**MINUTES OF RUIRU NG-CDF COMMITTEE MEETING HELD ON 13TH JANUARY 2022 AT**

**THE NG-CDF OFFICE BOARDROOM, RUIRU.**

 **Members Present,**

1. Daniel Mukundi ­-Member
2. Peter Maina -Chairman
3. Iglan Adan -Secretary
4. Teresiah Wanjiku -Member
5. Charles Karanu -Member
6. Joseph Mwangi -Member
7. Anne Mwangi -Member
8. Phares Karanja -Fund Manager
9. Adeline Karimi -Member

**AGENDA**

1. Prayer and opening remarks
2. Consideration of FY 2022/23 Project Proposal
3. Approval of new staff recruitment
4. AOB

**NG-CDFC MIN 1/13/1/23: Opening Remarks**

The Chairman called the meeting to order at 10.00 a.m. The opening prayer was led by Adeline Mukami. The Chairman then welcomed the members to the meeting indicating that the agenda of the meeting was mainly to consider and approve project proposals for the Financial year 2022/23 and secondly to conclude selection of members of staff.

**NG-CDF MIN 2/13/1/23: FY 2022/2023 Consideration of FY 2022/23 Project Proposal**

The meeting noted that the annual allocation to the constituency was **Ksh. 165,705,316.** Members discussed the Ward Public Participation reports, the PIS report and the M and E reports. After lengthy deliberations, members agreed to fund the following projects:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Project Name** | **Project Activity**  |  **Original Cost**  |
|   | **ADMINISTRATION BUDGET 6%** |  |
| 1 | Advertising, Awareness and Publicity Campaigns | Payment of Advertising, Awareness and Publicity Campaigns |  50,000  |
| 2 | Bank service commission and charges | Payment of Bank service commission and charges |  6,000  |
| 3 |  Contractual employees | Payment of staff Basic salaries |  2,256,360  |
| 4 | Catering Services (receptions), Accommodation, Gifts, Food and Drinks | Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks |  80,000  |
| 5 | Electricity | Payment of Electricity charges |  50,000  |
| 6 | Computer Accessories | Purchase of Computer accessories (tonners, catridges, cables etc) |  100,000  |
| 7 | Furniture and Fittings | Purchase of Furniture |  400,000  |
| 8 | Computers  | Purchase of Computers, printers and laptops |  250,000  |
| 9 | Telephone | Payment for telephone, airtime |  60,000  |
| 10 | General Office Supplies (papers, pencils, forms, small office equipment etc) | Purchase of General Office Supplies (papers, pencils, forms, small office equipment etc) |  60,000  |
| 11 | Gratuity-contractual employees | Payment of gratuity to NGCDFC staff |  535,048  |
| 12 | Maintenance of Office Furniture and Equipment | Payment of Maintenance of Office Furniture and Equipment |  50,000  |
| 13 | Motor Vehicle Insurance | Payment of Motor Vehicle Insurance  |  180,000  |
| 14 | Refined Fuels and Lubricants for Transport | Payment for fuel and lubricants for Toy D/Cabin Pickup - GK073T |  48,000  |
| 15 | NGCDFC allowances | Payment of NGCDFC allowance charges |  1,128,000  |
| 16 |  NSSF  | Employer contribution to NSSF |  14,400  |
| 17 | Publishing and Printing Services | Payment of Publishing and Printing Services |  50,000  |
| 18 | Sanitary and Cleaning Materials, Supplies and Services | Purchase of Sanitary and Cleaning Materials, Supplies and Services |  50,000  |
| 19 | Water & Sewerage charges | Payment of Water & sewerage charges |  50,000  |
| 20 | Internet Connections | Payment of Internet Connections |  144,000  |
| 21 | Other committee expenses  | Payment of Other committee expenses  |  4,380,510  |
|   | **M % E (2%)** |  |
| 22 |  Accommodation Allowance | Payment of Accommodation Allowance of NGCDFC, National Government officers and PMC**(capacity building)** |  800,000  |
| 23 | Catering Services (receptions), Accommodation, Gifts, Food and Drinks | Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks |  200,000  |
| 24 | Daily Subsistence Allowance | Payment of Daily Subsistence Allowance |  300,000  |
| 25 | Maintenance Expenses - Motor Vehicles | Payment of Maintenance Expenses - NGCDFC Motor Vehicles  |  200,000  |
| 26 | Refined Fuels and Lubricants for Transport | Purchase of Refined Fuels and Lubricants for Transport of GK vehicles - Toy D/Cabin P/UP (GK -073T) |  240,000  |
| 27 | NGCDFC allowance | Payment of NGCDFC allowance  |  1,175,000  |
| 28 | Other committee expenses  | Payment of Other committee expenses  |  1,856,150  |
| 29 | Remuneration of Instructors and Contract Based Training Services | Payment of Instructors and Contract Based Training Services - **capacity building** |  100,000  |
| 30 | Travel Allowance on training | Payment of Travel Allowance of NGCDFC, National Government officers and PMC |  100,000  |
|   | **CONSTITUENCY OVERSIGHT COMMITTEE BUDGET – 1%**  |   |
| 31 | Travel Costs (Airlines, Bus, Railway, Mileage Allowances, etc.) | Payment for Travel Costs |  240,000  |
| 32 | Accommodation - Domestic Travel | Payment of Accomodation - Doemstic Travel |  600,000  |
| 33 | Daily Subsistence Allowance | Payment of Daily Subsistence Allowance |  165,000  |
| 34 | Refined Fuels and Lubricants for Transport | Payment for fuel and lubricants  |  52,053  |
| 35 | COC Members Allowance | Payment of COC Members' allowances |  600,000  |
|   | **EMERGENCY – 5%** |  |
| 36 | Emergency Reserve | To cater for any unforeseen occurrences in the constituency during the financial year  |  7,636,190  |
|   | **ENVIRONMENTAL ACTIVITIES – 2%** |  |  |
| 37 | Kwihota Primary School | Water harvesting and storage by purchasing of 10,000 liters’ water tank at Kshs. 100,000, construction of concrete water tank base at Kshs. 50,000 and fixing gutters at Kshs. 150,000 for 18-classroom block  |  300,000  |
| 38 | Kahawa Wendani Primary School | Water harvesting and storage by purchasing of 10,000 liters’ water tank at Kshs. 100,000, construction of concrete water tank base at Kshs. 50,000 and fixing gutters at Kshs. 150,000 for 16-classroom block  |  300,000  |
| 39 | Mutuya Primary school | Water harvesting and storage by purchasing of 10,000 liters’ water tank at Kshs. 100,000, construction of concrete water tank base at Kshs. 50,000 and fixing gutters at Kshs. 150,000 for 12-classroom block  |  300,000  |
| 40 | Ruiru Boys secondary school | Water harvesting and storage by purchasing of 10,000 liters’ water tank at Kshs. 100,000, construction of concrete water tank base at Kshs. 50,000 and fixing gutters at Kshs. 150,000 for 16-classroom block  |  300,000  |
| 41 | Githunguri Primary School | Water harvesting and storage by purchasing of 10,000 liters’ water tank at Kshs. 100,000, construction of concrete water tank base at Kshs. 50,000 and fixing gutters at Kshs. 150,000 for 16-classroom block  |  300,000  |
| 42 | Devki Ruiru Secondary Secondary school | Water harvesting and storage by purchasing of 10,000 liters’ water tank at Kshs. 100,000, construction of concrete water tank base at Kshs. 50,000 and fixing gutters at Kshs. 150,000 for 10-classroom block  |  300,000  |
| 43 | Ruiru Primary School | Water harvesting and storage by purchasing of 10,000 liters’ water tank at Kshs. 100,000, construction of concrete water tank base at Kshs. 50,000 and fixing gutters at Kshs. 150,000 for 16-classroom block  |  300,000  |
| 44 |  Manguo Primary school  | Water harvesting and storage by purchasing of 10,000 liters’ water tank at Kshs. 100,000, construction of concrete water tank base at Kshs. 50,000 and fixing gutters at Kshs. 150,000 for 10-classroom block  |  300,000  |
| 45 | Matopeni primary school | Water harvesting and storage by purchasing of 10,000 liters’ water tank at Kshs. 100,000, construction of concrete water tank base at Kshs. 50,000 and fixing gutters at Kshs. 150,000 for 16-classroom block  |  300,000  |
| 46 |  Mutuya Primary School  | Water harvesting and storage by purchasing of 10,000 liters’ water tank at Kshs. 100,000, construction of concrete water tank base at Kshs. 50,000 and fixing gutters at Kshs. 150,000 for 16-classroom block  |  300,000  |
| 47 |  Kahawa Sukari Assistant Chiefs Office  | Water harvesting and storage by purchasing of 10,000 liters’ water tank at Kshs. 100,000, construction of concrete water tank base at Kshs. 50,000 and fixing gutters at Kshs. 150,000 for 100-capacity meeting hall  |  300,000  |
|   | **SPORTS** |  |  |
| 48 | Regional Sports Activities | Participation costs in the Regional Sports Tournament (Kshs. 300,000) |  300,000  |
| 49 | Constituency Sports activities  | Purchase sports equipments 2,500,000, Carry out Constituency Football Sports tournament and the winning teams/Schools to be awarded with trophies, balls, goal nets and games kits (Kshs. 500,000) |  3,000,000  |
|   | **BURSARY** |  |  |
| 50 | Bursary Secondary Schools | Payment of bursary to needy students in secondary schools |  38,000,000  |
| 51 | Bursary Tertiary Institutions | Payment of bursary to needy students in tertiary institutions |  18,000,000  |
| 52 | Bursary Special Institutions | Payment of bursary to needy students in special Institutions |  1,700,000  |
|   | **EDUCATION - SECONDARY** |   |   |
| 53 | Ruiru Boys secondary school | Construction to completion of a 200 capacity dormitory |  6,000,000  |
| 54 | Githurai Mixed secondary school | Construction of 2No. Classrooms to completion |  3,000,000  |
| 55 | Devki Ruiru Secondary Secondary school | Construction of 2No. Classrooms to completion |  3,000,000  |
| 56 | Gitothua Secondary Secondary school | Construction of 2No. Classrooms to completion |  3,000,000  |
| 57 | Ruiru Girls secondary school | Construction of 2No. Classrooms to completion |  3,000,000  |
|   | **EDU - PRIMARY**  |  |   |
| 58 | Mutonya Primary school | Construction of new school - 3No. Classrooms (4.5M), 3-room office admin block (2M), 8 door female toilets (1.25M) 8-door male toilet (1.25M) and 4-door Teacher's toilet block (0.5M) |  9,500,000  |
| 59 | Githunguri primary school | Construction to completion of 2No. classrooms  |  3,000,000  |
| 60 | Ruiru Primary school | Renovation to completion of 6 classrooms 2M(roof repairs, doors & windows, plastering, flooring and painting) and gravelling school grounds (3M) |  5,000,000  |
| 61 | Mutuya primary school | Construction to completion of 2No. classrooms - deep excavation to cart away 4.5 ft column of loam soil & Twenty Reinforced columns to support 4 further floors in future |  3,600,000  |
| 62 | Manguo primary school | Construction to completion of 2No. Classrooms - deep excavation to cart away 10ft column of loam soil. |  3,800,000  |
| 63 | Mwalimu Farm Primary school | Construction to completion of 2No. classrooms  |  3,000,000  |
| 64 | Mwiki primary school | Construction to completion of 3No. classrooms  |  4,500,000  |
| 65 | Matopeni primary school | Construction to completion of 2No. classrooms  |  3,000,000  |
| 66 | Ngewe primary school | Renovation to completion of 6No. classrooms (roof repairs, plastering, flooring and painting)  |  2,000,000  |
| 67 | Mwihoko primary school | Construction to completion of 2No. classrooms  |  3,000,000  |
| 68 | Kahawa Wendani Primary school | Construction to completion of 2No. classrooms  |  3,000,000  |
|   |  **EDUCATION - TERTIARY** |   |   |
| 69 | Ruiru Technical Training Instititute | Construction to completion of Concrete posts-supported Chain Link perimeter fence on school compound( approx. 1 No. acre) |  2,778,605  |
|   |  **SECURITY** |   |   |
| 70 | Ruiru Assistant County Commisioner Office project | Construction to completion of Concrete posts-supported Chain Link perimeter fence office compound (.025acre) |  500,000  |
| 71 | Ruiru Police Quarters | Renovation to completion of a block of flats consisting of twenty 2-bedroom units housing police officers - doors, windows, window panes, painting and floor repair |  2,500,000  |
| 72 | Gikumari Police Post | Renovation to completion of 4-room office block - Iron sheet roof repair, doors, plastering, flooring and painting |  2,000,000  |
| 73 | Kahawa Sukari Assistant Chiefs Office  | Construction to completion of 3-room office block attached to 100 persons-capacity meeting hall |  5,000,000  |
| 74 | Gitothua Police Post | Renovation to completion of 4-room office block - roof repair, plastering and painting |  800,000  |
|   | **OTHERS** |  |   |
| 75 | Strategic Plan | To facilitate the preparation, facts collection designing, typesetting and printing of Ruiru Constituency Strategic plan for the period between 2023-2027 |  2,000,000  |
|   |   |   |   |
| 76 | NG CDF office | Renovation of NGCDF office - Repair of roof leaks and installation of 6 No. security doors for NG-CDF Ruiru office  |  220,000  |
|  | **Total** |  |  **165,705,316**  |

**NG-CDFC MIN 3/13/1/23: STAFF RECRUITMENT**.

The Fund Manager presented a report of staffing needs. Members then went through the shortlist and asked the shortlisted persons to appear for interview as per the list below:

|  |  |
| --- | --- |
| **NAME** | **POSITION APPLIED** |
| Peter Waweru | Office Assistant |
| Magdaline Wambui | Accounts Assistant |
| Elius Mwaura | Driver |
| John Gitau | Office Assistant |
| Teresiah Wanjiru | Clerks of Works |
| Lydia Nyaguthii | Record Management Officer |
| Joseph Mundia | Record Management Officer |
| Monica Wambui | Office assistant |

After the interview, members deliberated on the performance of the candidates and approved the appointment of the following individuals as members of staff to Ruiru NGCDF Committee in the respective positions.

|  |  |
| --- | --- |
| **NAME** | **GRADE APPOINTED TO** |
| Joseph Mundia  | Records Management Officer |
| Lydia Nyaguthii | Records Management Officer |
| Elias Mwaura | Driver |
| Peter Waweru | Office Assistant |
| John Gitau | Office Assistant |

It was noted that the positions of Accounts Assistant and Clerk of Works remained unfilled.

**NG-CDFC MIN;4/13/1/23: AOB**

There being no other business the meeting was adjourned at exactly 2:00pm with a word of prayer from Joseph Mwangi.

**Minutes compiled by: Confirmed by**

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Iglan Adan Peter Maina

**Secretary Chairman**