

**MINUTES OF THE NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT
FUND COMMITTEE MEETING HELD ON 19TH FEBRUARY 2021 AT NG-CDF OFFICE**

Members Present

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| 1. Samuel Nyoike | Chairman |
| 2. Mariam Gatuma | Secretary |
| 3. Zahiya Jacob Haji | Member |
| 4. Virginia Irungu | Member |
| 5. Joseph Kamau | Member |
| 6. Shem Mwangi | Member |
| 7. Jane Kariuki | Fund Account Manager |

Agenda

1. Preliminaries
2. Reading and confirmation of previous minutes
3. Matters arising from previous minutes
4. External audit exercise
5. Mwengeny Primary School
6. Change of activity- Clay City Mixed Secondary School
7. A.O.B

MINUTE 1/19/02/21/NG-CDFC/ KASARANI: PRELIMINARIES

The meeting was called to order by the Chairman at 11.20am, who thereafter led with the opening prayers

MINUTE 2/19/02/21/NG- CDFC/KASARANI: READING AND CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING.

The Secretary took the members through the reading of minutes of the previous meeting. The members endorsed as a true copy of what was discussed. The minutes were proposed by Virginia Irungu and seconded by Joseph Kamau.

MINUTE 3/19/02/21/NG- CDFC/KASARANI: MATTERS ARISING FROM PREVIOUS MINUTES.

There were no matters arising from the previous minutes



MINUTE 4/19/02/21/NG- CDFC/KASARANI: EXTERNAL AUDIT EXERCISE

The Fund Account Manager informed the members that the Office of the Auditor General shall begin the audit for FY 019/020 on Monday, 22nd February 2021. The chairperson and the secretary were requested to join the Fund Account manager on Monday for the entry meeting.

MINUTE 5/19/02/21/NG- CDFC/KASARANI: MWENGENYE PRIMARY SCHOOL

Joseph Kamau, who had been requested to follow up on the land ownership documents for the said school reported that he has not succeeded yet.

The school was started by the NG-CDF through funding in FY 014/015, 015/016 for construction of three classrooms. The construction was completed in 2017 but the classes are not yet in use. In the same compound, there is a private school and a church, which are both operational. The members are committed in putting up extra infrastructure, especially toilets to enable the school operate. However, land ownership documents are yet to be provided which is posing a challenge in allocating more funds for any development. The Fund Account Manager also confirmed talking to the County Director of Education for registration purposes, who however required the land ownership documents for registration to commence.

After some deliberation, the committee resolved the following

- To engage the office of the Deputy County Commissioner (DCC) for provision of the land ownership documents
- To engage the office of the County Director of Education for registration purposes.
- To engage the office of the County Director of Education for composition of a Project Management Committee for the said school. This is the committee that shall work in close contact with the office of the DCC for lands ownership documents.

MINUTE 6/19/02/21/NG- CDFC/KASARANI: CHANGE OF ACTIVITY- CLAY CITY MIXED SECONDARY SCHOOL

The above school benefitted with Kshs. 1,000,000 for construction of 4no. doors abluion block in FY 019/020. However, the said school has requested for change of activity to construction of a ramp as they have constructed the abluion block with funds from other sources. According to engineer's estimate from the Public Works Office, the cost of construction of a ramp to first floor is approximately Ksh.1.4 million.


However, since the contract price shall not be guided by the engineer's estimate but by the lowest evaluated bidder, members were optimistic that the Kshs. 1,000,000 shall be adequate once an open tender method of procurement is followed to allow competitive bidding.

In conclusion, the committee approved change of activity for Clay City Mixed Secondary School from construction of 4 no. doors ablution block to construction of a ramp up to 1st floor.

MINUTE 7/19/02/21/NG- CDFC/KASARANI: A.O.B

There being no other business, the meeting ended at 1:30pm with a word of prayer from Jane Kariuki.

Minutes compiled by:	Marriam Gatuma		10/3/2021
	Secretary	Signature	Date

Minutes confirmed by:	Samuel Nyoike		10/03/2021
	Chairperson	Signature	Date