**WEBUYE EAST NG-CDFC MEETING HELD ON 9TH JANUARY 2018 AT THE CDF BOARDROOM AT 2 :00PM**

**NG-CDF MEETING 1 FY 2017-2018**

**PRELIMINARIES**

Prayer

Introduction

Apologies

Adoption of the agenda

Communication from the Chair

Communication from MP

**AGENDA**

1. Inauguration ceremony for NG-CDF Webuye East
2. Election of Chairman
3. Election of Secretary
4. Back signatories
5. Handing over and taking over notes
6. Prioritization, writing and submitting of 2017/2018 proposals
7. Payments

**MEMBERS PRESENT**

1. WILSON WEKESA
2. ESTHER KASISI
3. WILSON MWANZIA
4. SIMIYU ANNE
5. ELIZABETH WANJI
6. MUYIRA KAKAI
7. HERBERT ENOS HOLI
8. FREDRICK OGOLA ASS.DCC 1
9. GEORGE SHIBANDA FAM
10. SAMUEL MOTARI Sub-County District Account

**PRELIMINARIES**

 **Prayer**

The meeting started at 2:31 pm with a word of prayer from Elizabeth Wanji.

**Introduction**

There was self-introduction.

**Apologies**

There was no apology

**Adoption of the agenda**

The agenda was unanimously adopted by members after being proposed by Esther Kasisi and seconded by Anne

Simiyu.

**Communication from Chair**

The chairman explained the process of appointment with 2 sittings where members were selected and gazzeted. The DCC explained that since NG-CDF touches the lives of the people directly the committee has to undertake their work seriously by co-ordination and co-operation which are all key. Members to act collectively and individually and amicably to achieve the organizational goal.

**Communication from MP**

He expressed happiness to be in Webuye East because of its geographical location with rivers Nzoia and road network which makes it easily accessible. The back ground of CDF means sub-location (as the lowest unit of administration) where members must advocate for the needs of the people from the sub- location. The National Government CDF forum receives funds to support development programs which must carry the wishes of the people. As members of the committee mostly they must focus on National government functions. Pan paper gives Webuye East an advantage and the members should encourage community and groups to benefit from economic activity. The committee should be vigilant and articulate to utilize the funding available to convey the wishes of the people, He thanked members on their appointment and advised them to be vibrant and active in performance of their duties. The inauguration

**NG-CDFC/WBY.E/MIN-01/09/01/18 INAUGURATION CEREMONY FOR NG-CDF WEBUYE EAST**

The ACC 1 explained that after the end of the term two years a new office will have to be appointed or membership renewed. The MP graced the inauguration ceremony.

**NG-CDFC/WBY.E/MIN-02/09/01/18 ELECTION OF CHAIRMAN**

The fund account manager explained the procedure of the election of the chairman and their duties. Herbert Enos Holi was proposed by Esther Kasisi and was seconded by Wilson Mwanzia as nominee for post of Chairman being the sole candidate the members unanimously elected him unopposed and the ACC 1 pronounced him as Chairman for the NG-CDF Webuye East Constituency.

**NG-CDFC/WBY.E/MIN-03/09/01/18 ELECTION OF SECRETARY**

Wilson Wekesa was unanimously appointed as Secretary after proposal from Muyira Johnsmith.

**NG-CDFC/WBY.E/MIN-04/09/01/18 BANK SIGNATORIES**

The members unanimously agreed that the members to sign and mandate are as follows.

|  |  |  |  |
| --- | --- | --- | --- |
| **NO** | **NAME** | **DESIGNATION** | **ID NO.** |
| 1 | Samuel Motari | Sub-County District Account  | 9314482 |
| 2 | George Shibanda | Fund Account Manager | 13738634 |
| 3 | Herbert Enos Holi | Chairman | 1888057 |
| 4 | Elizabeth Wanji | Member | 9903623 |

Signing mandate all four to sign.

The Chairman elect Mr. Herbert Enos Holi was ushered in the seat and thanked members for electing him as Chairman of the committee he remarked that he will build team work and work together with other stake holders. While accepting the appointment the .Secretary remarked that he was equal to the task he will also work closely with the Member of Parliament. Elizabeth Wanji one of the signatories pledged to serve with outmost honesty.

**NG-CDFC/WBY.E/MIN-05/09/01/18 HANDING OVER AND TAKING OVER NOTES**

The agenda was postponed to the next meeting

**NG-CDFC/WBY.E/MIN-06/09/01/18 PRIORITIZATION, WRITING AND SUBMITTING OF 2017/2018 PROPOSALS**

Members agreed that some projects are complimentary and must be priotized which are urgent.

The disbursements for 2017/2018 of the funds were as attached they were proposed by Esther Kasisi and seconded by John Smith Muyira

In concluding remarks the DCC reminded members to observe confidentiality.

The ended at 5.30 with a word of prayer from Mwanzia.