



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 TUESDAY 29<sup>TH</sup> SEPTEMBER 2020  
IN THE NG-CDF BOARDROOM 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 Leah Weru to open with a word of prayer.

**AGENDA**

1. Confirmation of the previous minutes.
2. Matters arising.
3. Reports from the Fund Account Manager
4. Project proposals 2020/2021
5. Monitoring and Evaluation
6. Approval Payments

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

Secretary ..... *Hellen Wambui* ..... Signature ..... *[Signature]* .....

7. A.O.B.

**01/29/09/2020 CONFIRMATION OF PREVIOUS MINUTES**

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

**02/29/09/2020 MATTERS ARISING.**

There were matters arising from the previous minutes.

**03/29/09/2020 REPORTS FROM THE FUND ACCOUNT MANAGER**

The fund manager tabled financial reports to the committee.

**04/29/09/2020 PROJECTS PROPOSALS 2020/2021**

The Fund Account Manager informed members that the constituency had been allocated a total of Kshs. 137,326,879.31 in the financial year 2020/21 with Ksh 238,000 being Appropriation in Aid (A.I.A) allocated to NG-CDFC/PMC Capacity Building. The committee prioritized and approved the funding of the following 2020/2021 projects as tabulated below:-

PROJECT NAME	CURRENT PROJECT ACTIVITY	AMOUNT ALLOCATED	CURRENT STATUS
<b>OFFICE ADMINISTRATION &amp; RECURRENT</b>			
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.	1,699,612.76	New
NSSF	Payment of NSSF Deductions	140,000.00	New
NHIF	Payment of NHIF Deductions	200,000.00	New
Committee Allowances	Payment of NG-CDF Committee members sitting allowances	3,000,000.00	New

Chairman .....  ..... Signature ..... 

Secretary .....  ..... Signature ..... 

Emergency	To cater for any emergency within the constituency during the financial year	7,192,206.90	New
<b>MONITORING AND EVALUATION/CAPACITY BUILDING</b>			
Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, Airtime and refreshments	419,806.38	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
<b>Environmental Activities</b>			
Birithia Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Gathanji Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Gathumbi Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Gatugi Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Gaturuturu Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Gatuyaini Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Gichami Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Gichiche Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Gikurwe Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Gitugi Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Gituiga Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Gitundu Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Gura Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Ihuririo Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Iria-Ini Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Irindi Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Kagere Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Kagongo Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New

Chairman *Muthiga Ngeon* Signature *Muthiga Ngeon*

Secretary *Hellen Mwangi* Signature *Hellen Mwangi*

Kagonye Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Kagumo Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Kairia Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Kairuthi Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Kamoko Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Kariko Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Karima Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Karuthi Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Kiagumba Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Kiaguthu Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Kiamuya Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Kigumo Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Kihome Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Kihugiru Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Kihuri Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Kiinu Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Kirai Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Kiriini Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Kiyu Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Konyu Primary School	Purchase and Planting of 100 Avocado trees	49,045.00	New
Mahiga Primary School	Purchase and Planting of 100 Avocado trees	49,045.59	New
Miirini Primary School	Purchase and Planting of 100 Avocado trees	49,046.00	New
Mucharage Primary School	Purchase and Planting of 100 Avocado trees	49,046.00	New
Muirungi Primary School	Purchase and Planting of 100 Avocado trees	49,046.00	New
Mumbu Ini Primary School	Purchase and Planting of 100 Avocado trees	49,046.00	New
Mumwe Primary School	Purchase and Planting of 100 Avocado trees	49,046.00	New
Muna-Ini Primary School	Purchase and Planting of 100 Avocado trees	49,046.00	New

Chairman .....  ..... Signature .....  .....

Secretary .....  ..... Signature .....  .....

Munyange Primary School	Purchase and Planting of 100 Avocado trees	49,046.00	New
Mutitu Primary School	Purchase and Planting of 100 Avocado trees	49,046.00	New
Ngaru Primary School	Purchase and Planting of 100 Avocado trees	49,046.00	New
Njigari Primary School	Purchase and Planting of 100 Avocado trees	49,046.00	New
Rukira Primary School	Purchase and Planting of 100 Avocado trees	49,046.00	New
Ruruguti Primary School	Purchase and Planting of 100 Avocado trees	49,046.00	New
Thunguri Primary School	Purchase and Planting of 100 Avocado trees	49,046.00	New
Thuti Primary School	Purchase and Planting of 100 Avocado trees	49,046.00	New
Wagura Primary School	Purchase and Planting of 100 Avocado trees	49,046.00	New
Witima Primary School	Purchase and Planting of 100 Avocado trees	49,046.00	New
Othaya Approved School	Purchase and Planting of 100 Avocado trees	49,046.00	New
<b>SPORTS</b>			
Sports	To conduct Constituency Sports tournament and the participating, winning teams to be issued with trophies, balls and games kits.	2,746,537.59	New
<b>BURSARY</b>			
Bursary Secondary Schools	To award bursary for needy students in the constituency	20,000,000.00	New
Bursary Tertiary Schools	To award bursary for needy students in the constituency	14,000,000.00	New
Social Security Program- Payment of NHIF to needy constituents	Social Security Program- Payment of NHIF to 500 needy constituents @ Ksh 6,000	3,000,000.00	New
<b>PRIMARY SCHOOL PROJECTS</b>			
Gathanji Primary School	Renovation of 4 classrooms: reroofing, plastering, flooring, fixing window panes and doors and painting to completion	1,600,000.00	New
Gatugi Primary School	Renovation of 3 classrooms: reroofing, plastering, flooring, fixing window panes, doors and painting to completion	1,200,000.00	New

Chairman ..... *Mutitu Ngugi* ..... Signature ..... *[Signature]* .....

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

Gaturuturu Primary School	Construction of 16 door modern pit latrine to completion	1,600,000.00	New
Gatuya-ini Primary School	Renovation of 4 classrooms: reroofing, plastering, flooring, painting, fixing fixing window panes to completion	1,600,000.00	New
Kagongo Primary School	Construction of 16 door modern pit latrine toilets to completion	1,600,000.00	New
Kagonye Primary School	Renovation of two 50 capacity Dormitories: plastering, ceiling, flooring, fixing window panes, doors and painting to completion	900,000.00	New
Kagumo Primary School	Renovation of 4 classrooms: reroofing, flooring, plastering and painting to completion	1,600,000.00	New
Kairia Primary School	Installation of 2 lightning arrestors masts to completion	500,000.00	New
Karima Primary school	Renovation of administration block - One office & Staffroom and 3 classrooms: reroofing, plastering, flooring fixing window panes, doors and painting to completion	1,800,000.00	New
Kiamuya Primary School	Renovation of 4 classrooms: reroofing, plastering, flooring, painting, replacement of doors and fixing window panes to completion	1,600,000.00	New
Kiangumba Primary School	Renovation of 4 classrooms: reroofing, plastering, flooring, painting, replacement of doors and fixing window panes to completion	1,600,000.00	New
Kigumo Primary School	Renovation of Administration Block - One office & Staffroom: reroofing, plastering, flooring, partitioning & painting to completion	1,000,000.00	New

Chairman ..... *Mullisa Ngeor* ..... Signature ..... *[Signature]* .....

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

Kihuguru Primary School	Renovation of 4 classrooms: reroofing, plastering, flooring, fixing window panes and painting to completion	1,600,000.00	New
Kiinu Primary School	Renovation of 3 classrooms: flooring, plastering, painting to completion	1,200,000.00	New
Konyu Primary School	Construction of administration block to completion - 3 roomed offices and one staffroom	3,500,000.00	New
Muirungi Primary School	Construction of one Classroom to completion	1,200,000.00	New
Mumwe Primary School	Purchase of 10,000 Litre water tank Kshs.100,000; construction of a tank base Kshs.50,000; installation of pipes and gutter Kshs.50,000	200,000.00	New
Munaini Primary School	Renovation of 3 classrooms: reroofing, plaster, floor fixing window panes and doors painting to completion	1,200,000.00	New
Mutitu Primary School	Renovation of 3 classrooms: reroofing, plaster, floor fixing window panes and doors painting to completion	1,200,000.00	New
Ngaru Primary school	Renovation of 3 classrooms: plastering, flooring replacement of fixing window panes and doors and painting to completion	1,200,000.00	New
Njigari Primary School	Renovation of 3 classrooms: plastering, flooring replacement of fixing window panes, doors and painting to completion	1,200,000.00	New
Rukira Primary School	Renovation of 4 classrooms: reroofing, plastering, flooring, fixing window panes and painting to completion	1,600,000.00	New
Ruruguti Primary School	Renovation of 4 classrooms: reroofing, plastering, flooring, fixing window panes, doors and painting to completion	1,600,000.00	New

Chairman ..... *Mutitu Njigari* ..... Signature ..... *Mutitu Njigari* .....

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

SECONDARY SCHOOL PROJECTS			
Gakuyu Secondary School	Completion of a 300 persons capacity dining hall: Walling, roofing, painting and interior fittings [2 energy saving jikos] to completion	3,000,000.00	Ongoing
Gathera Secondary School	Purchase of 400 pupils' dining hall furniture: 30 dining tables Kshs.540,000 and 60 benches Kshs.360,000	900,000.00	New
Gatugi Mixed Day Secondary School	Completion of one storey of 4 classrooms: plastering, fixing window panes, doors and balustrading.	2,500,000.00	New
Gitugi Mixed Secondary School	Completion of one Storey administration block with 3 offices and one classroom: extended classroom flooring, plastering and painting	400,000.00	Ongoing
Gitundu Secondary School	Completion of administration block - staffroom, boardroom, 4 offices, store and washrooms: Painting, tilling, fittings, external finishes, ceiling, electrical, plumbing and glazing Kshs.2,500,000 and land scaping; grading of 100 square meters Kshs.200,000	2,700,000.00	Ongoing
Irindi Secondary School	Completion of a storeyed administration block – 4 offices and and staff room, 40 pupils' computer lab: Columns, walling, slab, roofing, doors and fixing windows, internal and external finishes	1,000,000.00	Ongoing
Kabebero Secondary School	Construction of a dining hall with 300 persons capacity: Foundation up to walling level	2,000,000.00	New

Chairman ..... *Muthiga Njeri* ..... Signature ..... *[Signature]* .....

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



Kagonye Secondary School	Completion of a 40 pupils capacity science laboratory: gas work, plumbing and fume chamber	1,200,000.00	Ongoing
Kagumo Secondary School	Completion of administration block (3 offices): Walling, plastering, flooring, fixing window panes, doors and painting. Started by Parents Association	1,500,000.00	New
Kairuthi Secondary School	Renovation of 5 classrooms: reroofing, plastering, flooring, fixing window panes, doors and painting Kshs.1,500,000; Renovation of 200 capacity Dining hall: ceiling, plastering, flooring, verandah, fixing window panes, tiling, painting Kshs.800,000 and kitchen fittings Kshs.200,000 to completion	2,500,000.00	New
Kariko Secondary School	Completion of 450 pupils capacity dining hall: flooring and painting Kshs.1,000,000 and completion of kitchen fittings and painting Kshs.1,000,000	2,000,000.00	Ongoing
Karima Mixed Day Secondary School	Completion of 40 student capacity science laboratory: gas fittings, plumbing and fume chamber.	1,000,000.00	Ongoing
Kiahagu Secondary School	Completion of a 50 students capacity school library: 1st floor slab, external and internal finishes to ground floor.	2,000,000.00	Ongoing
Kiamuya Secondary School	Construction of columns and slab on one existing ground floor classroom Ksh - 1,500,000. Construction of 1st floor classroom to completion Ksh 1,000,000	2,500,000.00	New
Ihuririo Secondary School	Construction of administration block comprising of 4 roomed offices and 1 staffroom: Foundation up to walling level	2,000,000.00	New

Chairman ..... *Amulogh Ngari* ..... Signature *[Signature]* .....

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

Muirungi Secondary School	Completion of administration block - 6 offices, staff room, boardroom and washrooms: water proofing the reinforced slab roof, electrical and plumbing works to completion.	2,000,000.00	Ongoing
Witima Secondary School	Construction of administration block comprising of 3 roomed offices and one staffroom: Foundation up to walling level	2,000,000.00	New
<b>SECURITY</b>			
Chinga Police Station	Construction of 2 staff houses to completion	1,000,000.00	New
Chinga North West Chiefs Office	Purchase of Furniture: 2 executive Desks Kshs.90,000; 2 Executive Chairs Kshs.50,000; One Boardroom Table Kshs.30,000; 20 Boardroom Chairs Kshs.90,000; one Filing cabinet Kshs.25,000; Ten visitors chairs Kshs.150,000 and 5 fixing window Curtains inclusive of Curtain Boxes Kshs.50,000.	482,178.09	New
Gathera Assistant Chiefs Office	Completion of renovation of 2 offices and a boardroom: Roofing, painting, ceiling and electrical connection	600,000.00	Ongoing
Gatuyaini Administration Police Post	Construction of a 2 door pit latrine Kshs.250,000; Water connection and electricity connection of 2 staff houses (one bedroom) Kshs.200,000 to completion	450,000.00	New
Gura Assistant Chiefs Office	Purchase of office furniture: one Boardroom table Kshs.20,000; Ten Boardroom chairs Kshs. 45,000; One Executive chair Kshs.25,000; One Executive desk Kshs.50,000 and 4 Visitors chairs Kshs.60,000.	700,000.00	New

Chairman .....  ..... Signature  .....

Secretary .....  ..... Signature  .....

	Renovation of office: Tilling, painting, paving and keying Kshs. 500,000		
Iteme-ini Assistant Chiefs Office Hall	Completion of 500 capacity hall basement offices and 3 offices: doors and fixing windows, internal and external finishes.	2,000,000.00	Ongoing
Karuthi Police Post	Construction of police post office, armoury and cells- Foundation & walling	1,500,000.00	New
Kianganda Police Post	Completion of 2 staff house (bedsitter); external finishes- 400,000; Electricity and water connection- 100,000 External 2 door pit latrine and a urinal-300,000	400,000.00	Ongoing
Mahiga Chief's Office & Hall	Completion of a 4 door modern toilet @ Ksh. 300,000 and Roof repairs of hall-200,000 Purchase of furniture; 1 executive desk- Ksh 50,000, 1 executive chair- Ksh 25,000, 20 Visitors chairs- Ksh 100,000, Lockable Filing Cabinet- 25,000.-200,000	700,000.00	New
Mahiga Assistant County Commissioner Office	Purchase furniture: One Executive desk Kshs.50,000; One Executive chair Kshs.25,000; Two Visitors chairs Kshs.14,000; One conference table Kshs.45,000; Ten conference chairs Kshs.60,000; One Filing cabinet Kshs.25,000; Clear one door filing cabinet Kshs.30,000; Open pin board Kshs.4,000; Two Desktop computers Kshs.80,000; One printer Kshs.60,000; Two extension cables Kshs.5,000; One water dispenser Kshs.20,000; Waiting Bay bench Kshs.15,000 and one coat hanger Kshs.7,000	450,000.00	New

Chairman .....  ..... Signature ..... 

Secretary .....  ..... Signature ..... 

Othaya Sub County Police Commander Residence	Renovation of a 2 bedroom house: flooring, tiling, plumbing and painting to completion	1,000,000.00	New
Ruruguti Chief's Office	Construction of a 30 capacity boardroom Foundation, walling,	500,000.00	New
Witima Administration Police Post Lines	Completion of 3 units staff houses(One bedroom), electricity connection and meter separation	250,000.00	Ongoing
Witima Assistant Chiefs Office	Renovation of assistant chief's office (two offices, one boardroom)- flooring and painting to completion	500,000.00	New
Witima Chief's Office	Construction to completion of a 6 door modern pit latrine toilet block.	750,000.00	New
<b>OTHERS</b>			
Nyeri South Sub County National Treasury-Office	Purchase of 3 Laptops Kshs.260,000; Three Executive office chairs Kshs.120,000; One Executive table Kshs.60,000 and One Printer Kshs.60,000	500,000.00	New
<b>TOTAL</b>		<b>137,326,879.31</b>	

#### 05/29/09/2020 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:-

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>

Chairman ..... *Muthiga Ngere* ..... Signature ..... *[Signature]* .....

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

**06/29/09/2020 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 Sittings	52,000
Ward clinic Meeting Allowances NG CDF 10 x 5,000/= x 1 day	50,000
FAM per diem to Nairobi- reallocations, resubmission 11,200/= x 2 Days Transport to/from Othaya-Nairobi 1,000 x 1 = 2,000	24,400
Complaints Sub-Committee Allowances 4 x 5,000/= x 1 Day	20,000
<b>Sub Total</b>	<b>146,400</b>
<b>GOODS &amp; SERVICES – 2210000</b>	
Meeting Refreshments	5,000
Office calling cards/airtime for the Month of October 2020	5,000
Office Expenses	10,000
Office Tea/Refreshments for the Month of October 2020	10,000
<b>Sub Total</b>	<b>30,000</b>
<b>GRAND TOTAL</b>	<b>176,400</b>

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.

**07/29/09/2020 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:

30/09/2020

**Minutes Approved By,**



MUTHOGA NGERA,

CHAIRMAN

Dated:

30/09/2020

Chairman



Signature



Secretary

Hellen Wambui

Signature

