**MINUTES OF SIGOR NG-CDF COMMITTEE HELD ON 29th JULY, 2022 AT NG-CDF BOARD ROOM AT 10:00AM**

**Present**

1. Christopher Ng’oleruk – Chairperson
2. Jeremiah Koech-DCC
3. Nicholas Molo - Secretary
4. Edwin Siele - Fund Account Manager
5. Rongai Lingasia Samson - Member
6. Jacob Kedikou- Member
7. Roselyne Chepartul -Member
8. Susan Chepintany - Member
9. Longarmoi Chesista Irene – Member
10. Joseph Sekete- Member

**IN ATTENDANCE**

1. Stanley Mutai-Sub-County Accountant

**AGENDAS**

1. Preliminaries
2. Reading of the previous meeting minutes
3. Office goods and services
4. End year reports
5. Re-submitted projects
6. Emergency
7. A.O.B

**MIN-1: SIGOR/NGCDF/29/07/22: Preliminaries**

The meeting started with a word of prayer from Mr Rongai at exactly 10:00AM. Chairman thanked members for their good work at the ground since all projects are under their supervision and that reports should pass through them.

**MIN-2: SIGOR/NGCDF/29/07/22: Reading of previous minutes**

The minutes of the previous meeting were read by the secretary Mr. Nicholas Molo and confirmed by Mr Joseph Sekete seconded by Mr Jacob Kedikou as the true minutes of the previous meeting.

**MIN-3: SIGOR/NGCDF/29/07/22: Office goods and service**

FAM reported that the GKB 358V had been repaired twice at Toyota Kenya Ltd firstly costing ksh 338,737 and secondly costing ksh 15,000. All the payments were made and the vehicle is now in good condition.

Chair reported that fuel had run short at Regent petrol station thereby occasioning a debt of ksh 45,000 which need to be paid. Pending debt at Libele Auto garage of total value of ksh 65,000 was cleared.

The supplier of office goods and stationeries was due to be paid ksh 20,000 since the supplies had been received and taken charge.

**MIN-4: SIGOR/NGCDF/29/07/22: End of year reports**

Fam reported that as the financial year was closed on 30th June 2022, annual reports and financial statements were due for submission. He following reports were tabled discussed and approved for onward submission to the board for record. The reports include the following;

* Annual reports and financial statements
* Monthly and annual expenditure returns
* Project implementation status report
* Monitoring and evaluation report (environment, sports, emergency)
* Bank reconciliation statements
* PMC bank account balances
* Asset register
* Bursary report
* Risk report
* Complaints report

The FAM reported that the above reports were ready and would undergo scrutiny and review by relevant departments.

**MIN-5: SIGOR/NGCDF/29/07/22: Re-submitted projects**

As per the earlier re-submission request to the board on the roads projects, it was reported that the request was approved and the projects can now be rolled out. Chair was tasked to visit KERRA offices at Kapenguria so as to engage the line ministry on provision of bills of quantities and tender document for use during biding by the suppliers.

The users of the two roads were almost getting impatient since it has taken long while the project was pending.

Constituency roads officer (CRO) Mr Chapia would be requested to fast track the process so as to get the contractor and hand over site immediately since the residents are eagerly waiting for the project to kick off.

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| **SNO** | **PROJECT NAME** | **APPROVED PROJECT ACTIVITY** | **AMOUNT APPROVED** |
| 1 | Talon-Nasolot primary school Road | Bush clearing and road opening of 5km school access road | 3,000,000 |
| 2 | Toosikirio-Topogheny primary school road | Bush clearing and road opening of 5km school access road | 3,000,000 |

The schools affected are;

1. Topogheny primary school ksh 3m
2. Nasolot primary school Ksh 3m

The school management are supposed to submit workplans and necessary supporting documents for clearance of payment.

**School buses**

Since the funds for school bus had not been received the projects are not yet paid and also tendering process has not started. The last batch of ksh 12,088,879 was received on 27th June 2022 and the AIE was also received.

The school management for the two schools are required to submit workplans to NG-CDF office

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| **SNO** | **PROJECT NAME** | **APPROVED PROJECT ACTIVITY** | **FY** | **AMOUNT APPROVED** |
| 1 | Fr. Leo Staples girls secondary school | Additional funds for purchase of 51 seater school bus | 2021/22 | 2,600,050 |
| 2 | Lomut primary school | Additional funds for purchase of 51 seater school bus | 2021/22 | 2,600,050 |
| 3 | Fr. Leo Staples girls secondary school | Purchase of a 51 seater school bus purchased on a one off basis | 2020/21 | 7,162,250 |
| 4 | Lomut primary school | Purchase of a 51 seater school bus purchased on a one off basis | 2020/21 | 7,162,250 |

**MIN-6: SIGOR/NGCDF/29/07/22: Emergency projects**

One project was reported under emergency due to collapsed toilets in the school,

1. Kamanau primary school ksh 800,000 for construction of toilets

The project management committees were asked to submit BQ, workplans, and minutes for preparation of their cheque. The requirements are public health report, photos of collapsed toilets, workplan, minutes

**MIN-7: SIGOR/NGCDF/29/07/22: AOB**

Since there was no AOB the meeting ended with a word of prayer for Mr. Stanley Mutai at 2:30PM