

MINUTES OF THE 002 NG-CDFC MEETING F/Y 2017/2018 HELD ON 5TH FEBRUARY 2018 AT KABETE NG -CDF OFFICE BOARDROOM

MEMBERS PRESENT

NO	NAME	DESIGNATION
1.	Paul Kinyanjui Gitau	Chairman
2.	Isabella N. Mwangi	Fund Accounts Manager/Secretary
3.	Leornard Mgute	Member
4.	Cynthia Muchiru Gathungu	Member
5.	John Njuguna Njau	Member
6.	Miriam Muthoni	Member
7.	Benson Kamau Ruguru	Member
8.	Evanson Boro Kigomo	Member
9.	Jane Muthoni Nyoko	Member
10.	Esther K. Mwaura	Member

AGENDA

1. OPENING PRAYERS
2. APOLOGIES
3. READING & ADOPTION OF THE AGENDA
4. READING & CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 10TH JANUARY 2018
5. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 10TH JANUARY 2018
6. PROJECTS PROPOSAL FOR F/Y 2017/2018
7. BURSARY
8. NG-CDFC INDUCTION
9. REQUESTS
10. A.O.B
11. CLOSING PRAYERS

OPENING REMARKS

The meeting was called to order at 7.45 am by the Chairman and Jane Nyoko opened with a word of prayer. Chairman then took time to welcome Esther K. Mwaura who was away for earlier meetings.

MIN: 4/05/01/2018 READING & CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 10TH JANUARY 2018

The minutes of the previous meeting were read and proposed by Benson Kamau and seconded by Miriam Njehia with few corrections.

MIN: 5/10/01/2018 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 10TH JANUARY 2018

Ex-Min: 3/10/01/2018 PROJECT VISITS & PUBLIC BARAZAS

Public barazas: There was an additional baraza held at Ruku Police Post on 19th January 2018. This was necessitated by complains from the community members of Ruku area that the Public baraza for Muguga Ward held at Kamuguga Polytechnic was too far for them. Due to the size of the ward, the committee agreed to hold the extra baraza which increased the budget of the barazas by the following components

Item	cost
NG CDFC Allowances	52,000.00
Tents	11,500.00
PA	5,000.00
Transport	8,000.00
Photographer	4,000.00
Water& Lunch for members(organized in the office)	5300.00
	85,800.00

Members also reported that the visiting of the projects combined with the public baraza was very tiresome. FAM explained that this was necessitated by the need to present the project Proposals and the need for the members to know the needs on the ground first hand. The members also approved an allowance of **sh. 2,000 per day for the 5 days** for the OCPD who attended the Public baraza and articulated the security issues very well. The Master of Ceremony of the day did a good job.

The Hon. Member of National Assembly (MNA) gave a speech that was consistent in all the wards and he did not over promise on the projects that NG-CDF would implement.

The PLWD fraternity was properly represented in every ward.

The Chiefs' offices in the constituency are okay but their staff houses are mostly dilapidated.

Projects visit:

There were needs in every area members visited. The committee noted that the former committee had done a commendable job. The new committee will have to surpass that work which had been done by the former committee.

The committee noted the need of ablution blocks for most schools cutting across the constituency.

The security offices were good but the police staff houses were in a deplorable state and others are not enough to accommodate the Officers.

MIN:6/05/02/2018 PROJECTS PROPOSAL

Members deliberated this matter at length and considered all the project proposals that were presented by the community members in the barazas. Finally they came up with the following project proposals for F/Y 2017/2018.

Name of Project	Amount Allocated
6% Administration/Recurrent	5,208,620.70
3% Monitoring and Evaluation/Capacity Building	2,604,310.30
25% Bursary	21,806,034.50
5% Emergency	4,568,965.50
2% Sports Activities	1,736,206.90
2% Environmental Activities	1,736,206.90
Strategic plan	1,500,000.00
Mahia-Ini Primary School-Refurbishment	4,000,000.00
Uthiru Primary School-refurbishment	4,000,000.00
Kingeero Primary School -refurbishment	4,000,000.00
Wangige Primary School-refurbishment	4,600,000.00
Kirangari Primary School-refurbishment	4,000,000.00
Muguga Primary School-refurbishment	4,000,000.00
Ngure Primary School-refurbishment	4,000,000.00
Muguga Model Primary School- fixing of cabros	1,300,000.00
Kanyariri Primary School-drainage improvement	1,000,000.00
Karura ka Nyungu Primary School-ablution block	800,000.00
Kahuho Primary School-ablution block	800,000.00
Ndurarua Primary School-ablution block	800,000.00
Kibichiku Primary School-ablution block	800,000.00

Gikuni Secondary School-ablution block	800,000.00
Kanyariri Secondary School-completion of Dining hall(phase 11)	1,500,000.00
Kabete Secondary School-Completion of dormitory	1,500,000.00
Gathiga Secondary School-replace window panes & construct ablution block	1,000,000.00
MugugaWa Gatonye Secondary School-completion of Dining hall	750,000.00
Kingeero Police Division-construction of police staff houses	4,000,000.00
Kiahuria Police Post –construction police staff houses	4,000,000.00
	86,810,344.8

MIN:7/05/02/2018 BURSARY

The Fund Account Manager reported that NG-CDF Board had released shs. 5,500,000.00 via A.I.E No. A855827 to every constituency. Shs.4,500,000.00 is to cater for bursaries and shs. 1,000,000.00 for administration .In consultation with the Hon. Member of Assembly the office had organized for the announcements in all public places i.e. churches and chiefs & Assistant chiefs offices for the constituents to pick and fill the bursary application forms from the office starting on 06/02/2018 to 20th February 2018 at 5.00 pm.

Some members reported that the announcements were not read out in a few churches. FAM was tasked to liaise with the constituency office to ensure proper announcements were made to ensure full publicity of the process.

On the **shs. 1,000,000.00** received for administration the Fund Accounts Manager tabled a list of the outstanding debts as follows for the office.

<u>OUTSTANDING DEBTS-</u>		
STAFF GRATUITY- Tax inclusive		218,700.000
Office Administrator	151,900.00	
Receptionist	20,000.00	
Office Messenger	46,800.00	
SALARIES		
Office Administrator-5 Months	190,000.00	

Receptionist-4 Months	125,000.00	
Office Messenger-2 Months	36,000.00	
Security Officer-3 Months	70,000.00	421,000.000
Wages for cleaning-5months		75,000.000
Rentokil Initial		11,832.000
Office Expenses		200,000.000
Security Guards- 4 months		60,000.000
Selection panel Allowances		66,000.000
Insurance cover-not committed		39,509.000
Public Baraza Forum		557,750.000
Handing over (Allowances & Lunch)		127,000.000
Public Baraza Forum-Ruku Police		85,800.000
NG-CDFC allowances(5-2-18)		52,000.000
Printing of bursary forms		20,000.000
		<u>1,939,591.000</u>

Members approved the following to be paid up immediately and the rest to await the other funds which are expected soon.

ITEM		AMOUNT
Office Messenger	Gratuity	46,800.00
Office Administrator	Salary for 5 months	190,000.00
Receptionist	Salary for 4 months	125,000.00
Office Messenger	Salary for 2 months	36,000.00
Security Officer	3 months	70,000.00
Wages for cleaning	5 months	75,000.00
Rentokil Initial		11,832.00

Office expenses incurred		200,000.00
Security Guards	Services for 4 months	60,000.00
Insurance cover		39,509.00
NG-CDFC allowances	Meeting held on 5 th February 2018	52,000.00
Printing of bursary forms		20,000.00
		926,141.00

MIN: 8/05/02/2018 INDUCTION FOR THE MEMBERS

The FAM reported that she followed up with the Hon. MNA for the induction trip to Mombasa. The trip is now confirmed for 13th February 2018 to 16th February 2018 at Mombasa Bahari Beach Hotel. The budget to cater for this was drawn as following from Monitoring and Evaluation vote.

<u>BUDGET FOR A NG CDFC TRAINING</u>		
<u>ITEM</u>	<u>UNIT COST</u>	<u>TOTAL</u>
Transport Fees	sh 15,000 by 4 days	60,000.00
Accommodation & meals	sh 9,000 by 10 members by 3 nights	270,000.00
Members Allowances	sh 5,000 by 10 members by 4 days	200,000.00
Facilitator	sh 20,000	20,000.00
Accommodation & meals for facilitator		18,000.00
Allowance ,accommodation & meals for office administrator		47,000.00
	TOTAL	615,000.00

MIN: 9/05/02/2018 REQUESTS

The request by Kingeero Primary School head teacher to spend the balance in school account to paint the school roof was approved subject to providing proper quotations from hardware shops for the paints.

A.O.B

The FAM reported that they had a discussion with the Hon. MNA and Chairman on the need to move the NG CDF main account from equity bank to Family bank. They received a proposal from Family bank who are in the process of opening a branch at Wangige. After looking at the proposal and getting into a discussion with a few staff from Family bank, they concluded that Family bank is offering better services than Equity bank due to the following reasons:

- Equity bank charges shs. 55 for clearance of all cheques. This especially during the bursary cheques issuance is a big amount. Family bank does not have these charges.
- Family bank promised to take up some projects in the constituency e.g. providing water tanks to schools as a corporate social responsibility. Equity bank does not have such projects

After a lengthy deliberation on the same, members tasked the FAM to write to the NG CDF Board requesting for approval to move the main account to Family Bank with immediate effect.


There being no other business the meeting ended at 11.17a.m with a word of prayer by Benson Kamau.

Chairman:..........Date: 28/02/2018

Secretary:..........Date: 28/02/2018

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