



**NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND
KIAMBAA CONSTITUENCY**

**MINUTES OF NG-CDFC MEETING HELD AT NG-CDF BOARDROOM AT
KARURI ON 27TH /09/2020 AT 10:00 AM.**

Members Present

1. Geoffrey Mukora	Chairperson
2. Purity W Wanjiru	FAM
3. Peter M Maina	DCC
4. Maryann Wanjuihi	Secretary
5. Caroline waihiga muta	Member
6. Peter kamau Mbugua	Member
7. John Wamwiri	Member
8. Mark B Kahugu	Member
9. Anne Kariuki	Member
10. Elizabeth w gitau	Member

IN ATTENDANCE

AGENDAS

1. Opening Prayers and remarks
2. Matters Arising
3. Interview for Clerk of Works
4. Re-Allocation
5. Project proposal for the Year 2021/2022
6. Payments
7. Monitoring & Evaluation
8. Staff Identification cards
9. Adjournment and closing

MIN 1/27/09/2021: OPENING PRAYER AND REMARKS

The meeting started at 11:15am with a word of prayer by Mark B. Kahugu. The chairman welcomed all the members. The secretary read out the minutes of the previous meeting which were proposed by John Wamwiri and seconded by Elizabeth Gitau.

MIN 02/27/09/2021: MATTERS ARISING

1. KIAMBAA ICT HUB

The chairman told the members that the public participation for the ICT Hub took place and that the members of the public proposed that their need was that of a hospital of which a member of the county assembly was tasked to go and consult further with the county government.

2. MUONGOIYA POLICE POST

The FAM stated that there was a letter from the PMC & the contractor for the changes to be implemented on the project.

3. BURSARIES

FAM stated that the secondary School bursaries had been disbursed. Boarding school bursaries are yet and also the method of issuance would be use of Kenya Posta. An agency agreement would be in place for Posta to deliver cheques to the designated schools. The method would be used for the boarding and tertiary institutions together with PWD Applicants.

4. UN-PAID ALLOWANCES

The FAM reported that the eight (8) mobilizers together with the six (6) clerks have since been paid their allowances in full.

5. NHIF

The Fam told the members that the fund disbursement is yet due to list challenges and the matter is being looked into.

MIN 03/27/09/2021: INTERVIEWS FOR POSITION OF CLERK OF WORKS

The interviews were conducted by the FAM together with the CDFC members. There were two candidates that had applied for the position namely;

- Grace Nyambura - Degree holder
- John Maina - Diploma holder

Min 04/27/09/2021: RE-ALLOCATIONS 2020/2021

REALL OCATI ON FROM	PROJECT ACTIVITY	REASON FOR REALLOCA TION	REALLOCA TION TO	PROJECT ACTIVITY	AMOUNT
Emerg ency FY202 0/2021	To cater for any emergency within the constituency during the financial year 2020/2021 amounting to kshs 6,192,000.00 and F/Y 2019/2020 amounting to 1,267,250.00 Totalling to Kshs 7,459,456	The funds were for the year that ended 30 th June 2021	Thimbigua primary school	Renovation of 10 no. classrooms (flooring with tiles, plastering and painting) to completion	kshs.2,000 ,000
Kiamba a Football Tourn ament FY 2020/2 021	Carry out Constituency Sports tournament/Marathon and the winning teams/schools to be awarded with trophies, balls and games kit. Kshs 2,427,000.00	The tournamen t is no longer a priority since the committee has set aside sports fund for the FY 2021/2022	Ndenderu primary school	Renovation of 10 no. classrooms (flooring with tiles, plastering and painting) to completion	kshs.2,000 ,000
Kiamb aa NG- CDF Office FY202 0/2021	Extension of existing 10 roomed Kiambaa Constituency Office to first storey structure (Reinforcement s: Columns, Beams, Construction of suspended slab, walling, roofing Kshs 5,396,699.91	The tournamen t is no longer a priority since the committee has set aside sports fund for the FY 2021/2022	Muchatha primary school	Renovation of 10 no. classrooms (flooring with tiles, plastering and painting) to completion	Kshs.2,00 0,000
			Mayuyu primary school	Renovation of 10 no. classrooms (flooring with tiles, plastering and painting) to completion	Kshs.2,00 0,000

			Kawaida Primary school	Construction of a storey block 3 classrooms with a slab to completion	kshs.5,282,949
			Muthurwa Primary school	Renovation of 10 no. classrooms(flooring with tiles, plastering and painting) to completion	kshs 2,000,000.00
TOTAL	15,282,949			TOTAL	15,282,949

The fund account manager informed the committee members that funds to be re-allocated were as follows;

- Construction of an extension for CDF office - 5,396,699.91
- Emergency funds - 1,267,250.00
- Further there is a balance for the last financial year - 6,192,000
- Sports fund - 2,427,000

The committee after deliberating on the issue they agreed on the following allocation:

MIN 05/27/09/2021: PROJECT PROPOSALS FOR THE YEAR 2021/2022

The fund account manager informed the members that the board had given Kiambaa NGCDF a budget of Kshs.137,088,879.00 for the financial year 2021/2022. The first priority being the ongoing projects especially the security sector. Members approved total funding of the following ongoing projects.

Project name	Project activity	Estimated cost	Funding in the FY2020/2021	Balance funded in the FY 2021/2022
Gatono Primary School	Construction of two classrooms and office with terrazzo flooring , on 1 st floor with a slab, ramp, electrical works,	8,930,150.00	5,000,000.00	3,930,150.00
Kiambaa Primary School	Renovations of 12 classrooms (veranda demolition and reconstructing, doors and windows, flooring, roofing and painting),external and	13,219,400.00	5,000,000.00	8,219,400.00

	internal plastering , paving slab and electrical works			
Kiambaa Police Post	Construction of police reporting office (to house, armory, two cells, two toilets,3 offices)	5,961,957.00	2,737,742.00	3,391,957.00
Wangunyu Primary School	Construction of an additional perimeter wall (170m) to completion.(walling, columns keying , laying of cappings	9,949,195.00	3,000,000.00	6,949,195.00

The following ongoing projects will be partly funded for the FY 2021/2022 while the balance will be funded fully in the FY 2022/2023 this is a commitment to be fulfilled in the next budgeting.

Project name	Project activity	Estimated cost/ Contractors quote(Kshs)	Funding in the FY 2020/2021 (Kshs)	Funding in the FY 2021/2022 (Kshs)	Balance to be funded in FY 2022/2023 (Kshs)
Karuri Police Station	Construction of extension of existing 10 rooms of Karuri Police Station to a first storey structure(reinforcements i.e installation and columns, beams, walling, doors,floor finishes and wall finishes).roofing, electrical works ,mechanical works	17,953,849.00	5,000,000. 00	5,000,000. 00	7,953,849 .00
Kihara Police Station	Construction of a police station to storey (reception, 5 offices, armory and 3 holding cells.) mechanical works and electrical works	21,630,410.00	5,000,000. 00	5,000,000. 00	11,630,41 0.00
Muongoiy a Police	Construction of reporting office(2	12,870,835.00	3,000,000. 00	3,000,000. 00	3,870,835 .00

Station	cells, toilet , 3 offices , armory)and 5 police residential houses(self contained)				
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However, the following Ongoing Projects could not be further funded due to these reasons:

Project name	Project activity	Estimated cost (Kshs)	Allocation approved FY 2020/2021	Amount disbursed	Balance to complete	Reason for NOT FUNDING
Kiambaa Chiefs Office	Construction of security housing units at Kiambaa ICT hub	6,587,270.00	5,019,256.00	5,019,256.00	1,568,014.00	The Kiambaa Primary school (where the project is) BOM suspended the construction on the said land until all parties are involved on proposed demarcation of land.
Kagongo Police Post	Construction of reporting office and 5 police residential houses.	14,159,560.00	3,000,000.00	nil	11,159,560.00	Mr. Peter Ngethe Ngari through the Deputy County Commissioner is claiming rights of ownership of the land, hence the project was suspended

The Project Proposal for FY 2021/2022 is as follows.

S.N O	NAME OF PROJECT	PROJECT NUMBER	ORIGINAL COST ESTIMATE	ACCUMULATIVE ALLOCATION	PROJECT ACTIVITIES	AMOUNT ALLOCATED
	ADMINISTRATION AND RECURRENT EXPENDITURE					
1	Employee gratuity	4-022-118- 2110000-100- 2021-2022-1	472,282.72	0.00	Payment of 6 staff gratuity	472,282.72
2	Employees' Salaries	4-022-118- 2110000-100- 2021-2022-1	2,000,000.0 0	0.00	Payment of 6 staff salaries	2,000,000.00
3	Goods and Services	4-022-118- 2110000-100- 2021-2022-2	2,000,001.5 0	0.00	Purchase of fuel, Office/Vehicle repairs and maintenance, printing, stationery, telephone, Electricity, travel and subsistence, office tea.	2,000,001.50
4	NSSF	4-022-118- 2120101-100- 2021-2022-3	155,520.00	0.00	Payment of Employee's and Employer's contribution to the National Social Security Fund.	155,520 .00
5	NHIF	4-022-118- 2120201-100- 2021-2022-4	64,200.00	0.00	Payment of Employee's contribution to the National Hospital Insurance Fund.	64,200.00
6	Committee Allowances	4-022-118- 2210802-100- 2021-2022-5	2,000,000.0 0	0.00	Payment of Committee Sitting allowance, transport and Conferences.	2,000,000.0 0

	MONITORING, EVALUATION & CAPACITY BUILDING					
7	Goods and Services	4-022-118-2110000-111-2021-2022-1	512,666,37.00	0.00	Purchase of fuel, repairs and maintenance, printing, stationery, Airtime and refreshments.	512,666.37
8	Committee Allowances	4-022-118-2210802-101-2021-2022-2	2,000,000.00	0.00	Payment of Committee monitoring and evaluation allowances	2,000,000.00
9	NG CDFC/NG CDFC Staff/PMC Capacity Building/PM C Capacity Building	4-022-118-2210700-111-2021-2022-3	1,000,000.00	0.00	Undertake Training of the PMCs/NG CDFCs on NG CDFC.	1,000,000.00
	EMERGENCY RESERVE					
10	Emergency Reserves	4-022-118-2640200-101-2021-2022-1	7,192,207.00	0.00	To cater for any unforeseen occurrences in the constituency during the financial year.	7,192,207.00
	SPORTS					
11	Sports	4-022-118-2640509-112-2021-2022-1	2,441,777.58	0.00	Organizing sports tournaments, the winning team will be awarded	2,441,777.58

					trophies and balls.	
	BURSARY					
12	Bursary Secondary Schools	4-022-118-2640101-103-2021-2022-1	19,581,107.65	0.00	To award bursary to needy students in the constituency.	19,581,107.65
13	Bursary Tertiary Schools	4-022-118-2640102-103-2021-2022-2	21,309,138.90	0.00	To award bursary for needy students of various training institutions in the constituency.	21,309,138.90
14	NHIF (Social Security Program)	4-022-118-2640102-103-2021-2022-3	6,600,000.00	0.00	Provide NHIF cover to 1,100 vulnerable families at Kshs. 6000 per family annually within the constituency.	6,600,000.00
15	Bursary Special Disability Schools	4-022-118-2640102-103-2021-2022-4	800,000.00	0.00	Payment of bursary for students with special needs in special schools.	800,000.00
	PRIMARY SCHOOLS					
16	Gatono Primary school	4-022-118-2630204-104-2021-2022-1	8,930,150.00	5,000,000.00	Construction of two classrooms and office with terrazzo flooring , on 1 st floor with a slab, ramp, electrical works,	3,930,000.00
17	Kiambaa Primary School	4-022-118-2630204-104-2021-2022-2	13,219,400.00	5,000,000.00	Renovations of 12 classrooms (veranda demolition and reconstructing,	8,219,400.00

					doors and windows, flooring, roofing and painting).	
18	Wangunyu Primary School	4-022-118-2630204-104-2021-2022-3	9,949,195.00	3,000,000.00	Construction of an additional perimeter wall (170m) to completion.(walling, columns keying , laying of cappings	6,949,195.00
19	Waguthu Primary School	4-022-118-2630204-104-2021-2022-4	2,000,000.00	0.00	Renovation of 10 classrooms (flooring with tiles, painting of walls and roof).	2,000,000.00
20	Kihara Primary School	4-022-118-2630204-104-2021-2022-5	2,000,000.00	0.00	Renovation of 10 classrooms (flooring with tiles, painting of walls and roof).	2,000,000.00
21	Gatatha Primary School	4-022-118-2630204-104-2021-2022-6	2,000,000.00	0.00	Renovation of 10 classrooms(flooring with tiles, painting of walls and roof)	2,000,000.00
22	Muongoiya Primary School	4-022-118-2630204-104-2021-2022-7	2,000,000.00	0.00	Renovation of 10 classrooms (flooring with tiles, painting of walls and roof).	2,000,000.00
23	Gachie Primary School	4-022-118-2630204-104-2021-2022-9	2,000,000.00	0.00	Renovation of 10 classrooms (flooring with tiles, painting of walls and roof).	2,000,000.00

24	Karuri Primary School	4-022-118-2630204-104-2021-2022-10	5,000,000.00	0.00	Construction of 3. No classrooms with a slab.	5,000,000.00
25	Gacharage Primary School	4-022-118-2630204-104-2021-2022-11	2,500,000.00	0.00	Construction of a 12 no. door aqua toilet(roofing, doors, soak pit, plumbing works, wall and floor finishes and handwash basins)	2,500,000.00
26	Kawaida Primary School	4-022-118-2630204-104-2021-2022-12	10,000,000.00	0.00	Construction of 4 no. classrooms with a slab at Kshs.7,500,000.00 construction of a 12 door aqua toilet at kshs.2,500,000.00	10,000,000.00
	SECONDARY SCHOOLS					
27	Muchatha High School	4-022-118-2630205-104-2021-2022-1	6,000,000.00	0.00	Construction of 4 classrooms with slab on 2 nd floor slab.	6,000,000.00
	CDFC OFFICES					
28	Kiambaa NG-CDF Office	4-022-118-3110202-108-2021-2022-1	441,708.00	0.00	Kiambaa Constituency Office Partitioning at kshs 201,708.00 and Fixing of	441,708.00

					inbuilt mdf cabinets 4. No at Kshs. 240,000.00	
	SECURITY					
29	Karuri Police Station	4-022-118-2640507-113-2021-2022-1	17,953,849.00	5,000,000.00	Construction of extension of existing 10 rooms of Karuri Police Station to a first storey structure(reinforcements i.e installation and columns, beams, walling, doors,floor finishes and wall finishes).	5,000,000.00
30	Kihara Police Station	4-022-118-2640507-113-2021-2022-2	21,630,410.00	5,000,000.00	Construction of a police station to storery (reception, 5 offices, armory and 3 holding cells.) mechanical works and electrical works	5,000,000.00
31	Muongoiya Police Post	4-022-118-2640507-113-2021-2022-3	12,870,835.00	3,000,000.00	Construction of reporting office(2 cells, toilet , 3 offices , armory)and 5 police residential houses(self contained)	3,000,000.00
32	Kiambaa Police Post	4-022-118-2640507-113-2021-2022-4	5,961,957.00	2,737,742.00	Construction of police reporting office (to house, armory, two cells, two toilets,3	3,391,957.00

					offices)	
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Members approved the above project proposal for financial year 2020/2021.

MIN 06/27/09/2021: UNPAID PAYMENTS

The following payments sought approval and the members agreed to the approvals.

1. Bursary award event budget amounting to kshs 116,000 for NG-CDF Committee allowance and staff facilitation The program was as the following:

WEDNESDAY

VENUE

TIME

Kihara Secondary School Grounds	10:00am
Wangunyu Primary School Grounds	12:00 noon
Karuri High School Grounds	2:00pm

THURSDAY

VENUE

TIME

Mayuyu Primary School Grounds	10:00am
Muchatha High School Grounds	12:00 noon
Kiambaa Catholic hall	2:00pm

FRIDAY

VENUE

Kawaida standium grounds

TIME

10:00am

2. Selection panel that interviewed CDFC members for the two days i.e. 16th & 17th September 2021, Three (3) Members
3. Bursary disbursement budget Tents & Chairs, Public address as well facilitators, - 268,500.00
4. Leave allowance for Stephen Ndung'u - 28,970.00
5. Bursary Sub-Committee for 14th, 15th & 16th August 2021

MIN 07/27/09/2021: MONITORING & EVALUATION

Members agreed to have monitoring and evaluation starting on 4th October, 2021 up-to Friday the 8th so as to review ongoing projects and its progress on the ground.

MIN 08/27/09/2021 STAFF IDENTIFICATION CARDS


The members deliberated on the matter and agreed to have all CDF staff with identification cards for easy and identification purposes.

MIN: KMBNG-CDF MIN 10/27/09/2021 A.O.B, ADJOURNMENT AND CLOSING


There being no other business, the meeting was adjourned at 1:00 PM with a word of prayer by Ann Nduta.

The next meeting will be communicated.

Signed:

Geoffrey Mukora Signature.....
NG-CDF Chairperson

Date.....

Maryann Wanjuhi Signature.....
NG-CDF Secretary

Date.....