



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 23RD APRIL 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. Reallocations
6. Monitoring & Evaluation
7. Approval Payments

Chairman Muthoga Ngera Signature [Signature]

Secretary Hellen Wambui Signature [Signature]

8. A.O.B

01/23/04/2021 CONFIRMATION OF PREVIOUS MINUTES

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

02/23/04/2021 MATTERS ARISING.

There were no matters arising from the previous minutes

03/23/04/2021 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.

04/23/04/2021 APPROVAL OF DISBURSEMENTS 2020/2021

The committee approved the payment of 2020/2021 funds A.I.E No. B128012 of Ksh 8,500,000 as tabulated:-

PROJECT NAME	PROJECT ACTIVITY	AMOUNT (Kshs)
PRIMARY SCHOOL PROJECTS		
Gathanji Primary School	Renovation of 4 classrooms - reroofing, plastering, floor, window panes, doors and painting to completion	1,600,000.00
Kiamuya Primary School	Renovation of 4 classrooms - reroofing, plastering, flooring, painting, replacement of doors and window panes to completion	1,600,000.00
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
SECONDARY SCHOOL PROJECTS		
Irindi Secondary School	Completion of a storeyed administration block – 4 offices and staff room, 40 pupils' computer lab. Columns, walling, slab, roofing, doors and windows, internal and external finishes	1,000,000.00
Karima Mixed Day Secondary School	Completion of science laboratory (40 pupil): gas work, plumbing and fume chamber.	1,000,000.00
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

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

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

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
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
SECURITY		
Mahiga Chief's Office & Hall	Completion of a 4 door modern toilet-walling, roofing, plastering and painting 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 Filling Cabinet-25,000.- 200,000	700,000.00
Othaya Sub County Police Commander Residence	Renovation of a 2 bedroom house-flooring,tiling,plumbing and painting to completion	1,000,000.00
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
GRAND TOTAL		13,000,000.00

The committee approved the payment of 2020/2021 funds A.I.E No. B128254 of Ksh 6,900,000 as tabulated:-

PROJECT NAME	PROJECT ACTIVITY	AMOUNT (Kshs)
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
Gitugi Mixed Secondary School	Completion of 1 Storey administration block with 3 offices and 1 classroom. extended classroom flooring, plastering and painting – 400,000	400,000.00
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
SECURITY		
Karuthi Police Post	Construction of police post office, armoury and cells-Foundation & walling	1,500,000.00
GRAND TOTAL		6,900,000.00

Chairman *Mutunga Ngasa* Signature *[Signature]*

Secretary *Helen Mwangi* Signature *[Signature]*

The committee approved the payment of 2020/2021 funds A.I.E No. B132015 of Ksh 6,000,000 as tabulated:-

PROJECT NAME	PROJECT ACTIVITY	AMOUNT (Kshs)
PRIMARY SCHOOL PROJECTS		
Rukira Primary School	Renovation of 4 classrooms - reroofing, plaster, floor window panes and painting to completion	1,600,000.00
SECONDARY SCHOOL PROJECTS		
Kabebero Secondary School	Construction of a dining hall with 300 persons capacity-Foundation, up to walling level	2,000,000.00
Kagonye Secondary School	Completion of a 40 pupils capacity science laboratory: gas work, plumbing and fume chamber	1,200,000.00
SECURITY		
Witima Assistant Chiefs Office	Renovation of assistant chief's office - flooring and painting to completion	500,000.00
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
GRAND TOTAL		6,000,000.00

The committee approved the payment of 2020/2021 funds A.I.E No. B132309 of Ksh 6,000,000 as tabulated:-

PROJECT NAME	PROJECT ACTIVITY	AMOUNT (Kshs)
PRIMARY SCHOOL PROJECTS		
Gatuya-ini Primary School	Renovation of 4 classrooms - reroofing, plastering, flooring, painting, window panes to completion	1,600,000.00
Ruruguti Primary School	Renovation of 4 classrooms - reroofing, plaster, floor window panes, doors and painting to completion	1,600,000.00
SECONDARY SCHOOL PROJECTS		
Gatugi Mixed Day Secondary School	Completion of 1 storey 4 classrooms - plastering, window panes, doors and balustrading.	2,500,000.00
SECURITY		

Chairman *Mutiso Njiru* Signature *Mutiso Njiru*

Secretary *Hellen Mwangi* Signature *Hellen Mwangi*

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	300,000.00
GRAND TOTAL		6,000,000.00

05/23/04/2021 REALLOCATIONS

The committee approved the reallocation of the following projects.

PROJECT NAME	ACTIVITY ORIGINALLY FUNDED	AMOUNT ALLOCATED	FUNDS REALLOCATED TO	AMOUNT Ksh	REASON FOR REALLOCATION
Kiangumba Primary School	Renovation of 4 classrooms: reroofing, plastering, flooring, painting, replacement of doors and fixing window panes to completion	1,600,000	Kiangumba Primary School- Construction of 16 door modern pit latrine to completion	1,600,000	Existing toilets have collapsed necessitating the reallocation
Kihuguru Primary School	Renovation of 4 classrooms: reroofing, plastering, flooring, fixing window panes and painting to completion	1,600,000	Kihuguru Primary School- Construction of 16 door modern pit latrine to completion	1,600,000	Existing toilets have collapsed necessitating the reallocation
Bursary Tertiary Schools- To award bursary for needy students in the constituency	To award bursary for needy students in the constituency	450,000	Bursary Vocational Schools - Additional funds for training & Payment of Smart driving licenses for 500 boda boda riders	450,000	There was unutilized balance and more funds are required for Bursary Vocational Schools
TOTAL				3,650,000	

The members approved the change of activities for the following projects:-

PROJECT NAME	ACTIVITY ORIGINALLY FUNDED	AMOUNT ALLOCATED	ACTIVITY	AMOUNT Ksh
Gitundu Primary School	Renovation of 5 Classrooms to completion - plastering, flooring,	1,500,000	Gitundu Primary School - Renovation of 5 Classrooms to completion – reroofing of one classroom, roof	1,500,000

Chairman *Muttiga Ngera* Signature *[Signature]*

Secretary *Helena Mwangi* Signature *[Signature]*

	painting, doors and windows		painting of four classrooms plastering, painting, repair of doors and windows	
Ngaru Primary school	Renovation of 6 no classrooms to completion - roofing, flooring, internal and external finishes	1,500,000	Ngaru Primary school - Renovation of 6 no classrooms to completion - re roofing of three classrooms, flooring, internal and external finishes	1,500,000
TOTAL				3,500,000

06/23/04/2021 MONITORING & EVALUATION

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 2 Days	130,000
GOODS & SERVICES-2210000	
Refreshments	5,000
GRAND TOTAL	135,000

07/23/04/2021 APPROVAL PAYMENTS

The committee approved the payment of the following:-

ITEM	AMOUNT
COMMITTEE ALLOWANCES – 2210802	
FAM per diem to Nyeri- NG-CDFB ICT Training 10,500 x 3 days	31,700
Transport to/from Othaya-Nyeri 100 x 2= 200	
Inspection Sub-Committee Allowances 4 x 5,000/= x 1 Day	20,000
Sub Total	51,700
GOODS & SERVICES – 2210000	
Office Expenses	10,000
Sub Total	10,000
	61,700

ITEM	AMOUNT
COMMITTEE ALLOWANCES – 2210802	
NG-CDFC Committee Meeting Allowances NG-CDFC 10 x 5,000/= + 2,000 Chairperson X 1 Sitting	52,000
Sub Total	52,000
GOODS & SERVICES – 2210000	
Meeting Refreshments	5,000
Office Expenses	10,000

Chairman Mutiga Ngea Signature Mutiga Ngea

Secretary Hellen Mwangi Signature Hellen Mwangi

Office calling cards/airtime for the Month of May 2021	5,000
Meeting Refreshments	5,000
Office Tea/Refreshments for the Month of May 2021	10,000
Sub Total	35,000
	87,000

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 and other expenses as per invoiced amounts.

08/23/04/2021 A.O.B

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

Minutes Compiled By,

HELLEN WAMBUI,

SECRETARY 

Dated: 23/04/2021-----

Minutes Approved By,



MUTHOGA NGERA,

CHAIRMAN

Dated: 23/04/2021-----

Chairman Muthoga Ngera Signature 

Secretary Hellen Mwangi Signature 