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| CDF logo 4 MsWord  **NG-CDF** | **National Government Constituencies Development Fund**  **Juja constituency**  P.O Box 706-01001  Kalimoni, Juja  Cell: 0723724758  **Email**:jujangcdfoffice@gmail.com | **Website:** www.cdf.go.ke |

**Venue: JUJA NG-CDF TOLL OFFICE Time: 11.30am**

**PRESENT**

1. Jane Wambui Kinuthia Secretary Juja CDFC
2. James Ngugi Mwangi Chairman Juja CDFC
3. Sarah Wanjiku Waithaka Member Juja CDFC
4. Magdaline Wambui Njuguna Member Juja CDFC
5. Phyllis Chimwani Mulika Member Juja CDFC
6. Shem Omollo Odongo Member Juja CDFC
7. James Mwangi Ng’ang’a Member Juja CDFC
8. Isaac Njuguna Member Juja CDFC
9. Dinah Wanja FAM Juja Constituency
10. Stephen Kimani Quantity Surveyor
11. Martin Mbuthia Public Works Officer

**ABSENT WITH APOLOGY**

1. Charles Murithi DCC Juja Sub-county

**Agenda**

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| 2019/12/CDF/01 | Prayer |
| 2019/12/CDF/02 | Final 2019/2020 Project Proposal |
| 2019/12/CDF/03 | Change of Activity |
| 2019/12/CDF/04 | Clarification on Ndururumo Secondary School |
| 2019/12/CDF/05 | Emergency- Athi AP Post |
| 2019/12/CDF/06 | CDFC & Staff training |
| 2019/12/CDF/07 | Pending Account Balances |
| 2019/12/CDF/08 | A.O.B |

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| **Minute** | **Discussion** | **Action By** |
| 2019/12/CDF/01 | **Prayer**  The meeting was started by a word of prayer led by Mr. James Mwangi. The Chairman welcomed the committee members and applauded their punctuality on time. | **James Mwangi** |
| 2019/12/CDF/02 | **Final 2019/2020 Project Proposal**  According to the ward meetings report held on 4th,7th,8th,9th and 11th October 2019).  The committee applauded the progress of winding up with the 2017/2018, 2018/2019 projects. They affirmed that there have been clear improvements. To this effect the fund manager reminded them that now we are in another financial year thus need to prepare a 2019/2020 proposal and send to the board. Since the committee had noted down the progress of projects, they projected what they would want been done in their respective wards.  Below is the project proposal for **FY2019-2020**, discussed and approved. | **Committee** |
| **PROJECT NAME** | **PROJECT ACTIVITY** | **AMOUNT** |
| Employees’ Salaries | payment of staff salaries and gratuity | **1,850,772.00** |
| Goods and services | Purchase of fuel for GK ,repairs and maintenance of GK, printing stationery, airtime travel and Maintaince. | **1,000,000.00** |
| NHIF | payment of NHIF for deductions | **54,600.00** |
| committee expenses | payment of committee sitting allowances, transport and conferences | **5,207,091.45** |
| NSSF | Payment of NSSF deductions | **129,600.00** |
| NG-CDFC/PMC Capacity Building | Undertake Training of the PMCs/NGCDFCs on NG CDF Related issues | **1,500,000.00** |
| Committee expenses | Payment of Committee sitting allowances, transport and conference | **1,621,031.72** |
| Goods and services | Purchase of fuel, repairs and maintenance, printing, stationery, airtime, travel and subsistence. | **1,000,000.00** |
| Emergency | To cater for any unforeseen occurrence in the constituency during the financial year | **7,198,241.38** |
| Bursary Secondary Schools | Payment of bursary to needy students in secondary schools | **17,000,000.00** |
| Bursary Special Schools | Payment of bursary to needy students in special schools | **7,341,931.04** |
| Bursary Tertiary Institutions | Payment of bursary to needy students in universities and Colleges | **10,000,000.00** |
| abasalama primary school | Construction of administration block with 2No. Offices and a capacity of 20 People boardroom to completion at a cost of Kshs. 3,500,000, Construction of 2 classrooms to completion at Kshs. 2,400,000, and an eight door ablution block to completion at Kshs. 1,500,000. All the above works will be foundation details up to floor slab, superstructure walling, roofing fixing of window and doors, finishes to walls and floor, painting works and roof slab foundation and fencing using chain-link with concrete block of 1.5 acre land at ksh 1,500,000. | **8,900,000.00** |
| Rurii primary school | Construction of 4No.Classrooms foundation details up to floor slab, superstructure walling, roofing fixing of window and doors, finishes to walls and floor and painting works. | **4,800,000.00** |
| Toll Primary School | Construction of 3No. Storey classrooms foundation details up to floor slab, superstructure walling, roofing fixing of window and doors, finishes to walls and floor, painting works and roof slab | **4,500,000.00** |
| Abasalama Primary School | Water conservation and harvesting by installing of 10,000 ltr water tanks at a cost of KShs 80,000 and construction of foundation for base at cost of kshs 100,000 and putting up gutters in three classrooms at a cost of kshs 69,759.51. | **249,759.50** |
| Juja Farm Primary School | Water conservation and harvesting by installing of 10,000 ltr water tanks at a cost of KShs 80,000 and construction of foundation for base at cost of kshs 100,000 and putting up gutters in three classrooms at a cost of kshs 69,759.51. | **249,759.50** |
| Kigwe Primary School | Water conservation and harvesting by installing of 10,000 ltr water tanks at a cost of KShs 80,000 and construction of foundation for base at cost of kshs 100,000 and putting up gutters in three classrooms at a cost of kshs 69,759.51. | **249,759.50** |
| Kitamaiyu Primary School | Water conservation and harvesting by installing of 10,000 ltr water tanks at a cost of KShs 80,000 and construction of foundation for base at cost of kshs 100,000 and putting up gutters in three classrooms at a cost of kshs 69,759.51. | **249,759.50** |
| Magomano Primary School | Water conservation and harvesting by installing of 10,000 ltr water tanks at a cost of KShs 80,000 and construction of foundation for base at cost of kshs 100,000 and putting up gutters in three classrooms at a cost of kshs 69,759.51. | **249,759.50** |
| Mugutha Primary School | Water conservation and harvesting by installing of 10,000 ltr water tanks at a cost of KShs 80,000 and construction of foundation for base at cost of kshs 100,000 and putting up gutters in three classrooms at a cost of kshs 69,759.51. | **249,759.50** |
| Munyaka Primary School | Water conservation and harvesting by installing of 10,000 ltr water tanks at a cost of KShs 80,000 and construction of foundation for base at cost of kshs 100,000 and putting up gutters in three classrooms at a cost of kshs 69,759.51. | **249,759.50** |
| Gachororo primary school | Demolition of existing classroom and Construction of 2 storey classroom and provision of stairs foundation details up to floor slab, superstructure walling, roofing fixing of window and doors, finishes to walls and floor, painting works and roof slab. | **3,000,000.00** |
| Juja Farm Primary School | Construction of 2No. Classrooms foundation details up to floor slab, superstructure walling, roofing fixing of window and doors, finishes to walls and floor and painting works. | **2,400,000.00** |
| Kigwe Primary School | Construction of administration block with 3 no offices and a capacity of 20 people staffroom to completion at a cost of kshs 3,500,000 foundation details up to floor slab, superstructure walling, roofing fixing of window and doors, finishes to walls and floor and painting works. | **3,500,000.00** |
| Kitamaiyu Primary School | Construction of 2No. Classrooms foundation details up to floor slab, superstructure walling, roofing fixing of window and doors, finishes to walls and floor and painting works. | **2,400,000.00** |
| Magomano Primary School | Construction of 4No. Classrooms foundation details up to floor slab, superstructure walling, roofing fixing of window and doors, finishes to walls and floor and painting works. | **4,800,000.00** |
| Rurii Primary School | Water conservation and harvesting by installing of 10,000 ltr water tanks at a cost of KShs 80,000 and construction of foundation for base at cost of kshs 100,000 and putting up gutters in three classrooms at a cost of kshs 69,759.51. | **249,759.50** |
| Muigai inn Primary School | Construction of 2No. storey classrooms foundation details up to floor slab, superstructure walling, roofing fixing of window and doors, finishes to walls and floor, painting works and roof slab | **3,000,000.00** |
| Twiga Primary School | Water conservation and harvesting by installing of 10,000 ltr water tanks at a cost of KShs 80,000 and construction of foundation for base at cost of kshs 100,000 and putting up gutters in three classrooms at a cost of kshs 69,759.51. | **249,759.50** |
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| Blessed Mugutha Secondary School | Construction of a library with a capacity of 100 students foundation details up to floor slab, superstructure walling, roofing fixing of window and doors, finishes to walls and floor and painting works. | **3,300,000.00** |
| Juja Farm Secondary School | Construction of an eight door ablution block to completion | **1,500,000.00** |
| Ndururumo Secondary School | Construction of an eight door ablution block | **1,500,000.00** |
| New kiahuria secondary school | Construction of administration block with two offices and a boardroom at a cost of ksh 3,500,000. construction of 2 classrooms to Completion at Kshs. 2,400,000 and an eight door ablution block at ksh 1,500,000. All the above works will be foundation details up to floor slab, superstructure walling, roofing fixing of window and doors, finishes to walls and floor, painting works and roof slab, Fencing using chain link and concrete pole of 1.5acre land at ksh 1,500,000. . | **8,900,000.00** |
| New St. Paul Gachororo Secondary School | Construction of administration block with two offices and a boardroom at a cost of kshs 3,500,000. construction of 2 classrooms at ksh 2,400,000 and an eight door ablution block at ksh 1,500,000. all the above works will be foundation details up to floor slab, superstructure walling, roofing fixing of window and doors, finishes to walls and floor, painting works and roof slab. fencing using chain link of 1.5 acre land at ksh 1,500,000. | **8,900,000.00** |
| New kiahuria secondary school | Water conservation and harvesting by installing of 10,000 ltr water tanks at a cost of KShs 80,000 and construction of foundation for base at cost of kshs 100,000 and putting up gutters in three classrooms at a cost of kshs 69,759.51.. | **249,759.50** |
| New St. Paul Gachororo Secondary School | Water conservation and harvesting by installing of 10,000 ltr water tanks at a cost of KShs 80,000 and construction of foundation for base at cost of kshs 100,000 and putting up gutters in three classrooms at a cost of kshs 69,759.51. | **249,759.50** |
| Sports | Carrying out constituency sport tournament and the winning teams/schools to be awarded with trophies balls and games kit | **2,747,354.50** |
| Mungetho Police Post | Construction of administration block with two office and a boardroom foundation details up to floor slab, superstructure walling, roofing fixing of windows and doors, finishes to walls and floor, painting at a cost of 3,500,000 and eight door pit latrine toilet blocks at a cost of kshs 1,500,000. | **5,000,000.00** |
| Land Registry Offices | Construction of administration block with five office and a 100 people capacity boardroom foundation details up to floor slab, superstructure walling, roofing fixing of windows and doors, finishes to walls and floor and painting. | **8,869,747.59** |
| CDF Offices | Construction of 80 seater capacity social hall within the CDF Offices work will entail, foundation details up to floor slab, superstructure walling, roofing fixing of window and doors, finishes to walls and floor, painting works and roof, with storage cabinets, inbuilt benches with power sockets. | 2,700,000.00 |
|  | **TOTALS:** | **137,367,724.14** |

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| **Cost per project**  Quantity surveyor, Mr. Kimani together with the Public works Officer, Mr. Mbuthia advised the committee to consider cost per classroom to be at maximum of Kenya shillings one million three hundred thousand Kshs.1.300,000 and above bearing the topography of Juja and its environ which has;   1. Black cotton soil to up to 8m deep 2. Sloppy uneven grounds 3. Inaccessibility to certain areas especially when it rains which affects cost of material transportation during construction.   Based on the above the committee unanimously agreed to set one classroom to a point of Kenya shillings one million three hundred thousand(Kshs.1,300,000) and an eight door toilet to a maximum of Kenya shillings one million five hundred thousand(Kshs.1,500,000) and administration block a maximum of Kenya shillings three million five hundred thousand(Kshs.3,500,000) | | |
| 2019/12/CDF/03 | **Change of Activity**  The fund account manager informed the committee about Mugutha Primary school proposed renovation of classes. There was a visit at the school and it was noted that the classes are in good condition thus no need of renovation. To this effect the head teacher requested for construction of 2 classes.  The committee agreed that the amount allocated for renovation will cater for construction of 2 storey classes in the same school.  The fund manager was tasked to write to the board concerning the change of activity for approval. | **Fund Manager** |
| 2019/12/CDF/04 | **Clarification on Ndururumo Secondary School**  Ndarasha theta footbridge is abridge in theta ward. In the year 2015 the bridge was swept off by rains and was funded three million two hundred and and ninety five thousand (Kshs.3, 295,000) from emergency kitty of financial 2014/2015.However the structural design of it the amount was deemed to not be sufficient hence the committee allocated more funds in the subsequent financial year 2015/2016 a tune of two million Kenya shillings only (Kshs.2, 000,000).In 2016 with the change of the scope of work to be undertaken by the CDF and a lawsuit that later erupted with claims of constructing on private land. The committee decided to reallocate the same amount within the same ward to Ndururumo secondary school and institution that was new and starting up. Ndururumo Secondary school was allocated the entire amount of Ksh. 5,298,590 that for construction of an administration block and additional one classroom and for purchase of ten tables and twenty chairs and ten cabinets. During our first meeting the committee mistakenly noted its construction of an ablution block. The National Board requested for clarity on the issue. The committee agreed that indeed it was an unfortunate mistake, likewise clarifying that it is indeed Construction of an administration block not an ablution block. | **Fund Manager** |
| 2019/12/CDF/05 | **Emergency- Athi AP Post**  The Chairman informed the committee about the unseen natural occurrence that blew **Athi AP post** roof. He went ahead and narrated the immediate action that was taken of consulting a contractor who renovated the AP Post. The fund manager clarified that since it was an emergency the payment shall be drawn from the emergency kitty. | **Chairman/Fund Manager** |
| 2019/12/CDF/06 | **CDFC & Staff Training**  The committee had requested for training to both the CDFC and Juja NG-CFF staff to enhance their skills and knowledge especially during the kick off for projects and M&E exercises.  The fund manager requested them to list down the topics they would want to be trained on, below are the topics   1. Procurement Procedure and Law 2. CDF Act and Operation 3. Pertinent issues i.e. HIV& Aids, Corruption   The fund manager requested the committee to set the dates for the training which they did as follows,  **31st October 2019-** **1st November 2019**. This training shall be an internal training. | **Committee** |
| 2019/12/CDF/07 | **Pending Account Balances**  The fund manager informed the committee that there are pending dormant accounts balances as shown below,   |  |  |  | | --- | --- | --- | | **Acc Number** | **Acc. Name** | **Amount** | | 1520266870025 | Juja Access Roads CDF Project | 7,185.00 | | 1520266870070 | Theta Access Roads CDF Project | 2,635.00 | | 1520266870095 | Kalimoni Access Roads CDF Project | 955.00 | | 1520266870121 | Murera Access Roads CDF Project | 1,575.00 | | 1520266870133 | Theta Secondary School CDF Project | 1,633.00 | | 1520266870159 | Juja Secondary School CDF Project | 1,427.00 | | 1520266870170 | Rurii Primary School CDF Project | 166.00 | | 1520266870189 | Bristar AP Post CDF Project | 2,853.00 | | 1520266870253 | Kalimoni Primary School CDF Project | 516.00 | | 1520266870294 | Kigwe Primary School CDF Project | 250.00 | | 1520266870316 | JKUAT Primary School CDF Project | 5,659.00 | | 1520266870336 | Kiahuria Police Post CDF Project | 1,280.00 | | 1520266870378 | Witeithie Access Roads CDF Project | 6,265.00 | | 1520268579777 | Kumura Primary School NG-CDF | 3,580.00 | | 1520269963469 | Aba Salama AP Post NG-CDF Project | 596.00 | | 1520269964451 | Mirimaini Primary School NG-CDF Project | 24,717.00 | | 1520269964516 | Gachororo Secondary School NG-CDF | 1,450.00 | | 1520269964578 | Gachororo Primary School ng-CdF project | 170.00 | | 1520269964677 | Sports PMC NG-CDF Project | 1,208.00 | | 1520269964704 | Kipipiri Water Project NG-CDF Project | 1,890.00 | | 1520269964850 | Bob-Harris –Toll AP Post Road NG-CDF | 1,450.00 | | 1520269964920 | Muthara Primary School NG-CDF Project | 340.00 | | 1520269964960 | Ma-accre AP Post NG-CDF Project | 852.00 | | 1520269964987 | Toll Primary School NG-CDF Project | 15,612.00 | | 1520269965018 | Matangini AP Post NG-CDF Project | 516.00 | | 1520269965044 | Juja farm Primary School NG-CDF Project | 25,430.00 | | 1520271952041 | Muigai inn Primary school NG-CDF Project | 2,944.00 | | 1520271952134 | Abba Salama AP Post NG-CDF Project | 2,953.00 | | 1520271952206 | Nyacaba Primary School NG-CDF Project | 1,734.00 | | 1520271952253 | Muthara Primary School NG-CDF Project | 123.00 | | 1520271952313 | Athi Primary School NG-CDF Project | 2,250.00 | | 1520271952386 | Juja Police Station NG-CDF Project | 1,749.15 | | 1520272464169 | Oakland Primary School NG-CDF Project | 923.00 | | **Fund manager** |
|  | After going through the balances the committee agreed that those balances should all be transferred to the main account. |  |
| 2019/12/CDF/08 | **A.O.B**  1.Team Building  2. Staff Leave  There being no other business the meeting was adjourned at 4.30pm with vote of thanks from the Chairman and prayer by Magdaline Wambui. |  |

**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**