



NG-CDF OTHAYA

National Government Constituencies Development Fund  
Othaya Constituency

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Othaya

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**MINUTES OF NG- CDF OTHAYA MEETING HELD ON FRIDAY 14<sup>TH</sup> DECEMBER 2018**  
**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                     |

**IN ATTENDANCE**

- |                      |           |
|----------------------|-----------|
| 1. Peterson Mwai     | Oversight |
| 2. John Kihumba      | Oversight |
| 3. Florence Ndirangu | Oversight |
| 4. Ruth Kariuki      | Oversight |

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

Secretary ..... *HELEN MWAMBUI* ..... Signature ..... *[Signature]* .....

**PREAMBLE**

The Chairman welcomed all members for the day’s meeting and requested Agnes Njambi to open with a word of prayer. The chairman welcomed the new Fund Account Manager Mr. Mburu and members were requested to introduce themselves.

**AGENDA**

1. Confirmation of the previous minutes.
2. Matters arising.
3. Briefs on Circulars /Correspondences
4. Project proposals 2018/2019
5. Projects Reallocation
6. Sports
7. Management of PMCs
8. Bursary
9. Monitoring and Evaluation
10. Staff
11. Approval Payments
12. A.O.B.

**01/14/12/2018 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. Leah Wairimu.

**02/14/12/2018 MATTERS ARISING.**

The members sought to know the status on reallocations passed during the previous meeting the manager undertook to follow up on it.

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

Secretary ..... *Helen Mwangi* ..... Signature ..... *[Signature]* .....

**03/14/12/2018 BRIEFS ON CIRCULARS /CORRESPONDENCES**

The fund manager briefed the members that the NG-CDF board had undertaken training on risk management and noted that the same should be cascaded to the NG-CDF Committee and PMCs through trainings.

**04/14/12/2018 PROJECTS PROPOSALS 2018/19**

The Fund Account Manager informed members that the constituency had been allocated a total of Kshs. 109,040,875.52 in the financial year 2018/19. The committee prioritized and approved the funding of the following 2018/19 projects as tabulated below:-

PROJECT NAME	CURRENT PROJECT ACTIVITY	AMOUNT ALLOCATED	CURRENT STATUS
OFFICE ADMINISTRATION & RECURRENT			
Employees Salaries	Payment of staff salaries and gratuity	2,700,000.00	New
Goods and Services	Purchase of fuel, Office/Vehicle repairs /advertisements and maintenance, printing, stationery, telephone,Electricity, travel and subsistence, office tea, etc.	1,202,452.53	New
NSSF	Payment of NSSF Deductions	200,000.00	New
NHIF	Payment of NHIF Deductions	80,000.00	New
Committee Allowances	Payment of NG-CDF Committee members sitting allowances	2,360,000.00	New
Emergency	Fund emergencies within the constituency	5,738,993.45	New
MONITORING AND EVALUATION/CAPACITY BUILDING			
Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, Airtime and refreshments	171,226.27	New

Chairman ..... *Muthoga Njalea* ..... Signature ..... *[Signature]* .....

Secretary ..... *Helen Mwangi* ..... Signature ..... *[Signature]* .....

Committee Allowances	Payment of Committee monitoring & evaluation allowances, transport	1,900,000.00	New
NG-CDFC/PMC Capacity Building	Undertake Training of the PMCs/NG-CDFCs on NG-CDF Related issues	1,200,000.00	New
Environmental Activities	Planting Fruit trees in 36 secondary schools and 56 Primary Schools each at 23,704.53	2,180,817.51	New
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.	2,180,817.51	New
Bursary Secondary Schools	To award bursary for needy students in the constituency	13,260,219.00	New
Bursary Tertiary Schools	To award bursary for needy students in the constituency	9,000,000.00	New
Bursary Special Schools	To award bursary for needy students in the constituency	5,000,000.00	New
Kiyu Primary School	Construction of administration block-Foundation, Walling	2,500,000.00	New
Irindi Primary School	Construction of 6 door staff toilets	600,000.00	New
Gichami Primary School	Construction of 16 door modern toilets	1,200,000.00	New
Muirungi Primary school	Renovation of administration block and classrooms-flooring, painting and external finishes	1,000,000.00	New
Gitundu Primary School	Construction of a kitchen to completion	1,000,000.00	New
Thunguri Primary School	Construction of a kitchen to completion	1,000,000.00	New
Muna-ini Primary School	Renovation of 5 classrooms-flooring, painting and external finishes	1,000,000.00	New
Wagura Primary School	Construction of 16 door modern toilets	1,200,000.00	New

Chairman ..... *Muthiga Ng'eri* ..... Signature ..... *[Signature]* .....

Secretary ..... *Helen Mwangi* ..... Signature ..... *[Signature]* .....

Gitugi Primary School	Construction of 16 door modern toilets	1,200,000.00	New
Mahiga Primary School	Construction of 16 door modern toilets	1,200,000.00	New
Kamoko Primary School	Completion of 4 door toilets - Plumbing Works	150,000.00	Ongoing
Miirine Primary School	Completion of landscaping-Ground leveling	150,000.00	Ongoing
Karima Boys High School	Renovation of dining hall-painting and floor repairs	1,000,000.00	New
Gatugi Day Mixed Secondary School	Completion of 4 classrooms-roofing, internal & external finishes	1,650,000.00	Ongoing
Karima Day Mixed secondary School	Construction of 1 classrooms to completion	1,000,000.00	New
Othaya Girls High School	Construction of 16 door modern toilets	2,000,000.00	New
Kariko Secondary School	Construction of school multi-purpose hall-Columns/Plastering/painting	1,000,000.00	New
Muirungi Secondary School	Construction of administration block-walling/ partitioning	3,000,000.00	Ongoing
Kiamuya Secondary School	Completion of a kitchen-flooring, plastering, electrification and glazing	950,000.00	Ongoing
Chinga Boys High School	Construction of a dormitory-Foundation & walling	3,000,000.00	New
St.Maria Goretti Secondary School	Construction of 16 modern toilets	1,200,000.00	New
Iria-ini Girls Secondary School	Construction of 2 classrooms to completion	2,000,000.00	New
Kiahagu Secondary School	Construction of a laboratory block-Foundation,	2,000,000.00	New
Gitundu Secondary School	Construction of Administration Block - flooring, painting and external finishes	1,000,000.00	Ongoing
Gitugi Secondary School	Construction of 16 door modern toilets	1,200,000.00	New
Kihome Secondary School	Construction of a laboratory block-Foundation, Walling	1,500,000.00	New

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

Secretary ..... *Helen Mwangi* ..... Signature ..... *[Signature]* .....

Kagonye Secondary School	Completion of library-flooring, painting and external finishes	500,000.00	New
Mucharage Day Secondary School	Completion of library-flooring, painting and external finishes	316,349.25	New
Kenya Medical Training College - Othaya	Purchase of School bus-51 seater	7,000,000.00	New
Gatugi A.P. Post	Completion of staff houses-walling, roofing & finishes	1,500,000.00	Ongoing
Gathera AP Post	Purchase of furniture -Executive Office Chairs, Reception Tables-200,000 and flooring-200,000	400,000.00	New
Chinga South West Chiefs Office	Purchase of furniture-200,000 and Painting & floor repairs-500,000	700,000.00	New
Kiamuya AP Post	Construction of A.P. Post-Foundation, Walling	2,500,000.00	New
Ruruguti AP Camp	Completion of staff houses-roofing, internal & external finishes	2,000,000.00	Ongoing
Waihara A. P. Post	Completion of 2 staff houses-Painting, external finishes	500,000.00	Ongoing
Mahiga ACC Office	Completion of Staff House-Plastering, internal & external finishes	1,500,000.00	Ongoing
Karima A. P. Post	Construction of fence 210 metres-400,000 and gate-100,000	500,000.00	New
Gathera Assistant chief's office	Renovations-Painting, floor repairs-100,000 and purchase of office furniture-executive desks, office chairs, Filing Cabinet-200,000	300,000.00	New
Kianganda Assistant chief's office	Completion of AP Staff houses-Plastering, external finishes	400,000.00	Ongoing
Chinga North West Chiefs Office	Completion of Office-Plastering and external finishes	350,000.00	Ongoing
Witima Community Center	Community Hall Completion-External Finishes & Verandah	1,000,000.00	New
Mahiga Community Center	Completion of 4 toilets-Floor, paint, plumbing works -500,000 and furniture- 5-conference tables, 200 Chairs-1,000,000	1,500,000.00	New

Chairman .....

Signature .....

Secretary .....

Signature .....

Othaya Community Hall	Renovation of Community hall- window panes, painting, floor repairs, electrical works-3,500,000, furniture- chairs/tables-500,000	4,000,000.00	New
Iria-ini Community center	Completion of kitchen-Painting, floor works	200,000.00	Ongoing
Othaya Law Courts	Purchase of furniture-executive desks, office chairs, Filing Cabinet	500,000.00	New
NG-CDF Office-Furniture & Equipment	Purchase of the NG-CDF office equipment - Three laptops, Two Photocopiers, Two printers-, one fridge, two Water dispenser, PABX System, Gas cooker, board room Chairs, Fire Proof safe, Office chairs, Shredder	1,500,000.00	New
<b>TOTAL</b>		<b>109,040,875.52</b>	

### 05/14/12/2018 PROJECTS REALLOCATIONS

The committee approved reallocation emergency funds to the following projects:-

PROJECT NAME	ACTIVITY ORIGINALLY FUNDED	AMOUNT ALLOCATED	FUNDS REALLOCATED TO	Amount Ksh
Emergency	Fund emergencies within the constituency	5,137,930.52	Othaya Boys High School-Purchase of generator	2,500,000.00
			Karima Day Mixed secondary School- Construction of 1 Classroom to completion	1,000,000.00
			Gathanji Primary School-Completion of 4 door toilet - Plastering and painting	80,000.00
			Rukira AP Post-Purchase of furniture- 2 Office table,2	200,000.00

Chairman ..... *Muthoga Ngere* ..... Signature ..... *[Signature]* .....

Secretary ..... *Helen Mwangi* ..... Signature ..... *[Signature]* .....

Emergency	Fund emergencies within the constituency		executive chairs and filling cabinet	
			Mucharage Day Secondary School- Construction of classroom – Foundation, Walling	799,930.52
			Karima Primary School-Construction of 8 door toilet-Pit excavation, Foundation,	250,000.00
<b>TOTAL</b>				<b>4,829,930.52</b>

**06/14/12/2018 SPORTS**

The committee approved the remaining balance of sports funds of Ksh 500,000 be transferred to the Othaya NG-CDF Sports PMC for purchase of sports equipment to facilitate of sports tournament.

**07/14/12/2018 MANAGEMENT OF PMCs**

The committee noted there was need for the PMC’s to manage their activities in line with the NG-CDF act 2015 and the NG-CDF regulations 2016.

The committee approved that all PMCs should undertake their projects through full contracts and request that a letter on the same be done to all PMCs.

**08/14/12/2018 BURSARY**

The committee approved advertisements be done for students to collect and fill bursary forms to for tertiary and Secondary Schools.

The members also agreed that notices for bursary applications be placed in all Chiefs, sub chiefs offices and Churches in the constituency.

Chairman ..... *Muthoga Njeri* ..... Signature ..... *[Signature]* .....

Secretary ..... *Helon Mwangi* ..... Signature ..... *[Signature]* .....



**09/14/12/2018 MONITORING AND EVALUATION**

The committee also approved the payment of the following monitoring and evaluation allowances/expenses:-

ITEM	AMOUNT
<b>MONITORING &amp; EVALUATION-2210309</b>	
NG CDFC Monitoring & Evaluation Allowances 16 x 5,000/= x 1 Day	80,000
<b>GOODS &amp; SERVICES-2210000</b>	
Refreshments	5,000
<b>Sub Total</b>	<b>85,000</b>
<b>GRAND TOTAL</b>	<b>85,000</b>

**10/14/12/2018 STAFF**

The members requested the fund manager to avail original employment contract documents for the accounts assistant her original appointment letter and the original minutes confirming her reappointment.

The Fund manager agreed to report back to the committee during the next meeting.

**11/14/12/2018 APPROVAL OF 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
Oversight Committee Meeting Allowances	
NG-CDFC 4 x 5,000/= X 1 Sitting	20,000
<b>Sub Total</b>	<b>72,000</b>
<b>GOODS &amp; SERVICES – 2210000</b>	
Meeting Refreshments	5,000
Office Expenses	15,000
Computer repairs/servicing	7,000
Office stationery	8,000
<b>Sub Total</b>	<b>35,000</b>
<b>GRAND TOTAL</b>	<b>107,000</b>

Chairman ..... *Mullaga Ngeya* ..... Signature .....

Secretary ..... *Helen Mwangi* ..... Signature .....

The committee also approved the payment of pending 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.

The committee noted that the water/electricity utility bills were too high and agreed that there should be water and electricity meter separations for offices housed in the NG-CDF offices so that they pay their bills.

**12/14/12/2018 A.O.B**

The Incoming Fund manager assured the committee of his commitment to serve the constituents of Othaya, he noted the oversight committee should not be attending all NG CDF Committee meeting in line with their role of oversight.

There being no other business the meeting ended at 1.30 p.m with a word of prayer from Agnes Njambi.

**Minutes Compiled By,**



HELLEN WAMBUI,

SECRETARY

Dated:

17/12/2018

**Minutes Approved By,**



MUTHOGA NGERA,

CHAIRMAN

Dated:

17/12/2018

Chairman .....

Muthoga Ngera

Signature .....



Secretary .....

Helen Mwangi

Signature .....

