

MINUTES OF THE FULL NG CDFC MEETING AT THE NG CDF OFFICE ON 20TH AUGUST, 2020.

MEMBERS PRESENT

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|------------------------|-------------|
| 1. Simon Ngugi | Chairperson |
| 2. Tom. G. Macheneri | D.C.C |
| 3. Elizabeth Kagira | F.A.M |
| 4. John Njoroge | Member |
| 5. Fredrick Gichuru | Member |
| 6. Peter Nganga | Member |
| 7. Rahab Rwinu | Member |
| 8. Charles Korir | Member |
| 9. Susan Kagiri | Member |
| 10. Ruth Wanjiku Henry | Member |

AGENDA

- Prayer
 - Quorum check
 - No Apologies
 - No Declaration of Interest
1. Review/Adoption/ Confirmation of minutes of the previous meeting dated July 2, 2020.
 2. Matters Arising.
 3. Proposal FY 2020/2021.
 4. Bursary Reallocation Authority from board.
 - HGM Secondary School – 9m (Construction of twin laboratory to completion).
 - Gatune Police Post – 2.5m (Construction of Admin Block).
 - Mbombo-ini Police Post – 500,000 (Completion of 4 office units).
 5. Authority for change of activity
 - Rengutti Secondary School – From Construction of 2 classrooms to casting slab of 2 classrooms.
 - Mai ai ihii Police Post – From construction of toilet to construction of Septic tank at Kshs.1, 000,000. (0.5m from bursary and another 0.5m).
 6. Administrative Issues
 - Funds received from the board – 15m.
 - Financial Statements review @Embu.
 - Arbitration – HGM Kinoo Primary School letters from contractor.
 - BQs – Casual Labourer.
 7. Project reports per ward.

MIN 1/20/08/2020 PRELIMINARIES

The meeting started with a word of prayer from Susan Kagiri.

The Chairman acknowledged the presence of the new D.C.C. hence need for self-introduction for all members. The D.C.C (Tom Macheneri) informed members that he is newly posted in Kikuyu. He assured members of his total commitment to work and support fully the operations of the NG CDF as a member.

Members took turns to welcome the D.C.C and assured him also of full support.

MIN 2/20/08/2020 REVIEW/ADOPTION/ CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING.

Previous minutes were read out by the secretary. They were proposed by Fredrick Gichuru, seconded by Peter Nganga.

MIN 3/20/08/2020 MATTERS ARISING

1. Spelling Errors on some contractors names e.g. Curenders Enterprises – Curedars Enterprises, Jackam Power Sullpies- Jackam Power Supplies.
2. Margaret Wanjiku’s name was missing in the previous minutes.

MIN 4/20/08/2020 PROPOSAL FOR FY 2020/2021

The chairman informed members that the Finance and Admin committee met, deliberated on the projects that had been prioritized during the public barazas carried out for the FY 2018/19, 2019/2020. **It was also noted that due to Covid - 19, it was not possible to carry out the Public Baraza within the constituency. Members therefore opted to pick projects on the waiting list from the previously done baraza, in order of priority from the members of the public.**

The chair reminded members that it is mandatory to first complete the ongoing projects before any other new projects are embarked on.

The committee went through the presented list per ward and came up with the proposal for the FY 2020/2021 as follows:

PROPOSAL 2020/2021

NAME	ACTIVITY	AMOUNT
Admin	NG CDF staff salaries and gratuity purchase of goods (computers and photocopiers), repairs and maintenance, payment of committee expenses.	6,989,129.22
Bursary	Tertiary (6.2m), Secondary (16m), Special (1m) and Social Security Programmes (4.8m).	28,000,000.00
Emergency	To cater for any unforeseen occurrences in the constituency during the financial year.	7,192,206.90
Environment	<ol style="list-style-type: none"> 1. Land Scapping; levelling of 1500 square meters and planting of grass Kshs.120, 000, Purchase of (1) 10,000 litres water tank Kshs.110,000 and fixing of gutters of 5 classrooms Kshs.150, 000 at Riu Nderi Primary School. 2. Land Scaping; levelling of 4500 square meters and planting of grass @ Ksh510, 000 and Purchase of (1) 	1,520,000.00

	<p>10,000 litres water @ Kshs.100, 000 at Lusigetti Primary School.</p> <p>3. Fixing of gutters for 4 classrooms Kshs. 120,000 and Purchase of 1 no 10,000 ltrs Kshs. 100,000 at Rengutti Primary School.</p> <p>4. Purchase of 1no. 10,000ltrs tank @ Kshs. 110,000 at Gatune Police Post.</p> <p>5. Levelling and excavation of hard rocks at Nachu Technical & Vocational College playing field approximated land at 2 hectares at Nachu Technical College @ 200,000</p>	
M & E	Purchase of fuel, publicity banners, newsletters, airtime, Committee sitting allowances, training of the NG-CDFC / PMC's and staff	3,840,000.00
Sports	<p>1. Levelling of 2.5 Acres field and fencing with concrete post, barbed wire and chain link of Ndiguini Primary School @Kshs. 700,000.</p> <p>2. Levelling and excavation of hard rocks on 300 square meters playing field at Nachu Technical & Vocational College @ Kshs. 500,000</p> <p>3. Carry out Constituency Sports tournament and the winning teams/schools to be awarded with trophies, balls, and games kits @ Kshs. 847,543.19</p>	2,047,543.19
Kamangu Primary School	Construction of a Kitchen to completion i.e. (Sub-structures work, walling, frames, roofing, fixing doors and windows, all finishes and electrical works)	1,000,000.00
Kandengwa Primary School	<p>Renovation of 2 classrooms to completion @ Kshs. 700,000. i.e. (roof painting, external wall plastering, all wall painting, doors and windows painting and glazing works).</p> <p>Construction of 2 new classrooms to completion @ Kshs. 2,300,000(Sub-structures work, walling, frames, roofing works, fixing doors and windows, all finishes and electrical works).</p>	3,000,000.00
Lusigetti Primary School	<p>Renovation of 150 students' capacity school hall to completion @ Kshs.1, 600,000 i.e. (Roofing works, floor finishes, external and internal wall plastering and painting, fixing doors and windows)</p> <p>Construction of 2 new classrooms to completion @ Kshs. 2,400,000 i.e. (Sub-structures work, walling, frames, roofing works, fixing doors and windows, all finishes and electrical works).</p>	4,000,000.00
Thogoto Primary School	Renovation of 12 classrooms to completion (Roofing works, internal, external wall plastering and painting, fixing doors and windows plus painting, floor finishes and electrical works).	5,000,000.00
Mama Ngina Primary School	Construction of one storied block of 2 classroom, one on the ground floor and one on first floor and including stairs to	3,000,000.00

	completion (Sub-structures work, walling, frames, roofing works, fixing doors and windows, all finishes and electrical works)	
Kikuyu Township Primary	Construction of 1st and 2nd floor classrooms ramp to completion i.e. (Sub-structures work, framing, fixing grills, and all finishes).	1,500,000.00
Renguti primary School	Renovation of 150 capacity school hall to completion i.e. (Roofing works, internal and external wall plastering and painting, fixing doors and windows plus painting, floor finishes and electrical works).	3,000,000.00
Thirime Primary School	Renovation of 8 classrooms to completion @ Kshs. 3,000,000.(roofing works, internal, external wall plastering and painting, fixing windows and painting, floor finishes and electrical works). Construction of 2 classrooms on 1st floor and 2 classrooms on 2nd floor to completion; frames, walling, roofing works, fixing doors and windows, internal and external wall finishes and electrical works (Ksh. 5,400,000) Renovation of 8 classrooms to completion; fixing Terrazzo @ Kshs.1, 600,000.	10,000,000.00
Fr Kelvin kelly High School	Construction of 2 classrooms on 1st floor and a staircase to completion i.e. (frame works, walling, fixing doors and windows, all finishes, floor works and electrical works).	3,000,000.00
Karai day Secondary School	Construction of 1st floor slab for 2 classrooms to completion Kshs. 2,500,000. (Sub-structures works, frame works, all finishes, floor works and electrical works). Purchase of a 52 Seater school bus@ Kshs.7, 000,000	9,500,000.00
Muhu secondary School	Completion of 4 classrooms on 2nd floor. (frame works, roofing works, walling, all finishes, floor works and electrical works).	4,000,000.00
Kikuyu Day high school	Construction of 1st floor 150 capacity dormitory to completion @ Kshs. 5,000,000 i.e. (frame works, walling, fixing doors and windows, plumbing works, all finishes, floor works and electrical works). Construction of 1st and 2nd floor 6 toilets and 6 washrooms @ Kshs. 2,000,000 i.e. (frame works, walling, roofing works fixing doors and windows, plumbing works, all finishes, floor works and electrical works)	7,000,000.00
Gichuru memorial High School	Construction of two classrooms on 1st floor and a staircase to completion .(Frame works, walling, roofing works, fixing doors and windows, all finishes, floor works and electrical works).	4,000,000.00
Renguti high School	Construction of two classrooms on 1st floor and a staircase to completion (frame works, walling, fixing doors and windows, all finishes, floor works and electrical works)	3,000,000.00
Mama Ngina Senior High School	Construction of 4 classrooms on 1st and 2nd floor to completion i.e. (Sub-structures work, frame works, walling, fixing doors and windows, all finishes, floor works and electrical works).	8,000,000.00
Kanyanjara Secondary School	Construction of 3 classrooms to completion @ Kshs. 3,000,000 and construction of 60 capacity laboratory completion @ Kshs. 3,000,000. (Sub-structures work, walling, roofing works, fixing	6,000,000.00

	doors and windows, plumbing works, all finishes, floor works and electrical works)..	
Kamangu Secondary School	Renovation of 6 classrooms to completion @ Kshs. 1,500,000 (fixing doors and windows, external wall plastering and painting, floor finishes and electrical works). Excavation of parade ground @ Kshs. 1,500,000 (earth works), approximate area 600Metres squared	3,000,000.00
Kamangu Police Post	Completion of 4 office units @ Kshs. 500,000 i.e. (Internal and external painting works, ceiling works, electrical works, plumbing works). Construction of a Septic tank to completion @ 1,000,000 i.e. (substructures work, walling, frames and all finishes)	1,500,000.00
Mai-a-ihii Police Post	Construction of 7 roomed office Administration block to completion @ Kshs. 3,000,000, and a septic tank @ Kshs. 1,000,000 (Sub-structures work, frames, walling, roofing works, fixing doors and windows, finishes and electrical works and plumbing works)	4,000,000.00
Gatune Police Station	Construction of 7 roomed office Administration block to completion (Sub-structures work, frames, walling, roofing works, fixing doors and windows, all finishes and electrical works)	4,000,000.00
	TOTAL	137,088,879.31

MIN 5/20/08/2020 BURSARY RE-ALLOCATION

1. The Secondary School allocation FY 2019/2020 was at Kshs. 16,200,000.

The Fund Manager pointed out to the members that the A.I.E issued was for Kshs. 20,000,000 members agreed to reallocate the balance of Kshs. 700,000 funds to Tertiary and College student out that. ts for those still currently undergoing online classes (under the current Covid Pandemic) in the various institutions. The beneficiaries will be from very needy backgrounds within the constituency.

2. Tertiary and College (6m), Special Schools (1m) and Social Security Programmes (5m).

Members discussed and agreed to seek for reallocation of the bursary funds which were pending from the NG CDF Board as follows:

The re-allocation is to be done to the following projects;

- HGM Secondary School – 9m (Construction of twin laboratory to completion).
- Gatune Police Post – 2.5m (Construction of Admin Block).
- Mbombo-ini Police Post – 500,000 (Completion of 4 office units).

MIN 6/20/08/2020 AUTHORITY FOR CHANGE OF ACTIVITY

Members discussed and agreed to do as per the request from P.M.Cs in Rengutti High School. i.e

- Rengutti Secondary School – From Construction of 2 new classrooms to provision of column bases, columns and casting slab of 2 existing classrooms.

MIN 7/20/08/2020 REPORTS PER WARD

KINOO WARD

1. **Kinoo Police Post** – The ongoing construction of 5 police quarters is going on well. The contractor (Jackam Power Supplies) is doing a good job and he has already done walling and final roofing of the 5 houses. The following week, they will be embarking on plastering of the interiors and finishes. He is working according to his timeline.
2. **Mama Ngina Primary School** – The contractor (Glotime Logistics) has finished doing walling and roofing of the classrooms. Interior plastering and finishes to begin next week. She is also within her work plan.

The PMCs for both projects have been adequately inspecting the projects and are satisfied with the ongoing works.

The NG CDF inspection and acceptance committee promised to visit the projects to see the ongoing works.

NACHU WARD

1. **Kamangu Primary School**
 - The boys toilets works were ongoing on well and the contractor (Afela Limited) had reached the rental level.
 - The girl's toilet works were ongoing well with the contractor (Merich International Limited) remaining one course to be on the rental level.

SIGONA WARD

1. **Nderi Secondary School** – The girl's toilet construction is ongoing well. The works on slab are complete and now walling works are ongoing (Curedars Enterprises).
2. **Kerwa Police station** – The works are done to completion and awaiting to be commissioned.
3. **Thamanda Patrol Police Station** - The works are done to completion and awaiting to be commissioned.

KIKUYU WARD

1. **Thogoto Primary School (Completion of Admin Block)** - works are ongoing well. Roofing of the admin block has already being done and is well fixed. Doors and windows are also fixed. Putting/fixing of ceiling boards is underway and the progress is quite okay. Keys are being done and almost finished the front side of the block.

2. **Thogoto Primary School (Fixing of cabros)** – The process commenced and laying of cabros to every entrance of classes is going on. Progress is slowly moving and picking up. The parade ground also is being worked on.

The ward representative pointed out that the works are being carried out by one contractor (Classic East Africa).

3. **Muhu Secondary School** - The classes have been done up to slab level. Works is excellent and has taken quite a good face. The construction has stopped awaiting 2 days of the slab to dry up, watering in progress. Progress so far so good.

KARAI WARD

1. **Fr. Kevin Kelly High School** – The contractor had started works on site i.e. beams had being erected, construction of the walls had begun, window grills and staircase railing were installed. On last inspection, the roof timber was being put up and iron sheets being installed. Plastering of the walls had also begun.

MIN 8/20/08/2020 ADMINISTRATIVE ISSUES

1. **Funds Received from the board** – The Fund Account Manager informed members that the office had received Kshs. 15m from the NG CDF Board. The balance remaining at the Board is at 54m.

2. **Financial Statements review** – Fund Manager pointed out that there will be a review of the statements in Embu. Those attending will be Fund Account Manager (Fund Account Manager), Simon Ngugi (NG CDFC Chairperson) and Gaceri (Sub-county District Accountant).

3. **Clerk of works Casual** - No casual was hired to assist the clerk of works because of the charges of Kshs. 1,000. The cheapest was charging Kshs. 15,000.

4. **C.S.R Projects** - Members were informed that the C.S.R. project was opened and forwarded to the board.

5. **HGM Kinoo Primary School** – The Fund Manager reported there has been being issues with the contractor. The contractor has been demanding payment for works done. Also, the roofing works were an issue at the site. Members discussed and agreed that there will be an adhoc committee to visit the site and report in the next meeting on the findings.

Members include;

- NG CDFC - D.C.C, Fredrick Gichuru, Susan Kagiri, Margaret Njoroge and John Njoroge.
- Office – Elizabeth Kagira (Fund Manager), Joseph Mbugua (Clerk of works) and Simon Ngugi NGCDFC (Chairperson).

MIN 9/20/08/2020 A.O.B

There being no other business the meeting ended at 1.20 P.M with a word of prayer from Rahab Rwinu.

Signed,



Simon Ngugi

NG CDF Chairperson

