



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 THURSDAY 10TH JUNE 2021
IN THE NG-CDF BOARD ROOM 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 Allan Mwai to open with a word of prayer.

AGENDA

1. Confirmation of the previous minutes.
2. Matters arising.
3. Reports from the Fund Account Manager/Sub Committees
4. Approval of Disbursements 2020/2021
5. Social Security Program-NHIF
6. Prequalification 2021/2022 -2022/2023
7. Bursary

Chairman Muthoga Ngera Signature Muthoga Ngera

Secretary Hellen Mwangi Signature Hellen Mwangi

8. Reallocations
9. Monitoring & Evaluation
10. Approval Payments
11. A.O.B

01/10/06/2021 CONFIRMATION OF PREVIOUS MINUTES

The Secretary read the previous minutes to the Members and the same was proposed Mrs. Jacinta Njeri and seconded by Mrs. Agnes Njambi.

02/10/06/2021 MATTERS ARISING.

There were no matters arising from the previous minutes

03/10/06/2021 REPORTS FROM THE FUND ACCOUNT MANAGER/SUB COMMITTEES

The fund manager tabled the financial reports and circulars received from the NG-CDF Board to the members.

04/10/06/2021 APPROVAL OF DISBURSEMENTS 2020/2021

The committee approved the payment of 2020/2021 funds A.I.E No. B105065 of Ksh 11,000,000 as tabulated:-

PROJECT NAME	PROJECT ACTIVITY	AMOUNT (Kshs)
MONITORING AND EVALUATION/CAPACITY BUILDING		
Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea, etc.	267,821.91
PRIMARY SCHOOL PROJECTS		
Munaini Primary School	Renovation of 3 classrooms - reroofing, plaster, floor window panes and doors painting to completion	1,200,000.00
Muirungi Primary School	Construction of 1 Classroom to completion	500,000.00
Ngaru Primary school	Renovation of 3 classrooms - plastering, flooring replacement of window panes and doors and painting to completion	1,200,000.00
SECONDARY SCHOOL PROJECTS		

Chairman Mullisa Njeri Signature [Signature]

Secretary Hellen Mwangi Signature [Signature]

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
Witima Secondary School	Construction of administration block comprising of 3 roomed offices and 1 staffroom- Foundation, up to walling level	2,000,000.00
SECURITY		
Chinga North West Chiefs Office	Purchase of 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
Gathera Assistant Chiefs Office	Completion of renovation of 2 offices and a boardroom; Roofing, painting, ceiling and electrical connection	600,000.00
Item-e-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
Witima Chief's Office	Construction to completion of a 6 door modern pit latrine toilet block.	750,000.00
GRAND TOTAL		11,000,000.00

The committee approved the payment of 2020/2021 funds A.I.E No. B126270 of Ksh 7,000,000 as tabulated:-

PROJECT NAME	PROJECT ACTIVITY	AMOUNT (Kshs)
PRIMARY SCHOOL PROJECTS		
Gatugi Primary School	Renovation of 3 classrooms - reroofing, plastering, floor, window panes, doors and painting to completion	1,200,000.00
Kagumo Primary School	Renovation of 4 classrooms - reroofing, flooring, plastering and painting to completion	1,100,000.00

Chairman *Muthoga Ng'eso* Signature *[Signature]*

Secretary *Hellen Mwangi* Signature *[Signature]*

Kiangumba Primary School	Renovation of 4 classrooms - reroofing, plastering, flooring, painting, replacement of doors and window panes to completion	1,600,000.00
Kiinu Primary School	Renovation of 3 classrooms - flooring, plastering, painting to completion	1,200,000.00
Mutitu Primary School	Renovation of 3 classrooms - reroofing, plaster, floor window panes and doors painting to completion	1,200,000.00
Muirungi Primary School	Construction of 1 Classroom to completion	700,000.00
GRAND TOTAL		7,000,000.00

05/10/06/2021 SOCIAL SECURITY PROGRAM-NHIF

The committee resolved to form Social Security Program-adhoc sub committee as tabulated below:-

1	Allan Mwai
2	Patrick Ndirangu
3	Jacinta Njeri
4	Administration Officer
5	Sub county Officer Social Development

The committee approved the issuance and vetting of application forms.

06/10/06/2021 PREQUALIFICATION 2021/2022 -2022/2023

The committee agreed that prequalification for financial year 2021/2022 and 2022/2023 be done.

The members resolved that a national prequalification advertisement notice be put in one of daily newspapers of nationwide circulation using funds from the goods and services vote.

The members approved payment of allowances of all sub committees that will be involved in the prequalification process.

07/10/06/2021 BURSARY

The committee approved the issuance of bursary forms the members agreed that the bursary sub-committee meets and makes arrangements on the issuance of bursary forms and publicity of the same.

The members agreed that notices be put up in all chiefs, assistant chiefs' offices, churches and public places.

Chairman *Muthoga Njeri* Signature *[Signature]*

Secretary *Hellen Mwangi* Signature *[Signature]*

The members approved the replacement of all states to needy students as per attached list.

08/10/06/2021 REALLOCATIONS

The committee approved the change of activity for the following project.

PROJECT NAME	ACTIVITY ORIGINALLY FUNDED	AMOUNT ALLOCATED	ACTIVITY CHANGED TO	AMOUNT Ksh	REASON FOR CHANGE
Gitugi Mixed Secondary School	Completion of Storey administration-3 offices [ground floor] library and computer laboratory [first floor]. Finishes to 40 pupils library; ceiling 40 pupils computer laboratory and 40 pupils Library; ceiling, Electrical installation, flooring, plastering, painting and glazing Ksh900,000. 40 Benches and 40 shelves to library and computer room- Ksh800,000. Ramp roofing, flooring, plastering, grills, and painting -Ksh 500,000 Construction of additional of 2 rooms to provided extension- 1,200,000	3,400,000	Gitugi Mixed Secondary School- Completion of Stored administration-3 offices [ground floor] library and computer lab [first floor]. Finishes to 40 pupil's computer lab and library; Electrical installation, flooring, plastering, painting and glazing Ksh900,000. 40 Benches and shelves to library and computer lab- Ksh800,000. Ramp roofing, flooring, plastering, grills, and painting -Ksh 500,000 Construction of one classroom to provided extension to separate classroom block- 1,200,000	3,400,000	Some activities had been completed by the School necessitating the change of activities

08/10/06/2021 MONITORING & EVALUATION

The committee reviewed the M&E reports tabled by the Fund Manager and noted that the projects were progressing on well. The committee approved the payment of the following M& E expenses as tabulated:-

Chairman *Muthoga Ngari* Signature *[Signature]*

Secretary *Hellen Mwangi* Signature *[Signature]*

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

09/10/06/2021 APPROVAL 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 Sitting	52,000
Tender Opening Sub-Committee Allowances 4 x 5,000/= x 1 Day	20,000
Tender Evaluation Sub-Committee Allowances 4 x 5,000/= x 1 Day	20,000
Complaints Sub-Committee Allowances 4 x 5,000/= x 1 Day	20,000
Sub Total	112,000
GOODS & SERVICES – 2210000	
Meeting Refreshments	5,000
Office Expenses	10,000
Office calling cards/airtime for the Month of June 2021	5,000
Meeting Refreshments	5,000
Office Tea/Refreshments for the Month of June 2021	10,000
Sub Total	35,000
	147,000

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

10/10/06/2021 A.O.B

There being no other business the meeting ended at 12.00 p.m with a word of prayer from Leah Weru.

Minutes Compiled By,



HELLEN WAMBUI,

SECRETARY

Dated: 11/06/2021

Chairman Muthiga Njeri Signature 

Secretary Hellen Mwangi Signature 

Minutes Approved By,



MUTHOGA NGERA,

CHAIRMAN

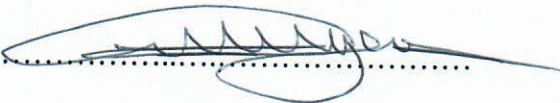
Dated:

11/06/2021

Chairman

Muthoga Ngera

Signature



Secretary

Hellen

Mwangi

Signature

