



National Government Constituencies Development Fund

Mwea East DCC's Ground

P.O BOX 99 -10303

Wang'uru

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FULLBOARD MEETING HELD ON 24/09/2020 AT NGCDF BOARDROOM

MEMBERS PRESENT

- | | |
|---------------------|-----------------|
| 1. Isaac Wamugunda | F.A.M |
| 2. Josphat Muthike | Chairman |
| 3. Mary Munene | Secretary |
| 4. Leila Osman | Member |
| 5. Teresiah Njeri | Member |
| 6. Alice Wangui | Member |
| 7. Charles Gichobi | Member |
| 8. Harrison Mburu | Member |
| 9. Teresiah Nyokabi | Member |
| 10. Fred Ayieko | D.C.C Mwea East |

IN-ATTEDANCE

- | | |
|----------------------|----------------------|
| 1. Patrick Kaboi | Oversight Secretary |
| 2. Monica Mumbi | Sign interpreter |
| 3. Teresa Macharia | D.A |
| 4. Geoffrey Ndirangu | Assistant accountant |

AGENDAS

1. Prayers
2. Reading and confirmation of the previous minutes

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F.A.M.....ISAAC K. WAMUGUNDA.....SIGNATURE..........DATE 24/09/2020
CHAIRPERSON.....JOSPHAT MUTHIKE.....SIGNATURE..........DATE 24/09/2020
SECRETARY.....MARY MUNENE.....SIGNATURE..........DATE 24/09/2020

3. Project Proposal FY 2020/2021

4. A.O.B

MIN 32/24/09/2020: PRAYERS

The meeting started with a word of prayer from Teresiah Nyokabi at 09:00 a.m. The chairman welcomed members and introduced the agenda of the day.

MIN 33/24/09/2020: READING AND CONFIRMATION OF THE PREVIOUS MINUTES

The previous minutes were read by Harrison Mburu, proposed by Leila Osman, seconded by Teresia Njeri and approved by Fund Account Manager as a true copy.

MIN 34/24/09/2020: PROJECT PROPOSAL FINANCIAL YEAR 2020/2021

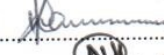


The Chairman briefed members that the committee is required to submit project proposals for the financial year 2020/2021 in time to get funds. The Fund Account Manager reported to the members that the NGCDFC is supposed to submit project proposals to the NGCDF Board as per the guidelines of the National Government projects.

The Fund Account Manager reported to the members that the total allocation for this financial year was a total of **Kshs. 137,088,879.31** and that there was no Appropriation in Aid (A.I.A). The Fund Account Manager briefed members on the guidelines for project proposal presentation.

The Fund Account Manager informed the members that the constituency had several ongoing projects. These projects are all the school facelift projects that needs to be prioritized first before other new projects. The report was tabled and the members agreed to fund the projects and add some completely new projects. The FY 2020/2021 proposal is as follows;

	Project Name	PROJECT ACTIVITY	AMOUNT ALLOCATED	Current Status
S/NO	ADMINISTRATION AND RECURRENT EXPENDITURE			
1	Employees' salaries	Payment of staff salaries @ Kshs 3,020,000 and gratuity @ Kshs 700,000	3,720,000.00	New
2	Goods and services	Purchase of fuel, repair and maintenance, printing, stationery, telephone, travel and subsistence, office tea	2,091,332.76	New
3	NSSF	Payment of NSSF deductions	104,000.00	New
4	NHIF	Payment of NHIF deductions	30,000.00	New



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F.A.M.....ISAAC K. WAMBAYANDA.....SIGNATURE..........DATE 24/09/2020
CHAIRPERSON.....JOSPHAT MUTHIKE.....SIGNATURE..........DATE 24/09/2020
SECRETARY.....MARY MUTHIKE.....SIGNATURE..........DATE 24/09/2020

5	Committee expenses	Payment of committee sitting allowances, transport, conferences	2,280,000.00	New
			8,225,332.76	
MONITORING, EVALUATION AND CAPACITY BUILDING				
6	Good and services	Purchase of fuel, repair and maintenance, printing, stationery, telephone, travel and subsistence, office tea	1,012,666.38	New
7	Committee Expenses	Payment of committee monitoring allowances, transport, conferences.	2,000,000.00	New
8	NG-CDFC/PMC Capacity Building	Undertake training of the PMCs/NG-CDFCs on NG-CDF related issues	1,100,000.00	New
			4,112,666.38	
9	EMERGENCY	To cater for any unforeseen occurrences in the constituency during the financial year	7,192,206.90	New

ENVIRONMENT				
10	Dr. Babla Secondary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
11	Good Samaritan Secondary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
12	St Mary Mwea Girls Secondary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
13	Ng'othi Primary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
14	Kirwara Primary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
15	Mutithi Primary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
16	Mugaa Primary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
17	Kirwara Secondary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New

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F.A.M..... JOAS K. KIMANI.....SIGNATURE..... ..... DATE 24/09/2020
 CHAIRPERSON..... JOSEPH MUTHIKE.....SIGNATURE..... ..... DATE 24/09/2020
 SECRETARY..... MARI MUMENE.....SIGNATURE..... ..... DATE 24/09/2020

18	Riandira Secondary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
19	Riandira Primary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
20	Kangai Secondary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
21	Nyaga Secondary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
22	Gitooini Secondary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
23	Kangai primary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
24	Kombuini Primary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
25	Nguka Secondary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
26	Mukou Secondary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
27	Nyaikungu Secondary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
28	Thiba primary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
29	Mbui Njeru Primary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
30	Ngang'a Secondary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
31	Rurii Primary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New

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F.A.M. ISAAC K. WAMUKAUMBA SIGNATURE [Signature] DATE 21/09/2020
 CHAIRPERSON JOSEPHAT MUTHIKE SIGNATURE [Signature] DATE 21/09/2020
 SECRETARY MARY MUMENE SIGNATURE [Signature] DATE 21/09/2020

32	Thome Primary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
33	Ciagiini Primary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
34	Habel Nyamu Secondary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
35	Kiorugari Secondary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
36	Gakuu Secondary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
37	Matungara Primary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
38	Kangondo Primary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
39	Kimimbi Primary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
40	Ahiti Ndoba Primary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
41	Kiamanyeki Secondary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
42	Ngurubani Secondary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
43	Mwea Boys Secondary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
44	Ndindiruku Primary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
45	Gathigiriri Secondary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New

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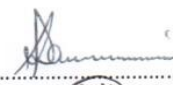
F.A.M. ISAAC K. KIMWANGANDA SIGNATURE  DATE 24/09/2020
CHAIRPERSON JOSPHAT MATHIKE SIGNATURE  DATE 24/09/2020
SECRETARY MARY MUKHENE SIGNATURE  DATE 24/09/2020

46	Tebere Secondary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
47	Nyamindi Primary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
48	Mathangauta Secondary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
49	Gathigiini Primary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
50	Ngucui Secondary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
51	Ichang'i Primary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
52	Mumbuini Secondary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
53	Mathiga Primary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
54	Karuangi Primary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
55	Ithiga Ria Njuki Primary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
56	Urumandi Secondary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
57	Togonye Secondary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
58	Kombuini Secondary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
59	Kaminji Primary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New

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F.A.M. ISAAC K. KIMUNDA SIGNATURE  DATE 21/09/2020
 CHAIRPERSON JOSEPH MUTHILE SIGNATURE  DATE 21/09/2020
 SECRETARY MARY MUKENE SIGNATURE  DATE 21/09/2020

60	Kiarukungu Secondary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
61	Itangi Primary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
62	Wakaniu Primary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
63	Kinyaga Secondary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
64	Kinyaga Primary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
65	Nyangati Secondary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
66	Kithiriti Secondary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
67	St Triza Secondary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
68	Kamucege Primary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
69	Kutus Primary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
70	Ngucui Primary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
71	Ichang'i Secondary School	Purchase of 5,000 ltrs Water Tank	41,650.00	New
72	Mumbuini Primary School	Purchase of 5,000 ltrs Water Tank @ 41,650 and transport services to the school @ 1,000	42,650.00	New

F.A.M. WAC K WAMUNDA SIGNATURE  DATE 24/09/2020
 CHAIRPERSON JOSPHAT MATHIAS SIGNATURE  DATE 24/09/2020
 SECRETARY NABY MURERE SIGNATURE  DATE 24/09/2020

73	Difathas Primary School	Purchase of 5,000 ltrs Water Tank @ 41,650 and transport services to the school @ 1,400	43,050.00	New
			2,668,000.00	
74	SPORTS	To carry out a constituency sports tournament where the winning teams will be awarded with balls, uniforms and trophies where facilitation of the tournament @ Kshs 1,500,000 and Purchase of balls, uniforms & trophies @ Kshs 1,241,777.57	2,741,777.58	New
BURSARY				
75	Bursary -Secondary schools	Payment of bursary to needy students Secondary Schools	30,000,000.00	New
76	Bursary – Tertiary Institutions	Payment of bursary to needy students in Universities and Colleges	10,000,000.00	New
77	Social Security Program- Payment of NHIF to needy constituents	Payment of NHIF to 400 needy constituents @Kshs.6,000 each	2,400,000.00	New
			42,400,000.00	
PRIMARY SCHOOLS PROJECTS				
78	RUKANGA PRIMARY SCHOOL	Additional funds for the completion of a 6No door pit latrine by plastering and flooring @ 100,000 and Construction of 2No. Urinals at Kshs 450,000 to completion	550,000.00	Ongoing
79	NDABA PRIMARY SCHOOL	Additional funds for the construction of a 6No door pit latrine by roofing, plastering and painting both internally and externally to completion	180,000.00	Ongoing
80	KARIRA PRIMARY SCHOOL	Additional funds for complete renovation of 26No door pit latrine by replacing broken doors, floor screeding and painting both internally and externally	61,000.00	Ongoing
81	NYAIKUNGU PRIMARY SCHOOL	Additional funds for complete renovation of 30No door pit latrine by replacing the entire roof, replacing broken doors, floor Screeding and painting both internally and externally	200,000.00	Ongoing
82	KANGONDO PRIMARY SCHOOL	Construction of a 6No door pit latrine to completion	450,000.00	New
83	KANG'ARU PRIMARY SCHOOL	Construction of a 6No door pit latrine to completion	450,000.00	New

F.A.M..... ISAAS K. WAMBUASIGNATURE.....  DATE 24/09/2020
CHAIRPERSON..... ISSAHAT MUTHIKESIGNATURE.....  DATE 24/09/2020
SECRETARY..... MART MUYENESIGNATURE.....  DATE 24/09/2020

84	KAGIO PRIMARY SCHOOL	Additional funds for School facelift: Replacing of worn-out roof, windows, doors, flooring and painting of twenty (20) classrooms both internally and externally to completion	1,500,000.00	Ongoing
85	WAKANIU PRIMARY SCHOOL	Additional funds for School facelift: Replacing of worn-out roof, windows, doors, flooring, plastering and painting of sixteen (16) classrooms both internally and externally to completion	600,000.00	Ongoing
86	KANGAI PRIMARY SCHOOL	Additional funds for School facelift: Replacing of worn-out roof, windows, doors, flooring, plastering and painting of Nineteen (19) classrooms both internally and externally to completion	700,000.00	Ongoing
87	KUTUS PRIMARY SCHOOL	School facelift: Replacing of worn-out roof, windows, doors, flooring, plastering and painting of twenty (20) classrooms both internally and externally to completion	2,500,000.00	Ongoing
88	NDOROME PRIMARY SCHOOL	Additional funds for School facelift: Replacing of worn-out roof, windows, doors, flooring, plastering and painting of seventeen (17) classrooms both internally and externally to completion.	1,900,000.00	Ongoing
89	KAMUCEGE PRIMARY SCHOOL	School facelift: Replacing of worn-out roof, windows, doors, flooring, plastering and painting of twelve (12) classrooms both internally and externally to completion	2,500,000.00	Ongoing
90	NDINDIRUKU PRIMARY SCHOOL	Additional funds for School facelift: Replacing of worn-out roof, windows, doors, flooring, plastering and painting of seventeen (17) classrooms both internally and externally to completion.	2,900,000.00	Ongoing
91	CIAGIINI PRIMARY SCHOOL	Additional funds for School facelift: Replacing of worn-out roof, windows, doors, flooring and painting of fifteen (15) classrooms both internally and externally to completion.	1,000,000.00	Ongoing
92	MUTITHI PRIMARY SCHOOL	Additional funds for School facelift: Replacing of worn-out roof, windows, doors, flooring, plastering and painting of twenty-two (22) classrooms both internally and externally to completion.	900,000.00	Ongoing
93	NGURUBANI PRIMARY SCHOOL	School facelift: Replacing of worn-out roof, windows, doors, flooring, plastering and painting of twenty-two (22) classrooms both internally and externally.	560,000.00	Ongoing

F.A.M. ISAAC K. WADZUWANDA SIGNATURE [Signature] DATE 24/07/2020
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 SECRETARY MART MURENE SIGNATURE [Signature] DATE 24/09/2020

94	KIMBIMBI PRIMARY SCHOOL	Additional funds for School facelift: Replacing of worn-out roof, windows, doors, flooring, plastering and painting of twenty-three (23) classrooms both internally and externally to completion.	587,000.00	Ongoing
95	KARUANGI PRIMARY SCHOOL	School facelift: Replacing of worn-out roof, windows, doors, flooring, plastering and painting of ten (10) classrooms both internally and externally to completion.	1,700,000.00	Ongoing
96	MURINDUKO PRIMARY SCHOOL	Additional funds for School facelift: Replacing of worn-out roof, windows, doors, flooring, plastering and painting of eighteen (18) classrooms both internally and externally to completion.	2,288,000.00	Ongoing
97	RWANGONDU PRIMARY SCHOOL	Additional funds for School facelift: Replacing of worn-out roof, windows, doors, flooring, plastering and painting of thirteen (13) classrooms both internally and externally to completion.	2,325,000.00	Ongoing
98	ST PAUL PRIMARY SCHOOL	Construction of a 6No door pit latrine to completion	450,000.00	New
99	NYANGATI PRIMARY SCHOOL	Construction of a 4No door pit latrine to completion	400,000.00	New
100	RUKANGA PRIMARY SCHOOL	Additional funds for School facelift: Replacing of worn-out roof, windows, doors, flooring, plastering and painting of twelve (12) classrooms both internally and externally to completion.	2,136,000.00	Ongoing
101	NGUCUI PRIMARY SCHOOL	Additional funds for School facelift: Plastering and painting of eighteen (18) classrooms both internally and externally to completion.	332,000.00	Ongoing
102	KIORUGARI PRIMARY SCHOOL	Additional funds for School facelift: Plastering and painting of eighteen (18) classrooms both internally and externally to completion.	369,000.00	Ongoing
103	THIBA PRIMARY SCHOOL	Additional funds for School facelift: Plastering and painting of twenty- two (22) classrooms both internally and externally to completion.	393,000.00	Ongoing
104	MIANYA PRIMARY SCHOOL	Additional funds for School facelift: Plastering and painting of twelve (12) classrooms both internally and externally to completion.	320,000.00	Ongoing
105	KIANDEGWA PRIMARY SCHOOL	Additional funds for School facelift: Plastering and painting of twenty-four (24) classrooms both internally and externally to completion.	472,000.00	Ongoing
106	KANDONGU PRIMARY SCHOOL	Additional funds for School facelift: Plastering and painting of sixteen (16) classrooms both internally and externally to completion.	226,000.00	Ongoing

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F.A.M. ISAAC K. WAMUGWANDA SIGNATURE  DATE 21/09/2020
CHAIRPERSON. SERIAT MUTHIKE SIGNATURE  DATE 21/09/2020
SECRETARY. MARY MUTHIKE SIGNATURE  DATE 21/09/2020

107	MURUBARA PRIMARY SCHOOL	School facelift: Replacing of worn-out roof, windows, doors, flooring, plastering and painting of fifteen (15) classrooms both internally and externally to completion.	3,450,000.00	New
108	GATHIGIINI PRIMARY SCHOOL	Construction of 6No. Door pit latrine to completion	450,000.00	New
109	MUTUNGARA PRIMARY SCHOOL	Construction of 3No standard classrooms to completion	2,200,000.00	New
			<u>35,049,000.00</u>	
SECONDARY SCHOOLS PROJECTS				
110	NG'OTHI SECONDARY SCHOOL	Construction of a 50 students capacity laboratory to completion @ 4,000,000 and construction of a 6No door pit latrine to completion @ 450,000	4,450,000.00	New
111	NYAGA SECONDARY SCHOOL	Construction of a 50 students capacity laboratory to completion @ 4,000,000 and construction of a 6No door pit latrine to completion @ 450,000	4,450,000.00	New
112	KIAMANYEKI SECONDARY SCHOOL	Construction of a 50 students capacity laboratory to completion	4,000,000.00	New
113	URUMANDI SECONDARY SCHOOL	Construction of a 50 students capacity laboratory to completion	4,000,000.00	New
114	NYANGATI SECONDARY SCHOOL	Renovation of a 50 students capacity laboratory by flooring, ceiling, gas piping, replacing wooden worktops with concrete work tops and painting internally and externally to completion	1,000,000.00	New
115	MUKOU SECONDARY SCHOOL	Completion of 1No standard classroom started by the school parents by roofing, fixing doors and windows, flooring, plastering and painting internally and externally @ Kshs 400,000 and Construction of a 6No door pit latrine to completion @ Kshs 450,000	850,000.00	New
116	CIAGIINI SECONDARY SCHOOL	Construction of a 4No door pit latrine to completion.	400,000.00	New
117	RIANDIRA SECONDARY SCHOOL	Construction of a 6No door pit latrine to completion.	450,000.00	New
118	HABEL NYAMU SECONDARY SCHOOL	Construction of a 4No door pit latrine to completion.	400,000.00	New
119	KIORUGARI SECONDARY SCHOOL	Construction of a 6No door pit latrine to completion.	450,000.00	New

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120	MURINDUKO SECONDARY SCHOOL	Construction of a 2No modern classrooms @ 1,500,000, 80 Lockers @ 200,000, Ceiling @ 150,000 and 4 fans and electrical works at 150,000 to completion	2,000,000.00	New
121	IKURUNGU SECONDARY SCHOOL	Construction of 2No standard classrooms in between two existing blocks @ 850,000, Purchase of 10,000 ltrs water tank @75,000, construction of a masonry water trough fitted with 8No taps @ 40,000 and installation of gutters @ Kshs 42,895.69	1,007,895.69	New
122	NGUCUI SECONDARY SCHOOL	Construction of a 6No door pit latrine with Urinal to completion	850,000.00	New
123	MBUI-NJERU SECONDARY SCHOOL	Construction of a 6No door pit latrine with Urinal @ Kshs 850,000 and tiling of 1No classroom at Kshs 150,000	1,000,000.00	New
124	NGANG'A SECONDARY SCHOOL	Additional funds for School facelift: Replacing of worn-out roof, windows, doors, flooring, plastering and painting of twenty-four (24) classrooms both internally and externally to completion	1,897,000.00	Ongoing
			27,204,895.69	
SECURITY PROJECTS				
125	MATHIGAINI ASSISTANT CHIEF	Construction of 1No office with 2 rooms to completion	1,200,000.00	New
126	KAMIIGUA ASSISTANT CHIEF	Construction of 1No office with 2 rooms to completion	1,200,000.00	New
127	KIARUKUNGU ASSISTANT CHIEF	Construction of 1No office with 2 rooms to completion	1,200,000.00	New
128	KIAMACIRI ASSISTANT CHIEF	Construction of 1No office with 2 rooms to completion	1,200,000.00	New
129	KANGU ASSISTANT CHIEF	Purchase of quarter of an acre piece of land	1,000,000.00	New
130	MORGAN CHIEF'S CAMP	Additional funds for Construction of a borehole 16,000 ltrs/hr pump and 10,000 ltrs water tank to completion	1,300,000.00	Ongoing
131	RURII CHIEF'S OFFICE	Additional funds for completion of 4No door pit latrine by roofing, plastering and painting internally and externally	130,000.00	Ongoing
132	KANJINJI AP POST	Water connection and electrical works by connection of power from the national grid and connection and fittings of electrical items at the post and the police residential houses	265,000.00	New
			7,495,000.00	
		GRAND TOTAL	137,088,879.31	

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		GRAND TOTAL	137,088,879.31

MIN 35/24/09/2020: PAYMENT APPROVAL

The committee approved the request from the DCC Mwea East Sub County for emergency funding of Kshs 320,000 for the commissioning of Thiba and Togonye ACC offices by the Regional Commissioner.

MIN 36/24/09/2020: PAYMENT APPROVAL

Having no other business, the meeting ended with a word of prayer from Harrison Mburu at 3:00 PM

F.A.M. ISAAC K. WANJAGUHA SIGNATURE  DATE 24/09/2020
 CHAIRPERSON JOSPHAT MUTHIKE SIGNATURE  DATE 24/09/2020
 SECRETARY MART MURTEKE SIGNATURE  DATE 24/09/2020