



NG-CDF

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

MINUTES OF NG-CDFCC COMMITTEE MEETING HELD ON FRIDAY 10TH SEPTEMBER 2021 AT NG-CDF OFFICE BOARDROOM AT 11.00AM

Members present;

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

Absent with Apology

- | | |
|---------------|------------------|
| 1. Rose Chege | - DCC Githunguri |
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Agenda

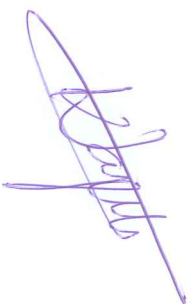
1. Preamble
2. Reading and Confirmation of Previous meeting Minutes
3. Matters Arising
4. Project Proposals for 2021-2022 FY
5. Sports 2020-2021 FY
6. Driving Courses
7. Staff Gratuity
8. AOB
9. Adjournment

MIN: 1/10/09/2021: PREAMBLE

The meeting was called to order by the NG-CDFC Chairman at 11.00am. He welcomed the members and requested Mrs. Judy Kimani to open the meeting with a word of devotion which she read from the book of Genesis 1:1-4 under the theme; **'IT'S NOT OUR ABILITY BUT GODS FAVOUR'**

MIN: 2/10/09/2021: READING AND CONFIRMATION OF PREVIOUS MEETING MINUTES

The NG-CDFC Secretary took the members through the minutes of the last NG-CDFC Meeting held on Monday 9th August 2021 and were confirmed as true deliberations on the material day by being proposed by Mr. Tom Githire Njau and seconded by Mrs. Regina Muthoni.



MIN: 3/10/09/2021: MATTERS ARISING

On Min: 5/09/08/2021 regarding transfer of funds; the fund account manager confirmed to the members that the funds were transferred from the main Account to various Project Accounts and implementation of projects is going on well.

MIN: 4/10/09/2021: PROJECT PROPOSALS FOR 2021-2022 FY

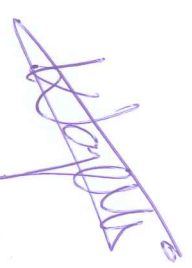
The Fund Account manager informed members that the total allocation for the financial year 2021-2022 amounts to Kshs,137,088,879(One hundred thirty seven million eighty eight thousand eight hundred and seventy nine only). She also gave a

breakdown of statutory deductions as follows;

❖ 6% office Administration	Kshs, 8,225,332.74
❖ 3% M & E	Kshs, 4,112,666.37
❖ 2% Sports	Kshs, 2,727,565.24
❖ 35% Bursary Fund	Kshs, 47,981,107.65
❖ Emergency fund	<u>Kshs, 7,192,207.00</u>
TOTAL	Kshs, 70,238,879.00

Members after taking care of statutory deductions were left with a balance of **Kshs, 66,835,787.66**(*Sixty six million eight hundred thirty five thousand seven hundred eighty seven cents sixty six only*) to allocate to ongoing and new proposed projects. Members thus deliberated on the ward report and took note of the recommendations of the constituents contained therein and unanimously approved the table annexed herein as proposed projects for the financial year 2021-2022.

Project Name	Project activity	Amount Allocated	Current Status
Employees' Salaries	Payment of (4) staff salaries	1,000,000.00	Ongoing
Employees' Salaries	Payment of staff (4) gratuity	1,000,000.00	Ongoing
Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea,	1,500,000.00	Ongoing
NSSF	Payment of NSSF Deductions	40,000.00	Ongoing
NHIF	Payment of NHIF Deductions	80,200.00	Ongoing
Committee Expenses	Payment of Committee sitting allowances, transport, conferences	4,605,132.74	Ongoing
Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence,	1,000,000.00	Ongoing
Committee Expenses	Payment of Committee sitting allowances, transport, conferences	1,112,666.37	Ongoing
CDFC/PMC Capacity Building	Undertake Training of the PMCs/CDFCs on NG-CDF Related issues	2,000,000.00	Ongoing
Emergency	To cater for any unforeseen occurrences in the constituency during the financial year	7,192,207.00	Ongoing





Bursary Secondary Schools	Payment of bursary to needy student.	31,981,107.65	Ongoing
Bursary Tertiary Schools	Payment of bursary to needy student in colleges, university.	10,000,000.00	Ongoing
Bursary Tertiary Schools (vocational school)	Payment of bursary to needy student in driving courses and short technical courses.	6,000,000.00	Ongoing
Sports	Undertaking Constituency Sports tournament where the winning teams shall be awarded trophies, uniforms, gameskits and balls. Ksh 1,727,565.24 Purchase of trophies, uniforms, gameskit balls. Ksh 1,000,000)	2,727,565.24	Ongoing
Giathieko Primary School	Completion of converting existing 2NO. ECD Classrooms into a multipurpose hall measuring (18m by 8m) by demolishing of an existing wall; hacking existing floor, screeding and tiling, plastering, fixing new steel doors and windows, roof painting and internal and external painting Kshs.300,000 Renovation of 10 NO. Classrooms and an administration block that consists of 5NO. offices to accommodate 30NO. teachers; hacking existing floor, screeding and tiling, plastering, fixing new steel doors and windows, roof painting and internal and external painting Kshs.300,000.	600,000.00	Ongoing

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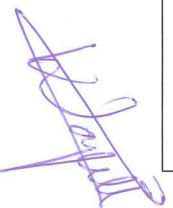
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Kiawai guru Primary School	Completion of renovation of 12 no. classrooms and administration block with 5 offices and capacity of 30 teachers; hacking of existing floor screed and replacement with floor tiles, fixing doors and windows painting both internally, externally and roof painting .	1,000,000.00	Ongoing
Gitombo Primary School	Completion of renovation of 10 No classrooms and administration block with 4 offices with a capacity for 30 persons; screeding and flooring tiling, replacement of broken windows, and doors, painting both externally and internally Kshs.200,000 , External works for 4 no. of classrooms; painting externally and fixing of broken windows Kshs.100,000 , Renovation of 13 No of pit latrines and a urinal : tiling, painting both internally and externally, replacement of doors, purchase Ksh 50,000 and installation of 2300L water tank Kshs.50,000 Completion of a urinal Kshs.100,000 Tiling ,painting works and plumbing works	500,000.00	Ongoing

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Gathanji Primary School	Completion of renovation of 14 No classrooms and an administration block with 4 offices with a capacity for 4 persons; screeding ,plastering, floor tiling, replacement of broken windows and doors with steel doors, painting both externally and internally. Kshs.1,600,000.00 , External works for 4 No of classrooms: painting ,replacement of broken windows and screeding of the veranda,construction of drainage channels Kshs.250,000.00	1,850,000.00	Ongoing
Gatina Primary School	Completion of renovation of 8NO. Classrooms and an administration block that consists of 5NO. offices to accommodate 30NO. teachers; hacking existing floor, screeding and tiling, plastering, fixing new steel doors and windows. Kshs.1,900,000 and Completion of construction of a 6NO. door pit latrine with urinal Kshs.200,000.	2,100,000.00	Ongoing
Kihuririo Primary School	Completion of renovation of 14 No classrooms and an administration block with 4 offices with a capacity for 30 persons , screeding,plastering floor tiling, replacement of broken windows and wooden doors with steel doors, painting both externally and internally.	500,000.00	Ongoing





Gathangari Primary School	Completion of renovation of 6 No classrooms and extending of the administration block with 4 offices with a capacity for 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 Kshs.1,100,000 , Construction of a drainage channels. Kshs.100,000 , Completion of External works for 13 No of classrooms : painting ,replacement of broken windows and screeding of the veranda Kshs.100,000	1,300,000.00	Ongoing
Miri Primary School	Completion of an ablution block with 6No. pit latrines and urinal; tiling, replacement of broken windows, plastering and painting internally and externally.	100,000.00	Ongoing
Kindiga Primary School	Completion of an ablution block with 6No. pit latrines and urinal; tiling, replacement of broken windows, plastering and painting internally and externally.	100,000.00	Ongoing
Kiambururu Primary School	Completion of an ablution block with 6No. pit latrines and urinal; tiling, replacement of broken windows, plastering and painting internally and externally.	100,000.00	Ongoing
Ngewa Primary School	Completion of an ablution block with 6No. pit latrines and urinal; tiling, replacement of broken windows, plastering and painting internally and externally.	100,000.00	Ongoing




Gathiruni Primary School	Renovation of 6 no. classrooms and administration block with 3 offices and capacity of 30 teachers; hacking of existing floor screed and replacement with floor tiles, fixing doors and windows painting both internally, externally and roof painting.	4,600,000.00	New
Githiuro Primary School	Renovation of 6 no. classrooms and administration block with 3 offices and capacity of 30 teachers; hacking of existing floor screed and replacement with floor tiles, fixing doors and windows painting both internally, externally and roof painting.	4,000,000.00	New
Kahunira Primary School	Renovation of 6 no. classrooms on a storey building ; hacking of existing floor screed, replacement with floor tiles, broken windows, Plastering of the walls, internal, external and roof painting , replacement of wooden doors with metallic doors.	3,800,000.00	New
Mitahato Primary School	Renovation of 6 no. classrooms and administration block with 3 offices and capacity of 30 teachers; hacking of existing floor screed and replacement with floor tiles, fixing doors and windows painting both internally, externally and roof painting	4,800,000.00	New

Githiga Primary School	<p>Converting of existing 4NO. of Classrooms into 2 dormitories (capacity 200 students) by demolishing of an existing wall; hacking existing floor, screeding and tiling, plastering, fixing new steel doors and windows, roof painting and internal and external painting</p> <p>Kshs.2,700,000,</p> <p>Converting of existing 1NO of classroom . into ablution block with 4 NO. of toilets and 4 NO. of bathrooms, Ksh 1,000,000,</p> <p>Converting of existing 1NO. Classrooms into 1 kitchens by demolishing of an existing wall; hacking existing floor, screeding and tiling, plastering, fixing new steel doors and windows, roof painting and internal and external painting Kshs.1,000,000,</p> <p>Renovation of 2NO. of classrooms externally painting outside and and replacing broken windows. Ksh 250,000.00</p>	4,950,000.00	New
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Mathanja Primary School	Renovation of 6 no. classrooms and Multi-purpose hall (capacity of 350 students); hacking of existing floor screed and replacement with floor tiles, fixing doors and windows painting both internally, externally and roof painting.	4,400,000.00	New
Ngewa Primary School	Renovation of 4 no. classrooms and administration block with 3 offices and capacity of 30 teachers; hacking of existing floor screed and replacement with floor tiles, fixing doors and windows painting both internally, externally and roof painting.	4,850,000.00	New
Kiawaguru Primary School	Construction of outside parameters paving slabs on the ground of 10,000SqFt (walking path) Kshs.2,000,000.00 , Murraining of the school entry and exit path 50 by 100 ft Kshs.850,000.00	2,850,000.00	New
Nginduri Primary School	Rehabilitation of 3 no. classrooms; hacking of existing floor screed and replacement with floor tiles, fixing doors and windows, painting both internally, externally and roof painting. Construction of pillars, slab and stair cases on a 3 existing classrooms in order to convert a non storey building to a storey building.	4,800,000.00	New
Githunguri Township Primary School	Construction of outside parameters paving slabs on the ground of 20,000SqFt (walking path) Kshs.3,000,000.00 , Murraining of the school entry and exit path 50 by 100 ft Kshs.800,000.00	3,800,000.00	New

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Ndireti Secondary School	Construction of a modern laboratory (capacity of 50 students) 40ft by 30ft foundation detail up to floor slab, superstructure walling, roofing, fixing of windows and doors, finishes to walls and floor, painting works and fixing of the benches, plumbing and gas system	4,800,000.00	New
Nyaga Secondary School	Completion of library on 1st floor on an existing storey building initiated by parents and the school ; Walling, Electrical works, tiling, plastering, painting of the structure, internally and externally, Fixing of benches and shelves, Ksh 3,000,000 and. External renovations of the whole 2 storey building Ksh 1,300,000 Painting externally fixing of broken windows, installation of fisher board, roof painting and Construction of the stair case Ksh 400,000	4,700,000.00	New

Githunguri ICT Centre	Completion of construction of a 50 capacity ICT Centre hall at the Githunguri DCC's Compound for the ICT HUB computers : Steel casement roofing, windows, doors, finishes to walls, floor tiling ,electrical works, painting both internal and external, Ksh 200,000 instalation of wooden working station for 13 laptops 18m by 7m2 Kshs.400,000 Completion of construction of a 4 door pit latrine and a urinal to completion Kshs.100,000.00	700,000.00	Ongoing
Matuguta Chiefs office	Completion of an Administration block comprising of a report office, Chiefs office, 2 cells, 6 rooms and ablution block of 4 door pit latrine, inclusive of rump ; steel casement roofing, windows, doors, finishes to floor & walls, painting both internal and external).	600,000.00	Ongoing
Kanjai Police Post	Construction of a reporting Office with an amoury, 2 cells, and ablution block of 3 door pit latrine Ksh 2,000,000:Foundation details to floor slab level, superstructure walling, steel casement roofing, windows, doors, finishes to floor & walls, Electrical and plumbing works painting both internal and external), and fencing with concrete post and a chain link. Ksh 1,950,000	3,950,000.00	New





Kanjai Chiefs Office	Construction of a Chiefs office: Foundation details to floor slab level, superstructure walling, steel casement roofing, windows, door, finishes to floor & walls, Electrical and plumbing works painting both internal and external).	1,000,000.00	New
TOTAL		137,088,879.00	

- ❖ All the ablution blocks will cater for the PLWD's
- ❖ The original cost estimate for Gatina Primary School increased after the technical team visited the ground after receiving the codelist for FY 2020/2021 and saw that the school was in a really bad state and it will require more funding for it to be renovated as per their wish.
- ❖ Githiga Primary School; we are demolishing the walls of the existing classrooms, since the school has limited space for construction of the new dormitories but it has existing classrooms which are not in use.
- ❖ Ngewa, Kiambururu, Kindiga and Miiiri; the projects were done from the emergency kitty.
- ❖ Matuguta Chiefs office; the estimated cost of Ksh 9,700,000 changed to 11,000,000 because we had not factored the external works that include land scrapping, chain link fencing and compound graveling.

MIN: 5/10/09/2021: SPORTS 2020/2021 FY

Members agreed to commence sport activities for the financial year 2020/2021 once we receive additional AIE from the board.
Members also resolved to carry out the following tournaments;

- ❖ Indoor games
- ❖ Volleyball tournament
- ❖ Football tournament

MIN: 6/10/09/2021: DRIVING COURSES FOR 2020/2021 FY

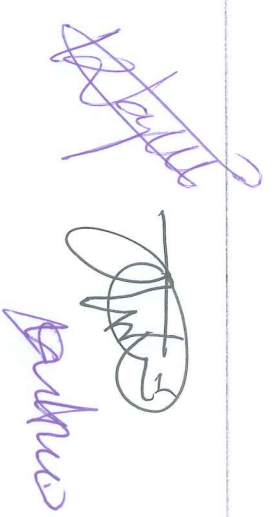
Members deliberated on the pending *Kshs, 6,000,000* meant for payment of bursary to needy students in driving schools. Members unanimously agreed that there is need to set aside funds to cater for those needy students under full scholarship programme in secondary schools through the NG-CDF Bursary funds in order to ensure its continuity once the schools commence another calendar year. In view of this, the NG=CDFC Committee mandated the fund Account Manager to seek change of project activity of *Kshs, 2,500,000* from payment of bursary to needy students in driving schools to payment of bursary to needy students in secondary schools.

The remaining balance of *Kshs, 3,500,000* will be utilized towards driving courses.

MIN: 7/10/09/2021: PAYMENT OF STAFF GRATUITY

The fund account manager informed members that three year contract period for one of the staff namely Daniel Kamau ended on 30th August 2021 and is entitled for a 31% gratuity of total gross salary tabulated as follows;

STAFF NAME	CONTRACT PERIOD	NO. OF MONTHS	GROSS SALARY	AMOUNT
DANIEL KAMAU	Sep. 2018-August 2019	12	41,000	492,000
	Sep. 2019-August 2020	12	41,000	492,000



	Sep. 2020-August 2021	12	41,000	492,000
	TOTAL Gross Pay			1,476,000
	GRATUITY @31%			457,560.00
		September 2021 salary		41,000.00
		TOTAL		498,560.00
		NSSF		200.00
		NHIF		1,700.00
		PAYE		141,892.00
		NET PAY		354,768.00

Members approved his gratuity payment of *Kshs, 354,768* inclusive of September 2021 monthly salary. They also agreed to renew his contract for another term of three (3) years.

MIN: 8/10/09/2021: ADJOURNMENT

There being no other business the meeting ended with a word of prayer said by Mrs. Regina Muthoni at 2.15pm.

Minutes compiled by:



Serah Nyambura Mbugua
NGCDFC Secretary

Minutes confirmed by:



Joseph Wanganga Kabari
NGCDFC Chairman

Date: 10/9/21.....

