**MINUTES OF THE FULL NG CDFC MEETING AT THE NG CDF OFFICE ON 14th OCTOBER 2019.**

**MEMBERS PRESENT**

1. John Njoroge Acting Chairperson
2. Fredrick Gichuru Member
3. Elizabeth Kagira FAM
4. Peter Nganga Member
5. Simon Ngugi Member
6. Rahab Rwinu Member
7. Charles Korir Member

**Apologies**

1. Ruth Wanjiku Henry
2. Susan Kagiri

**AGENDA**

* Prayer
* Quorum check
* Apologies
* Declaration of Interest

1. Review/adoption of previous minutes
2. Matters arising
3. Proposal 2019/2020
4. Evaluation report
5. Sports
6. Environment
7. Administrative Issues
8. Declined projects
9. Emergency
10. A.O.B

**MIN 1/14/10/2019 PRELIMINARIES**

The meeting started with a word of prayer from Pastor Nganga. Members agreed to have John Njoroge as the chair of the meeting.

Previous meeting were read out by John Njoroge. Proposed by Fredrick Gichuru and seconded by Peter Nganga.

**MIN 2/14/10/2019 MATTERS ARISING**

**ADMINISTRATIVE ISSUES**

The issue of being cleared by the Auditor general, one of the members suggested that there is need for a document to show that the office has being cleared by the Auditor General

**SPORTS**

The sports marathon was pushed to 26th October 2019 because of procurement issues.

**MIN 3/14/10/2019 PROPOSAL 2019/2020**

The secretary took members through the proposal and they discussed at length. The projects were identified during the 2018/2019 public participation .Members agreed on the proposal as below:

|  |  |  |
| --- | --- | --- |
| **PROPOSAL 2019/2020** | | |
| **NAME** | **ACTIVITY** | **AMOUNT** |
| **ADMINISTRATION** |  |  |
| Administration: Employees Salaries | Payment of staff salaries and gratuity | 2,060,000.00 |
| Administration: Goods and Services | Repairs and maintenance, purchase of computers, photocopier, printing, stationery, telephone, travel and subsistence, office tea, etc | 3,343,094.74 |
| Administration: NSSF | Payment of NSSF Deductions | 40,000.00 |
| Administration: NHIF | Payment of NHIF Deductions | 40,000.00 |
| Administration: Committee Expenses | Payment of Committee sitting allowances, transport, conferences | 1,000,000.00 |
| **MONITORING AND EVALUATION** |  |  |
| Monitoring and Evaluation: Goods and Services | Purchase of fuel, publicity banners, newsletters, repairs and maintenance, printing, stationery, airtime, travel and subsistence | 1,380,000.00 |
| Monitoring and Evaluation: Committee Expenses | Payment of Committee sitting allowances, transport, conferences | 1,000,000.00 |
| Monitoring and Evaluation: NG-CDFC/ staff/PMC Capacity Building | Undertake Training of the NG-CDFCs /PMCs/staff on NG-CDF related issues | 1,000,000.00 |
| **EMERGENCY** |  |  |
| Emergency | To cater for any unforeseen emergency that may occur in the constituency during the financial year | 7,198,241.38 |
| **SPORTS** |  |  |
| Constituency  Sports Tournament | Leveling and fencing of Nachu TTI/Nachu secondary sports fields and fixing gates .Sport ground leveling at Ksh.1m approximated area 2500sm (excavations and earthworks). Fencing works and gate fixing at Ksh.1,086,388, approximated 1200lm(fence using concrete posts, chain link and barbed wire.) | 2,086,388.00 |
| **ENVIRONMENT** |  |  |
| Lussigeti primary school | Construction of flood mitigation and control structures (drainage and gabions) | 250,000.00 |
| Mai-a-ihii primary schools | Construction of flood mitigation and control structures (drainage and gabions) | 250,000.00 |
| Lusigetti primary school | Purchase of 5000lt Water tank at ksh.50,000 and gutters Ksh.2,000 | 52,000.00 |
| Gathiru primary | Purchase of 5000lt Water tank at ksh.50,000 and gutters Ksh.2,000 | 52,000.00 |
| Thamanda police post | Purchase of 5000lt Water tank at ksh.50,000 and gutters Ksh.2,000 | 52,000.00 |
| Ndiguini primary | Purchase of 5000lt Water tank at ksh.50,000 and gutters Ksh.2,000 | 52,000.00 |
| Kinoo police post | Purchase of 5000lt Water tank at ksh.50,000 and gutters Ksh.2,000 | 52,000.00 |
| Kerwa police | Purchase of 5000lt Water tank at ksh.50,000 and gutters Ksh.2,000 | 52,000.00 |
| Kamangu police | Purchase of 5000lt Water tank at ksh.50,000 and gutters Ksh.2,000 | 52,000.00 |
| Gatune primary | Purchase of 5000lt Water tank at ksh.50,000 and gutters Ksh.2,000 | 52,000.00 |
| Mbomboini police post | Purchase of 5000lt Water tank at ksh.50,000 and gutters Ksh.2,000 | 52,000.00 |
| Nguriunditu police post | Purchase of 5000lt Water tank at ksh.50,000 and gutters Ksh.2,000 | 52,000.00 |
| **SECURITY** |  |  |
| Kinoo Police Post | Completion of ongoing 5 staff quarters(Frame works, roofing works, fixing doors and windows, external and internal walls finishes, floor finishes, plumbing works and electrical works) | 4,000,000.00 |
| Mai-a-ihii Police Post | Construction of 4 office units at Ksh.2.5m , 3 door toilet and urinal at Ksh.0.5m( substructures works, frames, walling, roofing works, fixing doors and window, all finishes and electrical works). | 3,000,000.00 |
| Thogoto chiefs office | Completion of 5 door Admin block (roofing works, fixing doors and windows, external and internal walls finishes, floors finishes and electrical works.) | 2,000,000.00 |
| **BURSARY** |  |  |
| Bursary Secondary Schools | Payment of bursary to needy students | 16,200,000.00 |
| Bursary Tertiary Institutions | Payment of bursary to needy students | 6,000,000.00 |
| Bursary Special Schools | Payment of bursary to needy students in special schools | 1,000,000.00 |
| Social security programmes | Providing of NHIF cover to poor families, older people and the venerable persons | 5,000,000.00 |
| **PRIMARY SCHOOLS** |  |  |
| Kamangu Primary School | Reconstruction of 3 classes(Demolitions, frame work, roofing works, verandah construction, floor works, all finishes, fixing doors and windows and electrical works.) | 1,500,000.00 |
| Kandengwa Primary School | Renovation of 8 classrooms(Reroofing, external and internal finishes, doors replacement, floor works and electrical works) | 2,000,000.00 |
| Kikuyu Township Primary school | Completion of 150 students capacity Dormitory(external and internal walls finishes, Tiling works, plumbing works and electrical works) | 1,000,000.00 |
| Kanyanjara primary school | Fencing school compound approximately 300 linear meters approx. 100 concrete poles ,chain link and barbed wire at Ksh.430,000 and fixing school gate at Ksh.70,000. | 500,000.00 |
| Lusigetti Primary School | Construction of 7 doors Admin block ( Demolitions, substructures works, frame works, roofing works fixing doors and windows, all finishes and electrical work) at KSh.1.8m.  Renovation of 3 classrooms (demolitions, walling, frame works, roofing works fixing doors) at Ksh2.2m | 4,000,000.00 |
| Mama Ngina Primary School | Completion of 3 storeyed classrooms (Frame works, roofing works, fixing doors and windows, external and internal walls finishes, floor finishes, and electrical works.) | 4,000,000.00 |
| Ndiguini Primary School | Construction of 2 classrooms (substructures work, walling, frames, roofing work, fixing doors and windows, all finishes and electrical works). | 2,000,000.00 |
| Nduma Primary School | Renovation of 6 classrooms( roof painting, floor screeding, external walls plastering and painting works) at Ksh1.2m.  6 doors Admin renovation (demolitions, substructures works, walling, frame work, roofing work fixing doors and windows, all finishes and electrical works ) at Ksh.0.8m | 2,000,000.00 |
| Njumbi Primary School | Re-construction of 7 doors Admin block (demolitions, substructures works, walling, frame work, roofing work fixing doors and windows, all finishes and electrical works) at Ksh. 1.5m .Renovation of 4 classes renovation (Roofing works, external walls plastering, painting works , doors replacement, fixing windows, floor screedings and electrical works) at Ksh.1.5m | 3,000,000.00 |
| Riu nderi Primary School | Completion of 3 classrooms(walling, frames, roofing work, fixing doors and windows, all finishes, and electrical works) | 3,000,000.00 |
| Thirime Primary School | Renovation of 9 classrooms (Wall demolitions, frame works, re-roofing, fixing windows, external walls plastering, painting works, floors screeding and electrical works) at Ksh.4m.  Construction of 8 doors admin block( substructures work, walling, frames, roofing work, fixing doors and windows, all finishes and electrical works) at Ksh.3m. Casting of first floor slab for the school hall( substructures works, frames, external walls finishes floors finishes, painting works and electrical works) at Ksh.3m. | 10,000,000.00 |
| Thogoto Primary School | Completion of 6 doors Admin block (roofing works, fixing doors and windows, external and internal walls finishes, floors finishes and electrical works) at Ksh2m. Fixing cabro approximated area 1500sm ( excavations, backfillings, and laying cabros) at Ksh.1m | 3,000,000.00 |
| Lussigeti primary school | Purchase of 100 Students Chairs and lockers at Ksh.6,000 per set | 600,000.00 |
| Thirime primary school | Purchase of 100 Students Chairs and lockers at Ksh.6,000 per set | 600,000.00 |
| Gathiru primary school | Purchase of 100 Students Chairs and lockers at Ksh.6,000 per set | 600,000.00 |
| Nachu primary school | Purchase of 100 Students Chairs and lockers at Ksh.6,000 per set | 600,000.00 |
| Riu Nderi primary school | Purchase of 100 Students Chairs and lockers at Ksh.6,000 per set | 600,000.00 |
| Ndigiuni primary school | Purchase of 100 Students Chairs and lockers at Ksh.6,000 per set | 600,000.00 |
| Wambaa primary school | Purchase of Students 50 Chairs and lockers at Ksh.6,000 per set | 300,000.00 |
| Kanyanjara primary school | Purchase of Students 50 Chairs and lockers at Ksh.6,000 per set | 300,000.00 |
| Nduma primary school | Purchase of Students 50 Chairs and lockers at Ksh.6,000 per set | 300,000.00 |
| Njumbi primary | Purchase of Students 50 Chairs and lockers at Ksh.6,000 per set | 300,000.00 |
| **SECONDARY SCHOOLS** |  |  |
| HGM Kinoo secondary | Purchase of 100 Students Chairs and lockers at Ksh.6,000 per set | 600,000.00 |
| Nachu secondary school | Purchase of 100 Students Chairs and lockers at Ksh.6,000 per set | 600,000.00 |
| Gichuru Memorial High School | Construction of 2 storeyed classes (substructures works, frames, walling fixing doors and window, finishes and electrical works.) | 3,000,000.00 |
| HGM Kinoo Secondary School | Construction of 6 1st floor classes (substructures works, frames, walling fixing doors and window, finishes and electrical works) at Ksh9m.  Construction of Septic tank & soak pit ( substructure work, work frames manholes construction and french drains) at Ksh.1.5m. Construction of staff toilets 4 doors and urinal( substructure works, frames, walling fixing doors and windows, finishes, plumbing works and electrical works) at Ksh.1.5m. | 12,000,000.00 |
| Karai Day Secondary School | Construction of a 500 students capacity school multipurpose hall and kitchen, ( substructures work, walling, frames, roofing work, fixing doors and windows, all finishes, plumbing works and electrical works) | 6,000,000.00 |
| Kerwa Secondary School | Renovation of 7 classrooms( roofing works, external and internal walls finishes, floors finishes, doors replacement and electrical works.)at Ksh2m .Renovation of 200 students capacity school hall (roofing works, external and internal walls finishes, floors finishes, doors replacement and electrical works.) at Ksh1m. | 3,000,000.00 |
| Kikuyu Boys Secondary School | Completion of 100 capacity students Dormitory(external walls finishes, floors finishes, internal walls finishes and electrical works) | 3,000,000.00 |
| Muhu Secondary School | Completion of 4 1st floor classrooms (Frame works, roofing works, fixing doors and windows, external and internal walls finishes, floor finishes, and electrical works.) | 3,000,000.00 |
| Kikuyu Day High school | Construction of 150 students capacity Dormitory ( substructures work, walling, frames, roofing work, fixing doors and windows, all finishes, and electrical works) | 4,000,000.00 |
| Renguti High School | Construction of 2 classrooms (substructures work, walling, frames, roofing work, fixing doors and windows, all finishes, and electrical works.) | 2,000,000.00 |
| Fr Kelvin Kelly High school | Completion of 2 2rd floor classrooms(Frame works, roofing work, walling, fixing doors and windows, external and internal walls finishes, floors finishes and electrical works.) | 2,000,000.00 |
|  | **TOTAL** | **137,367,724.12** |

**MIN 4/14/10/2019 EVALUATION REPORT**

The secretary went through the evaluation report as per below:

1. Kandengwa Primary School - Westgate Agencies Kshs. 2,857,520.
2. Muhu Secondary School - Williams Kamandio Contractors Kshs. 3,302,560.
3. Kikuyu Day Secondary School - Panjemu Construction Limited Kshs. 2,311,780.
4. Mbombo - ini Police Post – Jackam Power Supplies Kshs. 1,982,235.
5. Kikuyu Boys Secondary School - Nguriunditu Movers Limited at Kshs. 973,120.
6. HGM Kinoo Secondary School - Sowamu General Supplies at Kshs. 999,820.
7. Rengutti Primary School - Curedars Enterprises – Kshs. 998,500.
8. Lusigetti Senior School - Fogs Global Limited Kshs. 997,014.
9. Nachu High School - Glotime Logistics at Kshs. 998,000
10. Riu Nderi Primary School - Instol Limited at Kshs. 2,981,600.
11. Musa Gitau Primary School - Reanna Enterprises at Kshs. 989,000.
12. Gicharani Primary School - Davsa Contractors at Kshs. 1,994,990.
13. Kikuyu Township Primary School - Davsa Contractors Limited Kshs. 3,307,870.
14. Kanyiha Primary School – Westgate Agencies - Kshs. 1,858,150.
15. Gichuru Memorial High School – Starhotech Enterprises at Ksh. 949,600.
16. Fr. Kevin Kelly High School – Classic East Africa Limited Kshs. 2,515,490
17. Wambaa Primary School – Westgate Agencies Kshs. 1,897,770.
18. Ndiguini Primary School – Glotime logistics Kshs. 1,983,967.
19. Thamanda Police Post – Soskah Building Contractors Limited at Kshs. 2,320,820.
20. Kamangu Primary School - Panjemu Construction Limited Kshs. 3,897,740.
21. Kamangu Police Post – Panjemu Construction Limited Kshs. 1,987,680.
22. Kerwa Police Post - Soskah Building Contractors Limited at Kshs.2, 470,020.
23. Supply of Computers, photocopier – the items were highly priced, need for more quotations.
24. Supply of water tanks – Melsa Enterprises Limited Kshs. 432,000
25. Fencing at Gatune Primary School – Kshs 531,550 to be scaled down.
26. Sport Items – Brand house Solutions Limited Kshs. 518,500. The quotation was scaled down

Members agreed:

1. Those who cannot do more than three projects to do so in writing.
2. Those who declined to take the projects to do so in writing.

**MIN 5/14/10/2019 SPORTS**

Change of venue from Kamangu primary School to Thirime Primary School. This is because of the playground and also the route as per the AAK members.

The members had agreed for the tenders to be floated. The members agreed to meet with AAK officials for logistics.

Registration to be done as follows:

Sigona ward – Kerwa and Nderi

Kikuyu Ward – Kikuyu NG CDF Office and Thogoto

Nachu Ward -Kamangu shopping centre and Lusigetti Shopping Centre

Karai ward – MCA office

Kinoo Ward – Kinoo Chief’s Office

Letters had been done to organizations throughout the marathon and there is good response.

Advertisement is to be done through national television, radio, social media and letters to churches.

**MIN 6/14/10/2019 ENVIRONMENT**

The tanks are yet to be delivered as they were under tendering and waiting to be awarded. The NG environment committee will deliver them to the various schools.

**MIN 7/14/10/2019 ADMINISTRATIVE ISSUES**

CONTRACT RENEWAL & SALARY REVIEW

The contracts for Harun and Miriam had come to an end and they had requested for renewal of their contracts for another term. Members agreed to renew their contract for three years.

Members also agreed to employ Susan Njeri who has been working as a casual under a one year contract. Her gross salary to be Kshs. 24,000.

Joseph Mbugua – Clerk of works contract will remain a one year contract which is renewable .

Members agreed to review the salaries of the staff due to economic constraints and good performance over the years worked with the NG- CDF Kikuyu.

Harun Kihuha From Kshs. 32,768 to Kshs.50,000

Miriam Njeri – Kshs. 32,768 to Kshs. 45,000

Jospeh Mwaura Kshs. 33,680 - Kshs. 40,000

UNPRESENTED CHEQUES

Unpresented Cheques are yet to be presented and members agreed that they should be awarded to applicants who are in dire need and had applied but not awarded. Cases were outlined by members to be awarded. As per the attached list:

ADMINISTRATIVE ASSISTANT POST

Members agreed to have interns to assist in adding value to the office work. Fund manager was tasked to go ahead and have one on a daily stipend of Kshs. 500.

**MIN 8/14/10/2019 DECLINED PROJECTS**

The fund manager reported that Mai-a-ihii Police post, Mama Ngina and Kidfarmaco Police Patrol bases had been declined. Members agreed to appeal to the National board for the projects to be considered again since the community members are still camping at our office requesting for the same. The Deputy County Commissioner confirmed the high rate of insecurity cases reported to his office on a daily basis.

The Mai-aihii residents requested the office to purchase a piece of land to construct a police post due to the increased insecurity in the area. The NG-CDF committee agreed to purchase one eighth piece of land which was the only one available at a cost of Ksh.4, 000,000. After Valuation ,the land cost was at Ksh.3,300,000 ,Ksh.200,000 for transfer of title deed and legal fee and Chain link Fencing at Ksh. 500,000 (fencing compound size 100 by 50 using concrete post , barbed wire and chain link and a gate)

**MIN 9/14/10/2019 EMERGENCY FUNDS**

Members agreed to reallocate money for the 2018/2019 from emergency fund to various projects for construction of toilets in schools since it had not been utilized and the financial year ended in June 2019. The members agreed write to the NG-CDF board for approval of the same. The projects are as per below:

HGM Kinoo Secondary School - Kshs. 1,000,000

Rengutti Primary School - Kshs. 1,000,000

Musa Gitau Primary School - Kshs. 1,000,000

Nachu Secondary School - Kshs. 1,000,000

Lusigetti Senior High School - Kshs. 1,000,000

**MIN 10/14/10/2019 A.O.B**

Quotations have been floated for CCTV surveillance and they will be evaluated and to be installed once the process is done.

Power backup generator was recommended.

Meeting ended with a word of prayer from Ruth at 12.25 pm.

**Signed,**

John Njoroge Simon Ngugi

NG CDF Acting Chairperson NG CDF Secretary