

**MINUTES OF THE 003 NG CDFC MEETING HELD ON 09<sup>TH</sup>/10/2018 AT THE NG CDF BOARDROOM.**

**MEMBERS PRESENT**

<b>NO.</b>	<b>NAME</b>	<b>DESIGNATION</b>
1.	PAUL GITAU KINYANJUI	NG CDF CHAIRMAN
2.	ISABELLA N MWANGI	FUND ACCOUNTS MANAGER/SECRETARY
3.	JANE M. NYOKO	MEMBER
4.	BENSON KAMAU	MEMBER
5.	ESTHER MWAURA	MEMBER
6.	EVANS BORO KIGOMO	MEMBER
7.	CYNTHIA M. GATHUNGU	MEMBER
8.	JOHN NJUGUNA NJAU	MEMBER
9.	MALACK M. NAMAI	MEMBER
10.	MIRIAM MUTHONI NJEHIA	MEMBER

**AGENDA**

1. OPENING PRAYERS
2. APOLOGIES
3. CONFIRMATION OF AGENDA
4. READING & CONFIRMATION OF MINUTES FOR MEETING HELD ON 10<sup>TH</sup> /AUGUST/2018
5. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 10<sup>TH</sup>/AUGUST/2018
6. REALLOCATION FROM SECURITY PROJECTS
7. PROPOSED PROJECTS PROPOSALS FOR F/Y 2018/2019
8. PROJECTS PROGRESS
9. YOUTH/ENVIRONMENT SUBCOMMITTEE REPORT
10. REQUESTS
11. A.O.B
12. CLOSING PRAYERS

**OPENING REMARKS:**

The meeting was called to order at 8.19 a.m. with a word of prayer by Cynthia Muchiru Gathungu.

**Min 01/ 09|10|2018: Reading and adoption of the agenda**

The agenda was read out to the members and it was proposed by Benson Kamau and seconded by Evanson Boro respectively with an additional agenda on the strategic plan.

**Min 02|09|10|2018: Reading and confirmation of the minutes of the meeting held on 10<sup>th</sup> August 2018.**

The minutes of the last meeting were read out and proposed by Esther Mwaura and seconded by Jane Nyoko respectively with a few corrections.

**Min 03|09|10|2018: Matters arising from the minutes of the meeting held on 10<sup>th</sup> August 2018:**

**Ex min 29|08|052018: Kiawanugu police post:** The public Baraza was organized on date 19 th August 2018 and all the NG CDFC members attended .It was well attended by members of the public and they all resolved that they need the police post in that locality. The DCC reported that the transfer of the title deed to Kenya police still has an issue with leadership of the area insisting on purchase of an alternative plot for them to transfer the current one. After lengthy deliberations, members resolved the following:

- Given the funding by the Government on construction of the police post, the community leaders need to transfer the title deed to the government to ensure the police post is operational immediately.
- Insecurity incidences in the locality are on the increase hence the need to operationalize the police post immediately

The DCC was tasked to follow up with the community leaders for action on the same.

**Ex min 006|07|2018:Re-allocation of Emergency Fund for F/Y 2017/2018**

FAM reported that the authority re allocate was received from the NG CDF board and the funds were released to complete the various projects.

**Ex min 08|06|07|2018: Surveying of public land**

The DCC reported that the comprehensive quotation from the 1<sup>st</sup> surveyor i.e Pronet surveys limited amounted to sh. 108,000.00 was received hence giving a cheaper quote. Members approved the payment of the sh. 20,000.00 for the plan. The DCC was tasked to organize for a leadership meeting to approve the use of the different parcels of land.

**Ex min 04|10|08|2018: A.I.E B005 200 2017|2018|855**

The FAM reported that most of the funds were released to the project accounts and the projects were even commenced.

**Ex min 05|10|08|2018: Staff:**

The FAM reported that the contract to the staff member was already done.

**Ex min 10|08|2018:A.O.B:**

The DCC promised to report on the police vehicle in the next meeting.

**Min 04|09|10|2018: Reallocation of Funds from security projects.**

In the F/Y 2017|2018, the committee had allocated sh. 8,000,000.00 towards construction of police staff houses at Kiahuria and Kingeero .With the directive from the President that all police staff gets house allowances to enable them to live together with the public, these projects are no longer viable. In view of this, members resolved to reallocate the sh. 8,000,000.00 towards completion of the following projects.

<b>RE ALLOCATE FROM:</b>	<b>RE ALLOCATE TO:</b>
Kiahuria police post staff houses-sh.4,000,000.00	1.Muguga primary school-completion of the refurbishment works-tiling of 9 classrooms, ceiling & replacement of leaking roof-sh.1,500,000.00
Kingeero police post staff houses-sh 4,000,000.00	2.Wangige primary school-making pathways(paving slabs),painting(internal & external) and improvement of Parade ground(cabros)-sh.2,000,000.00
	3.Karura Ka Nyungu primary school-making pathways and landscaping the in the compound and painting(internal & external) -Sh.1,300,000.00
	4. Uthiru primary school: painting the classrooms (Internal & external) and fixing cabros from the gate to the parade ground – sh 1,400,000.00.
	5.Nyathuna primary school: plastering of classrooms (internal and external) Sh.1,800,000.00

FAM was tasked to write the requests for reallocation and forward it to the NG CDF Board immediately.

**Min 05|09|10|2018: Project Proposals for F/Y2018|2019**

Members took time to go through the proposals that were given by the public during the public Baraza's held earlier in the year. After a lengthy deliberation, members resolved that the following projects be given top priority in the current F/Y:

<b>Project Name</b>	<b>Project activity</b>	<b>Amount Allocated</b>
Employee Salaries	NG-CDFC office staff salaries and Gratuity	3,000,000.00
Goods and services	Purchase of office equipment, Repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea, etc.	1,600,000.00
NSSF	Payment of NSSF deductions	125,280.00
NHIF	Payment of NHIF deductions	52,200.00
Committee Expenses	Payment of Committee sitting allowances, transport, conferences	1,764,970.00
Goods and services	repairs and maintenance, printing, stationery, Airtime, travel and subsistence and e.t.c	770,000.00
M & E Committee Expenses	Payment of Committee sitting allowances, transport, conferences	1,000,000.00
M& E – NG-CDFC/ PMC/Staff capacity building	Undertake training of the PMC's/NG-CDFC on NG-CDF related issues	1,500,000.00
Bursary –Secondary schools	Payment of bursary to needy students in Secondary schools	15,000,000.00

Bursary -Tertiary Institution	Payment of Bursary to needy student in Universities and colleges	10,000,000.00
Special Schools	Payment of bursary to needy students in special schools	2,260,218.00
Emergency	To cater for any unforeseen occurrences in the constituency during the financial year.	5,738,993.45
Sports Activities	Carry out constituency sports tournaments and the winning teams be awarded with trophies and games kits	1,514,607.00
Environmental Activities	Planting of flowers & trees and purchase of a water tank (5,000 litres ) to the primary schools refurbished within the financial year.	1,514,607.00
Kabete NG-CDF Office	Construction of NG-CDF office i.e foundation, walling, roofing, plastering and internal & external finishes	4,000,000.00
Rukubi Primary School	Refurbishment 16 classrooms ( Tiling, ceiling, plastering of inside & outside, electrification) and making pathways	4,000,000.00
Nyathuna Primary School	Refurbishment 7 classrooms ( Tiling, ceiling, plastering of inside & outside) and making pathways	2,200,000.00
Kibiku Primary School	Refurbishment 7classrooms ( Tiling, ceiling, plastering of inside & outside) and making pathways	3,000,000.00
Kanjeru Primary School	Refurbishment 18classrooms ( Tiling, ceiling, plastering of inside & outside) and making pathways	4,000,000.00

Kamuguga Primary School	Refurbishment 16 classrooms ( Tiling, ceiling, plastering of inside & outside, electrification) and making pathways	3,000,000.00
Kahuho Primary School	Refurbishment 20 classrooms ( Tiling, ceiling, plastering of inside & outside, electrification) and making pathways	4,000,000.00
Muguga Model Primary School	Construction of 4 classes( laying foundation, walling, roofing , plastering and internal & external finishes)	5,000,000.00
Gataara Primary School	Construction of an administration block (laying foundation, walling, roofing and internal & external finishes )	5,000,000.00
Gathiga Primary School	Refurbishment 14classrooms ( Tiling, ceiling, plastering of inside & outside, electrification) and making pathways	3,000,000.00
Ndurarua Primary School	Refurbishment 18 classrooms (Tiling, ceiling, plastering of inside & outside, electrification) and making pathways.	4,000,000.00
Kibichiku Primary School	Refurbishment 14classrooms ( Tiling, ceiling, plastering of inside & outside, electrification) and making pathways	3,000,000.00
Kanyariri High School	Completion of dining hall -plastering, flooring, painting, electrification and plumbing works.	1,000,000.00
Kabete Secondary School	Completion of dormitory-i.e plastering, flooring, electrification & plumbing works	2,000,000.00

Uthiru Secondary School	Construction of 6 classrooms and 4 offices (administration block) i.e foundation, walling, roofing and internal & external finishes	9,000,000.00
Maryleakey Girls High School	Construction of a perimeter wall in the school compound of 5 acres.	5,000,000.00
Kingeero Police Division	Construction of a canteen- shs. 1,000,000.00 and an armory for the police division- shs. 1,000,000.00 ie foundation, walling , roofing, plastering, internal & external finishes	2,000,000.00
		109,040,875.45

#### Min 06|09|10|2018 Projects Progress

Members took time to report the progress of progress in their various wards of representation as follows:

Name of project	Progress
1.Kingeero Primary School -refurbishment	➤ Tiling in all classrooms is complete, ceiling is complete, external & internal plastering is complete, the fixing of the paving slabs is ongoing and should be completed within the week
2.Kabete High school- Construction of top most floor	➤ The walling on the top floor is complete. The roofing is underway.
3.Kibichiku Primary school- Ablution block	➤ The ablution block is complete. The painting and tiling will be done during the school holidays to ensure project is usable in January 2019
4.Gataara Primary school- Refurbishment	➤ External & internal plastering is complete, ceiling is complete, tiling done (4 classrooms to go) retention wall construction ongoing and paving slabs ongoing.
5.Ndurarua Primary school- Ablution block	➤ Ablution block complete. Painting & tiling to be done during the school holidays. (To ensure project is in use in January 2019).

6.Ngure Primary school- Refurbishment	➤ External & internal plastering is complete, tiling of all classrooms complete, ceiling completed, reroofing of 4 classrooms done, paving slabs ongoing
7.Kanyariri Primary school- Construction of dining hall	➤ Walling is complete, roofing is ongoing.
8.Muguga Primary school- Refurbishment	➤ Internal & external plastering complete, re-roofing for 12 classes complete, Ceiling complete, tiling in 13 classrooms done, paving slabs ongoing.
9.Wangige Primary school- Refurbishment	➤ Plastering(internal & external) complete in 27 classrooms, ceiling complete in 25 classrooms, tiling complete in 24 classrooms and paving slabs almost complete.
10.Muguga wa Gatonye Secondary school-plastering & painting of dining hall	➤ Plastering work is complete, the painting work to be done during the school holidays
11.Kahuho Primary school-Ablution block	➤ Construction is at Lintel level
12.Karura Ka nyungu Primary school-refurbishment	➤ Plastering (internal & external) complete, tiling and ceiling also complete, need for re-roofing a few classrooms was noted.
13.Karura Ka Nyungu Primary school-Ablution block	➤ Ablution block complete. Tiling & painting to be done during the school holidays.
14.Mahia-ini Primary school-refurbishment	➤ Plastering (internal & external) complete, tiling and ceiling complete in all classrooms. Paving slabs Ongoing.
15.Gikuni Secondary school-Ablution block	➤ Ablution block at roofing stage
16.Gathiga Secondary school-Ablution block	➤ The floor slab done. Awaiting curing for construction to continue.
17.Kirangari Primary school-refurbishment	➤ Plastering (internal & external) is complete, ceiling is complete. Tiling is done for 10 classrooms. Vibrating has been arrested in 1 classroom.
18.Muguga Model Primary school(fixing cabros)	➤ Some cabros have been delivered to the site. Most work to be done during the school holidays.
19.Uthiru primary school-refurbishment	➤ Plastering (internal & external) is completed. Ceiling & tiling done in 22 classrooms. Paving slabs ongoing at 50% completion level.
20.Kanyariri Primary school-controlling the storm water	➤ Work to be done during the school holidays



Members noted that some paving slabs were not given adequate curing period hence a lot of breakages were experienced in some schools. FAM was tasked to raise the issue with the supplier. Need to have more suppliers in future noted. All members commended the Clerk of Works for the good & hard work and proper co-ordination of all the projects.

**Min 07 | 09 | 10 | 2018: Youth and Environment subcommittee report:**

The tendering & supply of the football items was done as requested and witnessed by the FKF leadership team.

The youth Football final tournament is slated for the 14<sup>th</sup> of October 2018. The budget for the tournament was presented and approved as follows from the Youth & Sports vote:

ITEM	UNIT COST	TOTAL AMOUNT
PA ADRESS	5,000.00	5,000.00
TENTS & CHAIRS	12,000.00	12,000.00
REFRESHMENTS: WATER	10 CRATES BY SH 400	4,000.00
:SODAS	13 CRATES BY SH 240	3,120.00
SECURITY: 6 OFFICERS	6@ SH 2000	12,000.00
FIELD MAKING		10,000.00
REFEREE WHISTLES & STOP WATCH	4 ITEMS@ SH 2000	8,000.00
FKF OFFICIALS ALLOWANCES	10 OFFICIALS@SH 1500	15,000.00
LABELLING OF SPORTS UNIFORMS	560 PIECES @ SH 100	56,000.00
PLANNING MEETINGS FOR SUB COMMITTEES	SH 2,000 BY MEMBERS FOR 3 MEETINGS	60,000.00
WITNESSING THE DELIVERY OF SPORTS ITEMS	SH 2,000 BY 4 MEMBERS FOR 3 MEETINGS	24,000.00
NG CDF COMMITTEE ALLOWANCES	SH 52,000	52,000.00
DA'S ALLOWANCE	SH 5,000	5,000.00
ADVERTISEMENT & PUBLICITY ON RADIO & SOCIAL MEDIA	SH 50,000	50,000.00
COMMENTATOR OF THE DAY	SH 20,000	20,000.00
PHOTOGRAPHY & VIDEO COVERAGE		30,000.00
<b>TOTAL</b>		<b>366,120.00</b>

The training for the short courses started in July 2018. 180 students in the driving class sat for their exam and passed and got interim driving licenses. The 2<sup>nd</sup> team will sit for their exam (theory and practical) on 19<sup>th</sup> October 2018.

For the catering, 180 students successfully completed their training and 27 completed the tailoring course. The graduation is being planned for all the students once the driving team gets the driving licenses.

The Environment tree nurseries started in August 2018. 8 species of seeds have already been planted in the nursery and transplanting to the plastic tubes is ongoing for the ones that have germinated. The team also reported that they took

over the neighboring tree nursery which had 6000 to 7000 tree seedlings. All members were invited to view and inspect the work progress immediately after the meeting.

**Min 08|09|10|2018: Strategic plan**

The FAM reported that she and the Honorable Member of Parliament had met with several consultants in order to kick start the strategic plan process. The tendering process on the same is ongoing to ensure that the right person is picked for the job.

After deliberations, members resolved that the funds be transferred to the Strategic Plan project account immediately. The subcommittee to run with the project was constituted as follows: The DCC (to represent security sector), Esther Mwaura (to present Education) and Evanson Boro (to represent the youth).

There being no other business, the meeting was closed at 12.07 p.m. With a word of prayer by Benson Kamau.

Minutes Signed by:

Secretary

TRUST ACCOUNT MANAGER  
KABETE NG - CDF  
09 DEC 2018  
Tel: 020 297 710  
P.O. BOX 10014 WANGIGI

Date

09/10/2018

Chairman

Date

09/10/2018