



NG-CDF MWEA

National Government Constituencies Development Fund

Mwea East DCC's Ground

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FULLBOARD MEETING HELD ON 23.03.2021 AT NGCDF BOARDROOM

MEMBERS PRESENT

- | | |
|---------------------|-----------------|
| 1. Isaac Wamugunda | F.A.M |
| 2. Josphat Muthike | Chairman |
| 3. Mary Munene | Secretary |
| 4. Leila Osman | Member |
| 5. Teresiah Njeri | Member |
| 6. Alice Wangui | Member |
| 7. Charles Gichobi | Member |
| 8. Harrison Mburu | Member |
| 9. Teresiah Nyokabi | Member |
| 10. Fred Ayieko | D.C.C Mwea East |

IN-ATTEDANCE

- | | |
|---------------------------|----------------------|
| 1. Michael Kithaka Ngatia | Sign interpreter |
| 2. Teresa Macharia | D.A |
| 3. Geoffrey Ndirangu | Assistant accountant |
| 4. Nthiga Gitonga | Internal Auditor |

AGENDAS

1. Prayers
2. Reading and confirmation of the previous minutes

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F.A.M. ISAAC WAMUGUNDA I.K.SIGNATURE..........DATE 23/3/2021
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3. Fund Account Manager's Report
4. Staff Contract Renewal
5. Internship
6. Project Resubmission
7. Payment Approvals
8. A.O.B

MIN 90/23/03/2021: PRAYERS

The meeting convened at 9:30 am and was started with a word of prayer from Teresiah Nyokabi. The chairman welcomed members and introduced the agenda of the day.

MIN 91/23/03/2021: READING AND CONFIRMATION OF THE PREVIOUS MINUTES

The previous minutes were read by Harrison Mburu and proposed by Teresiah Njeri and seconded by Charles Waweru.

MIN 92/23/03/2021: FUND ACCOUNT MANAGER'S REPORT

The Fund Account Manager reported to the members that the NGCDF Board has disbursed some funds to the constituencies. We have received 10 million and another 6.9 million for this financial year 2020/2021.

These funds will be transferred to the urgent projects as we wait for more funds to be disbursed from the Board.

The Fund Account Manager notified the committee that there was a need to hire more staff. There is a vacancy for a secretary since the NGCDFC has been relying on the secretary hired by the parliamentary office. The other vacancy that is there is that of the Records Keeper that was left vacant after the resignation of Timothy Warui. The assistant accountant has been working as the record keeper too which sometimes is overworking him.

The last vacancy that we need to fill is that of the ICT Officer. The Fund Account Manager reported that it has been expensive seeking services from outsiders whereas we could cut on the cost by hiring our own officer. This was also echoed by the NGCDFC chairman. The NGCDFC Committee unanimously agreed that there was a need to hire.

They agreed that it would be an advantage to an applicant who has previously worked with the NGCDF or the constituency office. The Chairman said that the constituency

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office employees would be highly encouraged to apply for the posts. He requested the Fund Account Manager to draft an internal memo for the same and give out job descriptions.

MIN 93/23/03/2021: STAFF CONTRACT RENEWAL

The Chairman reported to the members that he had received a request letter from Mr. Samuel Muriithi who is the NGCDFC Driver for the renewal of his contract. His 1year contract had come to an end.

Mr Harrison Mburu proposed for the renewal of his contract. This was after highlighting that he has been performing his duties excellently. Whenever he is called for a job, be it even until late hours, he has always been there without feeling offended.

The Chairman reported that the driver was supposed to be on probation for three months after he was employed for a salary of Kshs 25,000. This salary never changed until the end of the contract.

The Fund Account Manager notified the members that there is a salary scale for the drivers from the civil service scale.

Members unanimously agreed to renew the driver's contract and awarded him the salary of a driver as per the civil service scale. They asked the Fund Account Manager to issue him with a new contract.

MIN 94/23/03/2021: INTERNSHIP

The Chairman reported that he had received a request from Hudson Thitu Kariuki and Kelvin Kimunya Karanja who have been clerk of works interns to renew their contracts. Both interns have been fundamental to the projects department as they have been assisting our clerk of works in preparing BoQs, supervision of works and any other work that they have been delegated to do.

Since the department has some more pending works for renovation, the committee has seen the need to renew the internship contracts for both Kelvin and Hudson.

MIN 95/23/03/2021: PROJECT RESUBMISSION

The Fund Account Manager reported that Kangu Assistant Chief's project that was for the purchase of quarter an acre of land in the project proposal for the FY 2020/2021 was not approved. This was after we failed to submit the valuation report which was not available by then. After the valuation report, the cost of buying the land became higher than what the Committee had allocated.

F.A.M. <u>WARIUGUDDA J.K</u>	SIGNATURE 	DATE <u>23/3/2021</u>
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SECRETARY <u>MARY MUKHELE</u>	SIGNATURE 	DATE <u>23/3/2021</u>

After the consultation with the assistant chief and his committee, they all agreed that even an eighth acre of land was enough for the office. The NGCDFC has decided to submit the project of buying an eighth acre of land for the construction of the Kang'u Assistant Chief's office since the money that they had allocated is enough to purchase it.

MIN 96/23/03/2021: PAYMENT APPROVALS

The NGCDFC has approved the following transfers to the respective PMC accounts;

1. Transfer of Kshs 550,000 to Rukanga Primary School PMC being additional funds for the completion of a 6No door pit latrine with 2 urinals
2. Transfer of Kshs 180,000 to Ndaba Primary School PMC being additional funds for the construction of a 4No door pit latrine
3. Transfer of Kshs 61,000 to Karira Primary School PMC being additional funds for the renovation of 26No door pit latrine.
4. Transfer of Kshs 200,000 to Nyaikungu Primary School PMC being additional funds for the renovation of 30No door pit latrine.
5. Transfer of Kshs 1,500,000 to Kagio Primary School PMC being additional funds for the school facelift.
6. Transfer of Kshs 600,000 to Wakaniu Primary School PMC being additional funds for the school facelift.
7. Transfer of Kshs 700,000 to Kangai Primary School PMC being additional funds for the school facelift.
8. Transfer of Kshs 2,500,000 to Kutus Primary School PMC being additional funds for the school facelift.
9. Transfer of Kshs 1,900,000 to Ndorome Primary School PMC being additional funds for the school facelift.
10. Transfer of Kshs 2,500,000 to Kamucege Primary School PMC being additional funds for the school facelift.
11. Transfer of Kshs 2,900,000 to Ndindiruku Primary School PMC being additional funds for the school facelift.
12. Transfer of Kshs 800,000 to Ciagiini Primary School PMC being additional funds for the school facelift.


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13. Transfer of Kshs 850,000 to Ikurungu Secondary School PMC for construction of 2 standard classrooms in between two existing blocks.
14. Transfer of Kshs 850,000 to Ngucui Secondary School PMC for construction of 6No door with Urinal
15. Transfer of Kshs 1,000,000 to Mbui Njeru Secondary School PMC for construction of 6No door with Urinal
16. Transfer of Kshs 1,300,000 to Morgan Chief's Camp PMC being additional funds for drilling and equipping of a borehole.
17. Transfer of Kshs 130,000 to Rurii Chief's Office PMC being additional funds for completion of 4No door pit latrine.
18. Transfer of Kshs 265,000 to Kanjinji AP Post PMC for the payment of water connection and electrical works.

MIN 97/23/03/2021: A.O.B

Having no other business, the meeting ended with a word of prayer from Laila Osman at 2:30 pm

F.A.M. KIAMUNGUHDA V.K.....SIGNATURE..........DATE.....23/3/2021

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