



NG-CDF

National Government Constituencies  
Development Fund  
Githunguri constituency  
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**MINUTES OF NGCDFC COMMITTEE MEETING HELD ON THURSDAY 24<sup>TH</sup> OCTOBER 2023 AT NG-CDF  
OFFICE BOARDROOM AT 10.00 AM**

**Members present;**

- |                           |                    |
|---------------------------|--------------------|
| 1. Peter Maina Mwangi     | -NG-CDFC Chairman  |
| 2. Teresiah Muthoni       | -NG-CDFC Secretary |
| 3. Jane Wairimu Muchira   | -Fund Manager      |
| 4. Hannah Nyathira        | -Member            |
| 5. James Njoroge Kangethe | -Member            |
| 6. Tabitha Wanjiku        | -Member            |
| 7. Stephen Kamau Kimani   | -Member            |
| 8. James Ringera          | -Acc               |

**Agenda**

1. Preliminaries
2. Reading and confirmation of minutes from previous meeting and matters arising
3. Request for change of activity – motor vehicle
4. Youth empowerment programs
5. Projects update
6. Ngcdfc membership
7. PMC Training
8. AOB

**MIN: 1/24/10/2023: PRELIMINARIES**

The NG-CDFC Chairman called the meeting to order at 10.00am and opening prayers were said by Mr. James Njoroge Kang'ethe.

**MIN: 2/24/10/2023: READING AND CONFIRMATION OF THE PREVIOUS MINUTES**

The minutes of the last NG~CDFC meeting were read by the NG-CDFC secretary and were confirmed as true deliberations on the material day proposed by Stephen Kamau and seconded by Mrs. Hannah Nyathira. There were no matters arising.

**MIN: 3/24/10/2023: REQUEST FOR CHANGE OF ACTIVITY - MOTORVEHICLE:**

The Funds Accounts Manager (FAM) informed the committee that the contract between National Government Ministry of Public works and Toyota Kenya was not yet signed and that Toyota Kenya would not provide the approved Contract price. However, the Government had signed a contract with Isuzu East Africa. The Contract that allowed the Government entities to purchase Double cab Pickups at a cost of Ksh. 6,989,000.00 (Six Million nine hundred and eighty-nine thousand) without other additional accessories. The committee therefore indicate that the motor vehicle was an urgent requirement and since they couldn't speculate when the contract for Toyota Kenya would be signed, the agreed to the purchase the ISUZU DMAX TFS 86 double cabin Pickup 4x4, 2500cc, common rail diesel Manual Transmission.

The committee therefore requested that the FAM Proceed and inform the NGCDF Board of the changes in interest since the approved vehicle was Toyota Land cruiser HZJ79R-TJMRS 4X4 converted to 9-seater station wagon.

The committee therefore requested the manager to liaise with the Isuzu Kenya or the dealers to purchase the vehicle.

**MIN: 4/24/10/2023: YOUTH EMPOWERMENT**

**Dairy Training Institute**


The committee also noted the importance of the program and the big part it will play in youth empowerment and eradication of drugs and substance abuse in the area. According to the NGCDFC Workplan, the committee had requested that the youths be trained on Dairy farming and other skills relating to Animal Husbandry. The Committee had tasked the manager to liaise with the Dairy Training Institute (DTI) and get a customized cost for the beneficiaries being trained within Githunguri. The FAM informed the committee that the cost per student as per the manual provided by the DTI, was Kshs. 35,000 per student per course. The Institute had offered a customized price of Ksh.11,000.00(Eleven Thousand only) per course per person. The DTI had also indicated that a class should hold a maximum of 50 students. The committee proposed that the funds available could train at least 100 students as per the FAMs Proposal to the DTI. The committee proposed that the Program will be a package of two different courses as follows:

SN	COURSE TITLE	NO OF STUDENTS	COST PER STUDENT	PROPOSED DATES
1	Dairy Cow Management	50	KSH. 11,000.00	13 <sup>th</sup> November 2023 to 24 <sup>th</sup> November 2023
2	Feed Formulation	50	KSH. 11,000.00	27 <sup>th</sup> November 2023 to 8 <sup>th</sup> December 2023

The course would therefore cost KSH. 1,100,0000. And the committee therefore requested the NGCDF Staff to commence registration of the students and approved for the payment of the above amount to Dairy Training Institute once the quorum has been met. The committee also tasked the chairman to look for an ideal venue within Githunguri for the training.

**Githunguri Vocational College**

The chairperson informed the committee that the office had received a request for financial assistance to fast track the operation of the college. The letter indicated that regardless of the institution being commissioned and already having admitted 67 students, the students were unable do have their studies due to lack of equipment and infrastructure to facilitate proper learning. Similarly, the students are also not able to raise school fees even after having had applied for Bursary from NGCDF. The Committee indicate that the applications from Githunguri Vocational Training Institute had initially been rejected since the committee wasn't aware that the institution was operational. The committee was informed that 50 students had applied for funding through NGCDF. The Fund Manager tabled the list of the applicants to the committee. The committee was informed that





as per the principal and the fee structure from the ministry, the students (Artisan, Certificate and Diploma) are required to pay between Kshs. 67,189.00 per year. After a lengthy discussion, The committee therefore resolved that since the 44 students had been vetted, the students to benefit with a bursary of KSH. 15,000.00 each to kick off the operations of the school. That translated to KSH 750,000. To be paid immediately to the school.

**MIN: 5/24/10/2023: PROJECTS UPDATE**

The FAM gave an update on the progress of the 11 projects that were currently ongoing.

PROJECT NAME	DESCRIPTION	PROJECT IMPLEMENTATION STATUS
IKINU PRIMARY SCHOOL	Proposed construction of central kitchen for school feeding programme	50 % (foundation works, walling beams and lintel complete) 1 <sup>st</sup> Certificate raised
IKINU POLICE STATION	Proposed construction of Ikinu police station	50 % (foundation works, walling beams and lintel complete)
GATHUGU PRIMARY SCHOOL	Proposed renovation of 4no. Class rooms at Gathugu primary sch.	85 % - The contractor was at final touches on the terrazzo finishing
KIAWAIRIA PRIMARY SCHOOL	Proposed construction a partition wall and a chain link perimeter boundary in Kiawairia primary school	95% - Contractor was clearing the site
KARUTHI POLICE POST	Proposed construction of Karuthi police post, ablution block and perimeter wall	70 % Complete (substructure, walling, windows, doors, roofing, brandering, external wall finish and internal wall plaster complete) 1 <sup>st</sup> Certificate raised
KIAMBURURU POLICE POST	Proposed construction of Kiambururu police post	70 % Complete (substructure, walling, windows, doors, roofing, brandering, external wall finish and internal wall plaster complete) 1 <sup>st</sup> Certificate raised
KANJAI SECONDARY SCHOOL	Proposed construction of 4no. Standard classrooms at Kanjai secondary school phase one	50 % 1 <sup>st</sup> Certificate raised (foundation, walling, suspended slab complete)
GTHUNGURI TOWNSHIP PRIARY SCHOOL	Proposed construction to completion of a single laboratory, installation of gas system and water system And supply and delivery of laboratory equipment's	50 % 1 <sup>st</sup> Certificate raised (foundation, walling, suspended slab complete)
MATUGUTA PRIMARY SCHOOL	Proposed construction to completion of a single laboratory, installation of gas system and water system and supply and delivery of laboratory equipment's	50 % (foundation, walling, lintel and beams, complete) 1 <sup>st</sup> Certificate raised
NGEWA PRIMARY SCHOOL	Proposed construction to completion of a single laboratory, installation of gas system and water system and supply and delivery of laboratory equipment's	60 % 1 <sup>st</sup> Certificate raised (substructure, walling, beam, lintel and roofing complete)
ENVIRONMENT – WATER TANKS	Proposed construction of two tank base and supply of 10,000l water tank in 10 different primary sch.	60% - the bases had been constructed awaiting the installation of tanks in 8 Schools

**MIN: 6/24/10/2023: NGCDFC MEMBERSHIP**

The FAM presented a letter from the board approving the recruitment process for the two vacant positions in the committee: That is Male Youth and representative of Persons Living with Disabilities. The FAM informed the committee that the process had already commenced and the selection panel was already formed as per the regulation.

The FAM also informed the committee that Teresiah Muthoni had requested to be relived off her duties as the secretary to the committee citing personal commitments that are making it difficult for her to handle the role. Teresiah also assured the committee that she will be available for all the meetings. The committee therefore agreed to nominate a new secretary. Mr. Kamau Proposed Ms. Tabitha Wanjiku Mburu, which was seconded by Mr. James Kangethe and Ms. Hannah Nyathira. Having no objections, the committee decided that going forward Ms. Tabitha Wanjiku Mburu will be the new secretary to the committee.

**MIN: 7/24/10/2023: PMC TRAINING**

The FAM informed the committee of the plan to do PMC training for all the projects PMCs. The training would take 2 days between 25<sup>th</sup> and 26<sup>th</sup> October 2023. The FAM informed the committee that she would invite different representatives from the board to train on different topics. The chairman insisted on the importance of all the members of the committee attending the training. The committee agreed to hold the training in DCC's Boardroom.

**MIN: 8/24/10/2023:: ADJOURNMENT**

There being no other business the meeting ended with a word of prayer said by Mr. Stephen Kamau at 2.55pm.

*Minutes compiled by:*

*Minutes confirmed by*



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**Tabitha Mburu**  
NG-CDFC Secretary

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**Peter Maina**  
NG-CDFC Chairman