



National Government Constituencies Development Fund
 Kilome Constituency
 Kilome NG-CDF Building Block
 Mukaa Sub-County Headquarter.
 P.O Box 163-90134
 Yoani-Salama, Kenya
 Cell: 0720120932
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**MINUTES OF THE KILOME NG-CDF COMMITTEE MEETING HELD ON 11TH
 JANUARY 2024, AT THE NG-CDFC BOARDROOM, KILOME CONSTITUENCY - MALILI.**

MEMBERS PRESENT

NO.	NAME	CATEGORY
1.	Simon Tama	Chairperson
2.	Jennifer Mueni Nzinga	Secretary
3.	Mohammad Abass	DCC
4.	Josefrida Kameti	Fund Account Manager
5.	Steve M. Munyao	Member
6.	Augustine M. Mutua	Member
7.	Margaret Kitumbi Maweu	Member
8.	Thaddeus N. King'oo	Member
9.	Salma Jaruf	Member

IN ATTENDANCE

1 Rashid Ali Happi - Sub-County Director of Education

AGENDA

1. Prayers and opening remarks
2. Review of previous minutes.
3. Adoption of previous Minutes for record.
4. Matters arising
5. On-Going Projects
6. Ministry of Education Grants for JSS Infrastructure Development
7. Review of funding proposal for 2023-2024
8. Adoption of Ward Reports for Project proposal Submission FY 2023/2024
9. Approval of Projects Proposal for FY 2023-2024
10. AOB

MIN NGCDFC –KIL/01/11/01/2023-2024 - PRAYERS AND OPENING REMARKS

The meeting started at 10:15am with a word of prayer from Jennifer. The Chairman thanked members for observing time and purposing to attend the crucial Meeting. He officially welcomed everyone to the meeting.

Name: Simon M. Tama
 Chairman

Signature: 

Date: 11/01/24

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Name: Jennifer M. Nzinga
 Secretary

Signature: 

Date: 11/01/24

MIN NGCDFC –KIL/02/11/01/2023-2024 - REVIEW OF THE PREVIOUS MINUTES

The NG-CDFC Secretary read the previous minute of meeting dated 20/11/2023. Salma Jaruf proposed the minute and Augustine confirmed that it was a true record of the days' deliberations.

MIN NGCDFC –KIL/03/11/01/2023-2024 - ADOPTION OF PREVIOUS MINUTES FOR RECORD.

Having been proposed and confirmed, the minutes were confirmed as a true copy of the day deliberations and were thus duly signed by the officials and filed for record and reference.

MIN NGCDFC –KIL/04/11/01/2023-2024 - MATTERS ARISING

The Members were informed that the 2023/2024 project proposal was returned to the NG-CDFCs in order to consider NG-CDF Board circular dated 4th January 2024 on realignment of the constituencies project proposals for the 2023/2024 financial year with NG-CDF (Amendment) Act 2023.

MIN NGCDFC –KIL/05/11/01/2023-2024 - ON-GOING PROJECTS

The NG-CDF committee came across one Project by the name Malili Township Primary School which had incurred pending bill of Kshs.800,000 from the contractor. The area has a very difficult terrain with bad topography of black cotton soil which forced the contractor to deepen lengths for foundation and walls for firm support of the classrooms. The NG-CDFC is therefore in owe of a pending bill accumulating to Kshs.800,000 that was incurred by the contractor during the construction of the two classrooms. The classrooms ae however complete and in use

Project name	Entire scope of project	Initial Approved activities	Contract sum/Established Cost (Kshs.) of the entire project	Cumulative allocation of the project (Ksh)		Pending Bill
				FY	Amount allocated	
Malili Township Primary School	Construction to Completion of 2 Classrooms with a ramp to cater for People with Disability.	Construction to Completion of 2 Classrooms with a ramp to cater for People with Disability.	3,000,000	2022/2023	2,200,000	800,000

MIN NGCDFC –KIL/06/11/01/2023-2024 - MINISTRY OF EDUCATION GRANTS FOR JSS INFRASTRUCTURE DEVELOPMENT

The Fund account manager informed members that he had received a circular NG-CDFB-CEO/MOE/VOL 1 (046) Dated; 16th October, 2023 i.e. "A letter received by the board from the Principal Secretary State Department for Basic Education Ref No. MOE.HQS/3/7/27 (110) dated 3rd October 2023 communicating on the impending programme of the Ministry of Education on infrastructure development for junior secondary school. Which, the national treasury had allocated funds in the Financial Year 2023/2024 for the construction of classrooms and integrated learning resource centres within selected junior secondary schools to be managed by the Ministry of Education and NG-CDF as a conditional grant.

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Chairman

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To enable the realization of the objectives of this programme, the NG-CDF Committees are required to incorporate in funding in the project proposals for the 2023/2024 financial year. Kilome constituency will allocate Kshs. 9,601,183.00 towards this while preparing the project proposal.

The allocation was based on grade seven enrolment and as a constituency, the committee is required to match a shilling to a shilling to enable realization of the objective of the program. The members discussed and resolved as follows to show how the allocation is distributed between the two sources of funds: BQs for all the projects have been prepared and ready for submission together with the proposal.

S/NO	PROJECT NAME	PROJECT ACTIVITY	NG-CDF ALLOCATION (KSHS)	Ministry of Education ALLOCATION (KSHS)
1.	St. Peter's Kwandeke Primary School	Construction of one classroom to completion		1,371,597.57
2.	St. Patrick Kawese Primary School	Construction of one classroom to completion		1,371,597.57
3.	Uvunye Primary school	Construction of one classroom to completion		1,371,597.57
4.	Kea Primary school	Construction of one classroom to completion		1,371,597.57
5.	Kwakaseke Primary school	Construction of one classroom to completion		1,371,597.57
6.	Malili Township Primary school	Construction of one classroom to completion		1,371,597.57
7.	Kalimbini Primary School	Construction of one classroom to completion		1,371,597.57
				9,601,183.00
8.	St. Peter's Kwandeke Primary School	Construction of one classroom to completion	1,371,597.57	
9.	St. Patrick Kawese Primary School	Construction of one classroom to completion	1,371,597.57	
10.	Uvunye Primary school	Construction of one classroom to completion	1,371,597.57	
11.	Kea Primary school	Construction of one classroom to completion	1,371,597.57	
12.	Kwakaseke Primary school	Construction of one classroom to completion	1,371,597.57	
13.	Malili Township Primary school	Construction of one classroom to completion	1,371,597.57	
14.	Kalimbini Primary School	Construction of one classroom to completion	1,371,597.57	
			9,601,183.00	

MIN NGCDFC –KIL /07/11/01/2023-2024 - REVIEW OF FUNDING PROPOSAL FOR 2023-2024

The fund account manager read to the committee the contents of the board circular NG-CDFB/CEO/NG-CDF CIRCULAR/VOL II (035) dated 4th January 2024 on realignment of the funding proposal with the NG-CDF (AMENDMENT)ACT 2023.

As per the Act, only projects in line with the NG-CDF Functions shall be approved for funding. These includes Education, Security and environment sectors. All other projects outside the NG-CDF Mandate as outlined shall be forwarded to the County office for consideration.

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Each constituency has been allocated a budget ceiling depending on the number of wards, and Kilome had been allocated a total of **Ksh. 157,825,629.00** since it only has 3 wards and should not surpass this ceiling budget.

The NG-CDFC Committee is expected to allocate projects in all the 3 wards, considering the coverage and population in each. The Projects costs and designs for the proposed projects shall be obtained from the Sub county Public Works Officer who oversees all public construction works at the Sub county and county levels. Allocation for construction of classrooms and other infrastructure may vary based on the topography of the site.

The committee, after lengthy deliberations resolved to allocate the ksh **Ksh. 157,825,629.00** from the board and ksh **9,601,183.00** MOE funds totaling to ksh **167,426,812.00** as follows;

S/N o.	Project Number	Project Name	Project Activity	Original Cost	Cumulative Allocation	Amount Allocated	Current Status
ADMINISTRATION AND RECURRENT EXPENDITURE							
01.		Contractual employees	Payment of staff Basic salaries	2,606,160.00	Nil	2,606,160.00	New
02.		Casual labour and Internship	Payment of staff Basic Wages	360,000.00	Nil	360,000.00	New
03.		House allowance	Payment of House allowances to NGCDFC staff	397,200.00	Nil	397,200.00	New
04.		Transport allowance	Payment of Transport allowances to six (6) NGCDFC staff	324,000.00	Nil	324,000.00	New
05.		Leave allowance	Payment of Leave allowances to NGCDFC staff	24,000.00	Nil	24,000.00	New
06.		NSSF	Employer contribution to NSSF	77,760.00	Nil	77,760.00	New
07.		Gratuity-contractual employees	Payment of gratuity to NGCDFC staff	781,848.00	Nil	781,848.00	New
08.		Housing Levy	1.5% Employer contribution to Housing Levy	49,932.00	Nil	49,932.00	New
09.		Water & sewerage charges	Payment of Water & sewerage charges	50,000.00	Nil	50,000.00	New
10.		Telephone, Telex, Facsimile and Mobile Phone Service	Payment of Telephone expenses	50,000.00	Nil	50,000.00	New
11.		Internet Connections	Payment of Internet Connections	50,000.00	Nil	50,000.00	New
12.		Courier and Postal Services	Payment of Courier and Postal Services	20,000.00	Nil	20,000.00	New
13.		Travel Costs (airlines, bus, railway, mileage allowances, etc.)	Payment of Transport Expenses	150,000.00	Nil	150,000.00	New

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14.	Accommodation - Domestic Travel	Payment of Accommodation Allowance of NGCDFC, National Government officers and PMC (NGCDFC Capacity Building / Induction and M&E Trainings)	120,000.00	Nil	120,000.00	New
15.	Publishing and Printing Services	Payment of Publishing and Printing Services	60,000.00	Nil	60,000.00	New
16.	Subscriptions to Newspapers, Magazines and Periodicals	Payment of Subscriptions to Newspapers, Magazines and Periodicals	50,000.00	Nil	50,000.00	New
17.	Advertising, Awareness and Publicity Campaigns	Payment of Advertising, Awareness and Publicity Campaigns	50,000.00	Nil	50,000.00	New
18.	Remuneration of Instructors and Contract Based Training Services	Payment of Instructors and Contract Based Training Services	200,000.00	Nil	200,000.00	New
19.	Production and Printing of Training Materials	Payment of Production and Printing of Training Materials	44,000.00	Nil	44,000.00	New
20.	Hire of Training Facilities and Equipment	Hire of Training Facilities and Equipment	100,000.00	Nil	100,000.00	New
21.	Catering Services (receptions), Accommodation, Gifts, Food and Drinks	Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks	50,000.00	Nil	50,000.00	New
22.	Other committee expenses	Payment of Other committee expenses	1,200,000.00	Nil	1,200,000.00	New
23.	NGCDFC allowance	Payment of NGCDFC allowance charges	624,000.00	Nil	624,000.00	New
24.	Motor Vehicle Insurance	Payment of Motor Vehicle Insurance	270,000.00	Nil	270,000.00	New
25.	General Office Supplies (papers, pencils, forms, small office equipment etc)	Purchase of General Office Supplies (papers, pencils, forms, small office equipment)	450,000.00	Nil	450,000.00	New
26.	Supplies and Accessories for Computers and Printers	Purchase of Supplies and Accessories for Computers and Printers	250,000.00	Nil	250,000.00	New

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27.	Sanitary and Cleaning Materials, Supplies and Services	Purchase of Sanitary and Cleaning Materials, Supplies and Services	90,000.00	Nil	90,000.00	New
28.	Refined Fuels and Lubricants for Transport	Purchase of Refined Fuels and Lubricants for Transport of GK vehicles	350,000.00	Nil	350,000.00	New
29.	Other Fuels (wood, charcoal, cooking gas etc...)	Payment of other fuels (wood, charcoal, cooking gas expenses)	20,000.00	Nil	20,000.00	New
30.	Bank service commission and charges	Payment of Bank service commission and charges	100,637.74	Nil	100,637.74	New
31.	Maintenance Expenses - Motor Vehicles	Payment of Maintenance Expenses - Motor Vehicles	300,000.00	Nil	300,000.00	New
32.	Maintenance of Office Furniture and Equipment	Payment of Maintenance of Office Furniture and Equipment	100,000.00	Nil	100,000.00	New
33.	Maintenance of Buildings and Stations -- Non-Residential	Payment of Maintenance of Buildings and Stations -- Non-Residential	100,000.00	Nil	100,000.00	New
Sub Total			9,469,537.74		9,469,537.74	
MONITORING, EVALUATION AND CAPACITY BUILDING						
01.	Telephone, Telex, Facsimile and Mobile Phone Service	Payment of Telephone expenses	100,000.00	Nil	100,000.00	New
02.	Internet Connections	Payment of Internet Connections	100,000.00	Nil	100,000.00	New
03.	Travel Costs (airlines, bus, railway, mileage allowances, etc.)	Payment of Transport Expenses	200,000.00	Nil	200,000.00	New
04.	Accommodation - Domestic Travel	Payment of Accommodation Allowance of NGCDFC, National Government officers.	50,000.00	Nil	50,000.00	New
05.	Publishing and Printing Services	Payment of Publishing and Printing Services	100,000.00	Nil	100,000.00	New
06.	Advertising, Awareness and Publicity Campaigns	Advertising, Awareness and Publicity Campaigns	134,768.87	Nil	134,768.87	New

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07.	Travel Allowance on training	Payment of Travel Allowance of NGCDFC, National Government officers and PMC(NGCDFC Capacity Building / Induction and M&E Trainings)	300,000.00	Nil	300,000.00	New
08.	Remuneration of Instructors and Contract Based Training Services	Payment of Instructors and Contract Based Training Services(NGCDFC Capacity Building / Induction and M&E Trainings)	100,000.00	Nil	100,000.00	New
09.	Production and Printing of Training Materials	Payment of Production and Printing of Training Materials (NGCDFC Capacity Building / Induction and M&E Trainings)	50,000.00	Nil	50,000.00	New
10.	Hire of Training Facilities and Equipment	Hire of Training Facilities and Equipment (NGCDFC Capacity Building / Induction and M&E Trainings)	450,000.00	Nil	450,000.00	New
11.	Accommodation Allowance	Payment of Accommodation Allowance of NGCDFC, National Government officers and PMC (NGCDFC Capacity Building / Induction and M&E Trainings)	500,000.00	Nil	500,000.00	New
12.	Catering Services (receptions), Accommodation, Gifts, Food and Drinks	Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks	100,000.00	Nil	100,000.00	New
13.	Other committee expenses	Payment of Other committee expenses	750,000.00	Nil	750,000.00	New
14.	NGCDFC allowance	Payment of NGCDFC allowance	1,300,000.00	Nil	1,300,000.00	New
15.	General Office Supplies (papers, pencils, forms, small office equipment etc)	Purchase of General Office Supplies (papers, pencils, forms, small office equipment)	200,000.00	Nil	200,000.00	New
16.	Supplies and Accessories for Computers and Printers	Purchase of Supplies and Accessories for Computers and Printers	200,000.00	Nil	200,000.00	New

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17.		Refined Fuels and Lubricants for Transport	Purchase of Refined Fuels and Lubricants for Transport of GK vehicles	100,000.00	Nil	100,000.00	New
Sub Total				4,734,768.87		4,734,768.87	
EDUCATION BURSARY AND SOCIAL SECURITY PROGRAMS							
01.		Bursary Secondary Schools	Payment of bursary to needy students in secondary schools	45,000,000.00	Nil	45,000,000.00	New
02.		Bursary Tertiary Institutions	Payment of bursary to needy students in tertiary institutions	21,000,000.00	Nil	21,000,000.00	New
03		Bursary Special Institutions	Payment of bursary to needy students in special Institutions	2,130,251.60	Nil	2,130,251.60	New
Sub Total				68,130,251.60		68,130,251.60	
EMERGENCY							
01.		Emergency Reserve	To cater for any unforeseen occurrences in the constituency during the financial year	8,306,612.00	Nil	8,306,612.00	New
(Climate Change Mitigation Activities)							
01.		Kwa Mavyuva Sand Dam	Construction of a retention wall, erection of Gabions to curb erosion.	3,456,512.58	Nil	3,456,512.58	New
02.		Kivovoani Sand Dam	Construction of a retention wall, erection of Gabions to curb erosion.	3,434,768.87	Nil	3,434,768.87	New
03.		Kikuyuni Sand Dam	Repair of Dam edge streams.	400,000.00	Nil	400,000.00	New
Sub Total				7,291,284.45		7,291,284.45	
PRIMARY SCHOOL PROJECTS							
01.		Uiini Primary School	Construction to Completion of 3 Classroom with ramps for easy access by Persons with Disability.	3,750,000.00	Nil	3,750,000.00	New
02.		Kamaku Primary School	Construction to Completion of 2 Classrooms with ramps for easy access by Persons with Disability.	2,500,000.00	Nil	2,500,000.00	New

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03.	Muua Mixed Primary School	Construction to completion of a modern dormitory for boys with a capacity of 60 students with a ramp for easy access for Persons with Disability at Kshs.3,000,000. The dormitory will comprise of the following:3 Bathrooms, 2 door Flush Toilets and a Matron Room, Construction of a 45,000 litre Septic at Kshs.1,000,000.	4,000,000.00	Nil	4,000,000.00	New
04.	Nzeveni Primary school	Leveling to completion of the school field measuring 100m2: Heavy Grading with watering and soil compaction-BQ Ready.	3,000,000.00	Nil	3,000,000.00	New
05.	Malili Township Primary school	Purchase of 10,000 Litres water Tank at Kshs.100,000, Construction of 2 water tank bases at Kshs.100,000, Fixing of gutters and pipes in 3 classrooms at Kshs.73,817. The school already has an existing water tank that's why there is construction of 2 tank bases	273,817.00	Nil	273,817.00	New
06.	Malili Township Primary school	Completion of Construction of 2 Classrooms with a ramp to cater for People with Disability. Contract sum variation. <i>The initial budget for this project was estimated at ksh. 2,200,000. Variations BQ Total - Ksh. 3,000,000. (See BQ Scan)</i>	3,000,000.00	2,200,000	800,000.00	Ongoing
Sub Total			22,398,817.00		19,323,817.00	
INFRASTRUCTURE DEVELOPMENT PROJECTS FOR JSS UNDER NG-CDF KILOME						

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01.	St. Peter's Kwandeke Primary School	Construction to Completion of 1 Classroom with ramps for easy access by Persons with Disability	1,371,597.57	Nil	1,371,597.57	New
02	St. Patrick Kawese Primary School	Construction to Completion of 1 Classroom with ramps for easy access by Persons with Disability	1,371,597.57	Nil	1,371,597.57	New
03.	Uvunye Primary school	Construction to Completion of 1 Classroom with ramps for easy access by Persons with Disability	1,371,597.57	Nil	1,371,597.57	New
04.	Kea Primary School	Construction to Completion of 1 Classroom with ramps for easy access by Persons with Disability	1,371,597.57	Nil	1,371,597.57	New
05	Kwakaseke Primary school	Construction to Completion of 1 Classroom with ramps for easy access by Persons with Disability	1,371,597.57	Nil	1,371,597.57	New
06.	Malili Township Primary school	Construction to Completion of 1 Classroom with ramps for easy access by Persons with Disability	1,371,597.57	Nil	1,371,597.57	New
07	Kalimbini Primary school	Construction to Completion of 1 Classroom with ramps for easy access by Persons with Disability	1,371,597.57	Nil	1,371,597.57	New
07	Sub Total				9,601,182.99	
SECONDARY SCHOOL PROJECTS						
01.	Muani Secondary School.	Construction to completion of a modern dormitory for boys with a capacity of 100 students with a ramp for easy access for Persons with Disability at Kshs.4,000,000. The dormitory will comprise of the following:4 Bathrooms, 2 door Flush Toilets and a Matron Room, Construction of a 45,000 litre Septic tank	5,000,000.00	Nil	5,000,000.00	New

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			at Kshs.1,000,000.				
02.	Mukaa Girls Secondary School	Drilling and equipping of a Bore Hole for the School.	4,000,000.00	Nil	4,000,000.00	New	
	(BQ & hydrogeological survey report ready for submission).						
03.	Kasikeu Boys Secondary School	Drilling and equipping of a Bore Hole for the School.	4,000,000.00	Nil	4,000,000.00	New	
	(BQ & hydrogeological survey report ready for submission).						
04.	Uthini Secondary School	Construction to completion of a modern dormitory for girls with a capacity of 100 students with a ramp for easy access for Persons with Disability at Kshs.4,000,000. The dormitory will comprise of the following:4 Bathrooms, 2 door Flush Toilets and a Matron Room, Construction of a 45,000 litre Septic tank at Kshs.1,000,000.	5,000,000.00	Nil	5,000,000.00	New	
05.	Matiani Secondary School	Construction to completion of a modern dormitory for Girls with a capacity of 100 students with a ramp for easy access for Persons with Disability at Kshs.4,000,000. The dormitory will comprise of the following:4 Bathrooms, 2 door Flush Toilets and a Matron Room, Construction of a 45,000 litre Septic tank at Kshs.1,000,000.	5,000,000.00	Nil	5,000,000.00	New	
06.	AIC Sultan Hamud Secondary School	Purchase of Physics, Chemistry and Biology Laboratory equipment. See letters from the beneficiary institutions indicating the items	4,600,000.00	Nil	4,600,000.00	New	

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	The items should exclude consumables	required, quantity and the unit price for each of the specified items				
07.	Revision Materials	Purchase of Revision Books - Comprehensive Revision Books for Secondary Schools-See Budget attached and MOE Approval letter confirming that the proposed books are not provided by the Ministry and that they are recommended for revision in Secondary schools.	6,000,000.00	Nil	6,000,000.00	New
Sub Total			33,000,000.00		33,600,000.00	
SECURITY PROJECTS						
01.	Deputy County Commissioner's (DCC) House	Construction of a perimeter wall at the DCCs residential House-Wall Area measuring 30m x 40m-BQ Ready for submission.	2,368,177.36	Nil	2,368,177.36	New
JSS UNDER MOE						
	St. Peter's Kwandeke Primary School	JSS (MOE) Funding - Construction to Completion of 1 Classrooms with ramps for easy access by Persons with Disability	1,371,597.57	Nil	1,371,597.57	New
	St. Patrick Kawese Primary School	JSS (MOE) Funding - Construction to Completion of 1 Classrooms with ramps for easy access by Persons with Disability	1,371,597.57	Nil	1,371,597.57	New
	Uvunye Primary school	JSS (MOE) Funding- Construction to Completion of 1 Classrooms with ramps for easy access by Persons with Disability	1,371,597.57	Nil	1,371,597.57	New
	Kea Primary school	JSS (MOE) Funding- Construction to Completion of 1 Classrooms with ramps for easy access by Persons with Disability	1,371,597.57	Nil	1,371,597.57	New
	Kwakaseke Primary school	JSS (MOE) Funding- Construction to Completion of 1 Classrooms with ramps for easy access by Persons with Disability	1,371,597.57	Nil	1,371,597.57	New
	Malili Township Primary	JSS (MOE) Funding- Construction to Completion of 1 Classrooms with ramps	1,371,597.57	Nil	1,371,597.57	New

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	school	for easy access by Persons with Disability				
	Kalimbini Primary School	JSS (MOE) Funding- Construction to Completion of 1 Classrooms with ramps for easy access by Persons with Disability	1,371,597.57	Nil	1,371,597.57	New
SUB TOTAL (JSS ALLOCATION)					9,601,182.99	
SUB TOTAL (NG-CDF ALLOCATION)					157,825,630	
GRAND TOTAL					167,426,812.00	

It is noted that the NG-CDFC allocated a classroom to completion in Kilome constituency between Kshs.1,250,000.00 to Kshs.1,371,597.57. This resolution was made because Kilome constituency is majorly characterized by two different topographies. Each project is thus supported by a BQ from the Technical department.

There is the highland region which is vast and hilly with poor road network. This region has no locally building materials like sand and stones, so acquiring and transportation of building materials from the lower region to higher region is costly. There is also the issue of soil whereby the PMC spent a lot in the laying of the foundation. There is the lower region whereby local building materials are easily obtained nearby and the hardware materials are also easily obtained with least transportation cost. It is because of this diverse topography that has caused the variations in the allocation of funds to a project depending on the project location and the soil.

The NG-CDF Committee resolved to approve the above Project proposal for funding in Kilome NG-CDF during 2023/2024 financial year.

The committee members thus tasked the Fund Account Manager, NG-CDFC chairperson and secretary to move with speed in documenting the Project proposal for onward submission to the NG-CDF Board for approval.

MIN NGCDFC –KIL/07/11/01/2023-2024: A.O.B

Without any other business the meeting ended with a word of prayer from Margaret Maweu at 3:10 pm. The next meeting date shall be communicated in advance.

Minutes taken by;




 JENNIFER NZINGA
 NG-CDFC Secretary

11-01-24

 Date

Confirmed by;



 SIMON TAMA
 NG-CDFC Chairman

11/01/2024

 Date

Name: Simon M. Tama
 Chairman

Signature.....

Date.....11/01/2024

Name: Jennifer M. Nzinga
 Secretary

Signature.....

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