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|   **NG-CDF**  | **National Government Constituencies Development Fund****Maragua Constituency****P.O Box 643-10205.** **MARAGUA** |
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**MINUTES OF NG-CDFC MARAGUA ADHOC MEETING HELD ON 17th OCTOBER 2019 AT THE CDF OFFICE BOARDROOM**

**Members Present**

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

**Agenda**

The Agenda for the meeting was adopted as shown below

1. Preliminaries and introduction.
2. Confirmation of previous minutes
3. Matters arising
4. Oversight committee monitoring
5. Interviews for clerk of works
6. Approval of 2019/2020 project proposals
7. Staff emoluments
8. Ward briefs/ A.O.B

**MIN. 01/17/10/2019: PRELIMINARIES AND INTRODUCTION.**

The meeting started with a word of prayer from Stephen Ndungu Nyoike at **9.30 AM**. 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. 02/17/10/2019: CONFIRMATION OF PREVIOUS MINUTES.**

The chairman requested the secretary to take the other members through minute’s of17TH July 2019 where the minutes were proposed by Sarafina Wambui Muiruri and seconded by Stephen Ndungu Nyoike.

**MIN. 03/17/10/2019: MATTERS ARRISING.**

* Members were notified that the strategic plan was completed and launched during the graduation day for the boda boda trainees that were held on the 29th June 2019. The number of the trained beneficiaries under this program was 648 boda boda riders who were issued with valid driving licenses.
* Members were also notified that the retention fee for the phase 2 contractor in the Nginda mixed secondary school was still being held amounting to ksh 144,000 following numerous complaints realized resulting to non-compliance with the complainants.
* Members were also notified that the NG-CDF Board had disbursed all the monies owed to Maragua NG-CDF thus no balance was being expected for the financial year 2018/2019. It was also clarified that during the bursary disbursement not all the sub-locations received ksh 300,000 as earlier pointed in the minutes as Rurago, Kagaa, Kimorori, Saba Saba and Kianjiru-ini sub-locations each got ksh 350,000 owing to their big population density.
* Members were informed that there will be a meeting organized on a later date that will involve the NG-CDFC members and the constituency,CDFC staff so as to deliberate on a cordial working relationship so as to bring harmony as well as avoid duplication of works.

**MIN. 04/17/10/2019 OVERSIGHT COMMITTEE MONITORING.**

Members were informed that the constituency oversight members since their appointment have never participated in the monitoring of all the NG-CDFC undertaken projects since 2017.Members agreed to have a four day monitoring program for the oversight committee in which 3 days will be monitoring on the ground and fourth day is the report writing this was scheduled for the month of November once the exams are over. Their allowance will be that of the main NG-CDFC monitoring allowance.

**MIN. 05/17/10/2019 INTERVIEWS FOR CLERK OF WORKS.**

Members were notified of the advert for the clerk of works post posted on the 3rd September 2019 requesting for eligible applicants to apply for the post. The number of applicants to the post received was 7as per the long listing done where upon verification of attachments one applicant by the name Lenny Muiruri Nyoike was found lacking the relevant field expected. During the interview Caroline Mumbi Gitau did not attend thus was disqualified

The other five applicants present were all invited for an interview where each was subjected to further scrutiny where the outcome of the interview was as follows:

1. Samuel Mwangi Mungai average scores 21.9%
2. Robert Wanyoike Njenga average scores 33.7%
3. Johnson Irungu Wambui average score 41.3%
4. Stephen Ndungu Gatundu average scores 27.1%
5. Benjamin Irungu Ndungu average scores 21.4%

After further deliberations members recommended Robert wanyoike njenga for the post. Members agreed that the starting salary will be ksh 38,000 subject to annual increament. The contract is a 3 year contract renewable annually subject to performance. The gratuity will be 15% of basic salary payable upon expiry of contract.

**MIN. 06/17/10/2019 APPROVAL OF 2019/2020 PROJECT PROPOSALS**

members were notified that as per the circular dated 24th September 2019, REF: NG-CDFB/CEO/BOARD CIRCULARS Vol II (014) Maragua NG-CDF was allocated ksh 137,367,724.14 where emergency was set as ksh 7,198,241.38 for the financial year 2019/2020. Members prioritized the proposals received from ward meetings conducted on the 22rd July 2019, 23rd July 2019 and 24th July 2019 from the wards as follows:

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| **Project Name**  | **Project activity**  | **Amount Allocated** |
| Employees’ Salaries | Payment of staff salaries and gratuity  | 2,400,000 |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea | 2,482,063.45 |
| NSSF | Payment of NSSF Deductions | 80,000 |
| NHIF | Payment of NHIF Deductions | 80,000 |
| Committee Expenses | Payment of Committee sitting allowances, transport, conferences | 3,200,000 |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence | 1,100,000.00 |
| Committee Expenses | Payment of Committee sitting allowances, transport, conferences | 1,671,032 |
| CDFC/PMC Capacity Building | Undertake Training of the PMCs/CDFCs on CDF Related issues | 1,350,000 |
| Emergency  | To cater for any unforeseen occurrences in the constituency during the financial year | 7,198,241.38 |
| Sports | Officiating Constituency Sports tournament @ ksh2,000,000 and the winning teams/schools to be awarded with trophies ksh 200,000, purchase of balls, games kits @ ksh 547,354.48 | 2,747,354.48 |
| Environment | Planting trees in snr chief gichohi secondary school, gathuri primary school, maragua primary school, gathunguri primary school, gikomora primary school, mihango primary school, Matanya primary school, kagaa primary school, maragua ridge primary school and makuyu primary school @ 274,735.45( 6,000 seedling @ksh 30, manure and fertilizer @ksh 50,000,transport @ ksh 20,000 and labour @ ksh 24,735.45 each) | 2,747,354.48 |
| Bursary Secondary Schools | Payment of bursary to needy student | 15,341,931.04 |
| Bursary Tertiary Schools | Payment of bursary to needy student | 9,000,000.00 |
| Bursary Social Programme | Training for Bodaboda riders ksh 6,000,000 and training on technical courses including mechanics , salon , welders , masons , carpentry, plumbers , barbers in Nita and other accredited institutes Ksh 4,000,000 | 10,000,000.00 |
| Kinoo primary school | Renovation of 3 no. Classes by plaster, floor, glazing, painting to completion | 450,000.00 |
| Irembu primary school  | Renovation of 5 classes by roof repair plaster, flooring, glazing and painting to completion. | 500,000.00 |
| College primary school | Phase 3.completion of 300 capacity dining hall by plaster, floor, glazing, and painting to completion. | 1,500,000.00 |
| Wathiani primary school | Phase 2 construction of administration block 5 no office block by walling, roofing, plaster, floor, glazing, painting to completion. | 2,000,000.00 |
| Itaara primary  | Construction of 2 no. 8 cubicle toilet blocks at ksh 500,000 each for both boys and girls to completion. | 1,000,000.00 |
| Kawamanda primary school | Construction of 3 no. Classrooms at ksh 2,400,000, 2 no.8 cubicle toilet block at ksh 500,000 each for both boys and girls and 1 no. Staff toilet at ksh 300,000 to completion. | 3,700,000.00 |
| Kiyo primary | Construction of one class to completion | 850,000.00 |
| Kiambamba primary | Construction of 2 no. 8 cubicle toilet blocks at ksh 500,000 each for both boys and girls to completion. | 1,000,000.00 |
| Marema primary | Renovation of 5 no. Classrooms by roof repair plaster, flooring, glazing and painting to completion. | 2,000,000.00 |
| Punda milia primary | Construction of 1 no. 8 cubicle toilet block for girls to completion. | 500,000.00 |
| Muhohoyo primary | Renovation of 3 no. Classrooms at ksh 750,000 by plaster, floor, glazing, painting to completion and construction of 1 staff toilet at ksh 300,000 to completion. | 1,050,000.00 |
| Nyati primary school | Renovation of 3 no. Classrooms at ksh 900,000 by plaster, floor, glazing, painting to completion and fencing of school compound by concrete poles and chain link at ksh 600,000 to completion. | 1,500,000.00 |
| Ndorome primary | Renovation of 4 no. Classes by plaster, floor, glazing, painting to completion  | 2,000,000.00 |
| Saba saba primary school | Construction of 4 cubicle staff toilets to completion. | 400,000.00 |
| Kirimiri primary school | Completion of 2 no. Classroom at ksh 500,000 by plaster, floor, glazing and painting and construction of 3 room’s staff house special unit to completion at ksh 1,000,000. | 1,500,000.00 |
| Maji koboko primary school | Renovation of 5 no. Classrooms by roof repair plaster, flooring, glazing and painting to completion. | 2,000,000.00 |
| Kamakuri primary school | Construction of one class to completion | 850,000.00 |
| Kitune primary school | Drilling of bore hole, pump installation, electricity installation, piping within the school and purchase of 2, 10,000 litre water tanks at ksh 3,000,000 and Fencing of the school compound by concrete poles and chain link at ksh 500,000 | 3,500,000.00 |
| Gathunguri primary school | Fencing by concrete poles and chain link at ksh 500,000,purchase of 100 desks and lockers at ksh 2,500 and connection of electricity at ksh 100,000 | 850,000.00 |
| Wairuri primary school | Purchase of school of 100 desks at ksh 2,500 | 250,000.00 |
| Kihara primary school | Contruction of 1 no. toilet block of 8 cubicles for the girls to completion. | 500,000.00 |
| Maganjo primary school | Construction of 1 no. Toilet blocks 8 cubicle at ksh 500,000 and purchase of 120 desks and lockers at ksh 2,500 to completion. | 800,000.00 |
| Kahaini primary school | Renovation of 2 no. Classrooms at ksh 500,000 by plaster, floor, glazing, painting to completion and construction of 1 no. Toilet blocks 8 cubicles at ksh 500,000 to completion. | 1,000,000.00 |
| Ihumbu primary school | Renovation of 3 no. Classrooms at ksh 700,000 by plaster, floor, glazing, painting to completion  | 700,000.00 |
| Maranjau secondary school | Completion of 3 no. Storey classrooms by plaster, windows, doors floor, glazing, painting to completion | 2,000,000.00 |
| Snr. Gichohi secondary school | Construction of admin block 7 no. offices block ( ksh 2,500,000) by plaster, windows, doors floor, glazing, painting to completion construction of one classroom (750,000)completion of one class ksh 350,000 by plaster, windows, doors floor, glazing, painting to completion | 3,600,000.00 |
| Nginda mixed secondary school |  Phase 4 completion of administration block 7 no. offices block by plaster, windows, doors floor, glazing, painting to completion | 2,500,000.00 |
| Maganjo secondary school | Phase 2 completion of administration block 7 no. offices block by plaster, windows, doors floor, glazing, painting to completion | 1,500,000.00 |
| Ikundu secondary school | Phase 2 completion of a science laboratory 50 capacity by plaster, windows, doors floor, glazing, painting to completion | 2,000,000.00 |
| Kangangu secondary school | Completion of 2 no. Classrooms by plaster, flooring, glazing and painting. | 500,000.00 |
| Kamahuha girls secondary school | Completion of 1 no. Class by plaster, windows, doors floor, glazing, painting to completion | 400,000.00 |
| Makuyu girls secondary school | Construction of a 100 bed capacity girl’s dormitory by substructure, walling and roofing. | 2,000,000.00 |
| Mithini secondary school | Completion of 1 no. Classroom by plaster, windows, doors floor, glazing, painting to completion | 400,000.00 |
| Maragua ridge secondary school | Purchase of 51 seater bus | 7,000,000.00 |
| Mungu-ini secondary | Construction of 2 no. Classrooms to completion | 1,500,000.00 |
| Itaaga secondary  | Completion of 450 capacity dining hall by exterior finishes, installation of electricity and painting.  | 500,000.00 |
| Muchagara secondary | Phase 1 construction of 50 capacity laboratory by substructure, walling and roofing. | 2,000,000.00 |
| Kambiti secondary | Construction of one classroom to completion | 850,000.00 |
| Huhoini secondary school | Construction of one classroom to completion | 800,000.00 |
| Mihango secondary | Construction of one storey classroom to completion | 1,350,000.00 |
| P.k secondary school | Construction of two storey classrooms to completion | 2,800,000.00 |
| Mutithi secondary school | Construction of two classrooms to completion | 1,600,000.00 |
| Gikomora secondary school | construction of 450 capacity dining hall by substructure, walling and roofing. | 2,500,000.00 |
| Itaaga secondary school | Purchase of pump mortar, cables and pipe installations within the school | 200,000.00 |
| Igikiro mixed secondary school | Installation of 3 phase electricity,2 ,10,000 water tanks and piping within the school compound and igikiro primary school | 1,000,000.00 |
| Maragua a.c.c hall | Phase 2 completion of Maragua A.C.C hall by walling, roofing, plaster, windows, doors floor, glazing, and painting.  | 2,400,000.00 |
| Mihango A.P post | partitioning of office ksh 150,000,Connection of water and electricity at ksh 100,000 | 250,000.00 |
| Kiambaa A.P post | Fencing by concrete poles and barber wires at ksh 250,000, water connection and electricity connection and site clearance at ksh 150,000 | 400,000.00 |
| Thangira A.P houses | Construction 2 unit A.P houses to completion | 1,500,000.00 |
| Kenol police station | Renovation and partitioning of 4 classrooms by roof repair, plaster, windows, doors, flooring, glazing and painting. | 2,750,000.00 |
| Methi chiefs hall | Installation of water, electricity fencing by concrete poles and barbed wire at ksh 269,747.59 and purchase of 320 plastic seats chairs at ksh 250,000 | 519,747.59 |
| Kenol dci offices | Renovation and partitioning of 4 classrooms by roof repair, plaster, windows, doors, flooring, glazing and painting. | 2,750,000.00 |
|   |   | **137,367,724** |
| **TOTALS** |  |

The proposal was proposed by Simon Karanja Kamande and seconded by Teresa Wanjiku Kariuki

Members also approved Ksh 500,000 towards the fencing of Snr Chief Gichohi school from the 2018/2019 environment vote so as to secure the trees that will be planted in the school compound as well as secure the schools compound. Members were also notified that the main tree planting event would be held in the same school alongside the following schools: Gikomora primary school, Gathunguri primary school, Maragua primary school, Ikundu secondary school, Gathuri primary school, Mihango secondary school, Muchagara secondary school and Kirirmiri primary school.

Members also proposed to re-allocate Ksh 1,700,000 initially intended for the Purchase of land quarter acre ksh (1,200,000), construction of A.P house (ksh 500,000) to completion for the Saba Saba chief’s office to renovation of Kaharati assistant chiefs office ksh 600,000 and ksh 1,100,000 towards the construction of assistant chiefs office Saba Saba sub-location. This due to the fact that the A.Ps posted whom we intended to buy land and build A.P houses were all transferred and the land has since been sold.

 **MIN. 07/17/10/2019 STAFF EMOLUMENTS**

The fund manager informed the members that as per the contract awarded to the NG-CDFC employed staff; the staff is subject to annual increment as per individual job group. Members approved annual increment as follows:

1. Peter Ngigi salary 21,505\*1,021-22,526
2. Margret Njeri Gitau salary 19,323\*1021-20,344
3. Martin Wanderi salary 19,323\*1021-20,344
4. Faith Wanjiru Ndungu salary 15,692\*1021-16,713

Members were also notified of the gratuity due for one of the staff by the name Jackline Wambui who had worked for 20 months and was employed as an assistant chief Maragua ridge sub-location at 15% gratuity on her gross salary. The amount due was ksh 46,245.26 net with ksh 19,819.40 as tax payable. Members approved the payment of the gratuity accrued. Her post was filled by Jane Wairimu.

**AOB/WARD BRIEFS**

* Members were notified of toilet that had collapsed in Mutithi secondary school, the seats and tables required to operationalize Mutithi assistant chief’s office and Kirimiri police post that lacks a toilet.
* Members were also notified that Gathera police post requires a an office and cells and that Gathera primary school has an incomplete library initiated by NG-CDF
* Members requested the list of all the beneficiary to the Boda Boda program those issued and those with pending issues
* Members were notified of the lack of toilets in igikiro primary school, a request was also made that the assistant chief Mihango should be requested to occupy the A.P houses as the A.Ps have since been transferred.
* The official handing over of the classes at Kangangu primary school was slated for resumption of schools during January period.
* Members expressed gratitude towards Saba Saba police station water borehole and are eagerly waiting for the launching.

There being no other business, the meeting ended at **5.00 p.m.** Prayers led by Simon Mbau Mwaura