**MINUTES OF KIGUMO NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND MEETING HELD ON 28/07/2020 AT THE NG-CDF OFFICE BOARDROOM**

**PRESENT**

1. Mr. Benson Njoroge Njogu - Chairman
2. Mr. Jamleck Gicharu Njoroge - Secretary
3. M/s. Esther Njeri Methu - Member
4. Mr. Festus Mburu Nyanjui - Member
5. M/s. Emmah Wanjiku Wamaitha - Member
6. M/s. Jane Njeri - Member
7. Mr. Hiram Mwangi - Member
8. Mr. Chacha Robi, DCC - Member
9. Mr. Kennedy Kamau - FAM

**IN ATTENDANCE**

1. M/s. Grace Wanjiku - Outgoing Member (Youth Rep.)
2. Mr. Isaac Chege - CoC

**ABSENT WITH APOLOGY**

1. Mr. Joram Kiiru Mwangi - Member

**AGENDA**

1. Preliminaries/ Introduction of new members
2. NG-CDFC gazettment
3. 2019/2020 Financial Year Projects Funding
4. Monitoring and Evaluation
5. Re-allocations
6. Bursary
7. Office re-current expenditure
8. AOB

**MIN 01/28/07/2020: PRELIMINARIES/** **INTRODUCTION OF NEW MEMBERS**

The chairman opened the meeting by requesting Esther Methu to lead opening prayers at 2.18 pm. He emphasized that measures issued by MoH to prevent spread of COVID-19 must strictly be adhered to during the meeting especially sanitizing, maintaining social distance as per the arrangement of the seats and wearing the mask properly at all times. He continued by informing the members that we have been joined by a new Fund Account Manager following transfer of the former Fund Account Manager to another constituency, a new member to fill the position of female youth following retirement of the former member because of age and a co-opted member.

At this point the chairman informed the members that M/s Emmah Wanjiku Wamaitha has taken the position of female youth representative, Mr. Kennedy Kamau is the new Fund Account Manager and Mr. Hiram Mwangi has taken the position of co-opted member.

The chairman continued by requesting members to introduce themselves. Members introduced themselves and the chairman welcomed the new members and the new Fund Account Manager to the committee. He also requested the members to give the new Fund Account Manager full support as he performs his duties.

**MIN 02/28/07/2020: NG-CDFC GAZETTMENT**

The chairman informed the members that members as earlier indicated have been re-appointed as per the Kenya Gazette notice dated 29th May 2020 which clearly shows the members of the new committee.

The chairman on behalf of the members thanked the selection panel and the patron for renewing their term and sent the Constituency Manager to the patron to thank her for having confidence in the committee.

At this point, the out-going Youth Representative handed over to the incoming Youth Representative and thanked the Patron for giving her an opportunity to serve in the committee.

**MIN 03/28/07/2020: 2019/2020 FINANCIAL YEAR PROJECTS FUNDING**

The Fund Manager reported to members that out of the total 2019/2020 financial year allocation of Kshs. 137,367,724.12 to the constituency, projects totaling to Kshs. 25,600,000.00 had been conditionally approved by the Board pending submission of additional details as below:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **PROJECT NAME** | **ACTIVITY** | **AMOUNT (KSHS)** | **REQUIREMENT** |
|  | **EDUCATION PROJECTS** |  |  |  |
| 1 | Kigumo KMTC | construction of 1 storey administration block with 15 offices, 4 ablution blocks and a septic tank 800 capacity to completion | 20,000,000 | Drawings, BQ, land documents/PDP |
|  | **SECURITY PROJECTS** |  |  |  |
| 1 | Gacharage Chiefs Hall | Construction of 100 capacity hall to completion |  1,120,000  | NG-CDFC Minutes giving further details regarding nature of the projects  |
| 2 | Githima Chiefs Hall | Construction of 100 capacity hall to completion |  1,120,000  |
| 3 | Kangari Chiefs Hall | Construction of 100 capacity hall to completion |  1,120,000  |
| 4 | Mugumo-ini Chiefs Hall | Construction of 100 capacity hall to completion |  1,120,000  |
| 5 | Muthithi Chiefs Hall | Construction of 100 capacity hall to completion |  1,120,000  |

* On KMTC, members tasked the officials to follow up with Public Works for the drawings and BoQ as well as the County Government and the Lands office for land documents and the Physical Development Plan.
* On security projects, members reiterated that the hall projects, one in each of the five wards in the constituency which are to be constructed at chiefs compound were a priority for the constituency since they are to double up as ICT hubs which would contribute to access of e-government services at ward levels as well as creating job opportunities for the youth. Members directed the Manager to forward the minutes to the Board so that the projects can be approved.
* On the Kshs. 12,000,000 disbursed to the Constituency by the Board, members prioritized funding for the following projects:-

|  |  |  |  |
| --- | --- | --- | --- |
|  | **PROJECT NAME** | **APPROVED ACTIVITY** | **AMOUNT****(KSHS)** |
| 1 | ACK Kahumbu Primary School | Renovation of 6 classrooms by plaster, floor, glazing, painting to completion | 1,000,000 |
| 2 | Gathima-Ini Primary School | Renovation of 6 classrooms by plaster, floor, glazing, painting to completion | 1,000,000 |
| 3 | Gatitu DEB Primary School | Classroom construction | 1,000,000 |
| 4 | Gikigie Primary School | Ablution block construction (six door) | 600,000 |
| 5 | Kiamaingi Primary School | Classroom construction | 1,000,000 |
| 6 | Kanderendu Primary School | Renovation of 6 classrooms by plaster, floor, glazing, painting to completion | 1,200,000 |
| 7 | Kamukabi Primary School | Renovation of 6 classrooms by plaster, floor, glazing, painting to completion | 1,000,000 |
| 8 | Njora Secondary School | Administration block construction (six offices) | 1,500,000 |
| 9 | Muthithi Police Post | Offices block construction (eight offices) | 2,000,000 |
| 10 | Githima Police Post | Offices block construction (eight offices) | 2,000,000 |

* Other projects prioritized for funding out of the approved projects for 2019/2020 f/y were as below:-

|  |  |  |  |
| --- | --- | --- | --- |
|  | **PROJECT NAME** | **APPROVED ACTIVITY** | **AMOUNT****(KSHS)** |
| 1 | Kirere Primary School | Renovation of 10 classrooms by plaster, floor, glazing, painting ksh 3,100,000 and construction of 2 storey classrooms ksh 2,400,000 to completion | 5,500,000 |
| 2 | Mumbu Secondary School | Purchase of 51 seater School bus | 7,000,000 |

**MIN 04/28/07/2020: MONITORING AND EVALUATION**

After deliberations, members resolved to undertake a monitoring and evaluation exercise covering each of the five wards in a day to also take through the new members on orientation to Kigumo NG-CDF projects and approved the budget for the exercise as below:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PARTICULARS** | **NO. OF PERSONS** | **NO. OF DAYS** | **RATE** | **TOTAL** |
| Chairman | 1 | 5 | 7,000.00 | 35,000.00 |
| Members | 7 | 5 | 5,000.00 | 175,000.00 |
| Vehicle hire | 1 | 5 | 5,000.00 | 25,000.00 |
| **TOTAL** | **235,000.00** |

**MIN 05/28/07/2020: RE-ALLOCATIONS**

After deliberations, members approved re-allocation of funds as below:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROJECT NAME** | **F/Y** | **AMOUNT (KSHS)** | **APPROVED ACTIVITY** | **RE-ALLOCATED TO:-** |
| Constituency Revision Books | 2019/20 | 7,300,000 | Purchase of KCPE topmark revision books question and answers for 62 public primary schools for the following subjects Kiswahili,english,science and maths, each subject 585 Copies and KCSE topmark revision books question and answers for 37 public secondary schools for the following subjects Maths,Engl ish, Chemistry, Biology,Geography and English each subject 1260 copies. | **Re-allocated to:-**1. Makomboki Secondary School (Kshs. 7,000,000)

**Activity:** Purchase of 51 seater school bus1. Kigumo Police Station (Kshs. 300,000)

**Activity**: Storeyed administration block construction - ground floor (1 No., 6 offices/ board room/ kitchen/ toilets) to top up re-allocation from emergency**Reason for re-allocation:** Issuance of revision books by Ministry |
| Emergency | 2019/20 | 7,198,241.38 | To cater for any unforeseen occurrences in the constituency during the financial year | **Re-allocated to:-**Various projects as below**Reason for re-allocation:** Un-utilized emergency funds after closure of the financial year |

**PROJECTS TO BE FUNDED WITH UN-UTILIZED 2019/2020 EMERGENCY FUNDS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **PROJECT NAME** | **ACTIVITY** | **AMOUNT (KSHS)** |
| 1 | Kigumo Police Station | Storeyed administration block construction - ground floor (1 No., 6 offices/ board room/ kitchen/ toilets) to first floor slab level  | 3,298,241.38 |
| 2 | Kamung’ang’a Pri School | Construction of ablution block (1 No., 6 doors/ cubicles) to completion | 600,000.00 |
| 3 | Kiahiti Primary School | Renovation of ten classrooms by re-roofing, plastering, flooring, glazing, painting to completion | 1,500,000.00 |
| 4 | Gatimu Primary School | Construction of ablution block (1 No., 6 doors/ cubicles) to completion | 600,000.00 |
| 5 | Kirere Primary School | Construction of ablution block (1 No., 6 doors/ cubicles) to completion | 600,000.00 |
| 6 | Githima Secondary School | Construction of ablution block (1 No., 6 doors/ cubicles) to completion | 600,000.00 |

**MIN 06/28/07/2020: BURSARY**

* On secondary schools bursary, members noted that the schools calendar had been disrupted by the COVID-19 pandemic at a time when bursary cheques had already been processed and were likely to get stale. After deliberations, members resolved that should the cheques get stale before schools re-open, the cheques should be cancelled and reversed in the cash/ vote books awaiting re-issuance when schools open.
* On Tertiary Institutions bursary, members noted that some students were attending classes online and were expected to pay their fees. After deliberations, members approved release of the cheques already processed. In addition, members approved award of Kshs. 513,000 bursary to 46 needy students pursuing various courses in various Tertiary Institutions who had applied and had been vetted by the Bursary Sub Committee. See list attached (ANNEX 1).
* On Tertiary Institutions bursary for Boda boda drivers training as approved in the code list, members approved award of Kshs. 4,996,600 to 602 students who had applied and had been vetted by the Bursary Sub Committee. See list attached (ANNEX 2).
* On Tertiary Institutions bursary for technical and short courses as approved in the code list, members approved award of Kshs. 3,000,000 to students who had applied and had been vetted by the Bursary Sub Committee. See list attached (ANNEX 3).

**MIN 07/28/07/2020: OFFICE RE-CURRENT EXPENDITURE**

After deliberations, members authorized the Fund Account Manager to apply for standing imprest of Kshs. 100,000 so as to cater for recurrent office expenses like stationery, airtime, local transport and travel, hospitality supplies and services, utilities supplies and services and other related office running overheads and expenditures over the 2020/2021 financial year.

**MIN 08/07/2020: AOB**

The Chairman informed the members that one of the employee had forwarded an application to take annual leave namely Susan Mbau to start from 1st August 2020.

Members discussed the issue and greed that the staff takes leave as applied.

Having no any other business to transact, the Chairman requested Festus Nyanjui to close the meeting with prayers. The meeting adjourned at 4.12 P.M.

Minutes Written By;

**Sign**

**NG-CDFC Secretary**

Minutes Confirmed By;

**Sign**

**NG-CDFC Chairman**