



NG-CDF OTHAYA

National Government Constituencies Development Fund
Othaya Constituency
P.O Box 85-10106
Othaya

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**MINUTES OF NG- CDF OTHAYA MEETING HELD ON TUESDAY 29TH 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 mwangi* 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).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 |
|--|---|------------------|----------------|
| 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. | 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 |
| Emergency | Fund emergencies within the constituency | 7,192,206.90 | New |

Chairman Muthega Ngala Signature [Signature]

Secretary Hellen Mwangi Signature [Signature]

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| MONITORING AND EVALUATION/CAPACITY BUILDING | | | |
| 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 |
| Environmental Activities | | | |
| Environmental Projects | Purchase and Planting of 100 Avocado trees in all 56 Primary Schools at Ksh 49,045.31 per school 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 School & Othaya Approved School. | 2,746,537.59 | New |

Chairman *Muthiga Ngasa* Signature *Muthiga Ngasa*

Secretary *Hellen Mwangi* Signature *Hellen*

| 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- 1,746,537.59.Training of 50 referees and 50 Coaches- 1,000,000 | 2,746,537.59 | New |
| BURSARY | | | |
| 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 |
| PRIMARY SCHOOL PROJECTS | | | |
| Gathanji Primary School | Renovation of 4 classrooms - reroofing, plastering, floor, window panes, doors and painting to completion | 1,600,000.00 | New |
| Gatugi Primary School | Renovation of 3 classrooms - reroofing, plastering, floor, window panes, doors and painting to completion | 1,200,000.00 | New |
| Gaturuturu Primary School | Construction of 16 door modern pit latrine toilets to completion | 1,600,000.00 | New |
| Gatuya-ini Primary School | Renovation of 4 classrooms - reroofing, plastering, flooring, painting, 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 |

Chairman

Muthiga Ngere

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Secretary

Hellen Mwangi

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| Kagonye Primary School | Renovation of 2 50 capacity Dormitories - plastering, ceiling, flooring 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 lightning arrestors 2 mast to completion | 500,000.00 | New |
| Karima Primary school | Renovation of administration block-1 office & Staffroom & 3 classrooms - reroofing, plastering, flooring 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 window panes to completion | 1,600,000.00 | New |
| Kiangumba Primary School | Renovation of 4 classrooms - reroofing, plastering, flooring, painting, replacement of doors and window panes to completion | 1,600,000.00 | New |
| Kigumo Primary School | Renovation of Administration Block - 1 office & Staffroom- reroofing, plastering, flooring, partitioning & painting to completion | 1,000,000.00 | New |
| Kihugiru Primary School | Renovation of 4 classrooms - reroofing, plastering, flooring, replacing of 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 comprising of 3 roomed offices and 1 staffroom to completion | 3,500,000.00 | New |
| Muirungi Primary School | Construction of 1 Classroom to completion | 1,200,000.00 | New |

Chairman

Muthiga Ngere

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Secretary

Hellen Mwangi

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| Mumwe Primary School | Purchase of 10,000 Litre water tank @ Ksh. 100,000, construction of a tank base @ Ksh. 50,000 installation of pipes and gutters @ Ksh. 50,000 | 200,000.00 | New |
| Munaini Primary School | Renovation of 3 classrooms - reroofing, plaster, floor window panes and doors painting to completion | 1,200,000.00 | New |
| Mutitu Primary School | Renovation of 3 classrooms - reroofing, plaster, floor window panes and doors painting to completion | 1,200,000.00 | New |
| Ngaru Primary school | Renovation of 3 classrooms - plastering, flooring replacement of window panes and doors and painting to completion | 1,200,000.00 | New |
| Njigari Primary School | Renovation of 3 classrooms - plastering, flooring replacement of window panes and doors and painting to completion | 1,200,000.00 | New |
| Rukira Primary School | Renovation of 4 classrooms - reroofing, plaster, floor window panes and painting to completion | 1,600,000.00 | New |
| Ruruguti Primary School | Renovation of 4 classrooms - reroofing, plaster, floor window panes, doors and painting to completion | 1,600,000.00 | New |
| SECONDARY SCHOOL PROJECTS | | | |
| Gakuyu Secondary School | Completion of a 300 persons capacity dining hall - Walling, roofing, painting and interior fittings [2 energy saving jiko] to completion | 3,000,000.00 | Ongoing |
| Gathera Secondary School | Purchase of 400 pupils' dining hall furniture @ Ksh. 900,000 (30 dining tables @ Ksh. 540,000 and 60 benches @ Ksh. 360,000) | 900,000.00 | New |
| Gatugi Mixed Day Secondary School | Completion of 1 storey 4 classrooms - plastering, window panes, doors and | 2,500,000.00 | New |

Chairman Muthoga Ngere Signature 

Secretary Hellen Mwangi Signature Hellen

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| | balustrading. | | |
| Gitugi Mixed Secondary School | Completion of 1 Storey administration block- 3 offices, 1 classroom completion of extended classroom flooring, plastering and painting – 400,000 | 400,000.00 | Ongoing |
| Gitundu Secondary School | Completion of administration block [staffroom, boardroom, 4 offices, store and washrooms- 2,700,000 Painting, tiling, fittings, external finishes, ceiling, electrical and plumbing, glazing-2,500,000, land scaping 100 sq meters- 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 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 |
| 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, floor window panes, doors and painting started by Parents Teachers Association | 1,500,000.00 | New |
| Kairuthi Secondary School | Renovation of 5 classrooms - reroofing, plaster, floor window panes, doors and painting. Dining hall - ceiling, plastering, floor, verandah, window panes, tiling, painting and kitchen fittings to completion | 2,500,000.00 | New |

Chairman

Muthoga Ngere

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Secretary

Hellen Mwangi

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| Kariko Secondary School | Completion of 450 pupils capacity dining hall flooring and painting @ Ksh. 1,000,000 and completion of a kitchen - fittings and painting @ Ksh. 1,000,000 | 2,000,000.00 | Ongoing |
| Karima Mixed Day Secondary School | Completion of science laboratory (40 pupil): gas work, 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 |
| 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 1 staffroom- Foundation, up to walling level | 2,000,000.00 | New |
| SECURITY | | | |
| Chinga Police Station | Construction of 2 staff houses to completion | 1,000,000.00 | New |

Chairman *Mutroga Ngere* Signature *[Signature]*

Secretary *Hellen Mwangi* Signature *[Signature]*

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| Chinga North West Chiefs Office | Furniture; 2 executive Desk-90,000, 2 Executive Chairs-50,000 One Boardroom Table-30,000, 20 Boardroom Chairs-90,000, 1 Filing cabinet-25,000 10 visitors chairs-150,000, 5 Window Curtains, Curtain Box Inclusive-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 -250,000 Water connection and electricity connection of 2 staff houses (1 bedroom)-200,000 to completion | 450,000.00 | New |
| Gura Assistant Chiefs Office | Purchase of office furniture-Ksh 200,000-; 1 Boardroom table-20,000, 10 Boardroom chairs-45,000, 1 Executive chair -25,000, 1 Executive desk-50,000, 4 Visitors chair-60,000 2. Renovation of office-500,000; Tilling, painting, paving and keying | 700,000.00 | New |
| Iteme-ini Assistant Chiefs Office Hall | Completion of 500 capacity hall basement offices and 3 offices doors and 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; 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- | 700,000.00 | New |

Chairman *Muthoni Ngeze* Signature *Muthoni Ngeze*

Secretary *Hellen Mwangi* Signature *Hellen Mwangi*

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| | Ksh 50,000, 1 executive chair-Ksh 25,000, 20 Visitors chairs-Ksh 100,000, Lockable Filing Cabinet-25,000.-200,000 | | |
| Mahiga Assistant County Commissioner Office | Purchase of 1 Executive desk-50,000,1 Executive chair-25,000, 2 Visitors chairs-14,000, 1 conference table-45,000, 10 conference chairs-60,000, Filing cabinet-25,000, Clear door filing cabinet-30,000, Open pin board-4,000, 2 Desktop computers-80,000, 1 printer-60,000, 2 extension cables-5,000, water dispenser-20,000,Waiting Bay bench-15,000 coat hanger-7,000 | 450,000.00 | New |
| 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, electricity connection and meter separation | 250,000.00 | Ongoing |
| Witima Assistant Chiefs Office | Renovation of assistant chief's office - 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 |
| OTHERS | | | |
| Nyeri South Sub County National Treasury-Office | Purchase of 3 Laptops-260,000,3 Executive office chairs-120,000, 1 Executive table-60,000, 1 Printer-60,000 | 500,000.00 | New |
| TOTAL | | 137,326,879.31 | |

Chairman Muthoga Ngari Signature [Signature]

Secretary Hellen Mwangi Signature [Signature]

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 |
|--|----------------|
| MONITORING & EVALUATION-2210309 | |
| NG CDFC Monitoring & Evaluation Allowances 13 x 5,000/= x 4 Days | 260,000 |
| GOODS & SERVICES-2210000 | |
| Refreshments | 10,000 |
| GRAND TOTAL | 270,000 |

06/29/09/2020 APPROVAL OF PAYMENTS

The committee approved the payment of the following:-

| ITEM | AMOUNT |
|--|----------------|
| COMMITTEE ALLOWANCES – 2210802 | |
| 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 |
| Sub Total | 146,400 |
| GOODS & SERVICES – 2210000 | |
| 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 |
| Sub Total | 30,000 |
| GRAND TOTAL | 176,400 |

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.

Chairman Muthoga Ngea Signature [Signature]

Secretary Hellen Mwangi Signature [Signature]

Minutes Compiled By,

Hellen

HELLEN WAMBUI,

SECRETARY

Dated:

30/09/2020

Minutes Approved By,

Muthoga Ngera

MUTHOGA NGERA,

CHAIRMAN

Dated:

30/09/2020

Chairman

Muthoga Ngera

Signature

Muthoga Ngera

Secretary

Hellen mwangi

Signature

Hellen