

MINUTES OF KIHARU NATIONAL GOVERNMENT CDF COMMITTEE MEETING

HELD ON 1<sup>ST</sup> OCTOBER 2019 AT KIHARU NGCDF OFFICE

PRESENT

1. Mr. Peter Manyeki Kirocho - Chairman
2. Mr. Amos O. Ogendi - Member
3. Mr. Khaemba Wekesa - Member
4. M/s. Esther Mwihaki Kamau - Member
5. Mr. Geoffrey Mburu Manyeki - Member
6. M/s. Catherine Wachera Maina - Member
7. Mr. Andrew Munene Gicanga - Member
8. Mr. Kennedy Kamau, FAM - Member
9. Mr. Anthony Warui Kariuki - Member

IN ATTENDANCE

1. Mr. Charles Kamau Karondo - CoC
2. Mr. Lawrence Warui - SCA

ABSENT

1. M/s. Agnes Wanjiru Macharia - Secretary

AGENDA

1. Preliminaries
2. Reading and confirmation of the previous minutes
3. 2019/20 f/y projects proposal
4. Bursary
5. Change of activities
6. Emergencies
7. M&E/ Capacity building
8. Sports
9. AOB

## KNGCDF MIN 01/01/10/2019: PRELIMINARIES

The Chairman welcomed the members present and appreciated them for availing themselves for the all-important meeting which is to shape the development constituency for the next full year. He requested Mr. Anthony Warui to lead opening prayer.

The meeting started at 11.29 am after members were served with tea and snacks.

## KNGCDF MIN 02/01/10/2019: READING AND CONFIRMATION OF THE PREVIOUS MINUTES

The Fund Manager read the minutes of the previous NGCDFC meeting held on 24<sup>th</sup> September 2019 which were proposed and seconded by Ms. Catherine Maina and Mr. Andrew Munene respectively. Members resolved to skip matters arising from the minutes since the previous meeting was majorly about tertiary institutions bursary and the matter was still in the day's agenda.

## KNGCDF MIN 03/01/10/2019: 2019/20 F/Y PROJECTS PROPOSAL

The Fund Manager read to members the NGCDF Board circular Ref: NG-CDFB/CEO/BOARD CIRCULARS Vol II (014) on allocations to constituencies whereby Kiharu had been allocated a total of Kshs. 137,510,724.14 being the standard allocation of Kshs. 137,367,724.14 and Kshs. 143,000 AiA already in the NGCDF account. After deliberations factoring ongoing projects and priority projects as proposed by the residents during the recently concluded public participation forums held between 14<sup>th</sup> and 21<sup>st</sup> August 2019 in all the six wards of the constituency, members approved allocation of 2019/2020 financial year funds to various projects as below:-

NO.	PROJECT NAME	WARD	ACTIVITY	AMOUNT (KSHS)
PRIMARY SCHOOLS				
1	GATTITU PRIMARY SCHOOL	GATURI	Construction of two classrooms to completion	1,400,000.00
2	GAKUYU PRIMARY SCHOOL	GATURI	Completion of classroom by roofing, installation of door & windows, plastering, flooring, window panes, finishes and painting (Kshs. 400,000) and renovation of two classrooms to completion by roof/ floor/ doors/ windows repairs/ plastering/ painting (Kshs. 300,000)	700,000.00
3	KIBUU PRIMARY SCHOOL	GATURI	Construction of storeyed two classrooms block (ground floor)	1,000,000.00
4	ITITU PRIMARY SCHOOL	GATURI	Construction of a classroom (Kshs. 700,000) and renovation of two classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting to completion (Kshs. 300,000)	1,000,000.00
5	KIAMBUGI PRIMARY SCHOOL	GATURI	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	800,000.00
6	KIGONGO PRIMARY SCHOOL	GATURI	Renovation of five classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	600,000.00
7	MATONGU PRIMARY SCHOOL	GATURI	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	700,000.00
8	MURINGA PRIMARY SCHOOL	GATURI	Construction of a classroom	700,000.00
9	GAITHERI PRIMARY SCHOOL	GATURI	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	800,000.00
10	GITUNGANO PRIMARY SCHOOL	MBIRI	Construction of a classroom (Kshs. 700,000) and renovation of two classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	1,000,000.00
11	KAYUYU PRIMARY SCHOOL	MBIRI	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	800,000.00
12	MAMUMBU PRIMARY SCHOOL	MBIRI	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	700,000.00

13	MARAGI PRIMARY SCHOOL	MBIRI	Renovation of ten classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting (Kshs. 1,100,000) and completion of ongoing eight door toilet by installation of doors, plastering and finishes (Kshs. 100,000).	1,200,000.00
14	THANGATHI PRIMARY SCHOOL	MBIRI	Renovation of eight classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	1,000,000.00
15	UPENDO PRIMARY SCHOOL	MBIRI	Construction of two classrooms	1,600,000.00
16	GATHIRU PRIMARY SCHOOL	MUGOIRI	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	800,000.00
17	GITIRI PRIMARY SCHOOL	MUGOIRI	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	800,000.00
18	KIAYATTA PRIMARY SCHOOL	MUGOIRI	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	700,000.00
19	KIUMU PRIMARY SCHOOL	MUGOIRI	Renovation of eight classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	1,000,000.00
20	KIYU PRIMARY SCHOOL	MUGOIRI	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	700,000.00
21	MIRICHU PRIMARY SCHOOL	MUGOIRI	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	800,000.00
22	MUNYUTHA PRIMARY SCHOOL	MUGOIRI	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	800,000.00
23	MWARA PRIMARY SCHOOL	MUGOIRI	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	700,000.00
24	NDUTUMI PRIMARY SCHOOL	MUGOIRI	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	800,000.00
25	GATARA PRIMARY SCHOOL	MURARANDIA	Renovation of eight classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	1,000,000.00
26	GATHAITHI UPPER PRIMARY SCHOOL	MURARANDIA	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	800,000.00
27	GATUYA PRIMARY SCHOOL	MURARANDIA	Renovation of eight classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	1,000,000.00
28	GITHAMBO PRIMARY SCHOOL	MURARANDIA	Renovation of eight classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	1,000,000.00
29	KAGANDA PRIMARY SCHOOL	MURARANDIA	Renovation of eight classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	1,000,000.00
30	KAHATIA PRIMARY SCHOOL	MURARANDIA	Renovation of eight classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	1,000,000.00
31	KAHITHE PRIMARY SCHOOL	MURARANDIA	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	800,000.00
32	MUKUMU PRIMARY SCHOOL	MURARANDIA	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	800,000.00
33	THERI PRIMARY SCHOOL	MURARANDIA	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	700,000.00
34	MBIRI PRIMARY SCHOOL	TOWNSHIP	Completion of multi-purpose hall by installation of doors/ windows / plastering/ flooring/ finishes for ground floor/ extension of slab (Kshs. 1,500,000) and renovation of ten classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting (Kshs. 1,200,000)	2,700,000.00
35	ST. MARY'S PRIMARY SCHOOL	TOWNSHIP	Renovation of eight classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	1,000,000.00
36	GATHERU PRIMARY SCHOOL	WANGU	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	800,000.00
37	GATHINJA PRIMARY SCHOOL	WANGU	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	700,000.00

38	GITIE PRIMARY SCHOOL	WANGU	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	700,000.00
39	GITUI PRIMARY SCHOOL	WANGU	Renovation of eight classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	1,000,000.00
40	GITWEKU PRIMARY SCHOOL	WANGU	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	700,000.00
41	KARINGU PRIMARY SCHOOL	WANGU	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	700,000.00
42	KOIMBI PRIMARY SCHOOL	WANGU	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	800,000.00
43	MUKANGU PRIMARY SCHOOL	WANGU	Renovation of eight classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	1,000,000.00
SECONDARY SCHOOLS				
1	ST. MICHAEL GATHUKI-INI SECONDARY SCHOOL	GATURI	Renovation of four classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	500,000.00
2	GAKURWE MIXED DAY SECONDARY SCHOOL	GATURI	Classroom construction (Kshs. 800,000) and construction of two door toilet (Kshs. 200,000)	1,000,000.00
3	MWIRUA SECONDARY SCHOOL (KAMBWE)	GATURI	Classroom construction (Kshs. 800,000) and construction of two door toilet (Kshs. 200,000)	1,000,000.00
4	GIKUU SECONDARY SCHOOL	MBIRI	Classroom construction (Kshs. 800,000) and construction of two door toilet (Kshs. 200,000)	1,000,000.00
5	KAMBIRWA SECONDARY SCHOOL	MBIRI	Classroom construction (Kshs. 800,000) and construction of two door toilet (Kshs. 200,000)	1,000,000.00
6	KAREMAINI SECONDARY SCHOOL	MBIRI	Completion of lab by roofing, installation of doors & windows, plastering, flooring, window panes, finishes and painting	1,000,000.00
7	MARAGI SECONDARY SCHOOL	MBIRI	Renovation of four classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	500,000.00
8	MUCHUNGUCHA SECONDARY SCHOOL	MBIRI	Renovation of four classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	500,000.00
9	GIKINDU SECONDARY SCHOOL	MBIRI	Plastering, flooring, window panes, finishes and painting for multi-purpose hall	600,000.00
10	KAGUMO SECONDARY SCHOOL	MUGOIRI	Completion of hall currently at ring beam by construction of gambles, roofing, installation of doors and windows, plastering, flooring and finishes	1,000,000.00
11	MUGOIRI SECONDARY SCHOOL.	MUGOIRI	Renovation of four classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	500,000.00
12	KENNETH MATIBA SECONDARY SCHOOL MJINI	TOWNSHIP	Classroom construction (Kshs. 800,000) and construction of two door toilet (Kshs. 200,000)	1,000,000.00
13	KAHUIA MIXED SECONDARY SCHOOL.	WANGU	Completion of hall from ring beam by construction of gambles, roofing, installation of doors and windows, plastering, flooring and finishes	800,000.00
14	KIANDERI GIRLS SECONDARY SCHOOL	WANGU	Completion of a classroom by walling, roofing and finishes	500,000.00
TERTIARY INSTITUTIONS				
1	KENNETH MATIBA TECHNICAL TRAINING INSTITUTE	WANGU	Construction of one workshop measuring 11m by 16m, three lecture rooms each measuring 8m by 6m and an office space measuring 5.5m by 5.4m all allocated on ground floor respectively	10,000,000.00
SECURITY				
1	GAITEGA CHIEF'S OFFICE	MBIRI	Construction of chief's offices block	1,000,000.00
2	GIKINDU D.O'S OFFICE	MBIRI	Completion of offices block currently at roofing stage by installation of doors & windows, plastering, flooring, window panes, finishes and painting	600,000.00
3	NJOGUINI CHIEF'S OFFICE	MBIRI	Extension of chief's offices block	800,000.00
4	KAHATIA CHIEF'S OFFICE	MURARANDIA	Completion of offices block currently at roofing stage by installation of doors & windows, plastering, flooring, window panes, finishes and painting	800,000.00
5	MATHARITE CHIEF'S OFFICE	MURARANDIA	Completion of offices block currently at roofing stage by installation of doors & windows, plastering, flooring, window panes, finishes and painting	700,000.00

6	THERI CHIEF'S OFFICE	MURARANDIA	Completion of offices block currently at roofing stage by installation of doors & windows, plastering, flooring, window panes, finishes and painting	600,000.00
STATUTORIES				
ADMINISTRATION				
	Employees Salaries	ALL	Payment of staff salaries and gratuity	3,678,480.00
	Goods and Services	ALL	Repairs and maintenance, printing, stationery, telephone, travel and subsistence, fuel, hospitality, office tea etc.	1,725,562.76
	NSSF	ALL	Payment of NSSF Deductions	134,640.00
	NHIF	ALL	Payment of NHIF Deductions	73,800.00
	Committee Expenses	ALL	Payment of Committee sitting allowances, transport, conferences	2,500,000.00
MONITORING & EVALUATION				
	Goods and Services	ALL	Stationery, airtime, travel and subsistence, fuel, hospitality etc	500,000.00
	Committee Expenses	ALL	Payment of allowances, conferences etc	1,800,000.00
	NGCDFC/PMC/Staff Capacity Building	ALL	Undertake training of NGCDFC, PMCs and staff	1,700,000.00
SPORTS		ALL	To conduct Constituency Sports tournament and the participating/ winning teams to be issued with trophies, balls and games kits	2,700,000.00
EMERGENCY		ALL	To cater for urgent, unforeseen need for expenditure in the constituency within the financial year	7,198,241.38
BURSARY				
	Bursary Secondary Schools	ALL	Award of bursary to bright needy students in secondary schools	35,100,000.00
	Bursary Tertiary Institutions	ALL	Award of bursary to bright needy students in tertiary institutions	12,000,000.00
	Bursary Special Schools	ALL	Award of bursary to needy students in special schools	1,000,000.00
ENVIRONMENT				
	GATURI ENVIRONMENTAL PROJECT	GATURI	Purchase of 500 seedlings, digging holes and planting trees at Githundi, Kiambu, Gakurwe, Kabui and Gakuyu Primary schools @ Kshs. 50,000 per each of the five public institutions in conjunction with community environmental conservation groups	250,000.00
	KIMATHI ENVIRONMENTAL PROJECT	GATURI	Purchase of 500 seedlings, digging holes and planting trees at Matongu, Kigongo, Ititu Primary Schools, Kigetuni and Kimathi Chief's office @ Kshs. 50,000 per each of the five public institutions in conjunction with community environmental conservation groups	250,000.00
	TOWNSHIP ENVIRONMENTAL PROJECT	TOWNSHIP	Purchase of 400 seedlings, digging holes and planting trees at Mbiri, Kandundu, Kiangage, Kongoini Primary Schools and Kenneth Matiba Secondary school Mjini @ Kshs. 40,000 per each of the five public institutions in conjunction with community environmental conservation groups	200,000.00
	LOWER MBIRI ENVIRONMENTAL PROJECT	MBIRI	Purchase of 500 seedlings, digging holes and planting trees at Gikuu, Muthigiriri, Upendo, Gitungano Primary Schools and Karemaini Secondary schools @ Kshs. 50,000 per each of the five public institutions in conjunction with community environmental conservation groups	250,000.00
	UPPER MBIRI ENVIRONMENTAL PROJECT	MBIRI	Purchase of 500 seedlings, digging holes and planting trees at Gaitega, Kiawambeu, Ndikwe, Gikandu Primary Schools and Muchungucha Secondary school @ Kshs. 50,000 per each of the five public institutions in conjunction with community environmental conservation groups	250,000.00
	LOWER MUGOIRI ENVIRONMENTAL PROJECT	MUGOIRI	Purchase of 500 seedlings, digging holes and planting trees at Gathiru, Kagumo, Kiyu, Muthiria and Kamaguta Primary Schools @ Kshs. 50,000 per each of the five public institutions in conjunction with community environmental conservation groups	250,000.00

UPPER MUGOIRI ENVIRONMENTAL PROJECT	MUGOIRI	Purchase of 500 seedlings, digging holes and planting trees at Murai, Kari, Gitiri, Gitaro Primary Schools and Mbari Ya Hiti Secondary school @ Kshs. 50,000 per each of the five public institutions in conjunction with community environmental conservation groups	250,000.00
MURARANDIA ENVIRONMENTAL PROJECT	MURARANDIA	Purchase of 500 seedlings, digging holes and planting trees at Githambo, Kahithe, Gatuya, Theri Primary Schools and Matharite Chief's Office @ Kshs. 50,000 per each of the five public institutions in conjunction with community environmental conservation groups	250,000.00
GATHAITHI ENVIRONMENTAL PROJECT	MURARANDIA	Purchase of 500 seedlings, digging holes and planting trees at Gathaithi, Kaganda, Gatara, Mukumu Primary Schools and Kionjoini Secondary Schools @ Kshs. 50,000 per each of the five public institutions in conjunction with community environmental conservation groups	250,000.00
LOWER WANGU ENVIRONMENTAL PROJECT	WANGU	Purchase of 500 seedlings, digging holes and planting trees at Gatheru, Gitui, Ithiki, Mukangu Primary Schools and Kianderi Day Secondary School @ Kshs. 50,000 per each of the five public institutions in conjunction with community environmental conservation groups	250,000.00
UPPER WANGU ENVIRONMENTAL PROJECT	WANGU	Purchase of 500 seedlings, digging holes and planting trees at Gathinja, Koimbi, Gitweku, Gitie Primary Schools and Kahuhia Mixed Secondary School @ Kshs. 50,000 per each of the five public institutions in conjunction with community environmental conservation groups	250,000.00
TOTAL			137,510,724.14

#### KNGCDF MIN 04/01/10/2019: BURSARY

Going by the feedback from residents on the recently awarded tertiary institutions bursary, members expressed satisfaction on the award process from advertisement, application, data capture, vetting, shortlisting, processing of cheques and dispatch of cheques to the beneficiaries.

However, members noted that there were needy and deserving cases that were left out due to limitation of funds. After deliberations, members approved change of activity for Kshs. 2,000,000 from Secondary Schools to Tertiary so as to address the needy cases that were left out as well as the applications for short courses due before end of year. Members directed the Chairman and the Fund Manager to prepare and forward the necessary documents to the NKCDF Board for approval of the change of activity.

#### KNGCDF MIN 05/01/10/2019: CHANGE OF ACTIVITIES

Members deliberated on applications for change of activities by various projects for 2018/2019 financial year and approved them as below:

PROJECT NAME	APPROVED ACTIVITY	AMOUNT (KSHS)	TO CHANGE TO (NEW ACTIVITY)	REASON FOR CHANGE
Gatitu Primary School	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	700,000	Construction of a classroom	Change of priority following increase in enrolment
Githagara Primary School	Construction of a classroom adjacent to existing block	600,000	Renovation of six classrooms by roof/ floor/ doors/ windows repairs/ plastering/ painting	Change of priority due to dilapidation of classrooms vis a vie decrease in enrolment

The Chairman was tasked to write to the Board requesting for approval of the change of activities so that the projects may start off alongside the others.

KNGCDF MIN 08/01/10/2019: SPORTS

Members approved release of the Kshs. 1,680,817.00 to Kiharu NGCDF sports PMC so as to start organizing the constituency league and to factor the junior league which was left out in the previous league and only required soccer ball for active junior teams that have organized themselves at public schools level.

KNGCDF MIN 09/01/10/2019: AOB

After There being no other business, the meeting adjourned at 6.11 pm with closing prayer led by Catherine Maina.

MINUTES PREPARED BY:



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MINUTES CONFIRMED BY:



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