



**NG-CDF**

National Government Constituencies Development Fund  
Githunguri constituency  
P.O Box 147-00216  
Githunguri,  
Email: cdfgithunguri@gmail.com

**MINUTES OF NGCDFC COMMITTEE MEETING HELD ON WEDNESDAY 16<sup>TH</sup> SEPTEMBER 2020 AT NGCDFC OFFICE BOARDROOM AT 10.00AM**

**Members present;**

1. Joseph Wanganga Kabari – NGCDFC Chairman
2. Serah Nyambura Mbugua – NGCDFC Secretary
3. Benard Odinoh – ACC I
4. Jenaide Wangechi Nyamu – Fund Manager
5. Judy Nyambura Kimani – NGCDFC Member
6. Teresia Wairimu Ngatha – NGCDFC Member
7. Moses Njenga Njoroge – NGCDFC Member
8. Tom Githire Njau – NGCDFC Member
9. Regina Muthoni – NGCDFC Member
10. William Ngotho Wango – NGCDFC Member

**Agenda**

1. Opening remarks
2. Reading and confirmation of previous meeting minutes
3. Matters arising
4. Additional AIE Funding for 2019/2020 FY
5. Project Proposals for 2020/2021 Financial year

6. AIA allocation funds
7. List of all on-going projects
8. Bursary Award 2019/2020 FY
9. Staff leave Allowances for the year 2020
10. Tendering for driving courses
11. AOB
12. Adjournment

**MIN: 1/16/09/2020: OPENING REMARKS**

The meeting was called to order at 11.00 am by the NGCDFC Chairman after establishment of quorum of members present. Mrs Judy Nyambura Kimani led members through a short sermon from the book of 1<sup>st</sup> Corinthians 1:26 and also said the opening prayers.

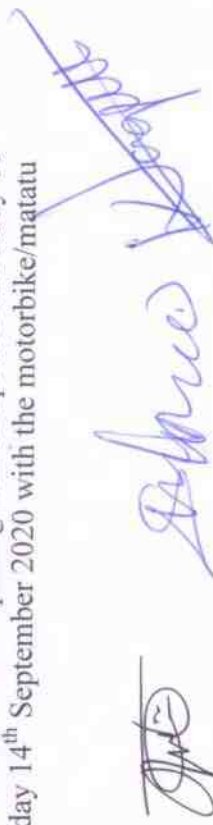
In his opening remarks the NGCDFC Chairman welcomed members to the meeting. He thanked them for their dedication and unity that have enabled implementation of the projects without any hiccup. He urged them to continue working with the same spirit. He also read out the agendas for the days meeting.

**MIN: 2/16/09/2020: READING AND CONFIRMATION OF PREVIOUS MEETING MINUTES**

The minutes of the last NGCDFC Meeting held on Friday 7<sup>th</sup> August 2020 were read out by the NGCDFC Secretary and were confirmed as true deliberations on the material day by being proposed by Mrs. Teresia W.Ngatha and seconded by Mrs. Regina Muthoni.

**MIN: 3/16/09/2020: MATTERS ARISING**

Members were informed that tendering for driving courses was advertised as agreed and tender opening will be opened on Friday 18<sup>th</sup> September 2020. Members were also informed that a meeting was held on Monday 14<sup>th</sup> September 2020 with the motorbike/matau



sacco route chairmen and it was agreed that all motorbike route chairman will submit each three names of riders with no driving licences whereas the matatu Sacco will submit each a total of seven touts to undergo driving lessons.

**MIN: 4/16/09/2020: ADDITIONAL AIE FUNDING FOR 2019/2020 FY**

The fund Account manager informed members that we have received two (2) AIEs amounting to Kshs, 54,367,724.10 and members agreed to fund the following projects;

PROJECT NAME	ACTIVITY	AMOUNT(KSHS)
Bursary Secondary School	Payment of bursary to the needy students	27,695,953.45
Bursary(Tertiary)	Payment of bursary to the needy students	15,718,934.45
Emergency fund	Funding of unforeseen occurrences for the financial year	7,198,241.38
2% Sport	Undertaking constituency sports tournament	2,754,054.48
Committee expenses(M & E)	Payment of committee sitting allowances,transport	800,000.00
Kanjai Primary School	Renovation of classrooms	64,047(balance)
Ikinu Primary School	Renovation of classrooms	12,793(balance)
Kiairia Primary School	Renovation of classrooms	123,700.34(balance)
	<b>TOTAL</b>	<b>54,367,724.10</b>

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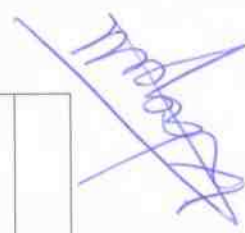
**MIN: 5/16/09/2020: PROJECT PROPOSALS FOR 2020/2021 FY**

The Fund Account Manager informed members that the board have officially communicated through a circular dated 10<sup>th</sup> August 2020 calling for submission of Project Proposals for the 2020/2021 financial year. She further said that allocation for this financial year amounts to **Kshs, 137,165,879.31 (one hundred thirty seven million, one hundred and sixty five thousand eight hundred and seventy nine cents thirty one only)**. She reminded members that the only eligible projects for funding must be within the Act; they must be community based and falls within the functions of the National Government as per the constitution.

Members therefore referred to the ward report regarding proposed projects at community level and also constituency strategic plan (2018-2022) and after lengthy deliberations, the NGCDFC Committee approved the list below as proposed projects for 2020/2021 financial year.

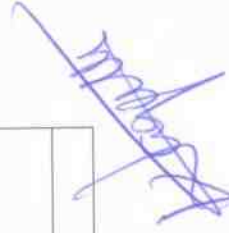
Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
<b>ADMINISTRATION (6%)</b>					
Employees' Salaries	Payment of staff salaries and staff gratuity	2,000,000.00	Nil	2,000,000.00	Ongoing
Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea	1,500,000.00	Nil	1,500,000.00	Ongoing
NSSF	Payment of NSSF Deductions	40,000.00	Nil	40,000.00	Ongoing
NHIF	Payment of NHIF Deductions	80,200.00	Nil	80,200.00	Ongoing
Committee Expenses	Payment of committee sitting allowances, transport, conferences	3,424,729.20	Nil	3,424,729.20	Ongoing
<b>sub-total</b>				<b>7,044,929.20</b>	





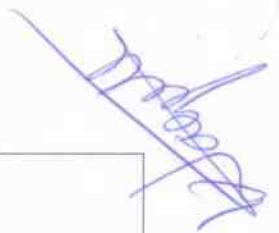
			Allocation	Allocated	
<b>MONITORING AND EVALUATION (3%)</b>					
Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea	1,000,000.00	Nil	1,000,000.00	Ongoing
Committee Expenses	Payment of committee sitting allowances, transport, conferences	800,000.00	Nil	800,000.00	Ongoing
NG-CDFC/PMC Capacity Building	Undertake training of the PMCs/CDFCs on NG-CDF Related issues	1,000,000.00	Nil	1,000,000.00	Ongoing
	<b>SUB TOTAL</b>			<b>2,800,000.00</b>	
<b>BURSARY (35%)</b>					
Bursary Secondary Schools	Payment of bursary to needy students	28,008,057.80	Nil	28,008,057.80	Ongoing
Bursary Tertiary Institutions	Payment of bursary to needy students in colleges, university and driving courses	20,000,000.00	Nil	20,000,000.00	Ongoing
	<b>SUB TOTAL</b>			<b>48,008,057.80</b>	
<b>EMERGENCY</b>					
Emergency	To cater for any unforeseen occurrences in the constituency during the FY	7,192,206.90	Nil	7,192,206.90	Ongoing
<b>SPORTS (2%)</b>					
Constituency Sports Tournament	Undertake Constituency Sports tournament where the winning teams shall be awarded trophies, uniforms, gameskits and balls	2,743,317.58	Nil	2,743,317.58	Ongoing
	<b>SUB TOTAL</b>			<b>2,743,317.58</b>	





Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
<b>PRIMARY SCHOOLS</b>					
Kanyore Primary School	Completion of Renovation of 7no. classrooms: painting, hacking, tiling, roof repair and painting, replacement of broken windows	3,250,000.00	3,000,000.00	250,000.00	Ongoing
Gatitu Primary School	Completion of an existing ablation block with 6no. pit latrines and urinal; tiling, plastering and painting internally and externally	3,650,000.00	3,400,000.00	250,000.00	Ongoing
Kanjai Primary School	Completion of Renovation of 8no. classrooms: removal of asbestos roof replacing with mabati roof, painting, tiling and replacement of broken windows	5,900,000.00	5,100,000.00	800,000.00	Ongoing
Ciiko Primary School	Completion of renovation of 12no. classrooms;plastering,tiling, Conversion of one classroom into an admin block with a capacity of 4 persons; screeding and flooring of the stair case, replacement of broken windows, painting both externally and internally.	6,420,000.00	5,670,000.00	750,000.00	Ongoing





Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
Miiri Primary School	Completion of renovation of 6no.classrooms and administration block with 4 offices with a capacity of 30 teachers, computer room for 50 students and construction of outside parameters(walking path);painting both internally and externally, replacement of broken windows, installation of drainage systems and down pipes, gutters and tiling(300,000) Murraming of the school compound 100 by 200 ft(500,000)	7,700,000.00	6,900,000.00	800,000.00	Ongoing
Njunu Primary School	Completion of construction of 2no.classrooms on an existing administration block storey building and construction of staircases and rump; roofing,fixing of windows and doors, finishes to floor and walls,painting both internal and external	3,050,000.00	2,500,000.00	550,000.00	Ongoing
Nyaga Primary School	Completion of renovation works of 15no. Classrooms; Replacement of the existing roof with a new one.	3,320,000.00	2,370,000.00	950,000.00	Ongoing
Ciiko Primary School	Renovation of 6 classrooms ; plastering, tiling, screeding, replacement of broken	4,500,000.00	Nil	3,000,000.00	New

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Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
Giathieko Primary School	and externally and roof painting  <b>Project Activity</b> Converting existing 2no. ECD classrooms into a multipurpose hall measuring 18m by 8m; demolishing of an existing wall; hacking of existing floor screed and replacement with floor tiles, plastering, fixing new steel doors and windows, roof painting, internal and external painting – <b>Kshs,2,500,000.00</b>  Renovation of 10no.classrooms and administration block that consists 5no offices to accommodate 30 teachers; hacking of existing floor, screeding and tiling, plastering, fixing new steel doors and windows, roof painting, painting both internally and externally – <b>Kshs,4,000,000.00</b>	8,500,000.00	Nil	6,500,000.00	New
Kiawaiguru Primary School	Renovation of 12no. classrooms and administration block with 5 offices and capacity of 30 teachers; hacking of existing floor screed and replacement with floor tiles, painting works(internally and externally),fixing	7,000,000.00	Nil	6,000,000.00	New







	doors and windows, roof painting					
Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status	
AK Magugu Primary School	Renovation of 4no. classrooms and administration block with 5 offices and capacity of 30 teachers to completion (hacking of existing floor screed and replacement with floor tiles, painting works, fixing doors and windows, painting both internally and externally- <b>Kshs,3,000,000</b>  External works to 14no. classrooms; Painting and screeding of the veranda - <b>Kshs,1,500,000</b>  Construction of pathways and assembly ground of the school compound with pavements 200ft x 200ft -- <b>Kshs,2,500,000</b>	8,500,000.00	Nil	7,000,000.00	New	
Gataka Primary School	Construction of a 1,500 capacity multipurpose hall 15.6 by 7.1m <sup>2</sup> and with a store room; foundation details to floor slab level, superstructure walling, steel casement roofing, windows, doors, finishes to floor(tiling) and walls, electrical works, painting both internal and external	5,500,000.00	Nil	4,500,000.00	New	




Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
Gitombo Primary School	<p>Renovation of 10no. Classrooms and administration block with 4 offices capacity of 30persons; screeding and floor tiling, replacement of broken windows and doors, painting both internally and externally.- <b>Kshs,4,000,000</b></p> <p>External works for 4no. of classrooms;Painting externally and fixing of broken windows- <b>Kshs,500,000</b></p> <p>Renovation of 13 no. pit latrines and urinal;tiling,painting works, replacement of doors, purchase and installation of 2300ltrs water tank- <b>Kshs,2,000,000</b></p>	8,000,000.00	Nil	7,000,000.00	New
Gathanji Primary School	<p>Construction of a urinal-<b>Kshs,500,000</b></p> <p>Renovation of 14 No classrooms and administration block with 4 offices and capacity of 4 persons; screeding, plastering, floor tiling replacement of broken windows, replacement of wooden doors with steel doors, , painting both internally and externally- <b>Kshs,4,500,000</b></p>	7,000,000.00	Nil	6,000,000.00	New

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Gatina Primary School	External works for 4no.classrooms; Painting, replacement of broken windows and screeding of the veranda and construction of drainage channels- <b>Kshs,1,500,000</b> Renovation of 8no. of classrooms and administration block that consists 5 offices to accomodate 30 teachers; hacking of existing floor screed and tiling,plastering, fixing new steel doors, and windows- <b>Kshs,3,400,000</b>	5,900,00.00	Nil	4,900,000.00	New
Kihuriro Primary School	Construction of a 6 door pit latrines and urinal;- <b>Kshs,1,500,000</b> Renovation of 14no. of classrooms and an administration block with 4 offices and capacity of 30 persons; screeding, plastering, floor tiling, replacement of broken windows and wooden doors with steel doors, painting both externally and internally	7,100,000.00	Nil	6,100,000.00	New
Gathangari Primary School	Renovation of 6no. Classrooms and extending of administration block with 4 offices and capacity of 30 persons to completion; screeding,plastering, floor tiling, replacement of broken windows, replacement of broken wooden doors with steel doors, painting both externally and internally. <b>Kshs,4,500,000</b> Construction of a drainage channels- <b>Kshs,500,000</b> External works for 13no. classrooms;	8,000,000.00	Nil	7,000,000.00	New

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	Painting, replacement of broken windows and screeding of the veranda and construction of drainage channels- <b>Kshs,2,000,000</b>				
Kindiga Primary School	Renovation of 6 no. classrooms (Painting outside, Verandah floor repair, replacement of broken windows) <b>(300,000.00)</b> construction of outside parameters (walking path) and landscaping, installation of drainage systems and down pipes, gutters and slabs <b>(1,000,000.00)</b> Murraming of the school entry path 50 by 100 ft <b>(200,000.00)</b> <b>SUB TOTAL</b>	1,500,000.00	Nil	1,500,000.00	
<b>SECONDARY SCHOOLS</b>					
Miiri Secondary School	Completion of renovation of 3no.classrooms;tiling,plastering,painting both internally and externally, fixing of broken windows <b>SUB TOTAL</b>	4,050,000.00	3,400,000.00	650,000.00	Ongoing
<b>SECURITY PROJECT</b>					
Matuguta Chiefs office	Completion of an Administration block,( report office, Chiefs office,2 cells, 6 rooms and ablution block of 4 door pit latrine, inclusive of rump Foundation details to floor slab level, superstructure walling, steel casement roofing, windows, doors, finishes to floor & walls, painting both internal and external). <b>SUB TOTAL</b>	9,700,000.00	8,700,000.00	1,000,000.00	Ongoing
<b>SUB TOTAL</b>					
				<b>62,350,000.00</b>	

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<b>SUB TOTAL</b>		<b>1,000,000.00</b>			
<b>OTHER PROJECTS</b>					
Githunguri ICT Centre	Construction of 50 capacity social hall for the ICT Hub computers; Foundation details to floor slab level, superstructure walling, steel casement roofing, windows, doors, finishes to walls, floor tiling, electrical works, painting both internal and external, installation of wooden working station for 13 laptops 18m by 7m <sup>2</sup> – <b>Kshs,2,877,367.83</b>	4,000,000.00	Nil	3,877,367.83	New
	Construction of a 4 door pit latrines and a urinal; foundation details to floor slab level, superstructure walling, roofing, fixing of doors, finishes to floor and walls, painting both internal and external – <b>Kshs,1,000,000.00</b>			<b>3,877,367.83</b>	
	<b>SUB TOTAL</b>			<b>137,165,879.31</b>	
	<b>GRAND TOTAL</b>				

**MIN: 6/16/09/2020: AIA ALLOCATION**

The FAM informed the members of the AIA revenue collected in the FY 2019/2020 from sale of tender Ksh 77,000 (Seventy seven thousand) that The money to be added to the following project:

<b>OTHER PROJECTS</b>					
Githunguri Social Hall	Construction of 50 capacity social hall for the ICT Hub computers; Foundation details to floor slab level, superstructure walling, steel casement roofing, windows, doors, finishes to walls, floor tiling, electrical works, painting both internal and external, installation of wooden working station for 13 laptops 18m by 7m <sup>2</sup> –	4,000,000.00	Nil	3,877,367.83	New

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	Construction of a 4 door pit latrines and a urinal: foundation details to floor slab level, superstructure walling, roofing, fixing of doors, finishes to floor and walls, painting both internal and external – <b>Kshs,1,000,000.00</b>				
	<b>SUB TOTAL</b>				<b>3,877,367.83</b>

### MIN: 7/16/09/2020: LIST OF ALL ONGOING PROJECTS

The NGCDFC Chairman reminded the members the need to prioritize all the ongoing projects in order to ensure timely completion. The table below shows the ongoing projects that require more funding as at August 2020.

S/NO	Project Name	Pending Activities	Amount to be allocated in 2020/2021 FY	Comments
1.	Kanyore Primary School	Completion of Renovation of 1no. classroom: painting, hacking, tiling, roof repair and painting, replacement of broken windows	250,000.00	Ongoing
2.	Gatitu Primary School	Completion of new ablation block with 6 pit latrines and urinal; tiling, plastering and painting internally and externally	250,000.00	Ongoing
3.	Kanjai Primary School	Completion of Renovation works of 5no. classrooms: removal of asbestos roof replacing with mabati roof, painting	800,000.00	Ongoing
4.	Ciiko Primary School	Completion of renovation of 4no. classrooms; plastering, tiling, replacement of broken windows, painting both internally and externally.	750,000.00	Ongoing
5.	Miiri Primary School	Completion of renovation of	800,000.00	Ongoing

		5no.classrooms;painting both internally and externally, replacement of broken windows, installation of drainage systems and down pipes, gutters and tiling		
6.	Njunu Primary School	Completion of construction of 2no.classrooms on an existing administration block and construction of classrooms and rump;roofing,fixing of windows and doors, finishes to floor and walls,painting both internal and external	550,000.00	Ongoing
7.	Nyaga Primary School	Completion of renovation works of 15no. Classrooms; Replacement of the existing roof with a new one.	950,000.00	Ongoing
8.	Miiri Secondary School	Completion of renovation of 3no.classrooms;tiling,plastering,painting both internally and externally, fixing of broken windows	650,000.00	Ongoing

**MIN: 8/16/09/2020: BURSARY AWARD FOR NEEDY STUDENTS**

Members were informed of two first year needy students from our constituency who have been unable to commence the online classes due to lack of school fees. Members after lengthy deliberations concurred that the purpose of the bursary funds is to cater for such needy cases and since it is an emergency case and cannot wait for the release of bursary cheques for 2019/2020 FY, members therefore resolved and mandated the fund Account manager to process the cheque for the following students;

1. Samuel Muregi Macharia – Tharaka University – Kshs,36,500
2. Grace Wairimu Karugi – Kisii University – Kshs,20,000

Members also approved the list for bursary secondary and tertiary institutions for the financial year 2019/2020 and mandated the fund manager to process the bursary cheques once the Government opens the learning institutions.

**MIN: 9/16/09/2020: STAFF LEAVE ALLOWANCES FOR THE YEAR 2020**


The fund manager informed members that one of the Office staff namely Ruth Wathika will proceed for her annual leave in the month of November 2020 and members had no objection. She also informed them that all staffs are entitled for a leave allowance equal to 1 month net salary and since the year is ending members agreed to pay the staffs their leave allowances as follows;

- ❖ Catherine Mirii .....Kshs, 23,830
- ❖ Monicah N.Kabucho .....Kshs, 23,830
- ❖ Ruth Wathika .....Kshs, 39,968

**MIN: 10/16/09/2020: ADJOURNMENT**

There being no other business the meeting ended with a word of prayer said by Mr.Moses Njenga at 2.00 PM.

*Minutes compiled by:*

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Serah Nyambura Mbugua  
NGCDFC Secretary

*Minutes confirmed by:*

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Joseph Wanganga Kabari  
NGCDFC Chairman

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Jenaide Wangechi  
Fund Account Manager

Date: 16/09/2020