



National Government Constituencies Development Fund
Othaya Constituency
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**MINUTES OF NG- CDF OTHAYA MEETING HELD ON FRIDAY 18TH OCTOBER 2019
IN THE NG-CDF BOARDROOM AT 11.00 AM**

MEMBERS PRESENT

1. Mr. Muthoga Ngera	Chairman
2. Mrs. Hellen Wambui	Secretary
3. Mr. Henry Ochako	Deputy County Commissioner
4. Mr. Mburu Ngugi	Fund Account Manager
5. Mr. Samuel waithaka	Member
6. Mrs. Jacinta Njeri	Member
7. Mrs. Agnes Njambi	Member
8. Mr. Samuel Wanjau	Member
9. Mrs. Leah Wairimu	Member
10. Mr. Patrick Ndirangu	Member

PREAMBLE

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

AGENDA

1. Confirmation of the previous minutes.
2. Matters arising.

Chairman *Muthoga Ngera* Signature *[Signature]*

Secretary *Helen Mwangi* Signature *[Signature]*

3. Reports from the Fund Account Manager
4. Project proposals 2019/2020
5. Annual Procurement/work plan & budget Approval
6. Bursary
7. Monitoring and Evaluation
8. Approval Payments
9. A.O.B.

01/18/10/2019 CONFIRMATION OF PREVIOUS MINUTES

The Secretary read the previous minutes to the Members and the same was proposed Mr. Samuel waithaka and seconded by Mrs. Jacinta Njeri.

02/18/10/2019 MATTERS ARISING.

The members sought to know the status on reallocations/resubmissions passed during the previous meetings the manager informed the members that he had not received any response from the NG-CDF board and undertook to follow up on the matter.

03/18/10/2019 REPORTS FROM THE FUND ACCOUNT MANAGER

The fund manager tabled financial reports to the committee.

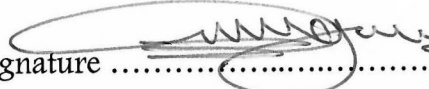
04/18/10/2019 PROJECTS PROPOSALS 2018/19

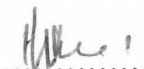
The Fund Account Manager informed members that the constituency had been allocated a total of Kshs. 137,475,724.14 in the financial year 2019/20. In line with the ward consultative forums held on 10th & 11th October 2019. The committee prioritized and approved the funding of the following 2019/20 projects as tabulated below:-

Chairman Muthoga Ngereva Signature [Handwritten Signature]

Secretary Helen Mwangi Signature [Handwritten Signature]

PROJECT NAME	CURRENT PROJECT ACTIVITY	AMOUNT ALLOCATED	CURRENT STATUS
OFFICE ADMINISTRATION & RECURRENT			
Employees Salaries	Payment of staff salaries and gratuity	3,200,000.00	New
Goods and Services	Purchase of fuel, Office/Vehicle repairs /advertisements and maintenance, printing, stationery, telephone, Electricity, travel and subsistence, office tea, etc.	1,708,543.45	New
NSSF	Payment of NSSF Deductions	200,000.00	New
NHIF	Payment of NHIF Deductions	140,000.00	New
Committee Allowances	Payment of NG-CDF Committee members sitting allowances	3,000,000.00	New
Emergency	To cater for unforeseen occurrences in the constituency during that Financial Year	7,198,241.38	New
MONITORING AND EVALUATION/CAPACITY BUILDING			
Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, Airtime and refreshments	424,271.72	New
Committee Allowances	Payment of Committee monitoring & evaluation allowances, transport	2,200,000.00	New
NG-CDFC/PMC Capacity Building	Undertake Training of the PMCs/NG-CDFCs on NG-CDF Related issues	1,500,000.00	New

Chairman *Muthoga Njoroge* Signature 

Secretary *Helen Mwangi* Signature 

Environmental Activities			
Gathera Secondary School	Water harvesting- Purchase of one 10,000 litres tank(Kshs. 100,000), construction of a tank base (Kshs. 50,0000)and installation of gutters in 2 classrooms (Kshs. 21,845)	171,845.00	New
Kagere Primary School	Water harvesting- Purchase of one 10,000 litres tank(Kshs. 100,000), construction of a tank base (Kshs. 50,0000)and installation of gutters in 2 classrooms (Kshs. 21,845)	171,845.00	New
Gitugi Primary School	Water harvesting- Purchase of one 10,000 litres tank(Kshs. 100,000), construction of a tank base (Kshs. 50,0000)and installation of gutters in 2 classrooms (Kshs. 21,845)	171,845.00	New
Kagonye Primary School	Water harvesting- Purchase of one 10,000 litres tank(Kshs. 100,000), construction of a tank base (Kshs. 50,0000)and installation of gutters in 2 classrooms (Kshs. 21,845)	171,845.00	New
Mumwe Primary School	Water harvesting- Purchase of one 10,000 litres tank(Kshs. 100,000), construction of a tank base (Kshs. 50,0000)and installation of gutters in 2 classrooms (Kshs. 21,845)	171,845.00	New
Thuti Primary School	Water harvesting- Purchase of one 10,000 litres tank(Kshs. 100,000), construction of a tank base (Kshs. 50,0000)and installation of gutters in 2 classrooms (Kshs. 21,845)	171,845.00	New
Kihugiru Primary School	Water harvesting- Purchase of one 10,000 litres tank(Kshs. 100,000), construction of a tank base (Kshs. 50,0000)and installation of gutters in 2 classrooms (Kshs. 21,845)	171,845.00	New
Irindi Primary School	Water harvesting- Purchase of one 10,000 litres tank(Kshs. 100,000), construction of a tank base (Kshs. 50,0000)and installation of gutters in 2 classrooms (Kshs. 21,845)	171,845.00	New

Chairman *Muthoga Njoroge* Signature

Secretary *Helen Mwangi* Signature

Mutitu Primary School	Water harvesting- Purchase of one 10,000 litres tank(Kshs. 100,000), construction of a tank base (Kshs. 50,0000)and installation of gutters in 2 classrooms (Kshs. 21,845)	171,845.00	New
Mucharage Primary School	Water harvesting- Purchase of one 10,000 litres tank(Kshs. 100,000), construction of a tank base (Kshs. 50,0000)and installation of gutters in 2 classrooms (Kshs. 21,845)	171,845.00	New
Gathanji Primary School	Water harvesting- Purchase of one 10,000 litres tank(Kshs. 100,000), construction of a tank base (Kshs. 50,0000)and installation of gutters in 2 classrooms (Kshs. 21,845)	171,845.00	New
Kiagumba Primary School	Water harvesting- Purchase of one 10,000 litres tank(Kshs. 100,000), construction of a tank base (Kshs. 50,0000)and installation of gutters in 2 classrooms (Kshs. 21,845)	171,845.00	New
Ruruguti Primary School	Water harvesting- Purchase of one 10,000 litres tank(Kshs. 100,000), construction of a tank base (Kshs. 50,0000)and installation of gutters in 2 classrooms (Kshs. 21,845)	171,845.00	New
Gitundu Primary School	Water harvesting- Purchase of one 10,000 litres tank(Kshs. 100,000), construction of a tank base (Kshs. 50,0000)and installation of gutters in 2 classrooms (Kshs. 21,845)	171,845.00	New
Kiriini Primary School	Water harvesting- Purchase of one 10,000 litres tank(Kshs. 100,000), construction of a tank base (Kshs. 50,0000)and installation of gutters in 2 classrooms (Kshs. 21,845)	171,844.00	New
Thunguri Primary School	Water harvesting- Purchase of one 10,000 litres tank(Kshs. 100,000), construction of a tank base (Kshs. 50,0000)and installation of gutters in 2 classrooms (Kshs. 21,845)	171,840.48	New

Chairman *Muthoga Ngari* Signature *[Signature]*

Secretary *Helen Mwangi* Signature *[Signature]*

SPORTS			
Sports	Facilitate of sports tournament at the ward level and constituency level for football, volleyball, indoor games, payment of referees, preparation of fields and purchase of balls, uniforms and sports kits for the participating teams.	2,749,514.48	New
BURSARY			
Bursary Secondary Schools	To award bursary for needy students in the constituency	17,000,000.00	New
Bursary Tertiary Schools	To award bursary for needy students in the constituency	10,000,000.00	New
Bursary Special Schools	To award bursary for needy students in the constituency	3,000,000.00	New
Purchase of Revision Books	Purchase of revision books for 56 Primary schools at Kshs.100,000 per school, Kshs.5,600,000 Birithia Gathanji ,Gathumbi ,Gatugi ,Gaturuturu ,Gatuyaini ,Gichami ,Gichiche ,Gikurwe ,Gitugi ,Gituiga ,Gitundu ,Gura , Ihuririo ,Iria-Ini ,Irindi ,Kagere ,Kagongo ,Kagonye ,Kagumo ,Kairia ,Kairuthi ,Kamoko ,Kariko ,Karima ,Karuthi ,Kiagumba ,Kiaguthu ,Kiamuya ,Kigumo ,Kihome ,Kihugiru ,Kihuri ,Kiinu ,Kirai ,Kiriini ,Kiyu ,Konyu ,Mahiga ,Miirini ,Mucharage ,Muirungi ,Mumbu-Ini ,Mumwe ,Muna-Ini ,Munyange ,Mutitu ,Ngaru ,Njigari ,Rukira ,Ruruguti , Thunguri ,Thuti ,Wagura ,Witima Primary Schools each school to get 115 revision books	5,600,000.00	New
PRIMARY SCHOOL PROJECTS			
Gikurwe Primary School	Completion of storied 2 classroom block; doors, window, glazing, painting, railings and grill	500,000.00	Ongoing

Chairman Muthoga Ngere Signature Muthoga Ngere

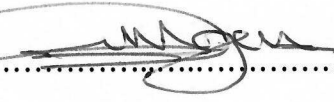
Secretary Helen Mwangi Signature Helen Mwangi

Gathanji Primary School	Renovation of 4 Classrooms to completion- plastering, flooring, glazing, doors and painting	1,600,000	New
Gathumbi Primary School	Completion of Administration Block- Walling, plastering, roofing, flooring, windows & painting; 4 offices, staff room, store and washrooms.	3,000,000	Ongoing
Gichiche primary school	Renovation of 8 classrooms & hall (100 people capacity) to completion -flooring, glazing, doors, windows and painting	3,400,000.00	New
Gitundu Primary School	Renovation of 5 classes to completion- plastering, flooring, painting ,doors and windows	1,500,000.00	Ongoing
Kagongo Primary School	Renovation of 3 classrooms to completion- flooring,painting,external finishes	1,500,000.00	New
Kagonye primary school	Renovation of 3 classrooms- to completion - flooring,painting,external finishes	1,000,000.00	New
Kairuthi Primary school	Construction of an administration block- Foundation, Walling, roofing, 3 offices.	2,000,000.00	New
Kariko primary school	Renovation of 8 classrooms to completion Plastering, Windows/doors, painting and external finishes	2,000,000.00	Ongoing
Karima primary school	Renovation of administration block to completion-Plastering, Windows/doors, painting and external finishes 3 offices	1,000,000.00	New
Kiangumba Primary School	Renovation of 4 Classrooms to completion -Plastering, Windows/doors, painting and external finishes	1,400,000.00	New
Mucharage Primary School	Renovation of 8 classrooms to completion-Plastering, Windows/doors, painting and external finishes	2,000,000.00	Ongoing
Mumbuini primary school	Renovation of 5 classes to completion; roofing, Plastering, Windows/doors, painting and external finishes	1,500,000.00	New

Chairman *Muthoga Ng'etich* Signature *Muthoga Ng'etich*

Secretary *Helen Mwangi* Signature *Helen Mwangi*

Ngaru Primary school	Renovation of 6 no classrooms to completion- roofing, flooring, internal and external finishes	1,800,000.00	New
Thunguri primary school	Completion of Administration Block (3 offices staffroom and washrooms) painting - 100,000, plumbing works and water connection- 70,000, Electrical connection and wiring- 75,000, curtains and toilet fittings- 75,000, paving and landscaping-200,000, 4 4way working station- 136,000, 2 executive chairs- 24,000, 2 executive tables- 80,000 and 20 staff room chairs- 60,000	800,000.00	Ongoing
Kiyu primary School	Construction of 50 persons capacity septic tank- 500,000 Purchase of furniture- 4 4way working station- 136,000, 2 executive chairs- 24,000, 2 executive tables- 80,000 and 20 staff room chairs- 60,000	800,000.00	New
SECONDARY SCHOOLS			
Birithia Girls Secondary School	Construction of 2 classrooms to completion	2,000,000.00	New
Gakuyu secondary school	Completion of Dining hall (300 pupils)- walling, roofing Columns/Plastering/painting doors and windows	3,000,000.00	Ongoing
Gathera Secondary school	Purchase of Dining furniture Kshs.600,000 -30 tables & 60 Benches and construction of basketball court-500,000 New project	1,000,000.00	New
Gathumbi Secondary school	Completion of administration block(5 offices and washrooms); walling, roofing, doors, windows, internal and external finishes	3,000,000.00	Ongoing
Gitugi Mixed Secondary School	Completion of storey administration-4 offices floor finishes, walling, plastering, roofing, painting & glazing	3,000,000.00	Ongoing

Chairman *Muthiga Ngeor* Signature 

Secretary *Helen Mwangi* Signature 

Irindi Secondary School	Completion of computer lab (60 pupils) and administration block(8 offices), ground floor walling and finishes, first floor slab, walling roofing , doors, windows and finishes	4,000,000.00	Ongoing
Kabebero Secondary School	Completion of science laboratory(40 pupils lab, 1 office, 1 store and 1preparation room); gas work, plumbing, fume chamber, electrical installation, benches, painting and gutters	1,200,000.00	Ongoing
Kariko Secondary School	Completion of Dining Hall (450 pupils) and Kitchen -Internal and external finishes(co funding with PTA they had done foundation and walling)	2,000,000.00	Ongoing
Karima Mixed Day Secondary school	Completion of Laboratory- Walling,roofing,internal and external finishes (40 pupil lab, 1 store, 1 office and a preparation room)	2,000,000.00	Ongoing
Kiahagu Secondary School	Purchase of School bus-51 seater to completion	7,000,000.00	New
Kihome secondary school	Completion of science lab,(40 pupils lab, 1office, 1store and 1preparation room) plastering, painting, gas work, plumbing, electricity and benches	2,000,000.00	New
Mumbuini Secondary school	Completion of Dining hall (450 pupils); windows, external and internal finishes	2,500,000.00	Ongoing
Ruruguti secondary school	Completion of 2 storied classes of 2 storied classroom; [One ground floor and 1 in first floor to share the existing stair case] Foundation, walling, roofing.	2,500,000.00	Ongoing
SECURITY			
Gatuyaini A.P post	Completion of 2 staff house; external and internal finishes [one bed room self contained]	700,000.00	Ongoing

Chairman *Muthoga Ngugi* Signature *Muthoga Ngugi*

Secretary *Helen Mwangi* Signature *Helen Mwangi*

Gichiche Assistant Chiefs Office	Completion of an office [two offices store, board room and washrooms Kshs.2,300,000 - walling, roofing, external finishes, internal finishes and purchase of furniture Kshs.200,000 ; 2 executive chair-30,000 and 2 executive desk 90,000, 2 filing cabinet-50,000, 6 conference chairs-30,000	2,500,000.00	Ongoing
Kihome chiefs office	Completion of an office [3 offices boardroom, store and washroom Kshs.2,700,000; floor slab, walling, roofing, finishes and purchase of furniture Kshs.300,000; 3executive chair-45,000 and 3 executive desk 135,000, 2 filing cabinet-50,000, 20 conference chairs- 70,000	3,000,000.00	Ongoing
Othaya chiefs office	Purchase of furniture, 2 executive chair-30,000 and 2 executive desk 90,000, 2 filing cabinet-50,000, 6 conference chairs- 30,000	200,000.00	New
Itemini Asst Chief Office	Construction of a Hall (300 persons); hall slab, roofing, walling, openings, external and internal finishes	2,000,000.00	Ongoing
Kianganda Ass chiefs office	Completion of 2 staff houses- Painting, external finishes [one bedroom self contained]	200,000.00	Ongoing
Gathera police post	Completion of 3 staff houses; tilling, painting, internal fittings and external finishes [one bedroom self contained]	305,638.63	Ongoing
Munyange chiefs office	Completion of office plastering, Keying, plumbing and Painting [2 offices, boardroom capacity 30, 1store and washrooms]	1,000,000.00	Ongoing
Othaya Police station	Construction of a Parking lot 4 Vehicles	500,000.00	New

Chairman *Muthiga Ngor* Signature *[Signature]*

Secretary *Helen Mwangi* Signature *[Signature]*

Othaya DCC residence	Renovation of the Othaya Deputy County Commissioner house(3 bedroom, kitchen, washrooms, store and sitting room)-roofing, painting, plastering and floor repair	1,000,000.00	New
OTHERS			
Chinga library	Expansion of reading room; roofing, slab, windows, doors, external and internal finishes a branch of Kenya National Library	2,000,000.00	Ongoing
Othaya Adult & Continuing Education Office	Purchase of Furniture-300,000 2 executive office desks/chairs-70,000, 20 conference room chairs-80,000,10 visitor's chairs 100,000, 2 filing cabinet-50,000 and 1-Computer & printer-100,000	400,000	New
NG-CDF Office	Renovation of the NG-CDF office Kshs.1,500,000 (painting, ceiling repair, Plumbing works), Construction of a Parking shade lot 4 Vehicles Kshs.500,000	2,000,000.00	New
		137,475,724	

05/18/10/2019 BURSARY

The Committee approved that all stale/rebanked bursary cheques be cancelled and written back and the funds be allocated to needy students as per attached list.

06/18/10/2019 MONITORING & EVALUATION

The committee reviewed the M&E reports tabled by the Fund Manager. The committee approved the payment of the following M& E expenses as tabulated:-

Chairman Muthoga Ngere Signature [Signature]

Secretary Helen Mwangi Signature [Signature]

ITEM	AMOUNT
MONITORING & EVALUATION-2210309	
NG CDFC Monitoring & Evaluation Allowances 13 x 5,000/= x 2 Days	130,000
GOODS & SERVICES-2210000	
Refreshments	5,000
GRAND TOTAL	135,000

07/18/10/2019 APPROVAL OF PAYMENTS

The committee also approved the payment of pending NG-CDFC allowances, servicing of the NG-CDF vehicle, Fuel, office electricity bills, water bills, detergents, office repairs and stationery and other expenses as per invoiced amounts.

08/18/10/2019 A.O.B

There being no other business the meeting ended at 1.00 p.m with a word of prayer from Leah Weru.

Minutes Compiled By,



HELLEN WAMBUI,

SECRETARY

Dated: 18/10/2019


Minutes Approved By,



MUTHOGA NGERA,

CHAIRMAN

Dated: 18/10/2019

Chairman Muthoga Ngera Signature 

Secretary Helen Mwangi Signature 