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| CDF logo 4 MsWord  **NG-CDF BOARD** | **National Government Constituencies Development Fund Board**  GEM CONSTITUENCY  WAGAI SHOPPING CENTER  P.O Box 53-40612  Sawagongo, Kenya  **Cellphone**: Fund Manager 0723 052513  Chairman 0729796010  **Email**: [cdfgem@cdf.go.ke](mailto:cdfemuruadikirr@cdf.go.ke) | **Website:** [www.ngcdf.go.ke](http://www.ngcdf.go.ke) |

**NG-CDFC GEM CONSTITUENCY COMMITTEE MEETING HELD ON 9TH JUNE 2020 AT TREASURY OFFICE BOARDROOM**

**PRESENT MEMBERS**

1. WASHINTON ONYIEGO CHAIRMAN
2. STEPHEN ANGAYA MEMBER
3. MAUREEN OMORO MEMBER
4. BENARD OGUTU MEMBER
5. DORICK OKAKA MEMBER
6. RICHARD OLENDO MEMBER
7. JUDITH WAJEWA SECRETARY
8. MARY MWAKI MEMBER
9. GEOFFREY MAYAMA DCC

**IN ATTENDANCE**

1. RONALD KUGARU INTERNAL AUDITOR
2. EDGAR WAFULA SUB-COUNTY ACCOUNTANT

**AGENDA**

1. Preliminaries
2. Reading and confirmation of the Previous Minutes
3. Matters Arising
4. Purchase of motor vehicle
5. Introduction of the new District Accountant
6. Re-allocation
7. Approval of payments
8. Repair of motorbikes
9. Employment of new staff
10. Project advertisement
11. AOB

**MIN 68 /001/9-06-2020 PRELIMINARIES**

The meeting began at 11:00 am with an opening prayer from Mary Mwaki. The chairman then welcomed all the members present.

**MIN 69 /002/09-06-2020 READING AND CONFIRMATION OF PREVIOUS MINUTES**

The previous minutes were read by Stephen Angaya and were proposed by Benard Ogutu and seconded by Richard Olendo as the true minutes of what was discussed.

**MIN 70/003/09-06-2020 MATTERS ARISING**

There were no matters arising from the previous meeting apart from the fact that Covid-19 had interfered so much with many things that were supposed to have happened. However, FAM informed members that the advertised projects were all in progress and on course. She informed members that the project at Kambare Mixed Secondary hadn’t been paid since the contractor had engaged in activities that were not in the code-list. The contractor had been properly advised.

**MIN 71/004/09-06-2020 PURCHASE OF MOTORVEHICLE**

Members were informed of the motor vehicle money had hit the account and since the code list and AIE No. ………………………….. were available, members unanimously authorized that the payment be made to TOYOTA KERICHO (CADS MOTORS), Dealers of Toyota machines, as per the procurements minutes.

**MIN 72/006/09-06-2020 RE-ALLOCATION**

The members resolved to approve the rea-allocation of the following projects;

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| S/NO. | INITIAL PROJECT ACTIVITY | NEW PROJECT ACTIVITY | REASON FOR RE-ALLOCATION |
| 1 | Construction of one classroom at Akala Township primary school. | Construction of one classroom at Wang’bith Primary School. | The funds were to be used in construction of a classroom however it was reported that there were no pupils at Akala yet and Wang’bith was overpopulated. |
| 2 | Completion of school library by fixing shatters. Plastering & painting at Sinaga Girls secondary school. | Construction of one classroom at Sinaga girls Secondary School. | The initial project was funded by PTA and had received adequate funding from Parents and Harambee. |
| 3 |  |  |  |

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**MIN 73/007/09-06-2020 INTRODUCTION OF THE NEW DISTRICT ACCOUNTANT**

The committee was informed that their current District Accountant is on sick leave therefore Mr. Edward Wafula was brought in an acting capacity until Ogolla gets well.

**MIN 74/008/09-06-2020 APROVAL OF PAYMENTS**

Members resolved to make the following payments;

1. Standing imprest of kshs.100,000
2. Purchase of Motor vehicle to CADS MOTORS LTD Kshs. 6,750,000
3. Allowances for 2 M&E meetings Kshs.134,000
4. Four Committee allowances.

**MIN 75/008/09-06-2020 REPAIR OF MOTORBIKES**

It was noted that all the 9 motorbikes were in bad condition. The committee mandated the Fund Account Manager to invite a mechanical engineer to conduct an inspection after which the motorbikes be repaired after following the procurement procedures.

**MIN 76/009/09-06/2020 EMPLOYMENT OF NEW STAFFS**

There was need for employment of more staffs in the following fields;

1. Driver
2. ICT expert

Members mandated the Fund Account Manager to put up an advert for the two positions immediately.

**MIN 77/010/09-06-2020 PROJECT ADVERTISEMENT**

The members resolved to do advertisement for all the remaining projects in the code list for financial year 2019/2020 on 11th June,2020. FAM was advised to take up the matter immediately.

**MIN 78/011/09-06-2020 AOB AND ADJOURNMENT**

Members requested the FAM to liaise with the FAMs from Alego usonga and Ugenya NG-CDF to agree on how the grader can be moved from the place where it broke down to a secure place at Akala police station.

FAM was requested to organize on how to purchase more laptops and repair of photocopier machine as soon as possible.

There being no any other business the meeting ended with a word of prayer from Judith Wajewa at 12:58 pm.

Washington D. O. Onyiego Judith Wajewa

**CHAIRMAN SECRETARY**