

**MINUTES OF KANDARA CONSTITUENCY NG-CDFC MEETING HELD ON 19th July 2021 AT
KANDARA CDF OFFICE BOARDROOM**

MEMBERS PRESENT

1. Peter Kagichu Njoroge - Chairman
2. Susan Nthiiri-Fund Account Manager
3. Joseph Guchu Kungu- PLWD
4. Esther Wangui Kuria - Nominee of the Constituency Office (female)
5. Cecilia Wanjiku Mburu - Woman (Adult)
6. James Mburu Kimani-Nominee of the constituency office(Male)
7. Samuel Mburu Mbuthia-co-opted member
8. Benard kariuki mwigu- Male Youth Representative
9. Winfred Mwikali Karanja- Female Youth Representative

MEMBERS ABSENT WITHOUT APOLOGY

1. Caroline Muli-Deputy County Commissioner

AGENDA

1. Opening prayer and Preliminaries
2. Reading and Confirmation of previous minutes
3. Matters arising
4. A.I.E disbursement
5. Payment of Casuals
6. Payment of Staff gratuity
7. Pending bills
8. Bursary
9. Sports Project
10. Change of project activity and request of co-funding
11. Payment to Toyota Kenya
12. Closing of Pmc Accounts for completed Projects
13. Statutory votes-Sports and Environment
14. A.O.B

MIN 1/19/07/2021: OPENING PRAYER AND PRELIMINARIES

The meeting was called to order by the chairman at 12.10 pm and Cecilia Wanjiku led with a word of prayer.

The Chairman welcomed the members and congratulated the members for availing themselves.

MIN 2/19/07/2021: READING CONFIRMATION OF PREVIOUS MINUTES

The Fund Account Manager read through the previous meeting minutes and were confirmed to be a true by Joseph Guchu and seconded by Cecilia Wanjiku.

MIN 3/19/07/2021: MATTERS ARISING

The monitoring and evaluation for the 3 wards remaining would be carried out immediately the vehicle is available.

The committee noted that there has been progress on the returning of acknowledgement receipts from the beneficiaries. More follow ups to be done to achieve the 100% returns.

MIN 4/19/07/2021: 2019/2020 A.I.E DISBURSEMENT

The Fund manager informed the committee that we have received an A.I.Es of Kshs 12 million After length discussions, the committee agreed to disburse the funds as follows;

1. Administration and recurrent expenditure	1,000,000
2. Bursary	2,272,220
3. Githigia Primary School	2,159,397
4. Kariko Primary school1,	800,000
5. Mugecha Secondary school	2,000,000
6. Githumu Police Station	500,000
7. Kandara OCPD office	2,268,383
Total	12,000,000

MIN 5/19/07/2021: PAYMENT OF CASUALS

The committee agreed to pay five Casuals who were engaged for Bursary data entry for form ones and analysis for a total of Kshs 23,000 The committee commended them for speedy and accurate data entry considering the magnitude of the application forms returned.

MIN 6/19/07/2021: PAYMENT OF STAFF GRATUITY

The Committee agreed to pay its staff gratuity for the financial year ended June 2021. The Gratuity to be paid together with the July 2021 Salary.

MIN 7/19/07/2021: PENDING BILLS

The Committee agreed to pay and settle the following pending bills:

1. Pending allowances Kshs 196,000
2. Water Bill Kshs 2,760.00
3. Thika view services station 100,000
4. August Events and party rentals 104,000
5. Tekryndie ventures 235,100

MIN 8/19/07/2021: BURSARY

The Bursary Sub-committee tabled a report of the bursary applications and the proposed beneficiaries to be awarded mostly for form ones who are being admitted. The committee unanimously adopted the report and agreed to award bursaries to the needy and deserving beneficiaries as criteria followed by the Subcommittee.

MIN 9/19/07/2021: SPORTS PROJECT

The fund account manager informed the committee that the soccer tournament is still ongoing. Most wards had done up to semifinal level. A budget of 261,000 was approved for the Match officials and Pmc allowances.

MIN 10/19/07/2021: CHANGE OF PROJECT ACTIVITY AND REQUEST OF CO-FUNDING

The committee received a letter from Ngurwe-ini secondary school requesting for a change of school bus carrying capacity from 32 to 46 seater school bus. Also the school requested the committee to consider co-funding of the project whereby the school would contribute Kshs 600,000. the committee agreed with the two requests and agreed to re-allocate Kshs 300,000 from previous year i.e 2020/21 emergency funds to cater for the deficit. The fund manager was tasked to write to the NG-CDF board for the approval of the same.

MIN 10/19/07/2021: PAYMENT TO TOYOTA KENYA

The fund account manager informed the committee that the vehicle has been repaired and Toyota Kenya has issued an invoice of Kshs 568,711. The committee agreed to pay and the Fund manager to make sure all the laid down procedures are followed.

MIN 11/19/07/2021: CLOSING OF PMC ACCOUNTS FOR COMPLETED PROJECTS

There are a number of projects that are fully completed. The committee agreed that their bank accounts be closed and their balances be transferred to main account at Co-operative.

MIN 12/19/07/2021: STATUTORY VOTES-SPORTS AND ENVIRONMENT

The fund account manager informed the committee that the Statutory votes i.e sports and Environment will be operated at the Main Account. The PMC Accounts to be closed Forthwith and balances transferred to the main account.

MIN 13/19/07/2021: A.O.B

There being no other business the meeting was adjourned at 2:32 PM with a word of prayer from Winfred Mwikali.

Minutes Compiled by;

(The Secretary)

Signature.....*[Handwritten Signature]*.....
Date.....19/07/2021.....

Minutes Confirmed by;

(The Chairman)

Signature.....*[Handwritten Signature]*.....
Date.....19/07/2021.....