

**MALAVA NG-CDFC FULL MEETING HELD ON 21<sup>ST</sup> OCTOBER 2019 AT THE NG-CDF OFFICE**

**MEMBERS PRESENT**

- 1. Festus Mmasi            Chairman
- 2. Sylvan Kaitori        Secretary
- 3. Philip Anaswa        Member
- 4. Everline Simwa       Member
- 5. Ruth Muchuma        Member
- 6. Moses Wasike        Member
- 7. Henry Anaswa        Member
- 8. Helen Mambuya       Member
- 9. Collins Obuya        Fund Account Manager
- 10. Hon Malulu Injendi   Area Member of Parliament

**AGENDA**

- 1. Preliminaries
- 2. Reading of Previous Minutes
- 3. Matters Arising from Previous Minutes
- 4. NG-CDF Project Proposal for 2019/2020 Financial Year
- 5. Review of NG-CDFC Staff Salaries
- 6. On-going Projects Status Reports
- 7. Bursary
- 8. A.O.B

**Minute 112/10/2019 Preliminaries**

The Meeting started at 8.30 am by a word of prayer from Moses Kenyatta quoting the book of Proverbs 3:2.

The chair Mr. Mmasi thanked the members for their early arrival. He also thanked the members for doing a good job throughout the year starting with bursaries. He mentioned

two challenges being faced. Beneficiaries of bursaries taking a very long time confirming their awards and Institutions not informing their students about bursaries received.

He thanked members for monitoring and Evaluation done for on- going projects and also conducting good public participation in wards from 8<sup>th</sup> October to 10<sup>th</sup> October 2019.

He also thanked Hon. Area Member of Parliament for the good work he is doing in all wards hence ensuring all areas of Malava feel the impact of NG-CDF funds and the Fund Account Manager for excellent work done during Public participations.

### **Min 113/10/2019 Reading of Previous Minutes**

The Secretary took the members through the minutes. They were confirmed to be a true copy of previous meeting. They were proposed by Mr. Philip Anaswa and seconded by Mr.Moses Kenyatta.

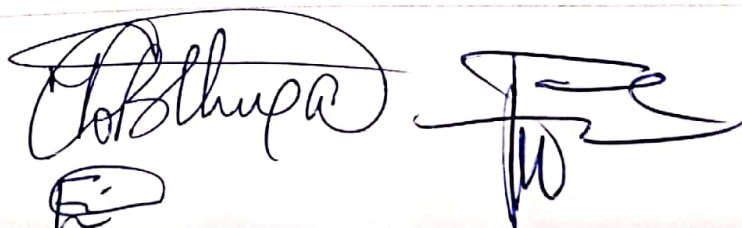
### **Min 114/10/2019 Matters Arising from Previous Minutes.**

The Members wanted to know the status of Kamuchisu Primary School Land Issue.

Mr. Barasa informed the committee that Kamuchisu land issue had been resolved. The seller had surrendered the original title deed and the process of issuing a new title deed to Kamuchisu Primary School is proceeding well.

Members inquired when NG-CDFC capacity building for NG-CDFC members and Projects Management Committees will be conducted. The Fund Account Manager informed the committee that the process will commence once NG-CDFC receives funds for Administration and Monitoring and Evaluation for the Financial Year 2019/2020.

Members wanted to know if the Generator was in good working condition and if the security around it was sufficient. The chairman informed members that the Generator was in good working conditions. The Fund Account Manager also informed members that a

The image shows two handwritten signatures in black ink. The signature on the left is more cursive and appears to be 'A. O. Oluwa'. The signature on the right is more stylized and appears to be 'J. O. Oluwa'. Below the first signature, there is a small, illegible mark.

grill will be constructed around the Generator to ensure maximum security once the funds are available.

**Min 115/10/2019: NG-CDF Projects Proposal Financial year 2019/2020.**

The Fund Account Manager with the permission of the Chairman took the committee through the requests of the Public Participation which took place from 8<sup>th</sup> October 2019 to 10<sup>th</sup> November 2019 covering all the seven wards. He also informed members that all on-going projects must be given priority before embarking on new projects. The Fund Account Manager informed members that the NG-CDFC Malava Constituency Strategic Plan and Public Participation reports were the guiding reports for all new projects.

The NG-CDFC discussed the requests from Public Participation, NG-CDFC Malava Constituency Strategic Plan 2017-2022 and resolved to allocate the 2019/2020 Projects Funds as tabulated below;

S/NO	PROJECT NAME	PROJECT ACTIVITY	AMOUNT(Kshs)	STATUS
	<b>ADMINISTRATION AND RECURRENT</b>			
	Compensation of Employees	Payment of staff salaries and gratuity	3,766,230.00	Ongoing
	NSSF	Payment of NSSF employer contributions	129,600.00	Ongoing
	Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, airtime, travel and subsistence.	2,307,739.50	Ongoing
	NG-CDF/PMC Capacity Building	Undertake training of the PMCs/NG-CDFCs on NG-CDF related issues	500,000.00	Ongoing
	Committee Expenses	Payment of Committee sitting allowances, transport, conferences	1,538,494.00	Ongoing
	<b>MONITORING AND EVALUATION</b>			
	Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, airtime, travel and subsistence.	2,172,619.26	Ongoing



	Committee Expenses	Payment of Committee sitting allowances, transport, conferences	1,448,412.00	Ongoing
	NG-CDF/PMC Capacity Building	Undertake training of the PMCs/NG-CDFCs on NG-CDF related issues	500,000.00	Ongoing
	<b>EMERGENCY</b>	To cater for unforeseen occurrences in the Constituency during the financial year.	7,198,241.38	Ongoing
	<b>SPORTS ACTIVITIES</b>	Purchase of 5 balls in each of the following schools: Tande Secondary (Football boys), Mahira Secondary (Football Boys), Mang'uliro Secondary (Legball Girls), Mugai Secondary (Volleyball Girls) and Samitsi Boys (Volleyball Boys)	100,000.00	New
	<b>ENVIRONMENT CONSERVATION</b>	Construction of 4 door Pit latrines in Matende Primary School	150,000.00	New
	<b>BURSARY</b>			
	Bursary Secondary Schools	Payment of bursary to needy students	17,500,000.00	Ongoing
	Bursary Tertiary Institutions	Payment of bursary to needy students	13,000,000.00	Ongoing
	Bursary Special Needs	Payment of bursary to needy students	4,006,388.00	Ongoing
	<b>PRIMARY SCHOOL PROJECTS</b>			
	Fubuye Primary School	Construction of 200 Bed Capacity Dormitory to completion- Fascia Board, Gutters and Ramp	350,000.00	Ongoing
	Kokoyo Primary School	Construction of 2 classrooms to completion-Fascia Board and Ramp	200,000.00	Ongoing
	Bulupi Primary School	Construction of 7 Office Room Administration Block -Roofing, Windows and Door fixing, Electrical wiring, Plastering, Pavement slab and Window glazing	1,800,000.00	Ongoing

Handwritten signatures and initials in blue ink, including a large signature on the left and several smaller initials and marks on the right.

	Chegulo Primary School	Construction of 7 Office Room Administration Block-Roofing, Windows and Door fixing, Electrical wiring, Plastering, Pavement slab and Window glazing	1,800,000.00	Ongoing
	Chesero Primary School	Construction of 2 classrooms to completion -Roofing, Shutters, Windows and Door fixing, Plastering, Pavement slab, Window glazing and Painting	800,000.00	Ongoing
	Chimoroni Primary School	Construction of 2 classrooms to completion -Roofing, Shutters, Windows and Door fixing, Plastering, Pavement slab, Window glazing and Painting	800,000.00	Ongoing
	Kakoyi Primary School	Construction of 7 Office Room Administration Block-Roofing, Windows and Door fixing, Electrical wiring, Plastering, Pavement slab and Window glazing	1,800,000.00	Ongoing
	Kimang'eti Primary School	Construction of 2 classrooms to completion -Roofing, Shutters, Windows and Door fixing, Plastering, Pavement slab, Window glazing and Painting	800,000.00	Ongoing
	Lunyu Primary School	Construction of 2 classrooms to completion -Roofing, Shutters, Windows and Door fixing, Plastering, Pavement slab, Window glazing and Painting	800,000.00	Ongoing
	Lusumu Primary School	Construction of 2 classrooms to completion -Roofing, Shutters, Windows and Door fixing, Plastering, Pavement slab, Window glazing and Painting	800,000.00	Ongoing
	Malava Primary School	Ongoing construction of 250 pupil capacity Multipurpose Hall - Walling, Ringbeam, Roofing, Windows and Door Fixing.	3,500,000.00	Ongoing

Malimali Primary School	Construction of 2 classrooms to completion -Roofing, Shutters, Windows and Door fixing, Plastering, Pavement slab, Window glazing and Painting	800,000.00	Ongoing
Matende Primary School	Construction of 2 classrooms to completion -Roofing, Shutters, Windows and Door fixing, Plastering, Pavement slab, Window glazing and Painting	800,000.00	Ongoing
Matete Primary School	Construction of 2 classrooms to completion -Roofing, Shutters, Windows and Door fixing, Plastering, Pavement slab, Window glazing and Painting	800,000.00	Ongoing
Mukangu Primary School	Construction of 2 classrooms to completion -Roofing, Shutters, Windows and Door fixing, Plastering, Pavement slab, Window glazing and Painting	800,000.00	Ongoing
Mukavakava Primary School	Construction of 2 classrooms to completion -Roofing, Shutters, Windows and Door fixing, Plastering, Pavement slab, Window glazing and Painting	800,000.00	Ongoing
Mukongolo Primary School	Construction of 7 Office Room Administration Block -Roofing, Windows and Door fixing, Electrical wiring, Plastering, Pavement slab and Window glazing	1,800,000.00	Ongoing
Sheywe Primary School	Construction of 2 classrooms to completion -Roofing, Shutters, Windows and Door fixing, Plastering, Pavement slab, Window glazing and Painting	800,000.00	Ongoing
Bisunu Primary School	Construction of 7 Office Room Administration Block in co-funding with PTA to completion - Roofing, window and dor fittings, plastering, electrical works, slab concreting, floor screed, plastering, pavement slab, glazing, facia board, ceiling board and	1,000,000.00	Ongoing

Handwritten signatures and initials in blue ink, including a large signature that appears to be 'A. Shyamba' and several smaller initials.



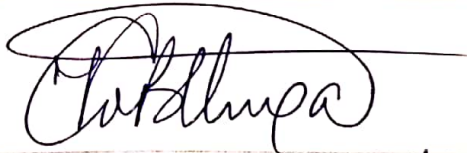
		painting. The PTA have used Ksh.2,000,000 in the project		
	Bunuku Primary School	Construction of 2 Classroom to completion- Site clearance, Excavation, Strip foundation, Foundation walling, Hardcore, Murram Slab, Ring beam, Walling, Roofing, Windows and Door Fixing, Plastering, Pavement Slab, Window glazing and Painting	1,800,000.00	New
	Lukala Primary School	Renovation of 4 Classrooms to completion-Plastering and Window glazing	1,000,000.00	New
	Lutali Primary School	Construction of 1 Classroom to completion- Site clearance, Excavation, Strip foundation, Foundation walling, Hardcore, Murram Slab, Ring beam, Walling, Roofing, Windows and Door Fixing, Plastering, Pavement Slab, Window glazing and Painting	900,000.00	New
	Lurale Primary School	Renovation of 4 Classrooms to completion- Plastering and Window glazing	1,000,000.00	New
	Makhwabuye Primary School	Construction of 1 Classroom to completion- Site clearance, Excavation, Strip foundation, Foundation walling, Hardcore, Murram Slab, Ring beam, Walling, Roofing, Windows and Door Fixing, Plastering, Pavement Slab, Window glazing and Painting	900,000.00	New
	Malichi Primary School	Renovation of 2 Classrooms to completion- Plastering and Window glazing	500,000.00	New
	Matioli Primary School	Renovation of 4 Classrooms to completion- Plastering and Window glazing	1,000,000.00	New
	Mukhungula Primary School	Construction of 1 Classroom to completion- Site clearance, Excavation, Strip foundation, Foundation walling, Hardcore, Murram Slab, Ring beam, Walling, Roofing, Windows and Door	900,000.00	New

		Fixing, Plastering, Pavement Slab, Window glazing and Painting		
	Mukhuyu Primary School	Renovation of 2 Classrooms to completion- Plastering and Window glazing	500,000.00	New
	Musidi Primary School	Renovation of 2 Classrooms to completion- Plastering and Window glazing	500,000.00	New
	Mutsuma Primary School	Construction of 1 Classroom to completion- Site clearance, Excavation, Strip foundation, Foundation walling, Hardcore, Murram Slab, Ring beam, Walling, Roofing, Windows and Door Fixing, Plastering, Pavement Slab, Window glazing and Painting	900,000.00	New
	Namatala Primary School	Renovation of 4 Classrooms to completion- Plastering and Window glazing	1,000,000.00	New
	Namushiya Primary School	Renovation of 4 Classrooms to completion- Plastering and Window glazing	1,000,000.00	New
	Samitsi Primary School	Construction of 1 Classroom to completion- Site clearance, Excavation, Strip foundation, Foundation walling, Hardcore, Murram Slab, Ring beam, Walling, Roofing, Windows and Door Fixing, Plastering, Pavement Slab, Window glazing and Painting	900,000.00	New
	Shanda Primary School	Renovation of 5 Classrooms to completion- Plastering and Window glazing	1,100,000.00	New
	Shivikhwa Primary School	Construction of 1 Classroom to completion- Site clearance, Excavation, Strip foundation, Foundation walling, Hardcore, Murram Slab, Ring beam, Walling, Roofing, Windows and Door Fixing, Plastering, Pavement Slab, Window glazing and Painting	900,000.00	New
	Silungai Primary School	Construction of 1 Classroom to completion- Site clearance, Excavation, Strip foundation, Foundation walling,	900,000.00	New

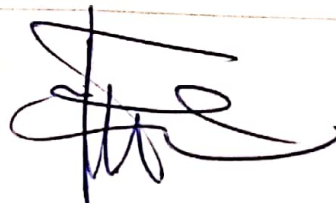


		Hardcore, Murram Slab, Ring beam, Walling, Roofing, Windows and Door Fixing, Plastering, Pavement Slab, Window glazing and Painting		
	St. Martin Primary School	Construction of 1 Classroom to completion- Site clearance, Excavation, Strip foundation, Foundation walling, Hardcore, Murram Slab, Ring beam, Walling, Roofing, Windows and Door Fixing, Plastering, Pavement Slab, Window glazing and Painting	900,000.00	New
	Tumbeni Primary School	Renovation of 4 Classrooms to completion- Plastering and Window glazing	1,000,000.00	New

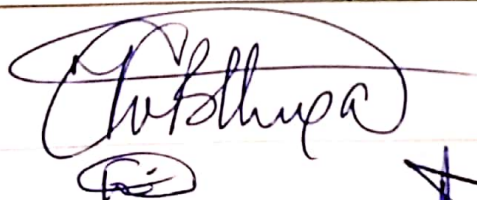
SECONDARY SCHOOL PROJECT				
	Kuvasali Secondary School	Construction of 2 classrooms to completion -Roofing, Shutters, Windows and Door fixing, Plastering, Pavement slab, Window glazing and Painting - NOTE: Ksh.1,000,000 started 2 new classrooms in FY 2018/2019 from Foundation to Walling. It was initially intended to complete 4 classrooms started by PTA. By the time we received the Ksh.1,000,000 the 4 classrooms had been completed	1,200,000.00	Ongoing
	Shamoni Secondary School	Completion of 200 Bed Capacity Dormitory - Fascia Board and Ramp	250,000.00	Ongoing
	Tumbeni Secondary School	Completion of 4 classrooms- Fascia Board and Ramp	250,000.00	Ongoing
	Chimoroni Secondary School	Completion of 2 classrooms-Roofing, Shutters, Windows and Door fixing, Plastering, Pavement slab, Window glazing and Painting	800,000.00	Ongoing

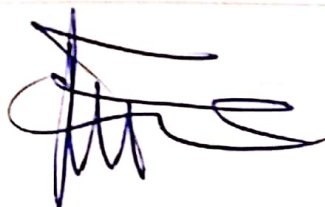






Isanjiro Girls Secondary School	Completion of 2 classrooms-Roofing, Shutters, Windows and Door fixing, Plastering, Pavement slab, Window glazing and Painting	800,000.00	Ongoing
Malava Boys Secondary School	Ongoing Construction of 200 Bed capacity Dormitory- Walling, Ring beam, Windows and Door fixing, Roofing, Plastering and Window glazing. Pending works Pavement slab, painting and electrical cabling	3,000,000.00	Ongoing
Manda Secondary School	Completion of 2 classrooms-Roofing, Shutters, Windows and Door fixing, Plastering, Pavement slab, Window glazing and Painting	900,000.00	Ongoing
Matete Secondary School	Ongoing construction of 90 student capacity Twin Laboratory -Walling, Ring beam and Roofing	4,800,000.00	Ongoing
Matioli Secondary School	Ongoing construction of 90 student capacity Twin Laboratory -Walling, Ring beam and Roofing	4,800,000.00	Ongoing
Mugai Secondary School	Ongoing Construction of 200 Bed capacity Dormitory- Walling, Ring beam, Windows and Door fixing, Roofing, Plastering and Window glazing . Pending Works: Pavement Slab, Electrical wiring and Painting	3,000,000.00	Ongoing
Mutsuma Secondary School	Completion of 2 classrooms-Roofing, Shutters, Windows and Door fixing, Plastering, Pavement slab, Window glazing and Painting	800,000.00	Ongoing
Namushiya Secondary School	Completion of 2 classrooms-Roofing, Shutters, Windows and Door fixing, Plastering, Pavement slab, Window glazing and Painting	800,000.00	Ongoing
Sawawa Secondary School	Completion of 2 classrooms -Roofing, Shutters, Windows and Door fixing, Plastering, Pavement slab, Window glazing and Painting	800,000.00	Ongoing





	Shiandiche Secondary School	Completion of 500 student capacity Library – Partitioning of 3 Departmental Offices, Glazing, Painting, Ramp, Electrical Wiring, Ceiling Board, Fascia Board and Gutters	1,200,000.00	Ongoing
	Silungai Boys Secondary School	Completion of 200 Bed Capacity Dormitory- Walling, Ring beam, Windows and Door fixing, Roofing, Plastering and Pavement slab, Window glazing and Painting	3,500,000.00	Ongoing
	Chevoso Secondary School	Completion of 2 classrooms -Roofing, Shutters, Windows and Door fixing, Plastering, Pavement slab, Window glazing and Painting. NOTE: Chevoso received Ksh.600,000 in FY 2017/2018 for purchase of land. We will request the Board for reallocation of the same to construct 2 classrooms to completion making total allocation to be Ksh.1,800,000	1,200,000.00	Ongoing
	Lwanda K Secondary School	Construction of 200 Bed Capacity Dormitory to completion- Site clearance, Excavation, Strip foundation, Foundation walling, Hardcore, Murram Slab, Ring beam, walling, Roofing, Plastering, Windows and Door fixing, Window glazing, Pavement slab and Painting	4,400,000.00	New
	Mahira Secondary School	Construction of 1 Classroom to completion- Site clearance, Excavation, Strip foundation, Foundation walling, Hardcore, Murram Slab, Ring beam, Walling, Roofing, Windows and Door Fixing, Plastering, Pavement Slab, Window glazing and Painting	900,000.00	New
	Shivanga Secondary School	Construction of 1 Classroom to completion- Site clearance, Excavation, Strip foundation, Foundation walling, Hardcore, Murram Slab, Ring beam, Walling, Roofing, Windows and Door Fixing, Plastering, Pavement Slab, Window glazing and Painting	900,000.00	New

Handwritten signatures and initials, including a large signature that appears to be 'Chibhura' and another signature below it.



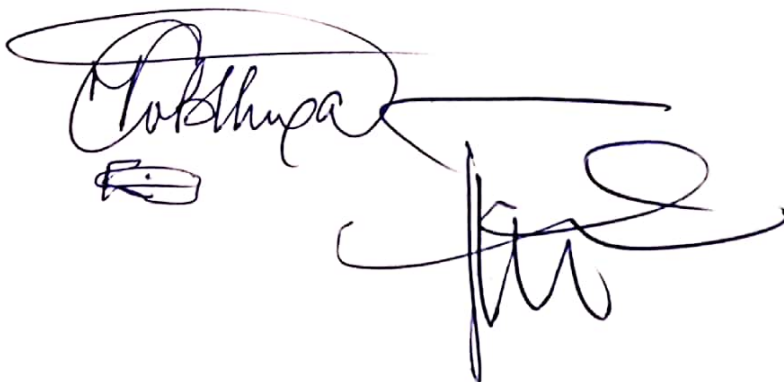
TERTIARY INSTITUTION PROJECTS			
MalavaKMTc	Fencing of 5 acre land with concrete posts, barbed wire and chain link wire  Construction of 2 classrooms- Site clearance, Excavation, Strip foundation, Foundation walling, Hardcore, Murram Slab, Walling, Roofing, Windows and Door fixing, Plastering, window glazing, ceiling Boards, Electrical wiring and Painting	1,700,000.00  2,100,000.00	New
SECURITY PROJECTS			
Kuvasali Police Post	Ongoing construction of Office Block – Roofing, Windows and Door Fixing, Plastering and Window glazing . Capacity: 2 large offices, 2cells, 1 Armoury, 1 Exhibit Room, Reception/OB and Internal toilets	4,000,000.00	Ongoing
Burundu Chief's Office	Completion of 4-room Office Block – Plastering, Pavement slab, Window glazing and Painting Ksh.650,000 and Construction of 2 Door Fit latrines to completion Ksh.150,000	800,000.00	Ongoing
Chemuche Chief's Office	Completion of 4-room Office Block – Plastering, Pavement slab, Window glazing and Painting Ksh.600,000 and Construction of 2 Door Fit latrines to completion Ksh.150,000	750,000.00	

Shivanga Chief's Office	Purchase of 1 acre of land  Land title deed processing costed as follows: 2 searches Ksh.1,700; 2 LCB Ksh.2,000; Mutation Ksh.3,000; Compliance and physical planning Ksh.10,000; Registration Ksh.3,000; Registration for green card Ksh.1,100; Map Ksh.300; Surveyor's fee Ksh.18,000; Valuation Ksh.24,000; Advocates Ksh.2,000; Stamp Duty Ksh.14,000; Subsistence Ksh.15,000; Transport Ksh.4,000; Miscellaneous Ksh.1,900	650,000.00 100,000.00	Ongoing
<b>TOTAL</b>		<b>137,367,724.14</b>	

N/B. all On-going projects to receive the remaining funds to complete the projects.

It was resolved that NG-CDFC members, Fund Account Manager, DCC and Area Chief should accompany the surveyor while putting the beacons for KMTC land.

Hon. Malulu Injendi requested that NG-CDFC compiles a reference book for all projects done in Malava Constituency.



The image shows two handwritten signatures in black ink. The signature on the left is written in a cursive style and appears to be 'Chokhupa'. Below it is a small rectangular stamp. To the right is another signature, also in cursive, which is less legible. The signatures are written over a white background.

## Min 116/10/2019: Review of NG-CDFC Staff Salaries

The staff salaries were reviewed in accordance with the prevailing economic conditions and the Committee unanimously resolved to increase the salaries. The proposed salaries effective 1<sup>st</sup> July 2019 were as follows:

### MALAVA NG-CDF STAFF SALARIES EFFECTIVE 1<sup>ST</sup> JULY 2019

N	NAME OF EMPLOYEE	DESIGNATION	BASIC PAY (Ksh)	HOUSE ALLOWANCE (Ksh)	GROSS PAY (Ksh)	NSSF (Ksh)	ANNUAL LEAVE ALLOWANCE (Ksh)	31% GRATUITY (Ksh)
1.	Bonface Wekesa	Accounts Assistant	21,000	3,000	24,000	1,080	5,000	6,510
2.	Ian Lavusa Madaga	Clerk of Works	21,000	3,000	24,000	1,080	5,000	6,510
3.	Jane Chisika Mutili	Secretary	19,000	3,000	22,000	1,080	4,000	5,890
4.	Thomas Masai Werashipala	Driver	18,000	3,000	21,000	1,080	3,000	5,580
5.	David Jomo Lumbasi	Project Coordinator	18,000	3,000	21,000	1,080	3,000	5,580
6.	Shadrack Lusala Mukwe	Receptionist	16,000	3,000	19,000	1,080	3,000	4,960
7.	Isabella Ingatina Amisi	Office Mesenger	16,000	2,000	18,000	1,080	3,000	4,960
8.	Nathan Lumbasi Lumuli	Compound Cleaner	15,000	2,000	17,000	1,020	3,000	4,650
9.	James Sioma Simon	Security Officer	15,000	2,000	17,000	1,020	3,000	4,650
10.	Manase Burudi Shatuma	Security Officer	15,000	2,000	17,000	1,020	3,000	4,650
		<b>TOTAL</b>	<b>170,000</b>	<b>30,000</b>	<b>200,000</b>	<b>10,620</b>	<b>35,000</b>	<b>53,940</b>

N/B. It was resolved that the new salaries be effective 1<sup>st</sup> July 2019 therefore salary arrears be paid starting July 2019.



### **Min 117/10/2019 Bursary**

The NG-CDFC committee received the report of the Bursary Sub-Committee which the Secretary took the full NG-CDFC Committee through and resolved that the Bursary lists to be taken back to the various Sub-locations for vetting. The lists to have details of the applicants for example their names, name of their parents, sub-locations, school, orphans etc.

The forms bearing NG-CDFC Logo must be marked 'NOT FOR SALE'.

The committee resolved to start issuing bursary forms from 14<sup>th</sup> November 2019 to 18th November 2019 at the ward level. After that forms will be issued from NG-CDFC Office.

The NG-CDFC resolved to set aside funds for form one's.

The NG-CDFC also resolved to source for a software to detect applicants who over-stay in schools or institutions so that it can help to continuously update all applicants' lists. The eligibility will be based on years specific courses take to complete.

The issue of total/partial orphans and single parents to be carefully considered so that it is based on need basis.

Beneficiaries' cheques for local schools and Institutions will be issued in a joint meeting consisting of Principals, Chair Person of Board of Management of the institutions, Parents Association Chair, all Administration Leaders, Ministry of Education Officials and NG-CDFC members.

Lists of beneficiaries will be issued to the Principals and the chief's.

### **Min 118/10/2019 On-going Projects Status report.**

The NG-CDFC received the report of the Monitoring and Evaluation team regarding on-going projects.

The committee resolved that all contractors not doing quality work and those behind schedule to be identified and a letter be done to each of them specifying what they are not doing well.

The committee further agreed that Shirugu, Lukume and Matende Primary Schools Pit latrines be four-door (two for girls and two for boys).

**Min 119/10/2019 AOB**

The Hon. Mr. Malulu Injendi requested the Fund Account Manager to organize aget-together for all staff and NG-CDFC members before Christmas.

He also requested for a meeting with all the school Principals, chiefs and local assistants chiefs to be briefed on all on-ongoing Projects and those to be considered infrastructure as per recently concluded Public Participation Report.

There being no other business the meeting ended at 12.30pm with a word of prayer from Ruth Muchuma.

Mr. Festus Mmasi

Date...24/10/2019

Signature.....

Mr. Sylvan Kaitori

Date...22/10/2019

Signature.....

Fund Account Manager

Date...22/10/19

Signature.....