**REPUBLIC OF KENYA**

**MARAGUA NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND**

**NEXT TO MARAGUA DO’S OFFICE MURANG’A SOUTH DISTRICT**

**P.O. BOX 643-10205, MARAGUA**

**MINUTES OF NG-CDF MEETING HELD ON 15th NOVEMBER 2018 AT THE CDF OFFICE BOARDROOM**

**Members Present**

1. Hon Mary Waithera –M.P Maragua
2. Simon Kiragu Wachira- CHAIRMAN
3. Titus Macharia- DCC Maragua
4. Alex Mwangi – F.A.M
5. Simon Mbau Mwaura- Member
6. Stephen Ndungu Nyoike- Member
7. Simon Karanja Kamande – member
8. Sarafina Wambui Muiruri-member
9. Teresa Wanjiku Kariuki- Member
10. Derek kibe-Member
11. Purity Njeri - Secretary

**Agenda**

The Agenda for the meeting was adopted as shown below

1. Preliminaries and introduction.
2. Confirmation of previous minutes
3. Matters arising
4. Approval of 2018/2019 project proposal.
5. Monitoring Program
6. Ward briefs/ A.O.B

**MIN. 01/15/11/2018: PRELIMINARIES AND INTRODUCTION.**

The meeting started with a word of prayer from Stephen Ndungu at **11.00a.m**. Thereafter, the chairman called the meeting to order and welcomed the members.

The chairman took the other members through the agenda of the day and was unanimously agreed on.

**MIN. 02/15/11/2018: CONFIRMATION OF PREVIOUS MINUTES.**

The chairman requested the secretary to take the other members through minutes of 09th August 2018 where the minutes were proposed by Stephen Ndungu Nyoike and seconded by Simon Mbau Mwaura.

**MIN. 03/15/11/2018: MATTERS ARRISING.**

* It was reported that the strategic plan was at its final stage where members were presented with a draft copy from the consultant. This will to enable members to go through the strategic plan and any anticipated input captured to ensure an all-inclusive strategic plan. Members were required to present their views via the fund account manager so s to finalize on the strategic plan 2018/2022. Members agreed that an executive meeting to be held to harmonize the corrected document as well as set a date to launch the strategic plan.
* The fund manager was requested to give an overview of the current project status and summarized as follows:

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| --- | --- | --- | --- |
| **Project Name** | **Project activity** | **AMOUNT ALLOCATED** | **CURRENT STATUS AS AT 15/11/2018** |
| Emergency | To cater for any unforeseen occurrences in the constituency during the financial year | 568,965.51 | Amount re-allocated to Ihumbu primary retention wall where the first phase of retention wall is complete awaiting phase 2 to complete by gabion installation and wall reinforcement. |
| Wathiani primary school | Renovation of 4 classes by replacing leaking roof and wiring of the classes.(ksh 600,000)  Phase 1 of administration block construction( ksh 600,000) | 1,200,000 | The renovation of classes was complete as well as the phase 1 for the administration block members will prioritize to monitor and authorize for payment to contractor. |
| Gathuri primary school | Construction of 8 cubicle block toilets for the boys | 600,000 | The toilet is at 95% complete awaiting finishes that is painting and door fixing members will prioritize to monitor and authorize for payment to contractor. |
| Mihang’o primary school | Construction of 8 cubicle block toilets for the boys | 600,000 | The toilet is at 70% complete awaiting finishes that is plastering, painting and door fixing members will prioritize to monitor and authorize for payment to contractor. |
| Kamuiru primary school | Construction of 8 cubicle block toilets for the girls ksh 500,000 and digging tunnels to clear run off water(drainage) ksh 200,000 | 700,000 | The toilet is at 95% complete awaiting finishes that is painting and door fixing the drainage that is installation of culverts is ongoing therefore members agreed to monitor the project. |
| Kianjiru ini secondary school | Completion of science laboratory by installing benches, gas piping and water piping, fume chamber construction. | 1,000,000 | The project is 100% complete that is the benches, gas and water connections and also installation of tables and benches installed therefore the lab is already in use |
| Kirimiri secondary school | construction of staff toilets 3 cubicle | 300,000 | The toilet is already complete 100% and already in use therefore members agreed to monitor the project. |
| Igikiro Day secondary school | Construction of a classroom ksh 500,000 and construction of staff toilets 3 cubicle ksh 300,000 | 800,000 | The classroom is at the lintel level and the staff toilet has also been roofed. Therefore the project is at 60% complete this has been halted due to ongoing exams. |
| kagaa secondary school | Construction of a classroom ksh 500,000 and construction of staff toilets 3 cubicle ksh 300,000 and construction of 5 cubicle block toilets for the girls ksh 500,000 | 1,300,000 | The walling, roofing, plaster and floor, doors and windows have been done for the class room while both the staff toilets and girls toilets are waiting finishes |
| Mwangaza Secondary school | Construction of two classrooms | 1,000,000 | The class room finishes have already started, reinforcement of the slab has also been done but due to the ongoing exams the project has been suspended. |
| Nginda mixed secondary school | Phase 2.Slabbing of the administration block | 500,000 | The phase 2 of slabbing has already been complete and the contractor is curing he slab by watering awaiting the inspection for the payment to be effected. |
| Karia-ini secondary school | Construction of a classroom | 750,000 | The substructure has been done as well as walling and roofing the finishes are ongoing as at now thus members were requested to include the project for inspection. |
| Kaharati secondary school | Purchase of two 10,000 litres tanks and installation of gutters. | 282,758.99 | The 2 no. 10,000 litres roto tanks and gutters were delivered to the school and fixed for water harvesting during the rainy season. |
| Assistant county commissioner Maragua residence/office. | Construction of a public latrine ksh 277,585.50 and a pit latrine at residence ksh 250,000 | 527,585.50 | The public toilet is at the roofing stage while other works were ongoing. |
| Kamuiru assistant chief office | construction of public toilets | 250,000 | The public toilet is at the roofing stage the contractor is doing the finshes that is plastering and floor. |
| Nginda secondary school | Construction of an ablution block | 1,000,000 | Not yet commenced due to delay in bills of quantity and drawings as well as ongoing secondary school exams |
|  |  | **11,379,310.34** |  |

* The Member of Parliament reported that following the consultative meeting held at Thangira umoja members of the public and other stakeholders suggested various projects they wished were done for their benefit on the proposed public land. They requested a health facility done which was directed to the Muranga county government via the MCA Kimorori Ward.

**MIN. 04/15/11/2018 APPROVAL OF 2018/2019 PROJECT PROPOSAL**

The fund manager informed the members that the constituency has received ksh 109,040,875.52 following the receipt of a circular REF: NG-CDFB/CIRCULARS VOL.II (008) dated 30th October 2018. The Board had requested the preparation and submission of constituency project proposal for the financial year 2018/2019 with a deadline of 30th November 2018.

Members deliberated on the various proposals received and prioritized the projects as follows:

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| --- | --- | --- |
| **Project Name** | **Project activity** | **Amount Allocated** |
| Employees’ Salaries | Payment of staff salaries and gratuity | 1,400,000 |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea | 1,982,452.53 |
| NSSF | Payment of NSSF Deductions | 80,000 |
| NHIF | Payment of NHIF Deductions | 80,000 |
| Committee Expenses | Payment of Committee sitting allowances, transport, conferences | 3,000,000 |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence | 571,226.27 |
| Committee Expenses | Payment of Committee sitting allowances, transport, conferences | 1,500,000 |
| CDFC/PMC Capacity Building | Undertake Training of the PMCs/CDFCs on CDF Related issues | 1,200,000 |
| Emergency | To cater for any unforeseen occurrences in the constituency during the financial year | 5,738,993.45 |
| Sports | Officiating Constituency Sports tournament and the winning teams/schools to be awarded with trophies, balls, and games kits | 2,180,817.51 |
| Environment | Planting trees in Nginda primary school, karurumo primary school, ichagaki primary school, kamahuha primary school, sabasaba primary school, Kambiti primary school, Matanya primary school, wempa primary school, kimorori primary school and makuyu primary school @ 218,081.75( 5400 seedling @ksh 25, manure and fertilizer @ksh 50,000,transport @ ksh 15,000 and labour @ ksh 18,081.75 each) | 2,180,817.51 |
| Maragua Ng-Cdf Office | Partitioning of the office to create room for secretarial office, client waiting bay ksh 716,349.37and construction of staff toilet (disability friendly) 3 cubicle and connection to septic tank ksh 600,002 | 1,316,351.37 |
| Maragua national library | Phase 2 construction by walling, roofing and installing windows and doors. | 2,000,000 |
| Nginda education zone office | Renovation of zonal education office by plaster, floor, glazing, painting to completion. | 500,000.00 |
| Bursary Secondary Schools | Payment of bursary to needy student | 19,082,153.21 |
| Bursary Tertiary Schools | Payment of bursary to needy student | 8,178,065.67 |
| Ihumbu primary school | Completion of the retention wall phase 2 by installing gabions 800 metres and retaining wall at ksh 3,000,000 and school gate reconstruction and reinforcement ksh 400,000. | 3,400,000.00 |
| Gikomora primary school | construction of 2 no. 8 cubicle toilet block each at ksh 500,000 | 1,000,000.00 |
| Kinoo primary school | renovations of three classes at(ksh 1,050,000) by plaster, floor, glazing, painting to completion and rehabilitation of borehole by pump installation, water piping to school and tanks for the school.(ksh 950,000) | 2,000,000.00 |
| Wairuri primary school | Completion of classroom by plastering, flooring, glazing and painting to completion (ksh 350,000) and construction of 8 cubicle toilet (ksh 500,000). | 850,000.00 |
| Athaara primary school | Renovation of 3. no classes (ksh 1,000 000)by plaster, floor, glazing, painting to completion and construction of 8 cubicle toilet block (ksh 500,000) | 1,500,000.00 |
| Kangangu primary school | Construction of 4. no classes to completion | 2,750,000.00 |
| Githanji primary school | Construction of 10,000 litre water tank base, purchase of 10,000 litre tank, pump installation and water piping to the school. | 1,000,000.00 |
| Maranjau primary school | construction of 2 no.8 cubicle toilet block to completion | 1,000,000.00 |
| Matanya primary school | Renovation of 3 classes by roof repair plaster, flooring, glazing and painting. | 750,000.00 |
| Kitune primary school | Renovation of 3 classes by plaster, flooring, glazing and painting (ksh 1,000,000) and construction of staff toilets (ksh 250,000) to completion. | 1,250,000.00 |
| Irembu primary school | Renovation of 5 classes by roof repair plaster, flooring, glazing and painting. | 750,000.00 |
| Mutithi primary school | Completion of a classroom by walling, roofing, plastering, flooring, glazing and painting to completion. | 400,000.00 |
| Mithini primary/Mithini secondary | Phase 2 water piping, pump installation, purchase of 2 no. 10,000 elevated water tanks and construction of water point. | 1,450,000.00 |
| Gathanga primary school | Purchase of land one acre ksh (1,950,000), construction of one class (ksh 750,000) and construction of staff toilets at (ksh 300,000) to completion. | 3,000,000.00 |
| Maranjau secondary school | construction of 3 no. storey classrooms (ksh 2,400,000) and electricity connection at( ksh 100,000) | 2,500,000.00 |
| Snr. Gichohi secondary school | construction of admin block( ksh 2,000,000) and construction of girls toilet block 8 cubicle (ksh 500,000) | 2,500,000.00 |
| Nginda mixed secondary school | Phase 3 of administration block by walling and roofing. | 1,500,000.00 |
| Gathera secondary school | Completion of dining hall by roofing, plaster, floor, glazing, painting to completion. | 2,300,000.00 |
| Maganjo Secondary school | construction of admin block to completion | 2,500,000.00 |
| Ikundu secondary school | construction of a science laboratory to completion | 2,000,000.00 |
| Irembu Secondary school | construction of 8 cubicle toilet block to completion | 500,000.00 |
| Kangangu secondary school | renovation of a classroom by plaster, flooring, glazing and painting at (ksh 350,000) and completion of a class room ( ksh 500,000) by walling, roofing, plaster, glazing and painting to completion and phase 2 completion of science laboratory by installing working benches ,gas piping and water connection and painting at ksh 900,000 | 1,750,000.00 |
| Kamahuha girls secondary school | construction of 2 no. classes to completion | 1,500,000.00 |
| Karungangi secondary school | Phase 2 completion of science laboratory by plastering and flooring, installing working benches, gas piping and water connection, painting. | 1,000,000.00 |
| Kaharo secondary school | Phase 2 completion of science laboratory by installing working benches, gas piping and water connection, painting. | 500,000.00 |
| Maragua A.C.C hall | Phase1 construction of security hall by substructure, walling and roofing, fixing of doors and windows. | 2,000,000.00 |
| Kimorori A.P line | Construction of 2 no.toilet block and 2 no.bathroom( ksh 500,000) and electricity connection(ksh 100,000) | 600,000.00 |
| Maragua police station | Renovation by wiring, water connection and grill installation of the police station. | 200,000.00 |
| Muranga south sub-county A.P houses | Construction of 10 double rooms A.P houses to completion | 3,000,000.00 |
| Muranga south sub-county office. | Fencing of Maragua sub-county headquarters by concrete poles and chain link (5 acres at ksh 2, 200, 0000) and renovation of the sentry box, Gate by plaster, and painting, glazing at ksh 300,000. | 2,500,000.00 |
| Makuyu police station | Renovation of police houses 3.no. by roof repairs, painting, glazing, water connection of the offices at ksh 600,000 and construction of a septic tank 1000 capacity at ksh 1,800,000 | 2,400,000.00 |
| Gikomora A.P houses | Completion of A.P houses by glazing, cell reinforcement, ceiling, wiring, electricity connection (ksh 300,000) and toilets and bathrooms 2 cubicle each construction to completion (ksh 500,000) | 800,000.00 |
| Githanji A.P post | Construction of A.P house ksh 500,000 and fencing by chain link at(ksh 100,000 ) solar Security light installation (ksh 200,000) | 800,000.00 |
| Saba saba police post | Drilling borehole ,installation of water pump, purchase of two 10,000 litre tanks and piping within the post to completion | 3,000,000.00 |
| Nginda chiefs office | Construction of 3 cubicle public toilet (ksh 230,000) and purchase of office furniture (ksh 70,000) tables, chairs and visitors seats, cabinet. | 300,000.00 |
| Karurumo A.P houses | Completion of A.P houses by fencing of A.P houses at ksh 250,000, water connection and tank 10,000 litres, gutter installation ksh 250,000 and electricity connections, wiring ksh 100,000. | 600,000.00 |
| Saba saba chiefs office | Purchase of land quarter acre ksh (1,200,000), construction of A.P house (ksh 500,000) to completion. | 1,700,000.00 |
| Makuyu security light | Installation of solar security light | 250,000.00 |
| Gakoigo security light | Installation of solar security light | 250,000.00 |
| **TOTAL** |  | **109,040,875.52** |

Members approved the above projects and requested the fund manager to facilitate the compilation of the proposal and forward to the board.

**MIN. 05/15/11/2018 MONITORING PROGRAM**

Members approved the monitoring program scheduled for Thursday 29thNovember 2018, 30th November 2018 and Monday 03rd December 2018 as follows:

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| PROPOSED PROJECTS FOR MONITORING | | | |
|  | **DAY ONE 29/11/2018** |  |  |
| **PROJECT NAME** | **PROJECT ACTIVITY** | **WARD** | **AMOUNT ALLOCATED** |
| Ichagaki mixed secondary school | Construction of two classes | ichagaki | 1,500,000.00 |
| Kianjiru ini secondary school | Completion of science laboratory by installing benches, gas piping and water piping, fume chamber construction. | ichagaki | 1,000,000 |
| Assistant county commissioner Maragua residence/office. | Construction of a public latrine ksh 277,585.50 and a pit latrine at residence ksh 250,000 | ichagaki | 527,585.50 |
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| Ihumbu primary school | Construction of school fence (stone) and retention wall. | nginda | 718,220.00 |
| Kaharo boys secondary school | construction of science laboratory | nginda | 2,700,885.00 |
| Nginda mixed secondary school | Phase 2 construction of slab for the office administration and internal finishes of ground floor | nginda | 800,000.00 |
| Nginda mixed secondary school | Phase 2.Slabbing of the administration block | nginda | 500,000 |
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|  | **DAY TWO 30/11/2018** |  |  |
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| Gathuri primary school | Construction of 8 cubicle block toilets for the boys | kamahuha | 600,000 |
| Igikiro Day secondary school | Construction of a classroom ksh 500,000 and construction of staff toilets 3 cubicle ksh 300,000 | kamahuha | 800,000 |
| Wathiani primary school | Renovation of 4 classes by replacing leaking roof and wiring of the classes.(ksh 600,000) | kamahuha | 1,200,000 |
| Thaara primary school | Renovation of 8 classes by flooring, plastering, roof repairs, glazing and painting. | kimorori | 2,000,000.00 |
|  |  |  |  |
| Mihang’o primary school | Construction of 8 cubicle block toilets for the boys | kambiti | 600,000 |
| Kamuiru primary school | Construction of 8 cubicle block toilets for the girls ksh 500,000 and digging tunnels to clear run off water(drainage)ksh 200,000 | kambiti | 700,000 |
| Karia-ini secondary school | Construction of a classroom | kambiti | 750,000 |
| Kamuiru assistant chief office | construction of 2 cubicle public toilets | kambiti | 250,000 |
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|  | **DAY THREE 3/12/2018** |  |  |
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|  |  |  |  |
| Kagaa primary school | Renovation of 6 classes by flooring, plastering, roof repairs, glazing and painting. | kimorori | 1,500,000.00 |
| karungangi primary school | Renovation of 10 classes by flooring, plastering, roof repairs, glazing and painting. | kimorori | 2,900,000.00 |
| Kimorori primary school | completeion of two classes and construction of administration block | kimorori | 2,900,000.00 |
| senior Gichohi secondary school | Completion of two classes by flooring, plastering, glazing and painting (ksh 550,000), construction of one class(ksh 750,000) and construction of 2 block 8 cubicle toilets for both boys and girls.(ksh 1,200,000) | kimorori | 2,500,000.00 |
| Thangira Umoja secondary school | Phase 3 finishes of the dining hall by plastering, flooring, glazing and painting. | kimorori | 1,500,000.00 |
| Thangira Umoja DO’S office | renovation of the office (ksh 1,200,000)and water connection to the office and A.P houses adjacent (ksh 800,000) | kimorori | 2,000,000.00 |
|  | Phase 1 of administration block construction( ksh 600,000) | kimorori |  |
| kagaa secondary school | Construction of a classroom ksh 500,000 and construction of staff toilets 3 cubicle ksh 300,000 and construction of 5 cubicle block toilets for the girls ksh 500,000 | kimorori | 1,300,000 |
| Mithini primary school | Rehabilitation of community borehole by cleaning borehole, installing new water pump (ksh 500,000) and installation of pipes to both Mithini primary and Mithini secondary within the schools.(ksh 820,900) | makuyu | 1,320,900.00 |
| Kirimiri secondary school | Phase 2 completions of the dining hall by walling, roofing, finishes and painting. | makuyu | 2,500,000.00 |
| Makuyu DO’s hall | Construction of a hall(ksh 2,500,000) purchase of 400 plastic chairs (ksh 200,000) | makuyu | 2,700,000.00 |
| Kirimiri secondary school | construction of staff toilets 3 cubicle | makuyu | 300,000 |
| Mwangaza Secondary school | Construction of two classrooms | makuyu | 1,000,000 |
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**A.O.B / WARD BRIEFS**

* Members were notified of the impending security threat emerging at Equity kenol branch due to the erection of containers directly opposite the bank which is becoming a hide out for to the wrong people with bad intention, it was also brought to light of the theft of electricity poles in makuyu ward.
* Members were also notified of tree planting exercise to be held in Kamahuha ward at Kawahurura forest on the 23rd November 2018 where all members were invited for the exercise.
* The DCC thanked the NG-CDF members for releasing the constituency vehicle during the ongoing examination period and also participating in National holidays but emphasized on attendance of members to the function.
* Members welcomed the return of Sarafina Wambui Muiruri from maternal leave and emphasized on welfare for each member during various occasions.

There being no other business, the meeting ended at **4.30 p.m.** Prayers led by Teresa Wanjiku

**CONFIRMED BY:**

**SECRETARY…………………………………… DATE…………………………………..**

**CHAIRMAN………………………………………DATE………………………………….**