

**MINUTES OF THE NG-CDFC MEETING HELD ON 1<sup>ST</sup> OCTOBER, 2020 AT THE NG-CDF OFFICE BOARDROOM, NGONG**

**MEMBERS PRESENT**

1. Simon Gatheru - Chairman
2. Patrick Mwangi - DCC Kajiado North
3. Edwin Karani - FAM
4. Jedidah Marimbet - Secretary
5. Peter Muiruri - Member
6. Mohamed Elias - Member
7. Eunice Maina - Member
8. Julius Suyianga - Member
9. Sophia Katampoi - Member
10. Immaculate Wangari- Member

**IN ATTENDANCE**

1. Joyce Kihara- Oversight committee member
2. Caroline Mbuthia –Constituency Manager

**AGENDA**

1. Introduction
2. Reading and confirmation of previous minutes.
3. Matters arising from previous minutes.
4. Projects Proposal for F/Y 2020/2021
5. Sports Programme
6. AOB

**PRELIMINARIES**

The meeting started at 11:50 AM with a word of prayer by Eunice Maina and the chairman welcomed all the members to the meeting. He also welcomed the new DCC Kajiado North Mr Patrick Mwangi for Introduction.

After Introduction the new DCC addressed the committee members emphasising on representation and leadership in our locality.

He promised to work together with the team and give support when needed to.

**MIN 08/NG-CDFC- KJDN/ 01/10 /2020: READING AND CONFIRMATION OF PREVIOUS MINUTES**

Minutes of the previous meeting held on 10<sup>th</sup> July 2020 were read by the secretary and confirmed to be a true copy of the proceedings. The minutes were proposed by Peter Muiruri and seconded by Elias Mohamed

**MIN 09/NGCDFC- KJDN/ 01/10 /2020: MATTERS ARISING FROM PREVIOUS MINUTES**

ICT – It was noticed that there is a general observation /complaint on the ICT not working all over the country hence not meeting the intended purpose in reaching the youth.

The committee requested the Fund Account Manager to do an official letter to the CS, Ministry of Information Communication Technology indicating the challenges with the ICT hubs and a copy of the same to Telkom Kenya.

The ICT Sub –committee to do a follow up and report back any developments in the next meeting.

The committee discussed and deliberated the relocation of the Ngong ICT Hub from the ACC Ngong office to the NG-CDF office due to the surfing space. Action by FAM.

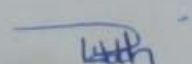
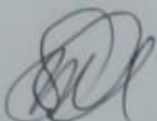
**MIN 10/NGCDFC- KJDN/ 01/10 /2020: BURSARY DISTRIBUTION OF CHEQUES**

FAM started by acknowledging the team for commendable work in;

- i) Making calls to the beneficiaries to confirm the school/ Institution account details
- ii) Writing the confirmed Bank Account Numbers to the cheques.
- iii) Sorting the cheques to the respective Banks.

He reported that 90% of the distribution was over and only 10% left due to wrong Admission Numbers /Registration Numbers.

It was noted that most of the applicants were making follow-ups to know if they have been awarded bursaries after the announcement of the reopening of the schools by the Ministry of Education, consequently the following committee was selected to be able to communicate to the beneficiaries to come and collect their receipts. A list of beneficiaries distributed to the 23 sub chief's Offices for all applicants to counter check whether they were awarded.



- i) Fund Account Manager –Mr Edwin Karani
- ii) Peter Muiruri
- iii) Jedidah Marimbet
- iv) Immaculate Wangare

### NG-CDF HALL

The committee agreed to do the social hall on Labour based and also to review the drawings to know the capacity intended to accommodate  
The following were selected to be the social hall PMC

1. Julius Suyianga
2. Jedidah Marimbet
3. Peter Muiruri
4. Eunice Maina
5. Immaculate Wangari

### NGONG LAW COURT

FAM reported to the committee about the request made by the Ngong Law Court in order to enable them vacate the NG-CDF Premises.

During a meeting with FAM, the administration for the Law courts had requested for the following

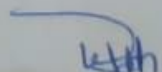
- i) Make the area habitable
- ii) Install paving slabs on footpaths and level ground with murrum and quarry chips
- iii) Install gate with watchman guard house .The gate should be accompanied by a drainage culvert.
- iv) Fence the compound due to security reasons for remandees.

After discussing the committee agreed to fund the Ngong Law court with the following:

- i) Standard gate
- ii) Chain link Fence
- iii) Path way and culvert

### OFFICE EQUIPMENT AND FURNITURES

The manager reported to the committee that the office operation are affected since most important equipment are not in good condition /status hence request the committee to facilitate the same.



The committee approved that the most urgent equipment to be bought with the emergency fund since the operation of the office is critical and requested FAM to do a letter to the board for approval of the Kshs 418,993 to facilitate the NG-CDF Furniture and equipment that are not in good condition /status Action FAM.

### **NG-CDF RENOVATION**

The committee raised the issue of delay of office renovation and FAM was asked to follow up the issue with the contractor for completion of renovation

### **LAND VALUATION**

The chairman reported to the committee that progress of request to the land valuer on the Land valuation.

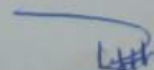
- i) Kiserian Land valuation readily available.
- ii) Kandisi Police Post and Hellena Road chief Camp valuation done awaiting valuation report from the land valuer.
- iii) Olepolos chief camp pending due to some issue to be followed.

Action: Chair

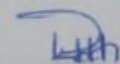
### **MIN 11/NGCDFC- KJDN/ 01/10 /2020:PROJECT PROPASAL FY 2020/2021**

The committee members unanimously discussed and agreed to concentrate on education sector while funding FY 2020/2021 project due to the covid-19 pandemic and re-opening of the schools.

The committee guided by the board circular dated 10<sup>th</sup> August 2020, discussed and approved the projects for financial year 2020/2021 to be funded as follows;



NAME OF PROJECT	ORIGINAL COST ESTIMATE	CUMULATIVE ALLOCATION		AMOUNT ALLOCATED	STATUS
<b>ADMINISTRATION AND RECURRENT COSTS</b>					
Employees' Salaries	2,500,000.00	-	Payment of staff salaries and gratuity	2,500,000.00	New
Goods and Services	2,835,332.76	-	Purchase of fuel, Vehicle repairs and maintenance, printing, stationery, telephone, Electricity, travel and subsistence, office tea.	2,785,332.76	New
NSSF	30,000.00	-	Payment of NSSF Deductions	30,000.00	New
NHIF	60,000.00	-	Payment of NHIF Deductions	60,000.00	New
Committee Allowances	2,800,000.00	-	Payment of NG-CDF Committee members sitting allowances	2,700,000.00	New
<b>TOTAL</b>				<b>8,075,332.76</b>	
<b>EMERGENCY</b>					
Emergency	7,192,206.00	-	To cater for unforeseen occurrences.	7,192,206.00	New
<b>SPORTS</b>					
Sports	2,741,777.59	-	Organizing constituency sports tournaments, where the Winning teams will be awarded Trophies, Uniforms and Balls.	2,741,777.51	New
<b>MONITORING AND EVALUATION</b>					



KAJIADO NORTH NG-CDF

National Government Constituencies Development Fund

Kajiado North Constituency

P.O Box 78-00208

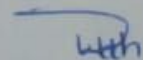
NGONG HILLS

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Goods and services	221,031.00		Purchase of fuel, repairs and maintenance, printing, stationery, Airtime and refreshments	221,031.00	New
Committee Allowances	1,991,635.00	-	Payments of Committee sitting allowances, transport, conferences costs.	1,991,635.00	New
NG-CDFC/PMC and Staff Capacity Building	1,900,000.00	-	Undertake training of the PMCs/NG-CDFCs/staffs on NG-CDF Related issues	1,800,000.00	New
			<b>TOTAL</b>	<b>4,012,666.00</b>	
<b>BURSARY</b>					
Bursary secondary school.	18,000,000.00	-	Payment of bursary for needy students.	18,000,000.00	New
Bursary Tertiary Schools	12,000,000.00	-	Payment of bursary for needy students	12,000,000.00	New
Kajiado North NG-CDF Social Security Programme	6,000,000.00	-	Payment of NHIF medical cover to 1,000 vulnerable persons in the constituency	6,000,000.00	New
			<b>TOTAL</b>	<b>36,000,000.00</b>	
<b>ENVIRONMENT</b>					
Constituency environment project	2,741,777.59	-	Tree planting kshs. 82,785.17 and landscaping Kshs.100,000.00 for the following 15 Primary schools @ Kshs182,785.17 each: I. Embulubul primary school II. Oolua Primary School III. Ngong Township Primary School	2,741,777.59	New

		IV. Nalepo Primary school V. Olkeri Primary School VI. Enomatasian Primary School VII. Upper Matasiani Primary School VIII. Kiserian Primary School IX. Nkoroi Primary School X. Merisho Primary School XI. Olekasasi Primary School XII. Nakeel Primary School XIII. Ongata Rongai Primary School XIV. Nkaimurunya Primary School XV. Kerarapon Primary School <ul style="list-style-type: none"> <li>• Landscaping activities will include; compacting with murrum, develop drainage channels, develop pathways</li> <li>• Tree planting activities will include; Purchase of seedlings, labour for tree planting and purchase of red soil and manure</li> <li>• The size of land</li> </ul>	
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			under consideration is approximately half of an acre.		
PRIMARY SCHOOL PROJECTS					
Oloolua Primary School	1,400,000.00	1,000,000.00	Refurbishment of 8 classrooms with ramps to completion ,Fixing of 16 Windows and interior and exterior painting works to completion.	400,000.00	Ongoing
Embulbul Primary School	1,200,000.00	-	Renovation of 3 classrooms, roofing, plastering, floor works, interior and exterior painting.	1,200,000.00	New
Kerarapon Primary School	2,000,000.00	-	Construction of 2 classrooms to completion	2,000,000.00	New
Nalepo Primary School	500,00.00	-	Construction of 4 Door staff pit latrine to completion	500,000.00	New
Kiserian Primary School	2,000,000.00	-	Construction of 2 classrooms to completion	2,000,000.00	New
Olkeri Primary School	1,200,000.00	-	Renovation of 5 classrooms , repainting of existing iron sheets, plastering, floor works, interior and exterior painting.	1,200,000.00	New
Nkaimurunya Primary School	2,000,000.00	-	Construction of 2 classrooms to completion	2,000,000.00	New
Ongata Rongai primary school	2,000,000.00	-	Construction of 2 classrooms to completion	2,000,000.00	New
Nakeel primary school	2,000,000.00	-	Construction of 2 classrooms to completion	2,000,000.00	New
Merisho primary school	2,000,000.00	-	Construction of 2 classrooms to completion	2,000,000.00	New

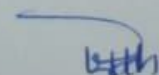






Enoomatasiani Primary school	2,000,000.00	-	Construction of Chainlink fence with precast concrete poles for a length of 450 metres and gate	2,000,000.00	New
Olekasasi Primary School	2,000,000.00	-	Construction of 2 classrooms to completion	2,000,000.00	New
Ngong Township primary	1,200,000.00	-	Renovation of 3 classrooms comprising of roofing, plastering, floor works, interior and exterior painting.	1,200,000.00	New
<b>SECONDARY SCHOOL PROJECTS</b>			<b>TOTAL</b>	<b>20,500,000.00</b>	
PCEA Ngong Hills Secondary School	5,000,000.00	2,000,000.00	Construction of 50 capacity laboratory; Plumbing works, floor works, fixing of doors and windows.	2,000,000.00	New
Enoomatasiani Mixed day Secondary school	3,600,000.00	-	Construction of 3 classrooms on top of a suspended floor slab with staircase to completion.	3,400,000.00	New
Kiserian Secondary school	3,000,000.00	-	Construction of 3 classrooms on top of a suspended floor slab to completion.	3,000,000.00	New
Nkoro Secondary school	3,000,000.00	-	Construction of 3 classrooms on top of a suspended floor slab to completion.	3,000,000.00	New
Empakase Secondary school	5,600,000.00	-	Construction of 3 classrooms with suspended slab and staircase on the Ground floor.	5,600,000.00	New
Nakeel Secondary school	4,000,000.00	3,000,000.00	Completion of 50 capacity laboratory; roofing, fume chamber, plumbing works, fixing of windows and doors.	1,000,000.00	Ongoing

			plastering, work top benches, external and internal painting.		
			<b>TOTAL</b>	<b>18,000,000.00</b>	
Ongata Rongai Police Station	1,250,000.00	-	Construction of 6 door Public Toilet with urinal to completion	1,250,000.00	New
Kahuho Chief's Office	1,800,000.00	-	Construction of Chief's office comprising of 2 offices and a waiting area to completion	1,800,000.00	New
Kiserian Chief's Office	1,800,000.00	-	Construction of Chief's office comprising of 2 offices and a waiting area to completion	1,800,000.00	New
Kandisi Police Post	12,000,000.00	10,000,000.00	Additional funds for Purchase of 1/2 acre piece of land (Awaiting land valuation and visit)	2,000,000.00	Ongoing
Entomoto Chief's Office	1,800,000.00	1,500,000.00	Completion of Chief's office comprising of 2 offices and a waiting area; painting, fixing of windows and doors and tiling	300,000.00	Ongoing
Entomoto Chief's Office	500,000.00		Construction of 4 door public toilet to completion	500,000.00	New
Entomoto Chief's Office	350,000.00	-	Purchase of office furniture comprising of boardroom table and 10 chairs @ Kshs 100,000, reception desk and 5 chairs @ Kshs 40,000, book shelf @ Kshs 10,000, 2 cabinets @ 60,000, 1 executive chair and table @ Kshs 40,000, Desktop computer and printer @ Kshs 100,000.	350,000.00	New



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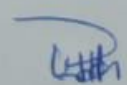
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Olkeri AP Camp houses	2,364,952.00	1,909,310.00	Completion of AP houses (Partitioning of the 4 rooms in the AP line, fixing of ceiling and bathrooms)	455,642.00	Ongoing
Gataka Police Station	8,600,000.00	1,500,000.00	Completion of police station administration block with suspended slab; installation of windows and doors, painting, construction of reception desk, partitioning of 4 offices, conference room, store, 3 cells and an armoury.	7,100,000.00	Ongoing
Oloika police station	8,600,000.00	1,500,000.00	Completion of police station administration block with suspended slab; installation of windows and doors, painting, construction of reception desk, partitioning of 4 offices, conference room, store, 3 cells and an armoury	7,100,000.00	Ongoing
Oloolua Ward police station	9,600,000.00	2,000,000.00	Completion of police station administration block with suspended slab; installation of windows and doors, painting, construction of reception desk, partitioning of 4 offices, conference room, store, 3 cells and an armoury	7,600,000.00	Ongoing
Matasia Assistant chief's office	1,850,000.00	1,500,000.00	Completion of Assistant Chief's office block with 3 offices; painting, fixing	350,000.00	Ongoing

			of windows and doors and tiling.		
			<b>TOTAL</b>	<b>30,605,642.00</b>	
Kajiado North Deputy County Commissioner Sub-County offices Public Toilet	1,250,000.00	-	Construction of 6 door Public Toilet with urinal to completion.	1,250,000.00	New
Ngong Technical Institute	6,650,000.00	5,800,000.00	Completion of 200m storm water drainage along perimeter wall.	996,407.00	Ongoing
Ngong Technical Institute	973,070.37	-	Construction of generator room; 3m long by 2m wide by 2m high.	973,070.37	New
Embulbul Chief's Office ICT Hub	1,600,000.00	-	Construction of surfing room to completion with 35 working stations.	1,600,000.00	New
Ngong ICT Hub	700,000.00	-	Partitioning of Ngong ICT hub including electrical installation, construction of 35 computer working stations and 35 chairs, lockable storage of computers and installation of electrical cables and power points.	700,000.00	New
Ongata Rongai ICT Hub.	700,000.00	-	Partitioning of Ongata Rongai ICT Hub including construction of 35 computer working stations and 35 chairs, lockable storage of	700,000.00	New

			computers and installation of electrical cables and power points.		
Kajiado North NG-CDF Social Hall	3,000,000.00	2,000,000.00	Additional funds for construction of 1,000 capacity Kajiado North Social hall <ul style="list-style-type: none"> <li>• Fixing of windows, window panes and doors.</li> <li>• Internal &amp; external finishes.</li> <li>• Painting works.</li> <li>• Tiling.</li> </ul>	1,000,000.00	Ongoing
			<b>TOTAL</b>	<b>7,219,477.37</b>	
<b>GRAND TOTAL</b>				<b>137,088,879.31</b>	

**Points of clarification:**

- The renovation costs differ in terms of number of classrooms since in one school the completion activities include re-roofing, while others include painting of existing iron sheets.
- Cumulative allocation for Kajiado North NG-CDF Social Hall includes funding for financial year 2015/16 (reallocation) and financial year 2018/19 of Kshs 500,000.00 and Kshs 1,500,000.00 respectively. The reason for delayed start of project include: **Approval of Kshs 500,000.00 and Kshs 1,500,000.00 which was done in February 26, 2020 and February 20, 2020 respectively, The advent of the corona virus pandemic and the change of holding capacity of social hall from 800 to 1000 as advised by key stakeholders therefore altering the drawings, design and bills of quantities which negatively affects project implementation.**

**MIN 11/NGCDFC- KJDN/ 01/10 /2020: SPORT PROGRAMME**

The chairman sport Mr Suyianga reported to the committee on the ongoing training of referees and coaches that was scheduled for ten days and the graduation to be held on 9<sup>th</sup> October 2020. He stated that it has been the norm for Kajiado North NG-CDF to undertake a sport /football tournament during Mashujaa day celebration, however, due to Covid-19 restrictions that was not possible this year and instead the sports sub-committee engaged in a forum for training of coaches and referees.




The budget to cater for the exercise is as attached.

**MIN 12/NGCDFC-KJDN/01/10/2020: REALLOCATION OF EMERGENCY FUNDS FOR FINANCIAL YEAR 2019/2020**

The new Deputy County Commissioner had put forth a request to have his official residence equipped with furniture since currently his residence has none. Due to this challenge he is unable to occupy his official residence which is affecting dispensation of his duties. Members deliberated over the issue and agreed that a total of Kshs 1,000,000.00 should be reallocated from emergency for financial year 2019/2020 to facilitate purchase of furniture for the DCCs residence in Ngong for Kajiado North sub-county. This will facilitate better service delivery for the new Deputy County Commissioner.

**MIN 12 /NGCDFC- KJDN/ 01/10 /2020:AOB**

There being no any other business the meeting ended with a word of prayer by Elias Mohammed at 3.00pm next meeting will be communicated to the members.

**MINUTES COMPILED BY THE SECRETARY:**

NAME: ..... JEDIDAH MARIMBEY .....  
.....

SIGNATURE: ..... [Signature] .....  
.....

DATE: ..... 2/10/2020 .....  
.....

**CONFIRMED BY THE CHAIRMAN:**

NAME: ..... SIMON SHATHERU .....  
.....

SIGNATURE: ..... [Signature] .....  
.....

DATE: ..... 2.10.2020 .....  
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