**Venue: JUJA NG-CDF TOLL OFFICE Time: 10.30am**

**PRESENT**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | James Ngugi Mwangi | Chairman | Juja CDFC |
| 2 | Jane Wambui | Secretary | Juja CDFC |
| 3 | Isaac Njuguna | Member | Juja CDFC |
| 4 | Magdaline Wambui Ng’ang’a | Member | Juja CDFC |
| 5 | Sarah Wanjiku Waithaka | Member | Juja CDFC |
| 6 | James Mwangi Ng’ang’a | Member | Juja CDFC |
| 7 Phyllis Chimwani Member Juja CDFC  8 Dinah Wanja FAM Juja NG-CDF  IN-ATTENDANCE | | | |

**IN- ATTEDANCE**

1. Susan Maina District Accountant
2. Mr. Charles Muriithi Deputy County Commissioner
3. Thomas Kungu Public works officer
4. Samuel Kimani Quantity suryour

**Agenda**

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| --- | --- |
| 18/10CDF/01 | Prayer and confirmation of previous minutes |
| 18/10/CDF/02 | Proposal 2018/2019 |
| 18/10/CDF/03 | AIE NO.005276 |
| 18/10/CDF/04 | Constituency Innovation Hubs (CIH) |
| 18/10/CDF/05 | Street Masts |
| 18/10/CDF/06 | A.O.B |

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| **Minute** | **Discussion** | **Action By** |
| 18/10/CDF/01 | **Prayer and confirmation of previous minutes**  The meeting opened with a word of prayer by James Mwangi at 110.00am.the secretary took the committee through the previous minutes and the committee confirmed as true documentation of what transpired. | James Mwangi |
| 18/10/CDF/02 | **Proposal 2018/2019**  The fund manager informed the committee members about the need to prepare 2018/2019 proposal. She shared the allocation table as provided by the head office Each member was given a chance to sit down with the public participation document of his/her ward and write down the needs of their respective wards. The committee members were asked to raise concerns about the education and security sector as per the regulations.  The stakeholders representatives presented below sentiments  ***Public Works Officer*** (***Thomas Kungu)***  Technical issues to be addressed are;   * Type of soil was a factor when allocating funds to the projects since some areas were full of cotton soil. * Underfunding was a big factor since it was important to fund a project to completion other than fund later in phrases. * Contractors not adhering to the bill of quantity guidelines * Amount of storey building for 1 class site with cotton soil is Kshs 2.2m * Estimate of staff houses Kshs. 1.8m * Laboratory(land with cotton soil) Kshs. 4.4m * Normal Toilet inclusive of urinal 4door @ Kshs.500,000, 6 door @ Kshs. 650,000, 8 door @ Kshs.800,000 and 12 door @ Kshs. 1,700,000   ***Q.S ( Samuel Kimani)***   * consider tiles when constructing since cost of maintenance is low * consider toilets with bio-digester considering spaces are becoming smaller   ***D.C.C (MR. Charles Murithi)***  - Improve on exisiting AP Posts instead of creating new ones  - furnish the security departments with furniture’s since just constructing will not be enough  ***D.A (Susan Maina)***  She urged the need to allocate fully the statutory to avoid lack of funds for operations***.***  She urged the need to have a prequalified list to have the tendering process easy and fast.  She advised to also start early preparation of bill of quantities immediately after board has agreed on the code list to avoid delay in implementation of funds  Below is the approved table;   |  |  | | --- | --- | | **Total allocation** | **109,040,875.52** | | **Statutory:** |  | | 1.Administration | 6,542,452.07 | | 2. Monitory and evaluation | 3,271,226.00 | | 3.Sports | 2,180,817.00 | | 4.Enviroment | 2,180,817.00 | | 5.Emmergency | 5,738,993.45 | | 6.Bursary | 27,260,219.00 | |  | 47,174,524.52 | | **Balance available for projects** | **61,866,351.00** |   **Projects**   |  |  |  |  | | --- | --- | --- | --- | | **Ward** | **Project Name** | **Activity** | **Amount** | | **Witeithie** | Nyacaba Pry Sch | Construction of 2no. of classrooms | 2,600,000 | |  | Karamaini Pry sch | Construction of 3 no. classrooms | 3,900,000 | |  | Kuraiha Pry sch | Construction of 2 no. classroom | 2,600,000 | |  | Muthara Pry Sch | Construction of an administration block | 2,000,000 | |  | Nyacaba primary school | Renovation of 6 classrooms | 4,766,351 | | **Theta** | Ndururumo Sec Sch | Construction of 6 door toilet block | 1,500,000 | |  | Kumura Pry sch | Construction of 5 no. classrooms | 5,000,000 | |  | Rwera primary school | Construction of one classroom | 1,300,000 | |  | Thome primary school | Construction of 2 classrooms | 2,600,000 | |  | Munyaka Pry Sch | Construction of 2no. classrooms | 2,600,000 | | **Kalimoni** | Muigai-inn Pry Sch | Construction of 1no. classroom | 1,700,000 | |  | Kalimoni Pry Sch | Construction of 6 door toilet block | 1,500,000 | |  | Athi Sec Sch | Construction of 6 door toilet block | 1,500,000 | |  | Mwireri primary school | Construction of one classroom | 1,400,000 | |  | Thirirka Pry Sch | Construction of 2no. classrooms | 2,600,000 | | **Juja** | Gachororo Sec Sch | Construction of 6 door toilet block | 1,500,000 | |  | Jomo Kenyatta Pry Sch | Construction of 2no. classrooms | 2,600,000 | |  | Gachororo primary school | Renovation of 6 classroom | 4,500,000 | |  | Kibii Pry Sch | Construction of 6 door toilet block | 1,500,000 | | **Murera** | Mutundu Pry Sch | Construction of 2no. classrooms | 2,600,000 | |  | Mugutha Pry Sch | Renovation of 6 no. classrooms | 4,500,000 | |  | Toll primary school | Construction of two storey classroom | 3,500,000 | |  | Murera primary school | Construction of two classrooms | 2,600,000 | |  | All AP Post in Juja Constituency | Purchase of Furniture | 1,000,000 | | CDFC |
| 18/10/CDF/03 | **AIE**  The fund manager informed the committee about the disbursement of the last batch of constituency money through **AIE NO.005276** of amount Kenya shillings seven million seven hundred and thirty six thousand two hundred and six cents ninety (Kshs 7,736,206.90)  Below is a table on how the money is budgeted for:   |  |  |  | | --- | --- | --- | | **Sector** | **Project Name** | **Amount(Kshs)** | | Education | Toll Pry Sch | 1,000,000 | | Constituency Innovation Hub | * Toll office * Muiga-inn chief’s camp * Theta Chief’s camp * DCC’s office | 4,677,027 | | Environment | Planting trees | 1,736,207.07 | | Administration |  | 322,972.83 | | **Total** |  | **7,736,206.90** | | Fund Manager |
| 18/10/CDF/04 | **Constituency Innovation Hubs (CIH)**  From the above AIE allocation funds were available for the innovation hubs as given below. The committee tasked Juja NG-CDF Chairman and the Fund manager to enter into contract with Telkom Kenya and transfer the amount as provided in the AIE allocation on behalf of the constituency.   |  |  |  | | --- | --- | --- | | **Project Name** | **Activity** | **Amount (Kshs)** | | DCC Office in Juja Ward | Installation of satellite antenna,router,Digital access kit,digital ruggedized tablet,Wi-Fi with outdoor wireless device complete with 12U cabinet with installation accessories | 1,169,256.75 | | Toll Offices in Murera Ward | Installation of satellite antenna,router,Digital access kit,digital ruggedized tablet,Wi-Fi with outdoor wireless device complete with 12U cabinet with installation accessories | 1,169,256.75 | | Muigai-inn Chief's camp in Kalimoni ward | Installation of satellite antenna,router,Digital access kit,digital ruggedized tablet,Wi-Fi with outdoor wireless device complete with 12U cabinet with installation accessories | 1,169,256.75 | | Theta Chief’s camp in Theta Ward | Installation of satellite antenna,router,Digital access kit,digital ruggedized tablet,Wi-Fi with outdoor wireless device complete with 12U cabinet with installation accessories | 1,169,256.75 | | Total |  | 4,677,027 | | Chairman& Fund manager |
| 18/10/CDF/05 | **Street Masts**  Out of the 17/18 projects street mast was not done. The reason as given by the fund manager is because the allocation threshold was above Kenya shillings four million (Kshs 4m) thus should be advertised in the newspaper. The committee gave a go ahead for the advert to be done in the newspaper. |  |
| 18/10/CDF/06 | **AOB**  The meeting adjourned at 1.30pm with a vote of thanks from the Fund Manager and prayer by Sarah Waithaka. |  |

**MINUTES CONFIRMED AS A TRUE RECORD OF THE PROCEEDINGS**

**Ms. Jane Wambui Mr. James Mwangi**

**S E C R E T A R Y C H A I R PERSON**