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| CDF logo 4 MsWord **NG-CDF**  | **National Government Constituencies Development Fund** **MANYATTA CONSTITUENCY****P.O Box 1991-60100****Tel:068-31287**| **Cell**:**0723-124525****Email: manyatta@cdf.go.ke | Website: www.manyatta.cdf.go.ke**  |

**MINUTES OF A MEETING OF NG- CDFC MANYATTA HELD ON 11TH DEC. 2018 AT NG-CDF OFFICE BOARDOOM AT 10:00AM**

**NG-CDFC MEMBERS PRESENT**

1. Hon.JohnMuchiriNyaga…………………………………MP
2. Caroline Imaya………………………………………......DCC
3. Evans Mbogo ……………………………………………Chairman
4. Mary Kabuga……………………………………….……FAM
5. Beatrice Njoki**…………………………………………...**Treasurer
6. Cyrus Njagi………………………………………………Member
7. Peterson Kinyua**………………………………………....**Member
8. Rehema Omar…………………………………………...Member
9. Samuel Muturi**……………………………………….…**Member
10. Faith Karimi**………………………………………….…**Member
11. Wachira Martin**……………………………………….**Secretary-Taking minutes

**AGENDAS**

1. Prayers/Preliminaries
2. Reading and confirmation of previous minutes
3. Matters arising
4. 2018/2019 Projects AllocationKsh109,040,875.52
5. Allocation of Emergency fund
6. Closure of the Year
7. AOB

**MIN 1/11/12/2018: PRELIMINARIES**

The chairman called meeting into order and a word of prayers was said by Cyrus Njagi at 10:00Am

The chairman recognized the Manyatta constituency MP. Hon John Muchiri and the members of NG-CDFC into the meeting.

**Hon John Muchiri- MP Opening remarks**

The MP appreciated the members for the good work so far and asked them to continue with the same spirit.

**MIN 2/11/12/2018: READING AND CONFIRMATION OF PREVIOUS MINUTES.**

Minutes of the previous NG-CDFC meeting were read where Samuel Muturi confirmed them as a true reflection of theprevious meeting.

**MIN 3/11/12/2018: MATTERS ARISING**

There were no matters arising and therefore the chairman took members to the next agenda.

**MIN 4/11/12/2018: ALLOCATION OF FUNDS FOR FY 2018/2019**

The fund manager informed the members that the allocation for FY 2018/19 was kshs109,040,875.52as per circular received from the Board. She reminded the members that there was need to complete the ongoing as stipulated on a circular dated 30th October,2018

The chairman gave the secretary a chance to go through the proposals as listed in our Ward Reportscollected previously at location levels from the members of public and other key stake holders.

He also read out the implementation matrix of the draft Strategic Plan 2018/2022 and the list of the ngoing projects submitted to the Board.

After a lengthy deliberation on the reports members allocated funds amounting kshs109,040,875.52FY 2018/19 as follows;

**1. Projectallocation**

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| **Serial**  | **Name of Project** | **Amount Allocated** |
|  063/AP1 | 6% Office Administration/Recurrent | 6,042,452.53 |
| 063/AP2 | 3% Monitoring and Evaluation  | 3,271,226.00 |
| 063/2640200 | 5% Emergency | 5,738,993.00 |
| 063/2640509 | 2% Sports Activities | 2,158,992.61 |
| 063/2640510 | 2% Environmental Projects | 2,158,992.51 |
| 063/2640100 | 25% Bursary/ Mocks/CATS | 27,260,218.87 |
| 063/2630204 | Primary School Projects | 7,000,000.00 |
| 063/2630205 | Secondary School Projects | 41,510,000.00 |
| 063/2640507 | Security | 13,300,000.00 |
| 063/3111000 | Office Equipment | 600,000.00 |
|  | **TOTALS** | **109,040,875.52** |

Members resolved to prioritize on the ongoing projects that were proposed so as to complete them and then allocate the remaining funds to new project that were of priority. The allocation of Kshs109,040,875.52to projects was done as follows;

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| **PRIMARY SCHOOL PROJECTS** |
|  | **Name of School** | **Description of the work** | **Ward**  | **Amount allocated** |
|  | Mbukori Primary School | Renovation of 15 classrooms through Flooring,plastering,doors and windows and painting. | Gaturi south | 2,900,000.00 |
|  | Gaciigi Primary School | Purchase of a 1/8 Acre piece of land | Ruguru | 900,0000.00 |
|  | Iveche Primary School | Completion of a hall through Flooring, Windows & Doors and Painting and finishes | Mbeti north | 1,000,000.00 |
|  | St.Andrews Primary School | Construction of 2 classrooms to completion | Kithimu | 1,400,000.00 |
|  | Primary Schools Desk | Purchase of desks for Ngerwe Primary School, Gaciigi Primary School, Tende Primary School, Kimangaru Primary School, Kithimu Primary School, Kiangoci primary School, Dallas Primary SchoolsGatunduri Primary | Nginda | 800,000.00 |
|  | Ngerwe Primary School | Supply of 40 No Desks | Nginda | 100,000.00 |
|  | Gaciigi Primary School | Supply of 40 No Desks | Ruguru | 100,000.00 |
|  | Tende Primary School | Supply of 40 No Desks | Gaturi South | 100,000.00 |
|  | Kimangaru Primary School | Supply of 40 No Desks | Mbeti North | 100,000.00 |
|  | Kithimu Primary School | Supply of 40 No Desks | Kithimu | 100,000.00 |
|  | Kiangoci primary School | Supply of 40 No Desks | Ngangori | 100,000.00 |
|  | Dallas Primary School | Supply of 40 No Desks | Kirimari | 100,000.00 |
|  | Gatunduri Primary | Supply of 40 No Desks | Mbeti North | 100,000.00 |
|  | **PRIMARY SCHOOL SUB TOTALS** |  |  **7,000,000.00**  |
| **PRIMARY SCHOOLS SUB-TOTALS** |  |
|  | **SECONDARY SCHOOL PROJECTS** |
|  | **Name of School** | **Description of the work** | **Ward** | **Amount allocated** |
|  | Gatituri Secondary school | Completion of a laboratory through flooring, Finishing of Benches, Fume Chamber and Painting | Mbeti north | 600,000.00 |
|  | DEB Kangaru Secondary School | Completion of storeyed classrooms & a computer laboratory through Plastering, Roofing, Fixing doors & Flooring | Kirimari  | 2,000,000.00 |
|  | MuvandoriDay Secondary School | Construction of a dining hall through, flooring (tiles), window panes, doors and painting. | Nginda | 1,000,000.00 |
|  | KithunguririDay Secondary School | Completion of an administration block through. Roofing, Plastering flooring, doors, windows and painting. | Ruguru | 3,900,000.00 |
|  | St. Alphonse Day Secondary School | Completion of a dining hall through keying the exteriors, washrooms and verandah | Nginda | 1,000,000.00 |
|  | Gituri Day Secondary School | Completion of 2 storeyed classrooms through roofing,plastering,flooring,fixing doors and windows and painting | Kirimari ward | 1,350,000.00 |
|  | St. Mary’sMukangu secondary school | Construction of a phase 2 multipurpose hall through:-walling, roofing, plastering and flooring | Kirimari | 2,600,000.00 |
|  | St. Joseph the Worker Kathuniri Secondary school | Completion of a dining hall through:-painting, fixing doors and windows, and exterior finishes | Nginda | 1,000,000.00 |
|  | Gatondo Day Secondary School | Completion of a laboratory Flooring, Fume Chamber and Finishing Preparation room | Mbeti north | 900,000.00 |
|  | All saints KigariDay Secondary School | Construction of a dining hall through Wallingplastering, roofing | Ngandori | 2,000,000.00 |
|  | Kithegi day secondary school | Completion of an administration block plastering, tiling, Fixing doors and windows and painting | Kithimu | 2,000,000.00 |
|  | St. Benedict Kithimu Secondary School | Completion of 3 classrooms through flooring(tiling), Staircase construction Doors and windows & painting | Kithimu | 1,700,000.00 |
|  | St. Benedict Kithimu Secondary School | Purchase of a 52 Seater bus | kithimu | 7,000,000.00 |
|  | ItabuaDay Secondary School | Purchase of a 52 Seater bus | Mbeti north | 7,000,000.00 |
|  | Itabua day Secondary School | Completion of 4 No. doors exhaustible pit latrines, Plastering, roofing & septic Tank | Mbeti north | 700,000.00 |
|  | Gatunduri day Secondary school | Completion of a multipurpose hall through painting and keying of exterior walls | Mbeti North | 360,000.00 |
|  | St.Michael Day SecondarySchool | Completion of a classroom through plastering and Flooring and fixing doors and windows | Kirimari | 200,000.00 |
|  | Kangaru Girl’s Secndary school |  Construction of a Laboratory through Foundation, walling, and Flooring. | Kirimari | 1,000,000.00 |
|  | Kangaru BoysSchool | Construction of 2 Classrooms through walling , Roofing, Plastering | kirimari | 1,000,000.00 |
| 1. S
 | St PetersKathakwaSecondary School- | Purchase modern jikos, Intallation Terrazzo and Purchase of Tables & Chairs | Nginda | 1,500,000,.00 |
|  | St.LukesDay Secondary school karurina | Construction of Two Classrooms (Foundation, Walling, & Roofing | Mbeti North | 1,000,000.00 |
|  | St.Christopher Day Secondary school | Construction of a multipurpose Hall ( Foundation Slab) | Gaturi south | 1,000,000.00 |
|  | MuvandoriDay Secondary | Purchase of Dining hall Benches and Tables | Nginda | 700,000.00 |
| **SECONDARY SCHOOLS SUB-TOTALS** | **41,510,000.00** |
|  | **SECURITY PROJECTS** |  |
|  | **Name of Institution** | **Description of the work** | **ward** | **Amount allocated** |
|  | EmbuCounty Commissioners Office | Office renovation through Plastering & Painting | Kirimari | 800,000.00 |
|  | EmbuPolice Station | Administration block to completion construction | Kirimari | 12,000,000.00 |
|  | Embu North DCC Office Residential House | Renovation of DCC residential house, Through, painting and roofing | Ruguru/Ngandori | 500,000.00 |
|  | **SECURITY PROJECTS SUB-TOTALS** |  | **13,300,000.00** |

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|  | **ENVIRONMENT PROJECTS** |  |  |  |
| 1. | Kenga Primary School | Supply and install 10,000 litres Water tank and installation of Gutters  | Ruguru | 250,000.00 |
| 2. | Ithangawe primary School | Purchase and install 10,000 litres Water tank and installation of Gutters  | Kithimi | 250,000.00 |
| 3. | Gatituri Primary School  | Supply nd install 10,000 litres Water tank and installation of Gutters  | Mbeti North | 250,000.00 |
| 4. | St Michael Day Secondary School | Supply and install 10,000 litres Water tank and installation of Gutters  | Kirimari | 250,000.00 |
| 5. | Kigari Primary School | Supply and install 10,000 litres Water tank and installation of Gutters  | Ngandori | 250,000.00 |
| 6. | St Joseph Mtetu Day Secondary School  | Supply and install 10,000 litres Water tank and installation of Gutters  | Gatiri South | 250,000.00 |
| 7. | St Alphonse Day Secondary School | Supply and install 10,000 litres Water tank and installation of Gutters  | Nginda | 250,000.00 |
| 8. | St Peter Kathakwa Day Secondary | Supply and install 10,000 litres Water tank and installation of Gutters  | Nginda | 250,000.00 |
| 9. | Runganga Primary School | Planting of trees ,flowers and Landscaping | Gaturi South | 158,992.51 |
|  |  |  **ENVIRONMENT SUB TOTAL** |  | **2,158,992.51** |
|  | **SPORTS** | Carry out constituency sports tournaments, purchase of sports kits and balls to Manyatta Sports Clubs Sonoma FC, Manchesta FC, Manyatta FC, Lucky Star FC Jungle Boys FC,Itabua FC, Mountain View FC, Kithimu Junior,Home Stars, Kyethiga FC, Black Cats, Royal Com, BMW, Triumph FC, Super Striker, InterdugaFC,Rukira FC | Manyatta Constituency | **2,158,992.61** |
|  | **NG-CDF OFFICE**  | Purchase of office camera 200,000, Office Painting Kshs 200,000, , Office Telephone and Extension 20,000, Kitchen Wiring 30,000 Office I Pad 80,000, CCCTV 70,000, | Manyatta Constituency | **600,000.00** |
|  | **BURSARY** |  |  |  |
| 1. | Secondary Bursary | Award bursary to need and deserving cases both in secondary to tertiary and special institutions | Manyatta Constituency | 13,260,218.87 |
| 3. | Tertiary Bursary | Award bursary to need and deserving cases both in secondary to tertiary and special institutions | Manyatta Constituency | 9,000,000.00 |
| 3. | Special Bursary | Award bursary to need and deserving cases in special institutions such as driving schools and Hairdressing schools | Manyatta Constituency | 5,000,000.00 |
|  |  | **BURSARY SUB TOTAL** |  |  **27,260,218.87** |
|  | **ADMN & RECURRENT** |  |  |  |
| 1. | Employees’ Salaries & Gratuity |  To cater for the Employees’ Salaries and gratuity | Manyatta Constituency | 1,600,000.00 |
| 2. | Committee expenses | Payment of committee sitting allowances,transport,conferences & Subsistence | Manyatta Constituency | 2,000,000.00 |
| 3. | Goods & services | Purchase of fuel, repairs and maintenance of vehicle and office equipment, printing, stationery, telephone, travel and subsistence, office tea, etc.  | Manyatta Constituency | 2,142,452.53 |
| 4. | NSSF | Payment of NSSF Deductions | Manyatta Constituency | 150,000.00 |
| 5. | NHIF | Payment of NHIF Deductions |  | 150,000.00 |
|  |  | **ADMINISTRATION & RECURRENT SUB TOTAL** |  | **6,042,452.53** |
|  | **M&E** |  |  |  |
| 1. |  M&E Goods and Services | To cater for purchase of fuel, repairs,& maintenance,printing,stationery,Airtime,Travel and subsistence | Manyatta Constituency | 500,000.00 |
| 2. | M & E Committee expenses | Payment of committee sitting allowances, transport, conferences and inter constituency visits. | Manyatta Constituency | 2,200,000.00 |
| 3. | Capacity building | Conduct capacity building for staffs, NG-CDFC & PMC’S on NGCDF related issues | Manyatta Constituency | 571,226.00 |
| 4. |  M&E Goods and Services | To cater for purchase of fuel, repairs,& maintenance ,printing ,stationery, Airtime, Travel and subsistence | Manyatta Constituency | 500,000.00 |
| 5. | M & E Committee expenses | Payment of committee sitting allowances, transport, conferences and inter constituency visits. | Manyatta Constituency | 2,200,000.00 |
|  |  | Conduct capacity building for staffs, NG-CDFC & PMC’S on NGCDF related issues |  | 571,226.00 |
|  |  | **M&E SUB TOTAL** |  | **3,271,226.00** |

Members resolved to consider and complete the ongoing projects that were not allocated funds within the next two financial years .

**MIN 5/11/12/2018: CLOSURE OF THE YEAR**

Members deliberated at length on when the office is supposed to be closed for Christmas and members enormously agreed that the office be closed on 20th Dec and be re-opened on 2nd January after New Year celebrations.

**MIN6/11/12/2018: AOB**

There being no other matters to be discussed the chairman thanked members and closed the meeting with a word of prayer at 2.35pm by Peterson Kinyua.

**Minutes prepared by:**

**Secretary…Wachira Martin N.……Sign………………………….Date……………………..**

 **Minutes Confirmed by:**

**Chairman …Evans Mbogo…………Sign………………………….Date………………………F.A.M…Mary Kabuga………………Sign……………………………Date………………………**