



NG-CDF OTHAYA

National Government Constituencies Development Fund

Othaya Constituency

P.O Box 85-10106

Othaya

Tel: 0722423362 | Cell: 0722423362

Email: [cdfothaya@ngcdf.go.ke](mailto:cdfothaya@ngcdf.go.ke) | Website: [www.ngcdf.go.ke](http://www.ngcdf.go.ke)

**MINUTES OF NG-CDF OTHAYA MEETING HELD ON TUESDAY 3<sup>RD</sup> AUGUST 2021  
IN THE NG-CDF BOARD ROOM AT 10.00 AM**

**MEMBERS PRESENT**

1. Mr. Muthoga Ngera	Chairman
2. Mrs. Hellen Wambui	Secretary
3. Mr. Michael Tallam	Deputy County Commissioner
4. Mr. Mburu Ngugi	Fund Account Manager
5. Mr. Harrison Kingori	Member
6. Mrs. Jacinta Njeri	Member
7. Mrs. Agnes Njambi	Member
8. Mr. Allan Mwai	Member
9. Mrs. Leah Wairimu	Member
10. Mr. Patrick Ndirangu	Member

**PREAMBLE**

The Chairman welcomed all members for the day's meeting and requested Allan Mwai to open with a word of prayer.

**AGENDA**

1. Confirmation of the previous minutes.
2. Matters arising.
3. Reports from the Fund Account Manager/Sub Committees
4. Approval of Disbursements 2020/2021
5. Reallocations-Emergency
6. Bursary
7. Office Renovations

Chairman ..... Muthoga Ngera ..... Signature ..... [Signature] .....

Secretary ..... Hellen Mwangi ..... Signature ..... [Signature] .....

- 8. Performance Contract
- 9. Monitoring & Evaluation
- 10. Approval Payments
- 11. A.O.B

**01/03/08/2021 CONFIRMATION OF PREVIOUS MINUTES**

The Secretary read the previous minutes to the Members and the same was proposed Mrs. Leah Wairimu and seconded by Mr. Harrison Kingori.

**02/03/08/2021 MATTERS ARISING.**

There were no matters arising from the previous minutes

**03/03/08/2021 REPORTS FROM THE FUND ACCOUNT MANAGER/SUB COMMITTEES**

The fund manager tabled the financial reports and circulars received from the NG-CDF Board to the members.

**04/03/08/2021 APPROVAL OF DISBURSEMENTS 2020/2021**

The committee approved the payment of 2020/2021 funds A.I.E No. B105263 of Ksh 33,000,000 as tabulated:-

PROJECT NAME	PROJECT ACTIVITY	AMOUNT (Kshs)
<b>PRIMARY SCHOOL PROJECTS</b>		
Emergency	Fund emergencies within the constituency	6,000,000.00
<b>BURSARY</b>		
Bursary Secondary Schools	To award bursary for needy students in the constituency	20,000,000.00
Bursary Tertiary Schools	To award bursary for needy students in the constituency	7,000,000.00
<b>GRAND TOTAL</b>		<b>33,000,000.00</b>

**05/03/08/2021 REALLOCATIONS-EMERGENCY**

The committee approved reallocation/of the following projects:-

PROJECT NAME	ACTIVITY ORIGINALLY FUNDED	AMOUNT ALLOCATED	FUNDS REALLOCATED TO	AMOUNT Ksh	REASON FOR REALLOCATION

Chairman ..... Muthoga Ngari ..... Signature ..... [Signature] .....

Secretary ..... Hellen Mwangi ..... Signature ..... [Signature] .....



Emergency	Fund emergencies within the constituency	7,192,206.90	Munyange Primary School- Construction of two 8 door exhaustible toilets for boys and girls with a separate unit for Persons living with disability to completion	1,700,000	Unspent Emergency funds
			Gituiga Primary School- Construction of two 8 door exhaustible toilets for boys and girls with a separate unit for Persons living with disability to completion	1,700,000	Unspent Emergency funds
			Njigari Primary School - Construction of two 8 door exhaustible toilets for boys and girls with a separate unit for Persons living with disability to completion	1,700,000	Unspent Emergency funds
			Kiaguthu Primary School - Construction of a one 8 door exhaustible toilets for boys with a separate unit for Persons living with disability to completion	850,000	Unspent Emergency funds
			Munyange Chiefs Office- Purchase of Furniture 3 executive chairs- 90,000, 15 conference chairs 82,500, 1 boardroom table-25,000, 1 executive desk- 45,000, 1 filling	442,206.9	Unspent Emergency funds

Chairman .....

*Muthoga Ngari*

Signature .....

*[Handwritten Signature]*

Secretary .....

*Hellen Mwangi*

Signature .....

*[Handwritten Signature]*

			cabinet-30,000, 2 office desk - 60,000, 10 curtains-30,000, 6 visitors chairs- 79,706.9		
			Munaini Primary School-250 metres school compound chain link fencing in precast concrete post	800,000	Unspent Emergency funds
<b>TOTAL</b>				<b>7,192,206.90</b>	

The committee approved the change of activity for the following project.

PROJECT NAME	INITIAL APPROVED ACTIVITY	AMOUNT ALLOCATED	ACTIVITY CHANGED TO	AMOUNT Ksh	REASON FOR CHANGE
Gatuiya-ini Primary School	Renovation of 4 classrooms: reroofing, plastering, flooring, painting, fixing fixing window panes to completion	1,600,000	Gatuiya-ini Primary School- Renovation of 5 classrooms & 1 office: plastering, flooring, painting, fixing window panes to completion	1,600,000	The PMC noted that there was no need for reroofing because the iron sheets are okay and requested the reroofing funds be used in an additional classroom and office under the same block

#### 06/03/08/2021 BURSARY

The committee noted that the issuance of application forms was progressing on well as advertised. The members noted that the bursary applications collected so far were more than in previous occasions.

#### 07/03/08/2021 OFFICE RENOVATIONS

The committee also approved the payment of office renovation works done at the NG-CDF office based on the payment certificate and inspection report.

Chairman ..... *Muthoga Ngala* ..... Signature *Muthoga Ngala* .....

Secretary ..... *Hellen Mwangi* ..... Signature *Hellen Mwangi* .....



**08/03/08/2021 PERFORMANCE CONTRACT**

The Chairman informed the members that the constituency had signed a performance contract for the financial 2020/21.

The members agreed that the performance contract report be tabled for review to access how the constituency is doing.

**09/03/08/2021 MONITORING & EVALUATION**

The committee reviewed the M&E reports tabled by the Fund Manager and noted that the projects were progressing on well. The committee approved the payment of the following M& E expenses as tabulated:-

ITEM	AMOUNT
<b>MONITORING &amp; EVALUATION-2210309</b>	
NG CDFC Monitoring & Evaluation Allowances 13 x 5,000/= x 4 Days	260,000
<b>GOODS &amp; SERVICES-2210000</b>	
Refreshments	10,000
<b>GRAND TOTAL</b>	<b>270,000</b>

**10/03/08/2021 APPROVAL PAYMENTS**

The committee approved the payment of the following:-

ITEM	AMOUNT
<b>COMMITTEE ALLOWANCES – 2210802</b>	
NG-CDFC Committee Meeting Allowances	
NG-CDFC 10 x 5,000/= + 2,000 Chairperson X 1 Sitting	52,000
Communications Sub-Committee Allowances 4 x 5,000/= x 1 Day	20,000
Inspection-Committee Allowances 4 x 5,000/= x 1 Day	20,000
Interview Sub-Committee Allowances 4 x 5,000/= x 1 Day	20,000
Tender Evaluation Sub-Committee Allowances 5 x 5,000/= x 2 Days	50,000
<b>Sub Total</b>	<b>162,000</b>
<b>GOODS &amp; SERVICES – 2210000</b>	
Meeting Refreshments	5,000
Office Expenses	10,000
Office calling cards/airtime for the Month of August 2021	5,000
Meeting Refreshments	5,000
Office Tea/Refreshments for the Month of August 2021	10,000
<b>Sub Total</b>	<b>35,000</b>
	<b>197,000</b>

Chairman Muthiga Ngei Signature [Signature]

Secretary Hellen Mwangi Signature [Signature]

The committee also approved the payment of pending allowances, servicing & repairs of the NG-CDF vehicle, Fuel, office electricity bills, post office box, water bills, Internet bill, detergents, office repairs, stationery, bank charges and other expenses as per invoiced amounts.

**11/03/08/2021 A.O.B**

There being no other business the meeting ended at 12.00 p.m with a word of prayer from Leah Weru.

**Minutes Compiled By,**



-----  
HELLEN WAMBUI,

SECRETARY  
-----

Dated:

04/08/2021  
-----

**Minutes Approved By,**



-----  
MUTHOGA NGERA,

CHAIRMAN  
-----

Dated:

04/08/2021  
-----

Chairman

Muthoga Ngera

Signature



Secretary

Hellen Mwangi

Signature

