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| CDF logo 4 MsWord  **NG-CDF** | **National Government Constituencies Development Fund**  **Naivasha** **Constituency**  P.O Box 1918  NAIVASHA  **Tel:** ……………………………………………… | **Cell**: …………………………..  **Email**: cdfnaivasha@cdf.go.ke | **Website:** www.ngcdf.go.ke |

**MINUTES OF NAIVASHA NG – CDFC MEETING HELD ON 25 : 10: 2019 AT 10.00 AM IN THE BOARDROOM**

**MEMBERS PRESENT**

1. MR ALEX MBUGUA –CHAIRMAN
2. MR PATRICK M,KIARA --SECRETARY
3. MR PETER NGUGI \_ FAM
4. MR JULIUS CHANGANDU \_ ACC
5. MR RICHARD CHEGE – MEMBER
6. MR FRANCIS KAMAU – MEMBER
7. M/S JUDY GESARE \_ MEMBER
8. M/S RECHO KABURA \_ MEMBER
9. M/S MARGRET MATHE \_ MEMBER

**In Attendance**

Mr. BONIFACE KAMAU – Projects Liaison Officer

**AGENDA**

1. Preliminaries
2. Confirmation of the previous minutes
3. Matters arising
4. M/E reports
5. Public participation review
6. Project proposals 2019 /2020
7. Sports
8. Strategic plan draft
9. Emergency
10. Adjournment

**MIN NVS NG \_ CDFC 2019/ 10/25\_ 01 PRELIMINARIES**

The meeting was called to order at 12.25 Pm with a word of prayer by m/s Margret. A word of apology was given to members for late start of the meeting.

**MIN NVS NG\_ CDFC 2019/10/25\_ 02 – READING AND CONFIRMATION OF THE PREVIOUS MINUTES.**

The minutes of the previous meeting were read through and confirmed as a true record of the previous meeting. They were proposed and seconded by M/S Recho kabura and Mr Richard Chege respectively.

**MIN NVS NG\_CDFC 2019/10/25 -\_03 – MATTERS ARISING**

MIN NVS 2019/09/26\_ BUTULA NG \_ CDF BENCH MARKING

A concern was raised that all NG –CDFC members be included in such visits. However, it was explained that due to logistical constraints, it was not possible to have all on board.

**MIN NVS \_ NG \_ CDFC 2019/ 10/25 \_ -04, PUBLIC PARTICIPATION REVIEW**

It was report that the exercise was a great success and worked as a score card on the part of the NG -CDFC living to its billing.

**MIN NVS NG – CDFC 2019/ 10/ 25- 05 – M/E REPORT**

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| --- | --- | --- | --- | --- |
| 1 | UNITY PRIMARY SCHOOL | Chainlink fencing (500 metres) –kshs. 1,444,836.and a gate(kshs. 300,000) | Gate and fencing on-going | 90% Complete |
| 2 | KONGONI ACC OFFICE | Construction of 6 offices and a boardroom with tiles  to completion | Back filling on-going | 90% |
| 3 | KIRIMA CHIEF’S OFFICE | kshs.550,000) Chainlink fence-50 metres, and gate( kshs.350,000) Administartion Police Desk(kshs.200,000), 2 door Toilets(kshs. 200,000) | Works on-going | 98% Complete |
| 4 | NGUNYUMU PRIMARY SCHOOL | Construction of 3 classrooms | Plastering, gutters & painting of two classrooms | 95% Complete |
| 5 | NDABIBI WEST CHIEFS OFFICE | Completion of Chiefs’ office plastering, flooring | doors, windows and ceiling, boardroom and branding (kshs. 600,000) and construction of Six door toilets(kshs.600,000) | 95% complete |
| 6 | MAAI MAHIU SECONDARY SCHOOL | Construction of two classrooms to completion | Painting on going | 90% Complete |
| 7 | UTHERI WA LARI POLICE STATION | Fencing of police station with chain link-200 metres(kshs.600,000),Gate(kshs. 200,000), and purchase and installation of 10,000 liters water tank and guttering (kshs.200,000) | On going | 90 % complete |
| 8 | KIGECHA AP POST |  | Finalizing on gutters | 90 % complete |
| 9 | NDOROTO SECONDARY SCHOOL | Completion of 2 classrooms | Plastering, Painting works and branding | 90% complete |
| 10 | MAAI MAAHIU CHIEF’S OFFICE |  | Construction of two classrooms to complete | 90% complete |
| 12 | KINUNGI PRIMARY | (Plastering, gutters & painting of three classrooms) | Renovation | Complete |
| 13 | KINUNGI SECONDARY SCHOOL | Construction of 1 classroom | Complete | 100% |
| 14 | CDF OFFICE | Fixing of fixtures | On going | 96% Complete |
| 15 | GITUAMBA SECONDARY SCHOOL | Construction of benches, water & gas piping, painting | Labeling to be done | 95% Complete |
| 16 | GITUAMBA PRIMARY SCHOOL | Renovation of 4 classrooms | labeling to be done | 96% Complete |
| 17 | LONGONOT TOWNSHIP PRIMARY SCHOOL | Completion of three classrooms | ( roofing, plastering ,doors, windows, painting, wiring and branding | 95% Complete |
| 18 | MARYLAND/PANDA POLICE POST | Completion of a police post | (roofing, plastering, windows and doors, painting and branding (kshs. 700,000) construction of 3 holding cells and armoury (kshs 800,000) | 80% complete |
| 19 | NAIVASHA HIGHWAY PRIMARY SCHOOL | Guttering and two(2) 10,000 lts tanks. | Labeling to be done | 90% complete |
| 20 | GATHIMA PRIMARY SCHOOL | administration block, toilets for staff, boys and girls to completion | , On going | 80% complete |
| 21 | NARASHA SECONDARY SCHOOL | Construction of 2 classrooms to completion | Painting to be done | 80% Complete |

**MIN NVS NG – CDFC 2019/10/25-06- KASARANI NG-CDFC VISIT**

It was reported that on 4th October 2019 Kasarani NG- CDFC visited on bench marking tour. NG –CDFC –NVS and NG -CDFC Kasarani interacted on various matters NG-CDF.

**MIN NVS NG- CDFC 2019/ 10/ 25-07 SPORTS.**

It was reported that due to public participation exercise, sports finals couldn’t kick off, however, it was reported that the first clubs’ managers meeting would be held on 29: 10: 19 to chalk out the fixtures.

**MIN NVS NG- CDFC 2019/10/25-08 STRATEGIC PLAN DRAFT**

A hard copy of the strategic plan booklet was presented for approval and members felt that it was a fair document (draft) and approved it for circulation once the noted additions were effected. Once the final document is provided , the strategic plan will have been concluded for settlement.

**MIN NVS NG- CDFC -2019 /10/25-09 EMERGENCIES**

Regarding Rutere pry school – It was felt that their request for emergency funding was actually not an emergency as it borders on recurrent expenditure which isn’t an NG-CDFC function. A case of Nyonjoro primary school was presented to the committee. It was noted that the school was in dire need of toilets which had sunk, blown off roof repairs, medding of dangerous ground cracks. Members decided to allocate kshs 1,200,000, to make good the defects . The committee raised a concern on as to why some cases approved earlier had not been processed. It was reported that one of the projects, Ngunyumu Primary school, needed more funds than earlier allocated. The committee to fund it at kshs 530,000, to ensure completion of the activities. It was also reported that DRIC had not yet forwarded the Public health report.

**MIN NVS NG- CDFC 2019/10/25- 10- OFFICE FURNITURE**

It was reported that tendering had been completed, evaluation and awarding to follow. It was agreed that once the process is completed, payment and delivery be done without further delay.

**MIN NVS NG – CDFC 2019 /10/25 -11- NAKURU ELC CAUSE NO 265 OF 2017**

It was reported that Githiru & Co Advocates had served NG-CDF NVS demanding 107, 000 being a balance for representation in a court case for the land on which Kinamba Health centre lies. It was resolved that the matter be put on hold as consultations take precedence.

**MIN NVS NG- CDFC 2019 /10/25- 12 – PROJECT PROPOSALS 2019/ 2020**

The proposal list of projects to be funded in 2019/2020 F/Y was tabled for debate and approval. After a lengthy discussion, it was resolved that the list be approved for onward transmission.The committee revisited the Rurii Primary School and Narasha Chiefs’Office . It was reported that the land issues in the two localities had not yet been resolved. The committee resolved to engage the residents by May 2020, in order to come up with a way forward in the two projects. From the ward meetings held, the following were proposed for funding;

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| S/NO | **PROJECT NAME** | ACTIVITY | ALLOCATION | STATUS(NEW/ONGOING) |
|  | **Admin** |  |  |  |
|  | Employees Salaries | Payment of staff salaries and gratuity | 2,460,000 | On-going |
|  | Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea. | 1,559,687.16 | On-going |
|  | NSSF | Payment of NSSF Deductions | 90,000 | On-going |
|  | Committee Expenses | Payment of Committee sitting allowances, transport, conferences | 3,700,000 | On-going |
|  | **M & E** |  |  |  |
|  | Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence. | 605,084.50 | On-going |
|  | Committee Expenses | Payment of Committee sitting allowances, transport, conferences | 1,300,000 | On-going |
|  | NG-CDFC/PMC Capacity Building | Undertake Training of the PMCs/NG-CDFCs on NGCDF Related issues | 2,000,000.00 | On-going |
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|  | **Bursary** |  |  |  |
|  | Bursary Secondary Schools | Payment of bursary to needy students | 18,000,000.00 | New |
|  | Bursary Tertiary Schools | Payment of bursary to needy students | 12,000,000.00 | New |
|  |  |  |  |  |
|  | Sports Activities | Carry out Constituency Sports tournament and the winning teams/schools to be awarded with trophies, balls, and games kits Activity | 2,427,389.70 | on-going |
|  | **Environmental activities:** |  |  |  |
|  | Ndoroto Secondary- | construction of 12door toilets(kshs. 1,200,000)purchase of 10,000litres tank and guttering(ksh.300,000) | 1,500,000.00 |  |
|  | Rutere Secondary School | construction of six door toilets | 600,000.00 |  |
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|  | Emergency | To cater for any unforeseen occurrences in the constituency during the financial year | 7,198,724.14 | New |
|  | **BIASHARA WARD** |  |  |  |
|  | KINAMBA CHIEFS OFFICE | Construction of a chiefs' office | 3,500,000 | New |
|  | KINAMBA PRIMARY SCHOOL | Construction of 2 classrooms | 1,900,000 | New |
|  | RUTERE PRIMARY SCHOOL | Renovation Floor repairs, painting , windows repairs, doors and roofs of 4 classrooms | 2,000,000 | New |
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|  | **VIWANDANI WARD** |  |  |  |
|  | HIGHWAY SECONDARY SCHOOL | Construction of one storey 4 classrooms(kshs. 6,000,000),400 lockers and chairs(ksh.2,000,000) | 8,000,000 | New |
|  | KABATI PRIMARY SCHOOL | Renovation- Floor repairs, painting , windows repairs, doors and roofs of 6 classrooms | 3,000,000 | New |
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|  | **LAKEVIEW WARD** |  |  |  |
|  | UNITY PRIMARY SCHOOL | Renovation - Floor repairs, painting , windows repairs, wall plastering, doors of 6 classrooms | 3,626,838.64 | New |
|  | KAYOLE CHIEFS OFFICE | Construction of a chiefs' office | 3,500,000 | New |
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|  | **NAIVASHA EAST WARD** |  |  |  |
|  | MITAMAIYU PRIMARY SCHOOL | Renovation - Floor repairs, painting , windows repairs, wall plastering, roof, doors of 12 classrooms | 7,000,000 | New |
|  | MUNYU PRIMARY SCHOOL | Renovation - Floor repairs, painting , windows repairs, wall plastering, doors of 4 classrooms(kshs 2,200,000), and purchase of 200 desks(ksh 800,000) | 3,000,000 | New |
|  | MUNYU SECONDARY SCHOOL | Construction of 2 classrooms(kshs 2,000,000) & 200 lockers and chairs(1,000,000) | 3,000,000 | New |
|  | **Maryland/Panda police post** | Fencing (100 metres)of police post with Chain link and concrete post and and purchase and fixing of a gate | 1,000,000 | New |
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|  | **MAIELLA WARD** |  |  |  |
|  | MAIELLA TOWNSHIP primary School | Construction of 4 classrooms(kshs 4,000,000), 400 desks(kshs. 1,600,000) | 5,600,000 | New |
|  | MAIELLA CENTRAL SECONDARY SCHOOL | Construction of 1 classrooms(kshs 1,000,000), 100 lockers and chairs(kshs. 500,000) | 1,500,000 | New |
|  | NDABIBI MAIN SECONDARY SCHOOL | Construction of 2 classrooms(kshs 2,000,000) & 200 lockers and chairs(1,000,000) | 3,000,000 | New |
|  | **Kongoni ACC office fencing** | Purchase and installation of a tank (10,000 litres) and gutters construction of base (kshs300,000), Fencing (60 metres)with chainlink and treated concrete posts and purchase and fixing of gate(ksh 600,000) | 900,000 | New |
|  | **Ndabibi Central Primary school** | Construction of 2 classrooms(kshs 2,000,000) & 200 desks(800,000) | 2,800,000 | New |
|  | **NDABIBI WEST CHIEFS OFFICE** | Construction of 4 door toilets(ksh 400,000), Fencing with chain link and treated concrete posts and purchase and fixing gate(ksh 600,000), Purchase of 10,000ltr tank and construction of tank base ,gutters(ksh200,000) | 1,200,000 | New |
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|  | **OLKARIA WARD** |  |  |  |
|  | SHERMOI PRIMARY SCHOOL | Renovation Floor repairs, painting , windows repairs, wall plastering, doors of 4 classrooms(ksh 1,900,000), Purchase and installation of two 10,000 ltrs water tanks and guttering(ksh600,000) | 2,500,000 | New |
|  | LONGONOT DEB PRIMARY SCHOOL | Renovation Floor repairs, painting , windows repairs, wall plastering, doors of 6 classrooms(ksh 2,400,000), & purchase of 200 desks(800,000) | 3,200,000 | New |
|  | **NARASHA SECONDARY SCHOOL** | Construction of 12 door toilets (kshs 1,200,000), and office partitioning(ksh 800,000) | 2,000,000 | New |
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|  | **HELLSGATE WARD** |  |  |  |
|  | MIRERA PRIMARY SCHOOL | Construction of 2 classrooms(kshs 2,000,000) & purchase of 200 desks(800,000) | 2,800,000 | New |
|  | NYAMATHI PRIMARY SCHOOL | Renovation; Floor repairs, painting , windows repairs, wall plastering, roof, doors of 5 classrooms | 2,000,000 | New |
|  | NYAMATHI SECONDARY SCHOOL | Construction of 1 classroom(kshs 1,000,000) & 100 lockers and chairs(500,000) | 1,500,000 | New |
|  | MWICIRINGIRI PRIMARY SCHOOL | Purchase and installation two 10,000ltr tanks and gutters(ksh 600,000), purchase and installation of energy saving jikos(ksh 1,400,000) | 2,000,000 | New |
|  | MT. VIEW POLICE POST | Fencing of 60 metres with Chainlink and concrete posts | 600,000 | New |
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|  | **MAAI MAHIU WARD** |  |  |  |
|  | NGEYA PRIMARY SCHOOL | Renovation Floor repairs, painting , windows repairs, wall plastering, roof, doors of 7 classrooms | 3,500,000 | New |
|  | GOVERNOR SECONDARY SCHOOL | Construction of a laboratory | 4,500,000 | New |
|  | GATHIMA PRIMARY SCHOOL | 12 door toilets(1,200,000), Fencing (180 metres) of School compound with Chainlink and Concrete posts and purchase and fixing of a gate(kshs.1,800,000) and ground levelling(ksh 800,000) | 3,800,000 | New |
|  | MAAI MAHIU CHIEFS OFFICE | 4 door toilet (kshs.400,000), Fencing with Chain link and Concrete posts and purchase and fixing of gate(kshs.600,000) | 1,000,000 | New |
|  |  |  | 137,368,206 |  |

**MIN NVS NG- CDFC 2019/10/25-13- NEXT MEETING**

The date of the next meeting would be communicated in due course.

**MIN NVS NG – CDFC 2019/10/25- 14 – ADJOURNMENT**

There being no other business, the meeting ended at 15.00 Pm with a word of prayer Patrick M. Kiara

**Recorded by…………………………………SIGN………………DATE……………..**

**Confirmed by…………………………………SIGN………………DATE……………..**