**FULL NG-CDFC MEETING HELD ON 8TH APRIL 2021 AT CDF BOARD ROOM KIANYAGA AT 11.00**

PRESENT MEMBERS

1. GEOFREY KARIUKI ………………….......... CHAIRMAN
2. JANET WAMBUI NYAGA…………………. SECRETARY
3. CAROLINE WAMBUI GIKUNJU……….…. MEMBER
4. PAUL GACHOKI M……………….….CO-OPTED MEMBER
5. JAMES MUNENE MWENDIA……….......... MEMBER
6. PATRICK GICINGA………………………… MEMBER
7. REUBENSON WAWERU MARIRI……...... MEMBER
8. ROSE WANJIKU MUTEMA…………….......MEMBER
9. MARGARET.N. RUGIRI………………........ FAM
10. HON ROBERT GICHIMU……. OVERSIGHT CHAIRMAN
11. JACKSON MUTEMI………………………………ACC1
12. FREDRICK KAGAU……………SUB-COUNTY ACCOUNTANT
13. PURITY KAGAU…………SUB-INTERNAL AUDITOR

## AGENDAS

## Prayers/preliminaries

1. Disbursement of Fund 2020/2021
2. Completed Project Publicity (Calendars)
3. NG-CDF Staff Contracts
4. Vacancy in the NG-CDF Committee
5. AOB

**NG –CDF 176/04/2021 PRAYERS/PRELIMINARIES**

The meeting started with a word of prayer led by James Munene at 11.00am. A word of Bible was read from John 14: 18 and the chairman encouraged members to follow the example of Jesus Christ in offering selfless service to the constituency just like Jesus died for the sake of the church. The chairman also welcomed members to the meeting and urged them to participate fully in the meeting Agenda. He gave members a chance to introduce themselvesand give a brief account of their being from the last meeting. All members were thankful for the developments so far done and promised to continue with the same spirit of serving the constituents relentlessly.

**NG –CDF 177/04/2021 DISBURSEMENT OF FUND 2020/2021**

The Fund Account Manager communicated that NGCDF Board has released funds relating to financial year 2020/2021. Out of a total budget of 137,099,879 the Board has released several AIE which were distributed as follows:

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| **AIE NO.** | **AMOUNT** | **NAME OF THE PROJECT** | **AMOUNT ALLOCATED** |
| **B132140** | **6,000,000** | Employees’ salaries | 800,000 |
|  |  | NG-CDF/PMC capacity Building | 500,000 |
|  |  | Guama Primary School | 3,500,000 |
|  |  | Thumaita East Primary school | 1,200,000 |
|  |  | **Total** | **6,000,000** |
| **B128395** | **7,000,000** | Emergency | 5,192,206.00 |
|  |  | Raimu Primary school | 500,000 |
|  |  | Kiamugumo Primary School | 270,000 |
|  |  | Njukini North chief’s office | 720,000 |
|  |  | NG-CDF /PMC capacity Building | 317,794.00 |
|  |  | **Total** | **7,000,000** |
| **B128085** | **6,900,000** | Ngerwe Assistant Chief Office | 1,450,000 |
|  |  | Kanjuu Assistant Chief Office | 1,450,000 |
|  |  | Mirichi Assistant Chief Office | 1,450,000 |
|  |  | Kiritini Assistant Chief Office | 1,550,000 |
|  |  | Kirima Chiefs Office | 550,000 |
|  |  | Kainjiru Primary school | 400,000 |
|  |  | NG-CDF /PMC Capacity Building | 50,000 |
|  |  | **Total** | **6,900,000** |
| **B119795** | **12,000,000** | Kimumye Primary School | 1,300,000 |
|  |  | Mugumo Primary school | 6,700,000 |
|  |  | Rukenya Secondary School | 3,700,000 |
|  |  | Employees’ Salaries | 300,000 |
|  |  | **Total** | **12,000,000** |
| **B124940** | **8,500,000** | Kiaumbui Secondary School | 5,000,000 |
|  |  | Karucho Assistant chief  | 250,000 |
|  |  | Rungeto Assistant Chief | 150,000 |
|  |  | Kirinyaga East Assistant County Commissioner | 1,400,000 |
|  |  | Mutige Assistant Chief Office | 1,200,000 |
|  |  | Gachigi Assitant Chief | 250,000 |
|  |  | Kianjiru Assistant Chief | 250,000 |
|  |  | **Total** | **8,500,000** |

The chairman reported that when school resumed there were a number of schools which requested to be assisted with toilets in order to reduce congestion of students and therefore comply with the ministry of health guidelines on Covid 19. Some prequalified contractors were approached and agreed to do toilets in the following schools

* Thuiya Primary School – Construction of Toilet - 1.2m
* Kiamwathi Primary School– Construction of Toilet 1.2m
* Githage Secondary School– Construction of Staff Toilet -300,000
* Kiambatha Primary School– Construction of Toilet 1.25m
* Gituba Primary School-– Construction of Toilet 1.2 m

The committee members resolved to release funds from the emergency vote head to the schools where the projects were done in order to facilitate payments to the contractors.

**NG –CDF 178/04/2021 COMPLETE PROJECTS PUBLICITY (CALENDARS)**

NGCDF Committee noted that there were quite a number of projects funded by Gichugu NGCDF to completion and were in use. Members noted that it was important to inform the constituents about all these projects so that they may distinguish between what has been done by NG-CDF from County Government projects. The manager communicated that as part of performance contract the NG-CDFC should publicize the projects through print Media or any other type of media in order to reach as many people as possible. Therefore, members proposed several modes of publicity e.g., calendars, Brochures, Banners, Reflectors and NG-CDFC T- shirt/shirt to Inform the community about development done by Gichugu NG-CDF.Members also noted that reflector Jackets should be produced and issued to people working in projects funded by NG-CDF.

To set the ball rolling the committee resolved to publish calendars depicting picture of various projects done to completion. Members proposed to produce 3000 calendars to be distributed in all wards. The Executive committee were given a go ahead to research and come up with a suitable type of calendar, since no Budget was provided for in year 2020/2021 the committee resolved to use the funds allocated for M&E to fund production of calendars. The committee projected to spend Ksh 700,000 to fund the activity.

**NG –CDF 179/04/2021 – STAFFS CONTRACT**

The fund Account manager reported that staffs working under the Gichugu NG CDF had completed three years in service and the law requires that they paid their gratuities upon completion of that period and all seven employees had qualified. Members were in agreement that the employees had performed satisfactorily and resolved to renew their contract for a further period of two years below. The manager communicated that gratuity will pe paid upon completion of payment summary including statutory deductions relating to such payment.

**NG-CDF MIN 180/4/2021 VACANCY IN THE NG-CDF COMMITTEE**

Fund Account Manager reported that one of the committee member (Janet Wambui Nyaga) representing Karumandi ward and who served as the NG-CDF committee secretary has appointed to the ministry of interior and co-ordination of government as Ass Chief officer of kamweti sub-location Thumaita location.She was therefore requesting to resign from her position as Karumandi ward representative due to unavailability. The fund manager communicated that the position should be filled from same ward same category as soon as possible. She therefore mentions the requirements needed from women representative as here below.

* Kenya citizen
* A Resident Voter in Karumandi Ward
* Able to read, write and to communicate in English and Kiswahili.
* Meet the requirements of Chapter Six of the Constitution of Kenya.
* Able to avail his/herself in activities of the Constituency Committee.

**NG-CDF MIN 181/4/2021 AOB**

* NG-CDF Vehicle was advertised for sale by NG-CDF Board
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* ICT Gatugura and others areas installed wifi network is too low for use.
* St Bakhita Kiburia Girls - Additional of funds to put Cabros to ensure proper drainage in the compound.
* The new appointed Chief’s and Ass Chief some have no premises to work. I.e Kamweti sub-location, Thumaita Location, Kiathi Sub-location.

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Meeting ended at 5pm with a word of prayer from Rose Mutema.

**MINUTES PREPARED BY;**

CDFC SECRETARY………………………….…SIGN………………….....DATE…………………….

 **MINUTES CONFIRMED BY:**

CDFC CHAIRMAN…………………………..........SIGN………………....DATE…………………….

**MINUTES ENDORSED BY:**

FUND ACCOUNT MANAGER…………………………………..SIGN………………..….DATE…………..…….