

**MINUTES OF TIGANIA EAST CONSTITUENCY NG-CDFC MEETING HELD ON THURSDAY, 17<sup>th</sup>  
FEBRUARY 2022 AT TIGANIA EAST CDF OFFICE BOARDROOM AT 10.00 AM.**

**MEMBERS PRESENT**

1. David Muriera -Male Adult Representative
2. Joel Laaria- Coopted Member
3. Stephen Kinyingi-Fund Account Manager
4. Catherine Kinya Mwenda- PLWD
5. Benedict Gatune Simion– Female Adult Representative
6. John Kinyua Mimpwi- Nominee of the Constituency Office (Male)
7. Fridah Nkatha Kaaria– Nominee of the constituency Office (Female)
8. Patrick Kimolo – Deputy County Commissioner
9. James Mwenda Kanake– Male Youth Representative
10. Faith Kathure – Female Youth Representative

**AGENDA**

1. Opening Prayers and Preliminaries
2. Reading and confirmation of the previous meeting
3. Matters arising
4. Bursary circular
5. Change Of Project Activities/Projects Re-Allocations/Projects Resubmission
6. Pending Bills
7. A.O.B

**MIN 1/17/02/2022 OPENING PRAYERS**

The meeting was opened with a word of prayer by Benedicta Gatune. Chairman thanked the members for keeping time.

**MIN 2/17/02/2022 READING AND CONFIRMATION OF THE PREVIOUS MINUTES**

The secretary read the minutes of the previous meeting and they were confirmed as of true records by Faith Kathure and seconded by Joel Laaria.

**MIN 3/17/02/2022 MATTERS ARISING**

Members discussed that there are 6 unpaid M&E'S and 3 unpaid meetings which should be sorted out soonest possible. Members also agreed that the unpaid airtime credit for Fund Accountant Manager, Chairperson and Secretary, Ksh. 5,000 monthly should be sorted out soonest possible. The members authorised spending of the funds received as per the distributions. The members agreed that the next NG-CDFC meeting will be on Wednesday 8<sup>th</sup> and Thursday 16<sup>th</sup> of December 2021 to close the year 2021. Members also agreed that there will be M&E to visit various projects for inspection. They agreed that the M&E's should be held on

24<sup>th</sup> November 30<sup>th</sup> November, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> of December 2021 so as to close the year 2021 as we break for Christmas holidays.

### **MIN 4/17/02/2022 BURSARY CIRCULAR**

The committee agreed to disburse bursary funds to needy and bright students as follows.

The committee adopted their award criteria detailed below.

1. Universities
  - a) Fully sponsored- the committee agreed to always prioritize these students and complete their fee payment on time.
  - b) Partially sponsored.
    - i. Total orphans but with able guardians – 7,000-15,000
    - ii. Single parent students- 7,000-10,000
    - iii. Both parents present but needy – 7,000-10,000
2. Tertiary Institutions/colleges and special schools
  - a) Fully Sponsored – the committee agreed to always prioritize these students and complete their fee payments on time
  - b) Partially sponsored
    - i. Total orphans but with able guardians – 5,000-7000
    - ii. Single parents students – 5,000-7,000
    - iii. Both parents but needy – 5,000-7,000
3. Day Secondary schools
  - a) Fully sponsored – the committee agreed to always prioritize these students to complete their fee payments on time
  - b) Partially sponsored
    - i. Total orphans but with able guardians – 2,500-4,000
    - ii. Single parent students – 2,500-4,000
    - iii. Both parents but needy – 2,500-4,000
4. Boarding secondary schools
  - a) Fully sponsored – the committee agreed to always prioritize these students to complete their fee payment on time
  - b) Partially sponsored
    - i. Total orphans but with able guardians – 4,000-7,000
    - ii. Single parent students – 4,000-7,000
    - iii. Both parents but needy – 4,000-7,000

Those students with high school fees balances and depending on their category would be given priority.

The committee agreed to replace bursary cheques as follows:

1. Bursary secondary schools- Kshs 3,370,000
2. Bursary tertiary institutions – Kshs 2,782,000
3. Vocational colleges kshs 195,000

**MIN 5/17/02/2022 CHANGE OF PROJECT ACTIVITIES/PROJECTS RE-ALLOCATIONS/PROJECTS RESUBMISSION**

1. Change of projects activities

The committee deliberated on projects that had balances after contracts ended and agreed to change the projects activities as follows as per the school requests

<u>PROJECT NAME</u>	<u>FINANCIAL YEAR</u>	<u>ACTIVITY</u>	<u>AMOUNT ALLOCATED</u>	<u>BALANCE TO CHANGE ACTIVITY</u>	<u>NEW ACTIVITIES</u>
Kamithega secondary school	2020/2021	Construction of one standard classroom to completion	1,000,000	90,000	Purchase of 25 lockers and 25 chairs

2. Projects re-allocation

The committee also deliberated on Mukuanii Primary School project that had been conditionally approved by the board. After a field verification visit and accompanying letters from KeRRA the NG CDFC decided to re-allocated the money conditionally approved to this Access road to Mukorone Primary school access road, the reasons were that the Road in Mukuanii primary school was a County Government Road hence the NG CDFC were not in a position to implement it. The committee agreed to re-allocate the money as per the table detailed below and as per the attached BQs.

<u>PROJECT NAME</u>	<u>FINANCIAL YEAR</u>	<u>ACTIVITY</u>	<u>AMOUNT ALLOCATED</u>	<u>AMOUNT TO BE RE-ALLOCATED</u>	<u>NEW PROJECT ACTIVITIES</u>
Mukuanii primary school	2021/2022	Grading and Gravelling of 3km school access road	2,000,000	2,000,000	Mukorone primary school- Kshs2,000,000- Grading and Gravelling of 3km school access road

3. Re-submission

The committee also agreed to resubmit Mukorone Primary School Access road project that had also been conditionally approved pending a letter from KeRRA that has hence been forwarded to the committee.

**MIN 6/17/02/2022 PENDING BILLS**

The committee agreed to pay pending bills as indicated below:

1. Silverspread petrol station Kshs 100,000
2. Insurance Kshs 376,800
3. Two NG CDFC meetings Kshs 104,000, Julius Muchui Allowances Kshs 15,000, Pauline Examiner Allowances Kshs 10,000 Total Kshs 129,000
4. Besomaga Construction Company Emergency toilets Kshs

The committee also agreed to clean the office toilet and store as they were in a bad state.

The committee also deliberated on money that had been left in the main account meant for the following schools and decided that the balances should be sent to the schools accounts;


1. Ling'uri primary School Kshs 150,000
2. Mula Primary School Kshs 150,000
3. Mukalamatu Primary School Kshs 150,000

**MIN 7/17/02/2022 AOB**


NG-CDFC commits to have a camera person to take photos at all committee meetings.

There being no any other business, Fridah Nkatha concluded the meeting with a word of prayer.

Minutes recorded by

Secretary ...James Mwenda..... Date.....17/02/2022.....sign.....

Confirmed by

Chairman...David Muriera..... Date.....17/02/2022.....sign.....



**KENYA RURAL ROADS AUTHORITY  
MERU REGION**

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Meru Town, Mwendantu Road  
P.O. Box 442 - 60200  
**MERU**

Ref: KeRRA/MRU/13/VOL.I/199

Date: 14<sup>th</sup> December, 2021

Fund Account Manager  
Tigania East Constituency  
P O Box 17 – 60605  
MUTHARA

RE: KANGETHIA-MUKORONE PRY.SC ACCESS ROAD

The above mentioned road is unclassified, hence can't be maintained by Kenya Rural Roads Authority (KeRRA)

However, some sections of the road are in a critical condition and the NGCDF Tigania East is willing to improve these sections due to the fact that, this is the only access road to the Mukorone primary school, of which the NGCDF Tigania East is undertaking some construction developments.

Attached please find the cost estimate of the access road for your necessary action.

Yours faithfully,

D.G. Muriithi  
CONSTITUENCY ROADS OFFICER  
For: REGIONAL DIRECTOR (RAODS)  
KENYA RURAL ROADS AUTHORITY

Routine Maintenance Work Program Report										
Authority:	NG-CDF									
Funding Source :	NG-CDF		2021-2022							
Road Code	Section Name	Length	Activity Code	Activity Descriptions	Unit	Planned Quantity	Planned Rate	Amount (Ksh)		
County: Meru										
Constituency: TIGANIA ESAT										
UNCLASSIFIED	MUKORONE PRY.SC ACCESS ROAD	3	01-80-005	Publicity Sign Boards	KS	2.00	50,000.00	100,000.00		
			01-80-030	Allow a prime cost for attendance to the RE,s supervisory staff including overtime	PC SUM	1.00	200,000.00	200,000.00		
			01-80-031	Include percentage of PC sum in item 01-80- 030 for contractors overhead and profit	%	200,000.00	0.20	40,000.00		
			04-50-003	Heavy Bush Clearing	M <sup>2</sup>	18,000.00	4.31	77,580.00		
			05-50-009	Cut to spoil in hard material	M <sup>3</sup>	1,450.00	1982.8	2,875,060.00		
			05-50-010	Cut to fill in soft material	M <sup>3</sup>	600.00	307.02	184,212.00		
			05-50-008	Cut to spoil in Soft	M <sup>3</sup>	400.00	346.98	138,792.00		
			10-50-002	Heavy grading with watering and compaction as instructed by the Engineer	M <sup>3</sup>	21,000.00	15.82	332,220.00		
			<b>Sub Total</b>							<b>3,947,864.00</b>
			<b>VAT @ 16%</b>							<b>631,658.24</b>
<b>Contingencies @ 0%</b>							<b>-</b>			
<b>Total:</b>							<b>4,579,522.24</b>			

*Wil*