**MATHIOYA NG CDF**

**MINUTES OF NG-CDF COMMITTEE MEETING HELD ON 2ND FEBRUARY 2018 AT THE CDF OFFICE**

**MEMBERS PRESENT**

1. Peter Itegi Chair person
2. Lucy Njoroge Secretary
3. Serah Muhia Member
4. Reuben Maina Member
5. Nicholus Kanyingi Member
6. Harryson Waimonde Member
7. Mary Muchiri Member
8. Yvonne Njoki Member
9. Charles Laboso DCC
10. Mary Kyengo FAM

**IN ATTENDANCE**

1. Eliud Karobia Oversight
2. Erastus Kamau Oversight
3. Washigton Mwangi Oversight
4. Joseph Kagunu DA
5. Joseph Mutero Oversight

**AGENDA**

1. Preliminaries
2. Proposal for FY 2017/18
3. Reallocations
4. Staff matters
5. M/E Report
6. Office budgets
7. Work plan
8. Bursary
9. AOB

**Min. 1 of 02/02/2018 Preliminaries**

The meeting started at 10.00 a.m. with a word of prayer led by Lucy Njoroge. The chairman welcomed all members to the meeting. He thanked them for keeping time.

**Min. 2 of 02/02/2018 Proposal FY 2017/18**

Members agreed on the following project proposal for FY 2017/18

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| --- | --- | --- | --- | --- |
| No. | **Project Name**  | **Project activity**  | **Amount Allocated** | **Current Status**  |
| 1 | Employees Salaries | Payment of staff salaries and gratuity  | 1,849,000.00 | On-going |
| 2 | Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea | 1,688,620.00 | On-going |
| 3 | NSSF | Payment of NSSF Deductions | 21,000.00 | On-going |
| 4 | NHIF | Payment of NHIF Deductions | 50,000.00 | On-going |
| 5 | Committee Expenses | Payment of Committee sitting allowances, transport, conferences | 1,600,000.00 | On-going |
| 6 | Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence | 1,024,310.00 | On-going |
| 7 | Committee Expenses | Payment of Committee sitting allowances, transport, conferences | 780,000.00 | On-going |
| 8 | CDFC/PMC Capacity Building | Undertake Training of the PMCs/NGCDFCs on NGCDF Related issues | 800,000.00 | On-going |
| 9 | Emergency | To cater for any unforeseen occurrences in the constituency during the financial year  | 4,568,965.52 | On-going |
| 10 | Sports | Carry out constituency sports tournament and the winning teams/schools to be awarded with trophies, balls, game kits etc. | 1,736,206.00 | On-going |
| 11 | Environment | Construction of gabions in Gitugi ksh. 336,206; Planting trees in Kamacharia, Gitugi, Njumbi and Kiru primary and secondary schools river banks' @ ksh. 112,500; Conduct Environmental awareness/advocacy in Gitugi, Kamacharia, Kiru and Njumbi @ ksh.125,000 | 1,736,206.00 | On-going |
| 12 | Bursary Secondary Schools | Payment of bursary to needy students in sec. sch. ksh.9,956,037.30; educational programs: (students mentorship, educationday/retreat, sensitization workshops) ksh. 3,789,000;  | 13,745,037.30 | On-going |
| 13 | Bursary Tertiary Schools | Payment of bursary to needy students in colleges ksh. 3,000,000; universities ksh. 3,211,000; Bodaboda training program ksh.2,500,000 | 8,711,000.00 | On-going |
| 14 | Chui Primary School | Renovation of 5 classes (plaster, floor, roof repair, wiring, windows, doors to completion) ksh.1,000,000; completion of foot bridge connecting to the school (gurdrails, reinforcement, concreting to completion) ksh.500,000 | 1,500,000.00 | ongoing |
| 15 | Gachiriro Primary School | Completion of 2 classes (plastering, flooring, windows to completion) ksh. 500,000; Completion of foot bridge connecting to the school (guardrails, reinforcement, concreting) ksh. 400,000 | 900,000 | ongoing |
| 16 | Kaganjo Primary School | Perimeter Fencing to completion (280M- perimeter) | 1,500,000 | ongoing |
| 17 | Kambara Primary School | Renovation of 3 classes (plaster/floor/painting/ windows/doors to completion)  | 700,000 | ongoing |
| 18 | Kangogo Primary School | Completion of 2 classes (plastering, flooring, windows to completion) | 500,000 | ongoing |
| 19 | Kangongi Primary School | Construction of a block of hall/admin. Office/class to completion | 3,000,000 | ongoing |
| 20 | Kihari Primary School | Purchase and installation of 2 -10,000 litre tanks ksh. 300,000; rain water goods@200,000; completion of foot bridge connecting to the school (guardrails, concreting, reinforcement) ksh.400,000 | 900,000 | New |
| 21 | Kirimahiga Primary School | completion of 2 storeyed building housing admin block & classes to completion (slab of first floor, walling plastering, roofing, painting to completion).  | 3,500,000 | ongoing |
| 22 | Kiuu Primary School | Construction of administration block & 1 class to completion | 2,500,000 | New |
| 23 | Mioro Primary School | Construction of a block of 6 cubicle toilet to completion | 500,000 | New |
| 24 | Umbui Primary School | Construction of Retaininig wall to completion | 900,000 | New |
| 25 | Wambwe Primary School | Construction of boys/girls toilets (6 cubicle each) blocks @ ksh. 450,000 & 4 cubicle teachers toilet @ 300,000 to completion | 1,200,000 | New |
| 26 | Iruri Secondary School | completion of hall (construction of support beam, plastering, flooring, doors windows, painting to completion). | 3,000,000 | ongoing |
| 27 | Kamacharia Secondary School | completion of 3 staff houses (plastering, flooring, doors, ceiling, painting to completion) | 750,000 | ongoing |
| 28 | Kambara Secondary School | completion of hall (walling, roofing, plastering, painting, doors,windows to completion) | 4,000,000 | ongoing |
| 29 | Kiamuturi Sec. School | Construction of Dining hall to completion | 2,000,000 | New |
| 30 | Kiria-ini Mixed Secondary School | Roofing hall to completion  | 1,000,000 | ongoing |
| 31 | Kiriko Secondary School | completion of laboratory (flooring, plastering, painting,shelves, doors,windows, wiring to completion) | 1,200,000 | ongoing |
| 32 | Mathioya Day Secondary School | completion of Dinning Hall/Kithen (flooring, plastering, doors, window panes, painting to completion | 2,000,000 | ongoing |
| 33 | Mihuti Secondary School | completion of 2 classes (plastering, flooring, painting to completion) | 350,000 | ongoing |
| 34 | Mioro Secondary School | completion of hall (walling, plastering, roofing, doors, windows to completion) | 4,500,000 | ongoing |
| 35 | Runyeki Secondary School | Construction of a dining hall/ kitchen to completion | 3,000,000 | ongoing |
| 36 | Wahundura mixed Sec. school | Completion of laboratory (Gas chambers, water works & soak pit to completion | 600,000 | ongoing |
| 37 | Yakarengo Sec. school | Construction of 1 NO storeyed classroom to completion. | 1,500,000 | ongoing |
| 38 | Mathioya technical and vocational college |  Perimeter fence (1,000M length) ksh. 1,000,000 and gate/gate house ksh. 500,000 to completion. | 1,500,000 | New |
| 39 | Gitugi Divisional Ofiice | Water harvesting (installation of 10,000 litre tank & gutters) ksh.350,000; toilet construction ksh. 500,000; Completion of foot bridge connecting to the divisional offices (reinforcement, quard rails, concreting) ksh. 300,000 | 1,150,000 | New |
| 40 | Kamacharia Divisional Office | purchase and installation of 10,000 litre water tank, gutters to completion | 350,000 | New |
| 41 | Kiru Divisional office | purchase and installation of 10,000 litre water tank, gutters ksh.350,000; toilet construction to completion ksh. 500,000 | 850,000 | New |
| 42 | Njumbi Divisional Office | purchase and installation of 10,000 liter tank, gutters to completion | 350,000 |   |
| 43 | Mathioya Strategic plan | Preparation of 5 year strategic plan | 2,500,000 | New |
| 44 | Office generator | Purchase & installation of office generator (Promax 7500EA) | 300,000 | New |
|   |   |   | **86,810,344.82** |   |

Members agreed that this proposal be submitted to the board for approval.

Members also agreed to allocate ksh. 100,000 to Mathioya procurement office from emergency to complete toilets. This should be done immediately as a matter of urgency.

**Min. 3 0f 02/02/2018 Reallocations**

Members approve the following reallocations:

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| **FROM** | **TO** | **REASON** |
| Karugiro primary school ksh. 500,000 for Construction of Library to roof level FY 2016/17 | Karugiro primary school ksh. 500,000 for construction of 6 cubicle toilet ksh.400,000; completion of existing 4 cubicle toilet(plastering, flooring, painting to completion) ksh. 100,000 | The school does not have space to construct a library for the community as this was meant to be a community library |
| Thuita primary school ksh. 200,000 FY 2015/16 for Completion of the latrine: Slab, walling, roofing and paintingand ksh. 300,000 FY 2016/17 for Wall Brushing, wiring Painting 3 Classes To Completion | Thuita primary school ksh. 500,000 for construction of 4 cubicle teachers toilet ksh. 300,000; completion of existing 4 cubicle toilet (plastering, flooring, painting to completion) ksh. 100,000; spot patch reroofing of 6 classes ksh. 100,000 | The intended toilet was completed by the parents due to delay of CDF funding. The school is in dire need of more toilets for teachers. |
| Kiru primary school ksh. 1,600,000 FY 2016/17 for Convertion Of Classes To Dormitory Ksh. 500,000, Construction Of Kitchen to completion Ksh.450,000, Installation Of Electricity Ksh. 150,000 And Construction Of Bathrooms to completion Ksh. 500,000 | Kiru primary school ksh. 1,600,000. Construction of boys/girls toilets (6 cubicle each) blocks @ ksh. 450,000 & purchase & installation of 4- 10,000 litre water tanks and rain water goods ksh. 700,000 | The school is not ready to convert to a boarding hence no need of boarding facilities |
| Gitugi primary school ksh. 1,600,000 FY 2016/17 for Convertion Of Classes To Dormitory Ksh. 500,000, Construction Of Kitchen to completion Ksh.450,000, Installation Of Electricity Ksh. 150,000 And Construction Of Bathrooms to completion Ksh. 500,000 | Gitugi primary school ksh. 1,600,000 for Construction of boys/girls toilets (6 cubicle each) blocks @ ksh. 400,000; Purchase & installation of 3- 10,000 litre tanks and rain water goods ksh. 500,000; wiring 17 classes ksh.300,000 | The school is not ready to convert to a boarding hence no need of boarding facilities |
| Muthangari primary school ksh. 1,600,000 FY 2016/17 for Convertion Of Classes To Dormitory Ksh. 500,000, Construction Of Kitchen to completion Ksh.450,000, Installation Of Electricity Ksh. 150,000 And Construction Of Bathrooms to completion Ksh. 500,000 | Muthangari primary school ksh. 1,600,000. Construction of school ksh. Kitchen ksh. 450,000; flooring/plastering/window panes/doors of 6 classes ksh. 1,050,000; rain water goods ksh.100,000; | The school is not ready to convert to a boarding hence no need of boarding facilities |
| Kiuu Primary school ksh. Land Purchase 1 Acre Ksh. 700,000; Construction Of 2 Classes To Rental Ksh. 800,000 | Kiuu primary school ksh. 1,500,000 for construction of administration block and 1 class to completion | The intended land is no longer available for purchase due to delay of CDF funding. The school does not have adequate land hence the need to expand vertically. |
| Iruri primary school ksh. 1,600,000 FY 2016/17 for Convertion Of Classes To Dormitory Ksh. 500,000, Construction Of Kitchen to completion Ksh.450,000, Installation Of Electricity Ksh. 150,000 And Construction Of Bathrooms to completion Ksh. 500,000 | Iruri primary school ksh. 1,600,000. Construction of 6 cubicle ablution block for boys/girls @ 600,000; wiring ksh.50,000; conversion of classes to dormitory (demolision of walls/fixing doors) ksh. 350,000 | Intended activities already done by parents hence the need to change activity. |

Members agreed that the fund manager submit these requests to the board for approval.

**Min. 4 of 02/02/2018 Staff matters**

Members were informed that the executive committee had concluded the recruitment of the clerk of works, project liason assistant and the office receptionist. This advertisement was run for 14 days after which shortlisting was done. 17 applications were received for the office receptionist, 8 for the project liason assistant and 9 for the clerk of works. Out of these, 3 were shortlisted for office receptionist, 4 for project liason assistant and 4 for the clerk of works interviews. Each candidate was awarded marks based on the interview form for ranking candidates. The interviewers rated the candidates independently. Candidates who emerged with the highest marks were selected for the various positions.

Members therefore approved the appointment of Mercy Nyambura kihia, Lawrence peter Gatuambui and Nimrod Gichuki Wangari for the positions of office receptionist, Project liason assistant and clerk of works respectively. They shall be on probation for three months. Members also agreed that in case any of the selected persons do not accept the offer, then the second best person in the various categories shall be given the position.

The staff for the office shall be as follows:

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| --- | --- | --- |
| **NAME** | **POSITION** | **GROSS SALARY( ksh.)** |
| Steven Kireru Wanjiku | Accounts assistant | 35,000 |
| Nimrod Gichuki Wangari | Clerk of works | 30,000 |
| Johnson Mureithi Maina | Driver | 22,000 |
| Lawrence Peter Gatuambui | Project liason Assistant | 18,000 |
| Mercy Nyambura Kihia | Office Receptionist | 15,000 |
|  |  | **120,000** |

Members agreed that the above five staff members be on a three year contract with effect from 5th February, 2018. These contracts shall however be renewable subject to performance.

**Min. 5 of 02/02/2018 M/E Report**

Members went through the monitoring and evaluation report. The report is as attached.

Members agreed that iruri primary school continues with the construction of the boarding facility as the school was ready and prepared to start the boarding facility.

For Muthangari, Gitugi, and Kiru primary schools which had earlier been given money for boarding facilities, members agreed to the change of activity as per the schools’ request. This is because these schools were not ready to convert their schools to boarding.

Members agreed to allocate additional funds to complete the foot bridges in kihitini muringa, matuto iyego, hawachari and kihari gatiku areas. These is to ensure safety of the foot bridges as they are mainly used by school pupils and students.

Members also agreed for change of activity in Thuita and Karugiro primary school as they highly needed toilets. For Kiuu and Kangongi primary school members agreed to their proposal to construct administration block and hall and also agreed to allocate more funding to ensure their completion.

Members agreed to revisit the issue of Runyeki secondary school in a bid to scale down the cost to ensure that the project started is manageable through CDF funding. The CDFC shall hold a baraza in this school to discuss further concerning this project.

For Iruri secondary school, members agreed that the clerk of works and a works officer visit this project to assess the cost of the supporting beam and advice the committee accordingly and also assess the cost of completing the project.

Members agreed to continue with Kamune social hall until its completion. The clerk of works and the works officer would prepare the necessary documents for the next phase of its implementation.

**Min. 7 of 02/02/2018 Office budgets**

Members went through the administration an M/E & capacity building budgets and approved them. The budgets are as attached. Members agreed that these budgets shall guide them in planning. Members allowed for Slight changes that may occur during their actual implementation.

**Min. 8 of 02/02/2018 Work plan**

Members went through the work plan as prepared by the executive committee as approved it. The work plan is as attached. Members however agreed that the timelines for various activities may change as need arises. Members also agreed that the chairperson shall appear in one of the local radio stations in the month of March, 2018 to explain to the community the various projects NG CDFC wishes to undertake.

**Min. 9 of 02/02/2018 Bursary**

Members were informed that 24 of the 25 sub locations had already brought the bursary lists, forms and the minutes of their deliberations. Members agreed that the bursary committee shall meet soon to continue in processing these forms.

**AOB**

* Members suggested that schools be branded in one colour especially the roof and be indicated that such projects have been funded by NG CDF.

Having no other business the meeting ended at 1.30 a.m.

**NAME SIGNATURE DATE**  ………………… ……………... …………….....

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