**MINUTES OF MAARA NATIONAL GOVERNMENT CONSTIYUENCY DEVELOPMENT COMMITTEE MEETING HELD ON 19TH JANUARY 2018**

MEMBERS PRESENT

1. JASPER KIAMBI M’RITHAA CHAIRMAN
2. MERCY GACERI MATI SECRETARY
3. ABRAHAM KEMBOI MEMBER(DCC)
4. CATHERINE NDIGA MEMBER
5. DOMINIC MWITI MEMBER
6. JASPER NYAGA MEMBER
7. EMIS KAARI MUKWANJERU MEMBER
8. ARNEST MURITHI KITHINJI MEMBER
9. ANTHONY M. KARIUKI FAM

PRESENT BY INVITATION

1. TITUS NABEA DISTRICT ACCOUNTANT
2. HUMPHREY MAGUTA MEMBER FOR CO-OPTION
3. TIMOTHY KINEGENI PA MNA

AGENDAS

1. PRELIMINARIES
2. READING AND CONFIRMATION OF THE PREVIOUS MEETING MINUTES

3. MATTERS ARISING FROM THE MINUTES

4. PROJECT PROPOSALS FOR 2017/2018 FINANCIAL YEAR

5. RECRUITMENT OF EMPLOYEES

6 . AOB

**NGCDFC MIN 1-19/01/2018 PRELIMINARIES**

With a quorum present the chairman called the meeting to order at 10.23 AM. Opening prayers were led by Emis Kaari Mukwanjeru. The chairman thanked members for availing themselves on short notice and for being punctual. He gave the Member of National Assembly apology but noted that his personal assistant would represent him.

A self introduction of all the members was also done.

**NGCDFC MIN 2-19/01/2018 READING AND CONFIRMATION OF THE PREVIOUS MEETING MINUTES**

Having been circulated the minutes of the previous meeting held on 13th December 2017 were read and confirmed as a true record of the said meeting. They were proposed and seconded by Arnest murithi and Catherine Ndiga respectively.

**NGCDFC MIN 3-19/01/2018 MATTERS ARISING FROM THE MINUTES**

1. EXMIN 4-13/12/2017 ON HANDING OVER

Members were informed that the former NGCDFC Chairman Mr Njue Njagi had talked with the chairman and he was willing to share experiences with the committee upon invitation.

1. EXMIN7-13/12/2017
2. ON CHANGE OF ACCOUNT SIGNATORIES

Members were informed that all necessary requirements for change of signatories were ready and what remained was for the signatories to visit the bank for the exercise.

1. ON OPENING OF NEW ACCOUNT
2. Members were informed that the request had been sent to National Government Constituency Development Board for approval.
3. EXMIN 8 AOB
4. ON SUBLOCATION BURSARY COMMITTEES

Members were informed that the exercise was a success with minimal challenges. The chaiman thanked members and the office for ensuring the exercise was a success.

**NGCDFC MIN 4-19/01/2018 PROJECT PROPOSALS FOR 2017/2018 FINANCIAL YEAR**

Members were informed that the allocation for the financial year is kshs 86,810,344.83. They were further informed that the ward meetings were a success and a list of the projects generated from the meetings tabled. Members deliberated on the list and in considering uncomplete projects, ward priorities, statutory projects and those cutting across the constituency as well as constituency projects came up with the following list of projects to be undertaken in the financial year:

|  |  |
| --- | --- |
| **PROJECT NAME** | **ALLOCATION** |
| **ADMIN**  | 5,208,621.00 |
| **M&E** | 2,604,310.00 |
| **SPORTS** | 1,736,207.00 |
| **ENVIROMENT** | 1,736,207.00 |
| **EMERGENCY** | 4,568,965.52 |
| **BURSARY** | 21,702,586.00 |
| **CONSTITUENCY PROJECTS** |   |
| **STRATEGIC PLAN** | 3,500,000.00 |
| **CONSTITUENCY INNOVATION HUBS** | **4,677,027.20** |
| **CONSTITUENCY OFFICE** | 6,476,421.11 |
| **SECONDARY SCHOOLS** |   |
| GIANCHUKU DAY SECONDARY SCHOOL  | 500,000.00 |
| KALEWA DAY SECONDARY SCHOOL | 1,200,000.00 |
| MUNGA DAY SECONDARY SCHOOL | 800,000.00 |
| IGAKIRAMBA DAY SECONDARY SCHOOL | 500,000.00 |
| KIAMAOGO DAY SECONDARY SCHOOL | 300,000.00 |
| IRUMA DAY SECONDARY SCHOOL | 500,000.00 |
| KIRARO DAY SECONDARY SCHOOL | 1,000,000.00 |
| IRUMA GIRLS SECONDARY SCHOOL | 1,000,000.00 |
| NGURUKI DAY SECONDARY SCHOOL | 2,000,000.00 |
| NDUMBINI DAY SECONDARY SCHOOL | 2,000,000.00 |
| KIENI DAY SECONDARY SCHOOL | 1,000,000.00 |
| MAGUMA DAY SECONDARY SCHOOL | 500,000.00 |
| KIURANI SECONDARY SCHOOL | 500,000.00 |
| NDINTUNE DAY SECONDARY SCHOOL | 500,000.00 |
| KABUI SECONDARY SCHOOL | 500,000.00 |
| MUTINDWA DAY SECONDARY SCHOOL | 500,000.00 |
| ITARA SECONDARY SCHOOL | 400,000.00 |
| **PRIMARY SCHOOLS** |   |
| KAIRUNI MENTALLY SCHOOL | 500,000.00 |
| KIMUCHIA PRIMARY SCHOOL | 700,000.00 |
| KIRIANI PRIMARY SCHOOL | 700,000.00 |
| KAJIUNDUTHI PRIMARY SCHOOL | 500,000.00 |
| KIENI PRIMARY SCHOOL | 700,000.00 |
| NTURIRI PRIMARY SCHOOL | 700,000.00 |
| KIRARO PRYIMARY SCHOOL | 500,000.00 |
| KIEGANGURU PRYIMARY SCHOOL | 700,000.00 |
| KIAIRUGU PRIMARY SCHOOL | 500,000.00 |
| IRURI PRIMARY SCHOOL | 500,000.00 |
| NDUNGURI PRIMARY SCHOOL | 500,000.00 |
| NKANGANI PRIMARY SCHOOL | 500,000.00 |
| CHOGORIA COMPLEX BOARDING PRIMARY SCHOOL | 500,000.00 |
| WIRU PRIMARY SCHOOL | 300,000.00 |
| MAARA MIXED BOARDING PRIMARY SCHOOL | 400,000.00 |
| KAGONGO PRIMARY SCHOOL | 400,000.00 |
| MIKUU PRIMARY SCHOOL | 400,000.00 |
| NKURURU PRIMARY SCHOOL | 500,000.00 |
| IRUMA PRIMARY SCHOOL | 500,000.00 |
| MBIRONI PRIMARY SCHOOL | 500,000.00 |
| MAGUNDU PRIMARY SCHOOL | 2,000,000.00 |
| KAUUNI PRIMARY SCHOOL | 2,000,000.00 |
| **SECURITY**  |   |
| KARIMBA CHIEFS OFFICE  | 200,000.00 |
| MIKUU ASSISTANT CHIEF OFFICE | 200,000.00 |
| GAKUI ASSISTANT CHEF OFFICE | 200,000.00 |
| KIANJAGI ASSISTANT CHIEF OFFICE | 200,000.00 |
| KARIAKOMO ASSISTANT CHIEF OFFICE | 200,000.00 |
| IKUMBO ASSISTANT CHIEF OFFICE | 500,000.00 |
| MAARA POLICE DIVISION | 400,000.00 |
| KAARE POLICE STATION | 4,500,000.00 |
| **TOTAL** | **86,810,345** |

**NGCDFC MIN 5-19/01/2018 RECRUITMENT OF EMPLOYEES**

Members were informed that a sub committee comprising of the Fund account manager, representative of the constituency office and two representatives from the Deputy County Commissioners office had received, analysed, shortlisted and carried out the interviews. The posts the exercise was conducted for included;

- clerical officer -1 post

- office assistants-2 posts

- field officer/clerk of works -1 post

- driver -1 post

The sub committee recommended the following to the committee to consider for appointment.

* Clerical officer- Japhet muturi Gitonga
* Office assistants- Ann Mwende Kiruja and NellyJoy Murugi Muchunku
* Field officer/clerk of works- Wycliff Mawira Kathenya
* Driver – Jacob Munene

The committee deliberated on the recommended persons and approved their employment with effect from Monday 22nd January 2018 on a one year renewable contracts and probation for a period of three months. The funds account manager is to issue them with appointment letters.

There being no other business the chairman declared the meeting adjourned at 3.15PM until the next meeting. Closing prayers were led by Humphrey maguta.

Minutes prepared by confirmed by:

Mercy gaceri mate(secretary) Jasper Kiambi M’Rithaa(chairman)

Signature……………………. signature……………………………………………..

Date ………………… Date ……………………………………………….