**NG-KINANGOP CDFC MEETING HELD ON 15th JANUARY 2018 AT THE CDF BOARDROOM IN ENGINEER TOWN**

**PRESENT**

1. George Karanja Chairman
2. Daniel Njamba Nguru Member
3. Michael Too Member
4. Martha Nyokabi Secretary
5. Monicah Wangui Member
6. Phillip Mundia Member
7. Michael Kimani Member
8. Janet Mwihaki Member
9. Caroline Kariuki Fam
10. Simon Mbuthia Member

**AGENDAS**

1. Confirmation of previous minutes
2. 2017/18 Proposal
3. Staff Matters
4. Reallocations
5. Payment of bills
6. AOB and Adjournment

**MIN /NG-KCDFC/05/15/01/18/001 CONFIRMATION OF PREVIOUS MINUTES**

The meeting started with a word of prayer led by Daniel Njamba. The Chairman welcomed members for the meeting and asked the Secretary to read the minutes. After the secretary had read the minutes they were confirmed as a true copy of previous deliberations by Philip Mundia and Seconded by Monicah Wangui.

**MIN /NG-KCDFC/05/15/01/18/002 CHILD 2017/18 PROPOSAL**

The fund Manager informed the members that the NG-CDF budget had been adjusted and that this FY Kinangop Constituency would get Ksh 86,810,344.83 less emergency of Ksh 4,568,965.52.

The Chairman reminded the members of the statutory allocations which were as follows;

 Admin Vote 6%

 M And E Vote 3%

 Sports Activities 2%

 Environmental Activities 2%

 Emergency 5%

 Bursary, Mocks and Social Security 25%-35%

The members were also reminded of the importance of the strategic plan and they all agreed that it was important to have one and agreed to set aside Ksh 3,500,000 for preparation of one.

The fund Manager also gave them a circular that proposed formation of 4 ICT Hubs within the constituency in collaboration with the ministry of Information Technology. Each Constituency is required to set aside Ksh 4,677,027.20 for 4 hubs each being Ksh 1,169,256.80. The members agreed to set the hubs in (Engineer, Murungaru, Njabini and Magumu) Wards.

Mr. Michael also highlighted the importance of renovating the CDF office stating that the office did not portray a good image. Members agreed to set aside Ksh 2,825,000 for repair and also purchase of furniture’s.

The committee approved the following projects for FY 2017/18;

|  |  |  |
| --- | --- | --- |
| **Project Name**  | **Project activity**  | **Cumulative allocation**  |
| Employees Salaries | Payment of staff salaries and gratuity  | 2,000,000.00 |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea | 2,081,420.00 |
| NSSF | Payment of NSSF Deductions | 50,000.00 |
| NHIF | Payment of NHIF Deductions | 82,400.00 |
| Committee Expenses | Payment of Committee sitting allowances, transport, conferences | 994,800.00 |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence | 750,000.00 |
| Committee Expenses | Payment of Committee sitting allowances, transport, conferences | 850,000.00 |
| CDFC/PMC Capacity Building | Undertake Training of the PMCs/CDFCs on CDF Related issues | 1,001,424.10 |
| Strategic plan | Preparing a constituency strategic plan Yr 2018-2022 | 3,500,000.00 |
| ICT Hubs | Creating ICT Hub in Engineer Ward | 1,169,256.80 |
| ICT Hubs | Creating ICT Hub in Murungaru Ward | 1,169,256.80 |
| ICT Hubs | Creating ICT Hub in Njabini Ward | 1,169,256.80 |
| ICT Hubs | Creating ICT Hub in Magumu Ward | 1,169,256.80 |
| Emergency | To cater for any unforeseen occurrences in the constituency during the financial year  | 4,568,965.52 |
| Sports | Purchase of sports kits i.e. balls, uniforms for following teams in the constituency:-Murungaru, Engineer, North Kinangop, Magumu, Njabini, Nyakio, Githabai, Gathara wards. | 1,736,206.00 |
| Environment | Purchase and Planting of tree seedlings in the following schools: Mbogani Pry,Kiahuho Pry,Tulaga Sec,Githinji Pry,Muchorui pry,Center pry,Rugongo pry,Kimuri pry,Kihumbu pry,kawamaitha pry,kitogo pry,Kioneki pry,Mucibau pry,Mukiri pry,Nyakio pry. | 1,736,206.00 |
| Bursary Secondary Schools | Payment of bursary to needy student | 17,702,586.00 |
| Bursary Tertiary Schools | Payment of bursary to needy student | 4,000,000.00 |
| Mocks and cats | Payment for mocks and cats for students in the constituency | 2,604,310.00 |
| Kiandege Primary School | Construction of one Classroom | 700,000.00 |
| Mwihoko Primary School | Construction of one classroom | 700,000.00 |
| Gitite Primary School | Construction of one Classroom | 700,000.00 |
| Kiriahu Primary School | Construction of one Classroom | 700,000.00 |
| Mukiri Primary School | Construction of one Classroom. | 700,000.00 |
| Yaanga Primary School | Renovation of 5 classrooms (plastering, and flooring ). | 500,000.00 |
| Mwihoti Primary School | Construction of one Classroom. | 700,000.00 |
| Kahuho Primary School | Construction of one Classroom. | 700,000.00 |
| Githabai Primary School | Renovation of 5 classrooms (plastering, and flooring). | 500,000.00 |
| Center Primary School | Renovation of 5 classrooms (plastering, and flooring). | 500,000.00 |
| Gacharage Primary School | Construction of one classroom. | 700,000.00 |
| Muchuiri Primary School | Renovation of 5 classrooms (plastering, and flooring). | 500,000.00 |
| Kimuri Primary School | Construction of one classroom. | 700,000.00 |
| Ndothua Primary School | Levelling of play field | 300,000.00 |
| Kahuho Primary School | Levelling of play field | 300,000.00 |
| Ndaracaini Primary School | Levelling of play field | 300,000.00 |
| Muhuti Primary School | Levelling of play field | 300,000.00 |
| Kawamaitha Primary School | Levelling of play field | 300,000.00 |
| Ragia Primary School | Levelling of play field | 300,000.00 |
| St Christopher Primary School | Levelling of play field | 300,000.00 |
| Muruaki Primary School | Levelling of play field | 300,000.00 |
| Faru Primary School | Levelling of play field | 300,000.00 |
| Nyakio Primary School | Levelling of play field | 300,000.00 |
| Mutamaiyu Primary School | Levelling of play field | 300,000.00 |
| Njabini Kimathi Primary School | Levelling of play field | 300,000.00 |
| Sasumua Primary School | Levelling of play field | 300,000.00 |
| Proposed Baraka Primary School | Levelling of play field for the proposed school | 300,000.00 |
| Aberdare Secondary School  | Construction of one classroom | 700,000.00 |
| Njabini mixed secondary school  | Construction of one classroom | 700,000.00 |
| Ndothua secondary school  | Construction of classroom | 700,000.00 |
| Bongo mixed secondary school  | Construction of classroom | 700,000.00 |
| Mutiini secondary school  | Construction of classroom | 700,000.00 |
| Gathara Secondary School  | Levelling of fields | 300,000.00 |
| Rugongo Secondary School  | Completion of school lab (walling) | 800,000.00 |
| Gathara Secondary School  | Completion of school lab (walling) | 800,000.00 |
| Kamunyaka Secondary School  | Completion of school lab (Roofing) | 800,000.00 |
| Nandarasi Secondary School  | Completion of school lab (walling) | 800,000.00 |
| Kinangop technical and Vocational college  | Purchase of Land (5 acres) to put up a TTI in Engineer Ward. | 4,600,000.00 |
| Magumu chief’s office. | Construction of a one roomed office | 500,000.00 |
| Murungaru ACC’S office. | Completion of ACCS Office (Painting and windows) | 300,000.00 |
| Magumu police office. | Completion of Police post( plastering, windows and doors) | 500,000.00 |
| Karandi AP post 3 staff house | Completion of AP houses (Electrical works) | 100,000.00 |
| Murungaru Police Post | Electrical works and electricity installation | 150,000.00 |
| Chobe- Kambi Ndoro road | Heavy grading and gravel patching | 2,500,000.00 |
| Engineer- Mutarakwa road | Heavy grading and gravel patching | 2,500,000.00 |
| Thinde- Mutiini road | Heavy grading and gravel patching | 2,500,000.00 |
| Weru - Njoma Road | Heavy grading and gravel patching | 2,500,000.00 |
| NG-Cdf Office | Repair of Cdf office (Painting, replacing windows ) | 500,000.00 |
| NG-Cdf Office | Erecting a perimeter wall | 1,000,000.00 |
| NG-Cdf Office | Construction of a car park shed | 300,000.00 |
| NG-Cdf Office Furniture/Equipment | Purchase of 2 laptops | 150,000.00 |
| NG-Cdf Office Furniture/Equipment | Purchase of a printer  | 225,000.00 |
| NG-Cdf Office Furniture/Equipment | Wall to wall carpet for 3 offices | 150,000.00 |
| NG-Cdf Office Furniture/Equipment | Purchase of 2 sets of 5 seater leather seats | 500,000.00 |
| **TOTALS** |  | **86,810,344.82** |
|  |  |  |

Mrs Monicah asked when the funds were likely to be released and the Fam confirmed that it would be immediately the National Treasury releases the funds to the board.

**MIN /NG-KCDFC/05/15/01/18/003 STAFF MATTERS**

The chairman reminded the committee that there was need to review the terms for NG-CDFC staff. After serious deliberations the members agreed to confirm the Grader driver and Operator for another 2 Years. They then agreed to advertise the other six positions and the Fam and the Chairman were tasked with the role of advertising.

 The positions to be advertised were;

1. Account Assistant
2. Office Assistant
3. Office Assistant 2
4. Driver
5. Secretary
6. Logistics

The Committee also agreed that it was important that the current staff be encouraged to apply for the above positions and that they should be given notice since their contracts had come to an end.

**MIN /NG-KCDFC/05/15/01/18/004 REALLOCATIONS**

The Chairman reminded members that there was Ksh 7,200,000 that had not been reallocated yet and the members agreed on the following projects;

|  |  |  |
| --- | --- | --- |
|  | **ACTIVITY** | **AMOUNT** |
| Kirathimo Primary School | Construction of 2 Classrooms | 1,400,000.00 |
| Kanamba Primary School | Construction of 2 Classrooms | 1,400,000.00 |
| Heni Primary School | Rehabilitation of 9 Classrooms | 900,000.00 |
| Muruaki Primary School | Construction of 2 classrooms | 1,400,000.00 |
| Grace Primary School | Construction of Classroom | 700,000.00 |
| Kiyo Secondary School | Construction of Classroom | 700,000.00 |
| Kijiko Primary School | Construction of Classroom | 700,000.00 |
| **TOTALS** |  | **7,200,000.00** |

**MIN /NG-KCDFC/05/15/01/18/005 AOB AND ADJOURNMENT**

The committee agreed to form Bursary Ward committees so as to help in preparation for bursary allocations. Each ward should have a minimum of 12 members and each sub location should be well represented. The committee agreed to be giving them transport allowance of Ksh 1,000 each per meeting.

There being no other business the meeting ended with a word of prayer from Madam Monicah.

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**Minutes Compiled By; ….Martha Ngaruiya ……. .Sign……………………………..Date Secretary**

**Confirmed By:…George Karanja…….Sign……………………………………Date**

**Chairman**