**MBEERE SOUTH MINUTES OF THE 5th NG-CDFC MEETING HELD AT NG-CDFC OFFICE ON 15TH AND 16TH JANUARY 2018 AT 11.00 AM**

**MEMBERS PRESENT: -**

1. Prof. Godfrey Nguru NG-CDFC Chairman
2. Bancy Nyaga NG-CDFC Member
3. Faith Kithaka NG-CDFC Member
4. Dominic Munyi NG-CDFC Member
5. Beth Mirugi NG-CDFC Member
6. Benjamin Murinda NG-CDFC Member
7. Beverly Opwora NG-CDFC Member
8. Richard Maingi NG-CDFC FAM
9. Henry Murage NG-CDFC Secretary

**AGENDA:**

1. Prayers
2. Reading and confirmation of the notice of the meeting
3. Apologies
4. Conflict of interest
5. Financial position of the fund
6. Reading of the relevant circulars
7. Letter from the CEO of CDF
8. Allocation of resources circular
9. Budget preparation
10. AOB

**MIN. 29/NG-CDFC/MBEERE SOUTH/2017/2018 - PRAYERS**

The chairman called the meeting to order at 11.00 AM. The opening prayers were done by Faith Kithaka

**MIN. 30/NG-CDFC/MBEERE SOUTH/2017/2018 -PRELIMINARIES**

The chairman welcomed all the members of the committee members and tabled the agenda for the meeting. The chairman informed the members on a request that had been made by the constituency manager to be attending the NG-CDFC meeting as an invitee. The members discussed the request and agreed to defer the same for further consultations.

It was not possible to finalize the order of the day on the 15th January, 2018. The meeting adjourned at 6PM and members agreed to convene the following day, 16th January, 2018 to finalize the above agendas.

**MIN. 31/NG-CDFC/MBEERE SOUTH/2017/2018 -READING AND CONFIRMATION OF THE NOTICE OF THE MEETING**

The chairman requested the Secretary to read the notice of the meeting for confirmation and adoption. The notice was subsequently read out to the members and confirmed as the true notice of the meeting. The members adopted all the agenda for discussion.

**MIN. 32/NG-CDFC/MBEERE SOUTH/2017/2018 - CONFLICT OF INTEREST**

The meeting discussed what constitutes conflict of interest and agreed that good corporate governance entails that members declare conflict of interest in regard to the item that is tabled for discussion.

**Resolution**

1. Members resolved that they shall be declaring conflict of interest in as far as matters laid out for discussion is concerned**.**
2. Members will sign conflict of interest forms where the said interest is declared. Such a matter that is declared will be discussed in the absence of a member who has declared conflict of interest.

**MIN. 33/NG-CDFC/MBEERE SOUTH 2017/2018 – FINANCIAL POSITION OF THE FUND**

The Fund account Manager reported that the local running expenses had been exhausted. The vote head for goods and services had as well been exhausted. In this regard it was noted that the members will not be paid their allowances until the funds are received from the treasury.

**Resolution:**

1. Members agreed to wait until funds are received so that they can be paid their allowances
2. Members will continue to hold meetings as and when necessary despite this cash flow problem
3. The Fund Account Manager to make record of the meetings that the allowances have not been paid.
4. The Fund Manager to prepare a comprehensive financial position showing the fund balance and make up of such fund balances including inter budget borrowing that will require any refunds once funds are available.

**MIN. 34 NG-CDFC/MBEERE SOUTH 2017/2018 - READING OF THE RELEVANT CIRCULARS**

The Fund Account manager took the members through the relevant circulars that were deemed necessary to help in the budget preparation. There circulars were identified as

1. Letter from the CEO of CDF: Detailed the actual allocation for the year 2017/2018 financial year
2. Allocation of resources circular: Proposals and submission of Constituency Project proposals for the year 2017/2018 Financial year

The members noted that the allocation had been reduced from a figure of 101,416,090 to 86,810,344.82. It was further noted that there are specific budget lines that are statutory and adherence to the same was paramount.

**Resolution**

1. The members will adhere to the specific clauses of the circular to ensure compliance with the legal provisions
2. There will be need to scale down the projects in view of the reduced allocations
3. Further enquiries be made in relation to the requirements of the renovation hub however provisions for the same will be made for budget purposes.

**MIN. 35 NG-CDFC/MBEERE SOUTH 2017/2018 – BUDGET THE YEAR 2017/2018**

The committee was informed of the need to prepare a comprehensive and accurate budget. It was further noted that the budget was overdue and there was need to submit the said proposals in good time. The committee agreed on the following principles that would guide the budgeting process.

**Resolution**

1. The need to enhance equity in all the five wards of the constituency. To enhance equity the members resolved that the funds will be distributed in line with the population of each ward. To this end the members approved the following ratios to be applied after allocation of the statutory requirements and the bursary kitty.

* Mavuria Ward 22.5%
* Mbeti Ward 22.5%
* Mwea Ward 22.5%
* Makima Ward 16.25%
* Kiambere Ward 16.25%

1. Ongoing projects will be considered for further funding after a comprehensive project audit. This will help to know why the project had not been completed.
2. Only projects mentioned during public participation will be considered for funding.
3. There will be no duplication of projects and Priority will be given to institutions not previously funded under NG-CDF
4. Projects will be distributed across the wards and further across the various sub locations in each ward.
5. Some funds will be allocated to upgrade the NG-CDF offices and further fence the CDF land bought in Mwea ward specifically in Makawani and Karuku.

The constituency had been allocated a total of **Kshs. 86,810,344.82** in the current financial year.

The Fund account manager briefed members on the guidelines for project proposal presentation and also on the eligible projects.

After lengthy deliberations members agreed on the following projects to be funded in the Financial Year 2017-2018 in all the five wards in the Constituency.

|  |  |  |
| --- | --- | --- |
| **Project Name** | **Project Activity** | **Amount Allocated Kshs.** |
| Employees’ Salaries | Payment of staff salaries and gratuity | 2,600,000.00 |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, plus acquisition of WIFI 30K, two Personal Computers 140K and Photocopying Machine 50K | 908,620.69 |
| NSSF | Payment of NSSF Deductions | 182,000.00 |
| NHIF | Payment of NHIF Deductions | 70,000.00 |
| Committee Expenses | Payment of Committee allowances | 1,448,000.00 |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence | 467,310.34 |
| Committee Expenses | Payment of other committee expenses | 937,000.00 |
| CDFC/PMC Capacity Building | Undertake Training of the PMCs/NG-CDFCs and NG-CDFC’s staff on NG-CDF operations and / or carry out awareness programmes to the constituents on NG-CDF matters. | 1,200,000.00 |
| Emergency | To cater for any unforeseen occurrences in the constituency during the financial year | 4,568,965.50 |
| Bursary Secondary Schools | Payment of bursary to needy students | 10,000,000.00 |
| Bursary Tertiary Institutions | Payment of bursary to needy students | 8,000,000.00 |
| Gatirirari Primary School | Construction of an eight door pit latrine | 400,000.00 |
| J.N. Mwonge Primary School | Construction of an eight door pit latrine | 400,000.00 |
| Kaninwanthiga Primary School | Construction of an administration block | 750,000.00 |
| Karura Primary School | Construction of an eight door pit latrine | 400,000.00 |
| Katuanyaga Primary School | Construction of a classroom | 750,000.00 |
| Kirathe Primary School | Construction of an eight door pit latrine | 400,000.00 |
| Machanga Primary School | Construction of a classroom | 750,000.00 |
| Makawani Primary School | Construction of a classroom | 750,000.00 |
| Makawani Primary School | Fencing of 20 acres of school land of which12 acres was acquired by NG-CDFC funds. The fencing will be done 4 acres on 5 feet chain link and 16 acres on barbed wire. The posts are 7 foot treated cedar poles. | 1,691,795.89 |
| Makutano Primary School | Construction of a classroom | 750,000.00 |
| Munyori Primary School | Construction of an eight door pit latrine | 400,000.00 |
| Mutugu Primary school | Construction of a classroom | 750,000.00 |
| Riacina Primary School | Construction of an eight door pit latrine | 400,000.00 |
| Rugakori Primary School | Construction of a classroom | 750,000.00 |
| Wango Primary School | Construction of an administration block | 750,000.00 |
| Primary School Desks | To acquire 686 desks @ Kshs. 4,500 for the following Primary Schools; Kiruriri 18, St. Kizito 18, Kariguri 18, Kariari 18, Kamaunju 38, Marimari 18, St. Kilia 18, Kamunyagia 18, Ngeca 18, Mbondoni 38, Gikuru 38, AIC Ndune18, Rianguu 20, AIC Gachuriri 20, Rianjeru 20, Kiamuringa 20, Ngangari 20, Kamwimbi 15, Igumori 20, Kerwa 20, Rugogwe 20, Rurii 20, Gikiiro 20, Kauriro 15, Maviani 20, Gitaraka 20, Makutano 20, Kamweli 20, Makima 20, Irari 20, Kariguri 20, St. Ann Rutumbi 20, St. Mark Kiria 20. | 3,087,000.00 |
| Primary School Staff Chairs | To acquire 84 staff chairs @ Kshs. 4,500 for the following seven Primary Schools AIC Wango, Kiruriri, Nyangwa, Seven Folks, Kikulani, ACK Kilia and Kangeta. | 378,000.00 |
| Gacabari Secondary School | Construction of a classroom | 800,000.00 |
| Igumori Secondary School | To fence the Schools girls dormitory land of two acres | 600,000.00 |
| Kamweli Secondary School | Acquisition of Laboratory equipment | 500,000.00 |
| Kanyonga Secondary School | Construction of a dining hall phase one up to lintel level | 2,000,000.00 |
| Kavingori Secondary School | Acquisition of Laboratory equipment | 560,000.00 |
| Kiambere Mixed Secondary School | Acquisition of four 10,000 litres water tanks | 400,000.00 |
| Maviani Secondary School | Construction of a classroom | 750,000.00 |
| Mbita Secondary School | Completion of the head teacher's house including roofing, plastering, shutting and painting. | 800,000.00 |
| Mutus Secondary School | Construction of a classroom | 750,000.00 |
| Ngenge Secondary School | Construction of a dining hall phase one up to slabbing level | 1,300,000.00 |
| Ntharawe Secondary School | Construction of an eight door pit latrine | 450,000.00 |
| Nthingini Secondary School | Construction of a classroom | 750,000.00 |
| Nyangwa Girls Secondary School | Construction of a classroom | 750,000.00 |
| Rugogwe Secondary School | Construction of an eight door pit latrine | 400,000.00 |
| St. Augustine Secondary School | To fence the Girls’ dormitory two acres of land using 5 feet chain link and 7 foot treated cedar poles. | 600,000.00 |
| St. Paul’s Karura Secondary School | Acquisition of Laboratory equipment | 500,000.00 |
| Gataka Secondary School Borehole | To carry out a feasibility study on the rehabilitation possibility of the school's borehole | 200,000.00 |
| Makutano Police Station Borehole | For rehabilitating of the bore hole including purchase of a pump and rigs. A further Kshs. 900,000.00 has been reallocated for the same course. | 700,000.00 |
| Deputy County Commissioner's Office | Construction of a four door executive toilet block at the Deputy county commissioner office. | 1,000,000.00 |
| Gachuriri AP Line | Construction of a four door pit latrine plus fencing the AP Line compound | 450,000.00 |
| Karaba AP Lines | Construction of four door pit latrines for AP lines | 250,000.00 |
| Kiamuringa Assistants Chiefs Office | Construction of assistant chiefs office | 200,000.00 |
| Kithunthiriri Chiefs Office | Construction of a four door pit latrine | 200,000.00 |
| Kithunthiriri Chiefs Office | Renovation of the chiefs’ office including flooring and roofing. | 100,000.00 |
| Makima ACC's Office | Renovation of the Assistant County Commissioners office including plastering, roofing and painting | 600,000.00 |
| Makima AP Lines | Construction of eight door pit latrines for AP lines | 400,000.00 |
| Nyangwa Assistant Chiefs office | Construction of assistant chiefs office | 700,000.00 |
| Chiefs’ Office Chairs | To acquire four executive chairs for ACC's office Makima @ Kshs. 10,000 and 31 office chairs @ Kshs. 5,000 for all the chiefs' and assistant chiefs’ offices in the constituency. | 195,000.00 |
| Sports | Support sports tournaments within the constituency and present active and registered teams with sports gear and kits including balls, nets and uniforms | 1,644,827.60 |
| Environment | Support the establishment of Public Institution based tree nurseries at the following Institutions; Kiritiri, Ikomeni, Kitololoni, Karaba and Gatirari Primary Schools plus at Rwika Technical @ Kshs. 200,000 total Kshs. 1,200,000  Purchase & distribution of tree seedlings for planting in the following Public Institutions; Kiritiri Police Station, Makutano Police Station, NG-CDFC hall Karaba plus the following Primary Schools; Machanga, Kiamuringa, Mbita, Gategi, Nthingini, Kamunyonge and Mburutani @ Kshs. 40,000 total Kshs. 400,000 plus the NG-CDFC office Kiritiri Kshs. 44,827.60. | 1,644,827.60 |
| Constituency Innovative Hubs | Installation of ICT Equipment in four constituency innovative Hubs at NG-CDFC office Kiritiri, NG-CDFC hall Karaba, TAC Hall Kiambere and Rwika Social Services offices. | 4,677,027.20 |
| NG-CDFC office | For office expansion by four rooms, improve on the drainage around the office block and paving round the office block | 4,000,000.00 |
| NG-CDFC Vehicle | For acquisition of a NG-CDFC vehicle, Toyota Land cruiser Prado KDJ150R- GKAEY- TXL automatic with sequential, Heavy duty passenger Vehicle 4X4, Diesel 2982 cc from Japan through Toyota Kenya. The vehicle will go a long way in facilitating M&E for NG-CDFC projects during their implementation. The NG-CDFC has another vehicle GKA 353S acquired in the year 2009 which is worn out and extensively expensive to maintain and not sustainable by the current budget. | 11,500,000.00 |
| Strategic Plan | To draw up a five year constituency strategic plan | 2,500,000.00 |
| **Grand Total** |  | **86,810,344.82** |

**MIN. 36 NG-CDFC/MBEERE SOUTH 2017/2018 – AOB**

The following items were recorded as AOB:

* The Secretary had visited Mwanyani Secondary School to review the Laboratory project that had stalled. The report on the said visit will be tabled in the subsequent meeting
* There will be need to ensure proper time management to help ensure people get back home in good time
* The next comprehensive meeting will be held on 26th January, 2018

**MIN. 37 NG-CDFC/MBEERE SOUTH 2017/2018 ADJOURNMENT**

The meeting adjourned with a word of prayer said by Beth Mirugi.

Minutes compiled by; confirmed by;

Henry Murage Prof. Godfrey Nguru

NG-CDFC Secretary. NG-CDFC Chairman