONDARY SCHOOL	4-022-114-2630205-104-2018/2019-001	Electric wiring of the new administration block involving erection of 1	400,000



		electricity pole with 6 offices and 2 classrooms,	
MUNYU GIRLS SECONDARY SCHOOL	4-022-114-2630205-104-2018/2019-002	Construction of 2 classrooms to completion	2,000,000.00
GATUANYAGA MIXED DAY SECONDARY SCHOOL	4-022-114-2630205-104-2018/2019-003	Construction of 2 NO of classrooms	2,000,000.00
MBAGATHI MIXED SECONDARY SCHOOL	4-022-114-2630205-104-2018/2019-004	Construction of 1 twin laboratory to completion.	2,500,000
MAGUGUNI SECONDARY SCHOOL	4-022-114-2630205-104-2018/2019-005	Construction of a 1 twin laboratory to completion	2,500,000
KOMO SECONDARY SCHOOL	4-022-114-2630205-104-2018/2019-006	Construction of a staff house	2,000,000
THIKA GIRLS KARIBARIBI SECONDARY SCHOOL	4-022-114-2630205-104-2018/2019-007	Construction of 1 septic tank	1,000,000
THIKA HIGH SCHOOL	4-022-114-2630205-104-2018/2019-008	Purchase of cabros for fixing along the school driveway of 200m	1,000,000
THIKA GARRISON SECONDARY SCHOOL	4-022-114-2630205-104-2018/2019-009	Construction of 1 classroom to completion	1,000,000
KIMUCHU SECONDARY SCHOOL	4-022-114-2630205-104-2018/2019-010	Construction of 1 laboratory (structure)	1,995,123.00
NGOLIBA CHIEFS OFFICE	4-022-114-26405507-113-2018/2019-001	Construction of chiefs office sh 1,500,000, fencing 500,000 and furnishing of the office 300,000	2,300,000
D.C.C's OFFICE THIKA EAST SUB-COUNTY	4-022-114-26405507-113-2018/2019-002	Purchase Of Office Furniture Thika East Division For 3 offices I.e the Accs,Reception And Ap Office	1,000,000



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DEO THIKA EAST	4-022-114-26405507-113-2018/2019-003	Purchase Of Furniture, And Renovation Of New Offices	1,200,000
KOMO POLICE POST	4-022-114-26405507-113-2018/2019-004	Construction of the chiefs office	1,400,000
MUNYU POLICE POST	4-022-114-26405507-113-2018/2019-005	Construction of the police station	1,500,000
GITHIMA POLICE POST	4-022-114-26405507-113-2018/2019-006	Renovation of the offices i.e painting worth 250,000 and purchase of furniture worth 250,000	1,000,000
THE DEPUTY COUNT COMMISSINER THIKA WEST SUBCOUNTY	4-022-114-26405507-113-2018/2019-007	Office Refurbishment, Renovation of the DCC'S wing And Landscaping of the muddy compound	2,500,000
DEPUTY ADMINISTRATION POLICE COMMANDER THIKA WEST SUB-COUNTY(KIANG'OMBE)	4-022-114-26405507-113-2018/2019-008	Construction of 1 police post	1,500,000
DIVISIONAL POLICE HEADQUARTERS THIKA-MAKONGENI POLICE STATION	4-022-114-26405507-113-2018/2019-009	Construction Of Septic Tank And 2 door Toilets At Makongeni Police Station	500,000
THIKA POLICE HEADQUARTERS	4-022-114-26405507-113-2018/2019-010	Construction of a toilet 1 door for the OCPD with septic tank and hand wash basin worth 200,000 and	1,500,000



		landscaping and murraming the muddy area 800,000	
CHIEF BIASHARA LOCATION OFFICE	4-022-114-26405507-113-2018/2019-011	Refurbishing of the current offices i.e. painting and replacement of broken windows and creation and furnishing of a waiting bay	500,000
NGOINGWA POLICE POST	4-022-114-26405507-113-2018/2019-012	Construction of a police post to completion(The amount had been reallocated in July 2018 but the issue has since been resolved)	3,000,000
CHIEF GATHIGURU OFFICE	4-022-114-26405507-113-2018/2019-013	Construction of the chiefs office	1,000,000
CONSTITUENCY SPORTS TOURNAMENT	4-022-114-2640509-112-2018/2019-001	Carry out Constituency Sports tournament and the winning teams/schools to be awarded with trophies, balls and games kit.	2,180,817.52
ENVIRONMENT ACTIVITIES	4-022-114-2640510-112-2018/2019-001	Tree nursery in 3 schools i.e Munyu primary, Matathia Primary school and Kenyatta Harambee primary school each 300,000 .Beatification programme i.e planting of flowers in Athena Primary School ,Kimuchu primary School, Kenyatta primary School, General kago Primary school, Matathia Primary school,Kiboko primary School Each 213,469.59	2,180,817.52
		GRAND TOTAL	109,040,875.52



After the deliberation on the Project proposals, the Committee agreed that there are some projects to whom funds have been allocated having wrote request letters to the office (the projects in Thika East Sub-County and which needed to be visited for the committee to verify the need requested by the institution. These institutions to be visited include,

1. Komo primary school
2. Powerline primary school
3. Kilimambogo primary school
4. Maguguni secondary school
5. Munyu police post
6. Ngoliba chief's office
7. DEO Thika East offices
8. Chief's Office Gatiiguru
9. Thika High school
10. Deputy County Commissioner's office Thika west sub county

The committee resolved that the visits should be done between the dates 26th Nov and 30th November 2018.

MIN 82/03/TT/NG; CDFC/FY017/018: AOB

1. STRATEGIC PLAN PROGRESS

The FAM informed the members that Laibuni Solutions has been working on the strategic plan was almost through with it and that he would be calling the members any time soon for them to validate the strategic plan document before the consultant prints the final document.

2. DEVELOPMENT OF THE NG-CDFC WEBSITE.

The NG-CDF Committee noted that the financial year was already in the 2nd quarter and there is need to develop the website. The committee therefore authorized floating of quotations to the eligible prequalified service providers

MIN 83/11/TT/NG-CDFC/FY018/019: CLOSING PRAYERS.

Having no other issues the meeting ended at 2:30PM and was closed with a word of prayer led by Simon Mbatia

Minutes compiled by: Sylvia N. Thuo
(NG-CDFC Secretary)

29/11/2018
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Date

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Sign

Minutes confirmed by: Wilson N. Huruko
(NG-CDFC Chairman)

29/11/2018
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Date

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Sign

