



**MINUTES OF THE NG-CDFC MEETING HELD ON 27<sup>TH</sup> APRIL, 2022 AT THE NG-CDF OFFICE BOARDROOM, NGONG**

**MEMBERS PRESENT**

1. Simon Gatheru - Chairman
2. Patrick Mwangi - DCC
3. Edwin Karani - FAM
4. Jedidah Marimbet - Secretary
5. Peter Muiruri - Member
6. Mohamed Elias - Member
7. Eunice Maina - Member
8. Julius Suyianga - Member

**IN ATTENDANCE**

1. Joyce Kihara- Oversight committee member

**AGENDA**

1. Introduction
2. Reading and Confirmation of Previous Minutes.
3. Matters Arising from Previous Minutes.
4. Pending Projects Clarification
5. Allocation of AIE No. B164473 Ksh 19,000,000.00 For Fy 2021/2022.
6. Bursary Status Report
7. Social Security Programme (NHIF)
8. Staff Medical Cover
9. Project Status Report
10. AOB

**PRELIMINARIES**

The meeting started at 12:00AM with a word of prayer by Mohamed Elias and the chairman welcomed all the members to the meeting.

**MIN108/NG-CDFC-KJDN/27/4/2022: READING AND CONFIRMATION OF PREVIOUS MINUTES**

Minutes of the previous meeting held on 25<sup>th</sup> March 2022 were read by the secretary and

confirmed to be a true record of the proceedings. The minutes were proposed by Julius Suyianga and seconded by Elias Mohamed

**MIN109/NGCDFC-KJDN/27/4/2022: MATTERS ARISING FROM PREVIOUS MINUTES.**

• **Motor Bike Riders Bursaries**

The office had received quotations for BodaBoda riders from different driving schools as follows;

1. AA Kenya	Training fee	3,000
	PDL	650
	TBD	1,050
	IDL	750
	TOTAL:	5,450

2. Style Up Driving School	Training fee	5,000
	PDL	650
	TBD	1,050
	TOTAL:	6,700

3. Rocky Driving School	Training fee	12,000
	PDL,TBD	5,000
	TOTAL:	17,000

The committee decided to proceed with the AA Kenya Quotation since it was the lowest bidder. The Fund Account Manager was asked to prepare cheques to that effect.

• **Branding of NG-CDF project**

It was agreed that the selected team to design the signage and identify the site to place the signage within the five wards across the constituency

The team was also mandated to follow up the issue of signage with the county government to know whether they charge and at what cost




The FAM was requested to give the committee his budget in order to work with it while designing the signage

- **NG -CDFC Workshop in Mombasa**

Attach report for the training

The committee attended a South Rift regional training in Mombasa, the training covered a valuable range of topics such as communication, project management, team work and leadership financial management e.t.c.

**MIN110/NGCDFC-KJDN/27/4/2022: CLARIFICATION ON PENDING PROJECTS**

**1. KAJIADO NORTH NG-CDF SOCIAL HALL**

DATE	APPROVED ACTIVITY	PROJECT NUMBER	AMOUNT
26/2/2020 REF:-NGCDF Board/Kajiado North/Vol 2/48	Construction of a Hall for NGCDF activities like Committee/PMC Training and hosting of stakeholder meetings	4-034-183-3110202-108-2015/2016-001	500,000.00
20/2/2020 REF:-NG-CDF Board/Kajiado North/Vol 2/49	Construction of NG-CDF Social Hall	4-034-183-2630205-104-2018/2019-003	1,500,000.00
Financial Year 2020/2021 codelist	Additional funds for construction of a 1000 capacity Kajiado North Social Hall(Fixing of windows, window panes and doors, Internal and external finishes, Painting works and Tiling)	4-034-183-2640511-108-2020/2021-001	1,000,000.00
		<b>TOTAL</b>	<b>3,000,000.00</b>




➤ **Design**

The initial design of social hall was rectangular with an area of 162m<sup>2</sup>. It was estimated to host 200 People. The works would cost an estimated Kshs 2 Million.

➤ **Terrain**

The terrain in the NG-CDF compound is sloppy. A re-design was therefore recommended by the Directorate of public works and adopted by the NG-CDF committee. As a result the current social hall design had the following;

- i) A lower small hall measuring 16m by 12m (192 m<sup>2</sup>) with 200 People capacity.
- ii) A larger Upper Hall measuring 23m by 16m (368 m<sup>2</sup>) with 1000 People capacity.
- iii) Two small offices (one to be converted into the NG-CDF kitchen and another a store)

The total cost of the hall ultimately rose to Kshs 12,520,000.00

Therefore kindly consider approval of the requested reallocation of Kshs 1.0 million from emergency fund F/Y 2019/2020 previously forwarded.

Also further please consider approval of Kshs 8,520,000.00 in the project proposal for F/Y 2021/2022.

This will enable us to complete the project.

## 2 EMBULBUL PRIMARY SCHOOL

The school was allocated Kshs 1,500,000 in the financial year 2019/2020 for renovation of 5 classrooms. However during implementation stage it was noted that, according to bill of quantities (BQ) estimates provided by Directorate of Public Works the funding provided could only accommodate renovation of 4 classrooms at most.

During implementation of the project, the Directorate of Public Works noted a variation of approximately Kshs 250,000 which was occasioned by the following:-

- i. Concrete works at the ring beam
- ii. Reinforcements of the ring beam

- iii. Demolition of 8 No. windows
- iv. Expansion and enlargement of ditto windows to size 1.5m by 1.2m
- v. Fixing of window panes and painting
- vi. Installations of ramps along the walk way

The Kajiado North NG-CDF committee resolved to provide another funding for variable items in the project proposal for F/Y 2021/2022 to facilitate completion of project.

This is therefore serves as a humble request to the NG-CDF Board to consider amendment of project proposal for F/Y 2019/2020 for Embulbul primary school to indicate renovation of 4 No. classrooms and to grant authority to incur expenditure for the variation of Kshs 250,000 for the financial year 2021/2022.

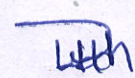
**MIN111/NGCDFC-KJDN/27/4/2022 ALLOCATION OF AIE NO. B164473 Kshs 19,000,000.00 FOR FY 2021/2022.**

The committee discussed and agreed to allocate the fund as follow.

<b>PROJECT STATUTORIES</b>	<b>NAME</b>	<b>ACTIVITIES</b>	<b>AMOUNT IN KSHs.</b>
<b>ADMINISTRATION AND RECURRENT EXPENDITURE</b>			
Committee allowance		Payment of NG-CDF committee member sitting allowance	700,000.00
Good and services		Purchase of fuel vehicle repair maintenance, printing, stationery telephone, Electricity, Travel and subsistence, office tea	757,450.47
Employees' salaries		Payment of start salaries	600,000.00
Gratuity		Payment to service granting for five employees	400,000.00
Emergency		To cater for unseen occurrences in the constituency within the financial year	4, 290,207.00
<b><u>MONITORING/EVALUATION</u></b>		Payment of NG-CDF committee	200,000.00




Committee Expenses	members sitting allowances	
Good and services	Purchase of fuel, repairs and maintenance printing, stationery airtime and refreshment	110,564.95
SOCIAL Security Programme (NHIF)	Payment of NHIF medical cover to vulnerable person in the constituency	3,000,000.00
<b><u>EDUCATION PROJECT</u></b>		
Enoomatasiani Girls Secondary School	Construction of 3 classroom with a suspended concrete slab and terrazzo floor finish with pad foundation	2,600,000.00
<b><u>SECURITY PROJECT</u></b>		
<u>Kiserian police station</u>	Construction of proposed police station with a suspended floor slab construction of 5office, boardroomstore, 3 cells, armony and toilets (one for person with disability)	3,200,000.00
Sport	Organizing constituency sport tournament where the winning teams will be awarded trophies, uniform and ball	1,941,777.58
Ngong Township Assistant Chief Office	Construction of chief's office consisting of 3 office i.e. chief office, boardroom and Reception	600,000.00
Ngong Chief 's office	Construction of chief 's office consisting of 3 office i.e.chief office, boardroom and reception to completion	600,000.00
<b>TOTAL</b>		<b><u>19,000,000.00</u></b>

**MIN112/NGCDFC-KJDN/27/4/2022 BURSARY STATUS REPORT**

**Tertiary institutions**

The bursary chairman Mr Muiruri reported to the committee that the verification, sorting rationalization of the tertiary bursary list was done and the final list for cheque writing was ready. It was agreed that the cheque be written as per the two division i.e. Ongata Rongai and Ngong Division as follow: -

The committee approved writing tertiary bursary cheque amounting to ksh 14,000,000.00. and a time line of one week was given i.e. from 5<sup>th</sup> to 13<sup>th</sup> of May 2022.

The FAM was urged to ensure the process is expedited.

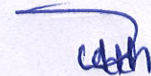
**Secondary School institution**

The committee had allocated Kshs 21,000,000 for the financial year 2021/2022. After discussion the committee agreed that Bursary for the continuing partial scholarship student be given priority thus the list for the beneficiaries be forwarded to the District Account Office for cheque writing as follows: -

Further deliberation was made that the Application of Secondary bursary be advertised as from date 5<sup>th</sup> of May 2022. The bursary committees were tasked to fast track the process and ensure the advertisement is done effectively.

**The following work plan was adopted for the secondary schools bursary process time line**

NO.	ACTIVITY	DATE	IN	MAY	2022		RESPONSIBILITY
	APPLICATION	5-23	23-25	30-6	6-13	20-24	APPLICANTS
1	Vetting and returns			×			NG-CDF and Sub-location committee
2	Compiling and sorting of list and verification			×			Bursary committee
3	Cutting according to %			×			Bursary committee



**KAJIADO NORTH NG-CDF**

**National Government Constituencies Development Fund**

**Kajiado North Constituency**

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4	Compilation in 1 sheet			×		Bursary committee
5	Sort per institution			×		Annette
6	Confirm correctness of names of institution, registration number			×		Bursary committee
7	Check for double allocation			×		Bursary committee
8	Compile final list and schedule for voucher preparation			×		Moses
9	Voucher preparation			×		Moses
10	Authorization for cheque writing			×		DA
11	Cheque writing				×	DA
12	Cheque signing				×	DA, Chair, Fam
13	Preparation of forwarding letter			×		Bursary committee
14	Inserting cheque numbers into forwarding letters				×	Bursary committee
15	Communication to bursary beneficiaries			×		Annette
16	Booking of venue for bursary			×		FAM



	disbursement and other logistic						
17	Issuing of cheque					×	NG-CDF/AREA MP

**MIN113/NGCDFC-KJDN2022 SOCIAL SECURITY PROGRAMME (NHIF)**

The social security Programme committee chair reported to the committee that the Applicant list was forwarded to both the NHIF Office and social service for verification awaiting feedback.

**MIN114/NGCDFC-KJDN/27/4/2022 STAFF MEDICAL COVER**

It was agreed that the sub-committee responsible for staff medical cover should finalize this process of searching for a suitable service provider.

**MIN115/NGCDFC-KJDN/27/4/2022 PROJECT STATUS REPORT**

The committee went through the project status summary sheet to familiarize with the progress of the funded project

It was noted that most of the project had not started and still at the procurement stage the chairman was requested to follow up the issue and ensure the procurement process is fast tracked.

**MIN116/NGCDFC-KJDN/27/4/2022 REQUEST FROM THE CONSTITUENTS.**

The FAM notified the committee that the office had received several emergency requests as follows.

i. **PCEA Upper Matasia Secondary School.**

The institution had requested contraction of 6 door boy's toilet with a urinal since the existing toilet had already collapsed due to heavy rain.

The committee approved the requested to be done by emergency fund amounting Kshs 1,250,000 for 6 doors toilet with urinal.

ii. **Ongata Rongai Police**

The Station had requested construction of a 45,000 Litres septic tank.




The committee approved Kshs 1,000,000 for construction of the septic tank since the existing septic tank drainage was already blocked and the station was at a risk due to lack of a septic tank.

iii. **Ngong Technical Vocational Training Institute. (NTTI)**

The institutions was allocated 900 students for enrollment in the year 2021 and have 5 door toilets that are in pathetic condition. Due to high population in the institution requested construction of 6 door washroom and urinal with water closets connecting to the existing septic tank.

The committee approved Ksh 1,250,000 for construction of 6 door washroom and urinal with water closets connecting to the existing septic tank.

iv. **Embulbul primary school –Request for teachers toilet.**

The committee agreed to consider them upon availability of funds.

v. **Enoomatasiani mixed day -request for boys toilet .**

The committee agreed upon the request on availability

**MIN117/NGCDFC-KJDN/27/4/2022 AOB**

There being no other business, the Meeting was adjourned.

**MINUTES COMPILED BY THE SECRETARY:**

NAME:

JEDIDAH NARIMBET

SIGNATURE:

LATH

DATE:

4<sup>th</sup> 105/2022.



KAJIADO NORTH NG-CDF

National Government Constituencies Development Fund

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CONFIRMED BY THE CHAIRMAN:

NAME:

SIMON GATHERU

SIGNATURE:

DATE:

4. 5. 2022.