**NG-CDF MASINGA COMMITTEE MEETING HELD ON 9TH SEP 2021 AT THE BOARDROOM**

**MEMBERS PRESENT**

1. Stephen Ndeto Chairman

2. Ruth Munguti Secretary

3. Albanus Musyoki Member

4. David Kikungu Member

5. Richard Mukumu Member

6. Winfred Wanzila Member

7. Patricia Peter Member

8. John Ayenda DCC

9. Elizabeth Muthue Member

10. John Ngatia Fund Account Manager

**AGENDA**

1. Prayer

2. Reading and confirmation of the previous minutes

3. Matters arising

4. Project Proposal 2021/2022

5. Presentation of financial statement Seminar

6. Bursary Arrears

**MIN1/9/09/21 PRAYER**

The meeting was called to order at 11.33am, opening prayer was led by Winfred Wanzila.

**MIN2/9/09/21READING AND CONFIRMATION OF THE PREVIOUS MINUTES**

The previous minutes were read by the secretary and were confirmed to be true by Elizabeth Muthue and Patricia Mbenya

 **MIN3/9/09/2021 MATTERS ARISING**

On the issue of social security, it was agreed that each sub-location would give 20 beneficiaries. The fund manager would inquire about the registration process, members would get those beneficiaries as they wait for further clarification.

On staff issues the gardener, Beth’s salary was increased to Ksh 20,000 gross pay. This was unanimously agreed by all members owing to the high cost of living.

We have agreed the cheques for university to be delivered through postal, who will be presenting to the universities and college and bring receipts together with acknowledgement receipts. The NG-CDF office will engage them.

**MIN: 4/9/09/21 PROJECT PROPOSAL**

Members came up with the projects for financial year 2021-2022, this was after the members discussed the projects presented during the public participation. Proposal projects are as follows;

| **PROJECT NAME** | **ORIGINAL COST** | **CUMULATIVE ALLOCATION** | **PROJECT ACTIVITY** | **AMOUNT ALLOCATED THIS FY** |  **STATUS** |
| --- | --- | --- | --- | --- | --- |
| **ADMINISTRATION AND RECURRENT EXPENDITURE AP1** |   |   |   |   |
| Employees’ Salaries | 2,000,000.00 | 0.00 | Payment of salaries for 7 staff | 2,000,000.00 | New |
| Gratuity | 700,000.00 | 0.00 | Payment of gratuity for 7 staff | 700,000.00 | New |
| Goods and services  | 2,484,564.35 | 0.00 | Purchase of office stationeries, fuel ,vehicle repairs ,telephone expenses, staff tea ,electricity and water bills and payment of other utilities  | 2,484,564.35 | New |
| NHIF | 100,000.00 | 0.00 | Remittances of NHIF Deductions for 7 staff  | 100,000.00 | New |
| NSSF | 180,000.00 | 0.00 |  Remittances of NSSF Deductions for 7 staff  | 180,000.00 | New |
| Committee Expenses | 1,248,000.00 | 0.00 | Payment of NG- NG-CDFC sitting allowances, transport and conferences.  | 1,248,000.00 | New |
| **MONTORING & EVALUATION** |   |   |   |  |   |
| Goods and services | 500,000.00 | 0.00 | Purchase of fuel, repair and maintenance, purchase of office stationaries | 500,000.00 | New |
| Committee Expenses | 2,000,000.00 | 0.00 |  Payment of committee expenses while undertaking monitoring activities. | 2,000,000.00 | New |
| NG-CDFC and PMC Capacity building | 800,000.00 | 0.00 |  Undertake training of the PMCs and NG-CDFCs and other NG-CDFC related issues. | 800,000.00 | New |
| **EMERGENCIES** |   |   |   |   |   |
| Emergency | 7,192,207.00 | 0.00 | To cater for any unforeseen occurrences in the Constituency during the financial year | 7,192,207.00 | New |
| **BURSARY** |   |   |   |   |   |
| Bursary to Tertiary Institution | 20,981,107.65 | 0.00 | Payment of bursary to the needy students in tertiary institutions | 20,981,107.65 | New |
| NHIF Social Security Programme | 4,212,000.00 | 0.00 | Towards provision of medical insurance cover for vulnerable families including Orphans and Vulnerable Children (OVCs), poor older persons, Persons with Disabilities (PWDs) and destitute families in partnership with NHIF as shall be identified within the Constituency for 702 beneficiaries each at Kshs.6000 | 4,212 000.00 | new |
| Bursary to Secondary Schools | 22,788,000.00 | 0.00 | Payment of bursary to the needy students in secondary schools | 22,788,000.00 | New |
| **PRIMARY SCHOOLS PROJECTS** |   |   |   |  |   |
| Kiambani primary school | 450,000.00 | 0.0 | Re-roofing of 2 classrooms to completion including timbers | 450,000.00 | New |
| Musingini Primary School | 630,000.00 | 0.00 | Renovation of 8 classrooms to completion including plastering and painting  | 630,000.00 | New |
| Twamakaa Primary School | 700,000.00 | 0.00 | Re-roofing of 4 classrooms to completion | 700,000.00 | New |
| Ngomola Primary School | 700,000.00 | 0.00 | Re-roofing of 4 classrooms to completion | 700,000.00 | New |
| Kakuku Primary School | 700,000.00 | 0.00 | Re-roofing of 4 classrooms to completion | 700,000.00 | New |
| Masaku Primary School | 700,000.00 | 0.00 | Re-roofing of 4 classrooms to completion | 700,000.00 | New |
| Kamangulu primary school | 2,500,000.00 | 0.00 | Drilling of borehole phase one to completion  | 1,400,000.00 | New |
| Mananja Primary School | 700,000.00 | 0.00 | Re-roofing of 4 classrooms to completion | 700,000.00 | New |
| Tana Primary School | 700,000.00 | 0.00 | Re-roofing of 4 classrooms to completion | 700,000.00 | New |
| Kwamboo Primary School | 700,000.00 | 0.00 | Re-roofing of 4 classrooms to completion | 700,000.00 | New |
| Mavia Maiu Primary School | 700,000.00 | 0.00 | Re-roofing of 4 classrooms to completion | 700,000.00 | New |
| Mukusu Primary School | 700,000.00 | 0.00 | Re-roofing of 4 classrooms to completion | 700,000.00 | New |
| Manguli Primary School | 700,000.00 | 0.00 | Re-roofing of 4 classrooms to completion | 700,000.00 | New |
| Kiatineni Primary School | 700,000.00 | 0.00 | Re-roofing of 4 classrooms to completion | 700,000.00 | New |
| Mbusyani Primary School | 700,000.00 | 0.00 | Re-roofing of 4 classrooms to completion | 700,000.00 | New |
| Ndithini Primary School | 700,000.00 | 0.00 | Re-roofing of 4 classrooms to completion | 700,000.00 | New |
| Katulye Primary School | 700,000.00 | 0.00 | Re-roofing of 4 classrooms to completion | 700,000.00 | New |
| Musumaa Primary School | 700,000.00 | 0.00 | Re-roofing of 4 classrooms to completion | 700,000.00 | New |
| Kivuthi Primary School | 495,000.00 | 0.00 | Completion of one classroom started by the parents; roofing, flooring, plastering, fixing windows and doors to completion (the project was done by the parents up to lintel level) | 495,000.00 | New |
| Kwasuvi Primary School | 2,500,000.00 | 0.00 | Construction of 2 roomed administration block with a staffroom to completion. | 2,500,000.00 | New |
| Mutyamwaki Primary School  | 1,560,000.00 | 1,200,000.00 | Renovation of 8 classrooms to completion. (Completion of Re-roofing works) | 360,000.00 | On-going |
| Ndovoini Primary School | 700,000.00 | 0.00 | Re-roofing of 4 classrooms to completion | 700,000.00 | New |
| Wamboo Primary School | 700,000.00 | 0.00 | Re-roofing of 4 classrooms to completion | 700,000.00 | New |
| Mikameni Primary School | 700,000.00 | 0.00 | Re-roofing of 4 classrooms to completion | 700,000.00 | New |
| Misewani Primary School | 350,000.00 | 0.00 | Re-roofing of 2 classrooms to completion | 350,000.00 | New |
| Tumutumu Primary School | 1,050,000.00 | 0.00 | Re-roofing of 6 classrooms to completion | 1,050,000.00 | New |
| DM Primary School | 1,050,000.00 | 0.00 | Construction of one classroom to completion @Kshs.1,000,000 and equipping with 20, 2 seater desks @Kshs.50,000 | 1,050,000.00 | New |
| Milaani Primary School | 700,000.00 | 0.00 | Re-roofing of 4 classrooms to completion | 700,000.00 | New |
| Nzii Primary School | 700,000.00 | 0.00 | Re-roofing of 4 classrooms to completion | 700,000.00 | New |
| Kamaimba Primary School | 700,000.00 | 0.00 | Re-roofing of 4 classrooms to completion | 700,000.00 | New |
| Makila Primary School | 700,000.00 | 0.00 | Re-roofing of 4 classrooms to completion | 700,000.00 | New |
| Ulutia Primary School | 700,000.00 | 0.00 | Re-roofing of 4 classrooms to completion | 700,000.00 | New |
| Mukameni Primary School | 350,000.00 | 0.00 | Re-roofing of 2 classrooms to completion  | 350,000.00 | New |
| Ndelekeni Primary School | 700,000.00 | 0.00 | Re-roofing of 4 classrooms to completion | 700,000.00 | New |
| Kithoni Primary School | 1,000,000.00 | 0.00 | Re-roofing of 4 classrooms to inclusive of timbers to completion. | 1,000,000.00 | New |
| Nunguni Primary School | 2,225,000.00 | 1,525,000.00 | Additional funds for completion of 4 classroom started by the school; plastering, fixing windows and doors, walling and painting | 700,000.00 |  On-going  |
| **SECONDARY SCHOOLS PROJECT** |   |   |   |   |   |
| Musumaa Secondary School | 4,200,000.00 | 2,200,000 | Completion of administration block comprising of 6 roomed offices and 1 staffroom including plastering, tilling and painting, ceiling and fixing interior doors, facia board and gutters to completion | 2,000,000.00 | Ongoing |
| Murifarm Secondary School | 7,721,000.00 | 0.00 | Purchase of a 51 seater HINO School Bus. It is purchased on a one-off basis andamount allocated is exclusive of insurance premiums or any other recurrent cost excess | 7,721,000.00 | New |
| Iiani Secondary School | 7,721,000.00 | 0.00 | Purchase of a 51-seater HINO School Bus. It is purchased on a one-off basis andamount allocated is exclusive of insurance premiums or any other recurrent cost excess | 7,721,000.00 | New |
| Masinga Boys High School | 2,500,000.00 | 0.00 | Renovation of the administration block comprising of 9 roomed offices and 1 staffroom by replacing roofs and timbers, putting ceiling and painting | 2,500,000.00 | New |
| Masinga Boys High School | 1,050,000.00 | 0.00 | Construction of one classroom to completion @Kshs.1,000,000 and equipping with 10 lockers and chairs @Kshs.50,000 | 1,050,000.00 | New |
| Lelanthi Secondary School | 4,500,000.00 | 0.00 | Construction of a 80 capacity dormitory to lintel level | 2,500,000.00 | New |
| Mathauta Secondary School | 3,150,000.00 | 0.00 | Construction of three classrooms to completion @Kshs.3,235,000 and equipping with 30 lockers and chairs @Kshs.150,000 ***The area has a black cotton soil.*** | 3,385,000.00 | New |
| St. John's Iiani Secondary School | 2,100,000.00 | 0.00 | Construction of two classrooms to completion @Kshs.2,000,000 and equipping with 20 lockers and chairs @Kshs.100,000 | 2,100,000.00 | New |
| Kasuvilo Secondary School | 380,000.00 | 0.00 | Re-roofing of the laboratory with a capacity of 45 to completion  | 380,000.00 | New |
| Musingini Secondary School | 4,250,000.00 | 0.00 | Construction of a 80 capacity dormitory up to lintel level Phase 1 | 2,500,000.00 | New |
| Kyeeteni Secondary School | 5,850,000.00 | 3,000,000.00 | Completion of a 80 capacity girls dormitory by fixing doors, windows, plastering, flooring and tilling and painting | 2,850,000.00 | On going |
| Wamboo Secondary School | 5,850,000.00 | 3,000,000.00 | Completion of a 80 capacity girl’s dormitory by fixing doors, windows, plastering, flooring and tilling and painting.  | 2,800,000.00 | 0n going |
| **SECURITY PROJECT** |   |   |   |   |   |
| Kivaa Chiefs Office | 325,000.00 | 0.00 | Construction of 2 door toilets to completion with one catering for Persons With Disability | 325,000.00 | New |
| Ekalakala Assistant County Commissioner’s Office | 150,000.00 | 0.00 | Purchase of office furniture, 3 office tables with 2 chairs each, 4 tables with four chairs 4 each | 150,000.00 |  New |
| Kikumini Police station | 9,380,000.00 | 4,500,000.00 | Completion of a police station with 8 rooms –Exhibit room, search room, records room, radio room, reports room, waiting area, office 1 and office, construction of staff toilets (2 door toilet for men and two door toilet for women), 2 door toilet for men and two door toilet for women in the cells, one armory, 3 cells-(female, male, children) and external works for the toilets (septic tank, soakpit and drainage system) and reinforcement of concrete slab in the cells, armory and toilets for inmates; fixing doors, windows, plastering, flooring and tilling, painting and ceiling | 4,898,000.00 | On going |
| Kanyonga Electrical Matching | 4,000,000.00 |   | Putting up electrical matching payable to REREC for electrical supplySubmit letter from REREC | 4,000,000.00 | New |
| **Sport** | 1,200,000.00 | 0.00 | To carry out a constituency sports tournament where the winning teams will be awarded with balls, uniforms and trophies where facilitation of the tournament @ Kshs.600,000 and purchase of balls, uniforms, trophies and equipment @ Kshs.600,000.00 | 1,200,000.00 | New |
| **Environment** | 900,000.00 | 0.00 | Purchase of 6 (10,000 Litres) water tanks each at Kshs.90,000, construction of tank base at Kshs.30,000 for each tank and putting gutters at Kshs.30,000 for 5 primary school as follows, Musingini primary school 1 tank, Kwamboo primary school 1 tank, Mukusu primary school 1 tank, Kakuku primary school 1 tank, Kasuvilo primary school 2 tanks.  | 900,000.00  | New |
| Total |   |   |   | **137,088,879.00** |   |

**MIN5/9/09/21 PRESENTATION OF FINANCIAL STATEMENT SEMINAR**

The FAM, the Sub county Accountant and the NGCDFC Chair will attend the seminar at Machakos .It will be from 13th September to 17th September

**MIN6/9/09/21 BURSARY ARREARS**

There was verification of bursary issuance for three days. This took place from 1stSeptember 2021 to 3rd September 2021.Members claimed to be paid. It was unanimously agreed that the three days would be paid under the M and E Vote. It was noted that the DA was involved in two days and Ruth Nzomo was involved in 5 days in verification of the bursaries. It was agreed that the DA to be paid 10,000 as allowance and also the NG-CDF Staff be paid Kshs 3,000 per day amounting to Ksh 15,000.

**MIN7/9/09/21 AOB**

There being no other business, the meeting ended with prayer at 14445 hrs led by Elizabeth Muthue.

Minutes taken by Ruth Munguti

Secretary

Confirmed by Stephen Ndeto

Chairman