**RANGWE NG-CDFC MEETING HELD ON 25TH SEPTEMBER, 2020 AT THE RANGWE NG-CDFC HALL, RANGWE TOWNSHIP FROM 10:00AM**

**MEMBERS PRESENT**

1. Jared Alosi - Member
2. Sammy Ochieng - Member
3. Jackline Muombo - Member
4. Charles Otieno Awii - Member
5. Caroline Atieno - Member
6. Joseph Ager - Member
7. Charles Omosa - FAM
8. Mourine Angeline Imo - ACC
9. Mourine Achieng’ - Member
10. Joan Kay Ochieng - Member

***AGENDA***

1. *Preliminaries*
2. *Election of Chairman and Secretary*
3. *Project proposal*
4. *Reallocation of funds*
5. *Formation of sub committees*
6. *Rangwe Sub County Headquarter Offices*
7. *Monitoring and Evaluation*
8. *Monthly Airtime*
9. *Surrender of impress*
10. *Adjournment*

**MIN NG-CDF RANGWE 001/25/09/2020: PRELIMINARIES**

The meeting commenced with a word of prayer from Carolyne Otieno at 1000hrs after which the Assistant County Commissioner called the meeting to order. She welcomed and congratulated member for having been selected to serve in the committee. She urged them to work in unity and confidentiality that the office deserves. She thereafter called for self-introductions that were successfully done. She asked members to deliberate freely.

**MIN NG-CDF RANGWE 002/25/09/2020: ELECTION OF CHAIRMAN AND SECRETARY.**

As per the requirement, the first business of inauguration of a new committee is the election of Chairman and Secretary. Members were asked to propose persons for the positions. Charles Otieno and Jackline Muombo were proposed for the post of Chairperson while Caroline Atieno and Jared Alosi were proposed for the position of Secretary. Members deliberated and agreed that elections be done via secret ballot to be preceded over by the ACC.

Charles Otieno was elected Chairperson of the committee with Caroline Atieno as the Secretary. The chair elect thanked members for having confidence in him thus electing him chairperson. He promised to work with everyone in a transparent manner to realize goals and standards set.

The Secretary elect on her part also thanked members for giving her another term to serve as secretary. She also promised to work harder than she did in the previous term.

**MIN NG-CDF RANGWE 003/25/09/2020 : PROJECTS PROPOSAL.**

The FAM informed members that it was time to present projects proposal for the financial year 2020/2021. He emphasized on the need to complete all on-going projects before new ones could be started. Projects to be considered for funding were to be taken from the public participations held in all ward in the last financial year. After a lengthy deliberation, the following projects were proposed for funding in the financial year 2020/2021;

**Proposal**

| **NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND BOARD** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PROJECT PROPOSALS FOR RANGWE NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND** | | | | | | | |
| **FINANCIAL YEAR 2020/2021** | | | | | | | |
| **S/NO** | **PROJECT NAME** | **PROJECT NUMBER** | **ORIGINAL COST** | **CUMULATIVE ALLOCATION** | **PROJECT ACTIVITY** | **AMOUNT ALLOCATED** | **STATUS** |
| **ADMINISTRATION AND RECURRENT EXPENDITURE (AP1)** | | | | | | | |
| **1** | Employees' Salaries and Gratuity | 4-043-248-2110000-100-2020/2021-001 | 7,174,968.00 |  | Payment of staff salaries @Kshs. 3,457,368 and gratuity @ Kshs. 3,717,600 | 7,174,968.00 | New |
| **2** | Goods and Services | 4-043-248-2210000-100-2020/2021-002 | 394,524.75 |  | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, internet, office tea. | 394,524.75 | New |
| **3** | National Social Security Fund | 4-043-248-2120101-100-2020/2021-003 | 149,040.00 |  | Payment of NSSF Deductions. | 149,040.00 | New |
| **4** | National Hospital Insurance Fund | 4-043-248-2120201-100-2020/2021-004 | 106,800.00 |  | Payment of NHIF Deductions. | 106,800.00 | New |
| **5** | Committee Expenses | 4-043-248-2210802-100-2020/2021-005 | 400,000.00 |  | Payment of NG-CDFC sitting allowances, transport, conferences | 400,000.00 | New |
| **SUB – TOTAL** | | | | | | **8,225,332.75** |  |
| **MONITORING AND EVALUATION (AP2)** | | | | | | | |
| **1** | Goods and Services | 4-043-248-2210000-111-2020/2021-001 | 1,112,666.37 |  | Purchase of fuel, printing and stationary, water, airtime, travel and subsistence | 1,112,666.37 | New |
| **2** | Committee Expenses | 4-043-248-2210802-111-2020/2021-002 | 1,500,000.00 |  | Payment of Committee allowances, transport, conferences | 1,500,000.00 | New |
| **3** | NG-CDFC/PMC Capacity Building | 4-043-248-2210700-111-2020/2021-003 | 1,500,000.00 |  | Undertake training of PMC’s / NG-CDFCs on NG-CDF related issues | 1,500,000.00 | New |
| **SUB – TOTAL** | | | | | | **4,112,666.37** |  |
| **SPORTS** | | | | | | | |
| **1** | Constituency Sports Tournament | 4-043-248-2640509-112-2020/2021-001 | 2,244,675.89 |  | Carry out Constituency Sports tournament and the winning teams/schools to be awarded with trophies, balls, and games kits. Facilitation of tournament @ Kshs. 1,500,000 and purchase of 100 footballs, 30 sets of football uniforms, 20 trophies @ Kshs. 744,675.89 | 2,244,675.89 | New |
| **SUB – TOTAL** | | | | | | **2,244,675.89** |  |
| **ENVIRONMENT** | | | | | | | |
| **1** | Anding'o Primary School | 4-043-248-2640510-110-2020/2021-001 | 101,547.32 |  | Purchase and planting of 2000 blue gum tree seedlings along the fence around school compound | 101,547.32 | New |
| **2** | Anind - Oko Primary School | 4-043-248-2640510-110-2020/2021-002 | 101,547.32 |  | Purchase and planting of 2000 blue gum tree seedlings along the fence around school compound | 101,547.32 | New |
| **3** | Ariwa Primary School | 4-043-248-2640510-110-2020/2021-003 | 101,547.32 |  | Purchase and planting of 2000 blue gum tree seedlings along the fence around school compound | 101,547.32 | New |
| **4** | God Bondo Primary School | 4-043-248-2640510-110-2020/2021-004 | 101,547.32 |  | Purchase and planting of 2000 blue gum tree seedlings along the fence around school compound | 101,547.32 | New |
| **5** | Got Kabok Primary School | 4-043-248-2640510-110-2020/2021-005 | 101,547.32 |  | Purchase and planting of 2000 blue gum tree seedlings along the fence around school compound | 101,547.32 | New |
| **6** | Kirongo Primary School | 4-043-248-2640510-110-2020/2021-006 | 101,547.32 |  | Purchase and planting of 2000 blue gum tree seedlings along the fence around school compound | 101,547.32 | New |
| **7** | Kochienge Primary School | 4-043-248-2640510-110-2020/2021-007 | 101,547.32 |  | Purchase and planting of 2000 blue gum tree seedlings along the fence around school compound | 101,547.32 | New |
| **8** | Luora Primary School | 4-043-248-2640510-110-2020/2021-008 | 101,547.32 |  | Purchase and planting of 2000 blue gum tree seedlings along the fence around school compound | 101,547.32 | New |
| **9** | Ligisa Primary School | 4-043-248-2640510-110-2020/2021-009 | 101,547.32 |  | Purchase and planting of 2000 blue gum tree seedlings along the fence around school compound | 101,547.32 | New |
| **10** | Magwar Primary School | 4-043-248-2640510-110-2020/2021-010 | 101,547.32 |  | Purchase and planting of 2000 blue gum tree seedlings along the fence around school compound | 101,547.32 | New |
| **11** | Manga Primary School | 4-043-248-2640510-110-2020/2021-011 | 101,547.32 |  | Purchase and planting of 2000 blue gum tree seedlings along the fence around school compound | 101,547.32 | New |
| **12** | Marienga Primary School | 4-043-248-2640510-110-2020/2021-012 | 101,547.32 |  | Purchase and planting of 2000 blue gum tree seedlings along the fence around school compound | 101,547.32 | New |
| **13** | Nyadiere Primary School | 4-043-248-2640510-110-2020/2021-013 | 101,547.32 |  | Purchase and planting of 2000 blue gum tree seedlings along the fence around school compound | 101,547.32 | New |
| **14** | Nyajanja Primary School | 4-043-248-2640510-110-2020/2021-014 | 101,547.32 |  | Purchase and planting of 2000 blue gum tree seedlings along the fence around school compound | 101,547.32 | New |
| **15** | Nyalgosi Primary School | 4-043-248-2640510-110-2020/2021-015 | 101,547.32 |  | Purchase and planting of 2000 blue gum tree seedlings along the fence around school compound | 101,547.32 | New |
| **16** | Nyawawa Primary School | 4-043-248-2640510-110-2020/2021-016 | 101,547.32 |  | Purchase and planting of 2000 blue gum tree seedlings along the fence around school compound | 101,547.32 | New |
| **17** | Nyopuge Primary School | 4-043-248-2640510-110-2020/2021-017 | 101,547.32 |  | Purchase and planting of 2000 blue gum tree seedlings along the fence around school compound | 101,547.32 | New |
| **18** | Omoche Primary School | 4-043-248-2640510-110-2020/2021-018 | 101,547.32 |  | Purchase and planting of 2000 blue gum tree seedlings along the fence around school compound | 101,547.32 | New |
| **19** | Ongoro Primary School | 4-043-248-2640510-110-2020/2021-019 | 101,547.32 |  | Purchase and planting of 2000 blue gum tree seedlings along the fence around school compound | 101,547.32 | New |
| **20** | Orero Primary School | 4-043-248-2640510-110-2020/2021-020 | 101,547.32 |  | Purchase and planting of 2000 blue gum tree seedlings along the fence around school compound | 101,547.32 | New |
| **21** | Rabuor Ponge Primary School | 4-043-248-2640510-110-2020/2021-021 | 101,547.32 |  | Purchase and planting of 2000 blue gum tree seedlings along the fence around school compound | 101,547.32 | New |
| **22** | Rabango Primary School | 4-043-248-2640510-110-2020/2021-022 | 101,547.32 |  | Purchase and planting of 2000 blue gum tree seedlings along the fence around school compound | 101,547.32 | New |
| **23** | Rangwe Primary School | 4-043-248-2640510-110-2020/2021-023 | 101,547.32 |  | Purchase and planting of 2000 blue gum tree seedlings along the fence around school compound | 101,547.32 | New |
| **24** | Sinogo Primary School | 4-043-248-2640510-110-2020/2021-024 | 101,547.32 |  | Purchase and planting of 2000 blue gum tree seedlings along the fence around school compound | 101,547.32 | New |
| **25** | Sota Primary School | 4-043-248-2640510-110-2020/2021-025 | 101,547.32 |  | Purchase and planting of 2000 blue gum tree seedlings along the fence around school compound | 101,547.32 | New |
| **26** | Wang'apala Kolielo Primary School | 4-043-248-2640510-110-2020/2021-026 | 101,547.32 |  | Purchase and planting of 2000 blue gum tree seedlings along the fence around school compound | 101,547.32 | New |
| **27** | Wikoteng' Primary School | 4-043-248-2640510-110-2020/2021-027 | 101,547.32 |  | Purchase and planting of 2000 blue gum tree seedlings along the fence around school compound | 101,547.26 | New |
| **SUB – TOTAL** | | | | | | **2,741,777.58** |  |
| **BURSARY** | | | | | | | |
| **1** | Bursary Secondary Schools | 4-043-248-2640101-103-2020/2021-001 | 14,900,000.00 |  | Payment of bursary to needy students in secondary schools | 14,900,000.00 | New |
| **2** | Bursary Tertiary Institutions | 4-043-248-2640102-103-2020/2021-002 | 10,800,000.00 |  | Payment of bursary to needy students in Tertiary Institutions | 10,800,000.00 | New |
| **3** | Bursary Special Schools | 4-043-248-2640105-103-2020/2021-003 | 572,219.82 |  | Payment of bursary to needy students in special schools | 572,219.82 | New |
| **SUB – TOTAL** | | | | | | **26,272,219.82** |  |
| **EMERGENCY** | | | | | | | |
| **1** | Emergency | 4-043-248-2640200-101-2020/2021-001 | 7,192,206.90 |  | To cater for any unforeseen occurrences in the constituency during the financial year | 7,192,206.90 | On-going |
| **SUB – TOTAL** | | | | | | **7,192,206.90** |  |
| **EDUCATION** | | | | | | | |
| **EDUCATION PRIMARY SCHOOLS (2630204)** | | | | | | | |
| **1** | Ariwa Primary School | 4-043-248-2630204-104-2020/2021-001 | 1,000,000.00 |  | Fencing of the 700 Linear Meter school compound using ceder poles and barbed wire and fixing of a standard gate (14Ft) | 1,000,000.00 | New |
| **2** | Asumbi Mixed Primary School | 4-043-248-2630204-104-2020/2021-002 | 2,000,000.00 |  | Renovation of 4 No. classrooms to completion; Re-roofing, windows and doors fixing, wall plastering and paintings. | 2,000,000.00 | New |
| **3** | Atili Primary School | 4-043-248-2630204-104-2020/2021-003 | 1,000,000.00 |  | Construction of 1 No. classroom to completion | 1,000,000.00 | New |
| **4** | Gul Kagembe Primary School | 4-043-248-2630204-104-2020/2021-004 | 1,000,000.00 |  | Renovation of 2 No. classrooms to completion; Re-roofing, windows and doors fixing, wall plastering and paintings. | 1,000,000.00 | New |
| **5** | Kirongo Primary School | 4-043-248-2630204-104-2020/2021-005 | 2,000,000.00 |  | Renovation of 4 No. classrooms to completion; Re-roofing, windows and doors fixing, wall plastering and paintings. | 2,000,000.00 | New |
| **6** | Kotora Primary School | 4-043-248-2630204-104-2020/2021-006 | 2,000,000.00 |  | Renovation of 4 No. classrooms to completion; Re-roofing, windows and doors fixing, wall plastering and paintings. | 2,000,000.00 | New |
| **7** | Koyoo Primary School | 4-043-248-2630204-104-2020/2021-007 | 2,000,000.00 |  | Construction of 2 No. classrooms to completion | 2,000,000.00 | New |
| **8** | Ludhe Dongo Primary School | 4-043-248-2630204-104-2020/2021-008 | 3,000,000.00 |  | Construction of 2 No. classrooms to completion (Kes. 2,000,000) and construction of an eight doors pit latrine to completion (Kes. 1,000,000) | 3,000,000.00 | New |
| **9** | Lwanda Kodote Primary School | 4-043-248-2630204-104-2020/2021-009 | 4,000,000.00 |  | Construction of 4 No. classrooms to completion | 4,000,000.00 | New |
| **10** | Ngegu Primary School | 4-043-248-2630204-104-2020/2021-010 | 500,000.00 |  | Construction of pit latrines of 4 doors to completion | 500,000.00 | New |
| **11** | Nyachar Primary School | 4-043-248-2630204-104-2020/2021-011 | 3,500,000.00 | 1,500,000.00 | Completion of 2 No. classrooms; Roofing, windows and doors fitting fittings, wall plastering, floor and paintings @ Kshs. 500,000 and renovation of 3 No. classroom to completion; Re-roofing, windows and doors fixing, wall plastering and paintings @ Kshs. 1,500,000.00 | 2,000,000.00 | On-going |
| **12** | Nyandema Primary School | 4-043-248-2630204-104-2020/2021-012 | 3,000,000.00 |  | Renovation of 6 No. classrooms to completion; Re-roofing, windows and doors fixing, wall plastering and paintings. | 3,000,000.00 | New |
| **13** | Nyawawa Primary School | 4-043-248-2630204-104-2020/2021-013 | 1,500,000.00 |  | Completion of 3 No. classrooms started by the community and the BOM left at roofing level; Roofing, window fittings, doors, wall plastering, floor and paintings | 1,500,000.00 | New |
| **14** | Nyawita Primary School | 4-043-248-2630204-104-2020/2021-014 | 1,500,000.00 |  | Renovation of 3 No. classrooms to completion; Re-roofing, windows and doors fixing, wall plastering and paintings. | 1,500,000.00 | New |
| **15** | Obuya Primary School | 4-043-248-2630204-104-2020/2021-015 | 2,500,000.00 |  | Construction of an administration block of 3 offices, hall and verandar to completion | 2,500,000.00 | New |
| **16** | Odienya Primary School | 4-043-248-2630204-104-2020/2021-016 | 1,500,000.00 |  | Fencing of the 780 Linear Meter school compound using ceder poles and barbed wire and fixing of a standard gate (14Ft) @ Kshs. 1,000,000 and construction of a 4 doors pit latrine to completion @ Kshs. 500,000.00 | 1,500,000.00 | New |
| **17** | Oluso Primary School | 4-043-248-2630204-104-2020/2021-017 | 2,000,000.00 |  | Completion of 4 No. classrooms started by the community and left at roofing level; Roofing, windows and doors fixing, wall plastering and paintings. | 2,000,000.00 | New |
| **18** | Ongeti Primary School | 4-043-248-2630204-104-2020/2021-018 | 2,000,000.00 |  | Renovation of 4 No. classrooms to completion; Re-roofing, windows and doors fixing, wall plastering and paintings. | 2,000,000.00 | New |
| **19** | Pundo Primary School | 4-043-248-2630204-104-2020/2021-019 | 2,000,000.00 |  | Construction of 2 No. classrooms to completion | 2,000,000.00 | New |
| **20** | Rabuor Kaura Primary School | 4-043-248-2630204-104-2020/2021-020 | 1,000,000.00 |  | Renovation of 2 No. classrooms to completion; Re-roofing, windows and doors fixing, wall plastering and paintings. | 1,000,000.00 | New |
| **21** | Rangwe Primary School | 4-043-248-2630204-104-2020/2021-021 | 1,500,000.00 |  | Completion of 3 No. classrooms started by the community and the BOM left at roofing; Roofing, windows and doors fixing, wall plastering and paintings. | 1,500,000.00 | New |
| **22** | Sango Gem Primary School | 4-043-248-2630204-104-2020/2021-022 | 2,000,000.00 |  | Renovation of 4 No. classrooms; Re-roofing, windows and doors fixing, wall plastering and paintings. | 2,000,000.00 | New |
| **23** | Tar Primary School | 4-043-248-2630204-104-2020/2021-023 | 1,000,000.00 |  | Fencing of the 760 Linear Meter school compound using ceder poles and barbed wire and fixing of a standard gate (14Ft) | 1,000,000.00 | New |
| **24** | Wang'apala Kolielo Primary School | 4-043-248-2630204-104-2020/2021-024 | 1,500,000.00 |  | Completion of 3 No. classrooms started by the community to roofing level; Roofing, windows and doors fixing, wall plastering and paintings. | 1,500,000.00 | New |
| **25** | Wikoteng' Primary School | 4-043-248-2630204-104-2020/2021-025 | 2,000,000.00 |  | Renovation of 4 No. classrooms to completion; Re-roofing, windows and doors fixing, wall plastering and paintings. | 2,000,000.00 | New |
| **SUB - TOTAL** | |  |  |  |  | **45,500,000.00** |  |
| **EDUCATION SECONDARY SCHOOLS (2630205)** | | | | | | | |
| **1** | Achego Mixed Secondary School | 4-043-248-2630205-104-2020/2021-001 | 7,100,000.00 |  | Purchase of a 51 seater school bus on a one - off basis | 7,100,000.00 | New |
| **2** | Ang'iro Mixed Secondary School | 4-043-248-2630205-104-2020/2021-002 | 5,500,000.00 |  | Purchase of a 33 seater school bus on a one - off basis | 5,500,000.00 | New |
| **3** | Aoch Muga Secondary School | 4-043-248-2630205-104-2020/2021-003 | 5,500,000.00 |  | Purchase of a 33 seater school bus on a one - off basis | 5,500,000.00 | New |
| **4** | God Marera Mixed Secondary School | 4-043-248-2630205-104-2020/2021-004 | 5,500,000.00 |  | Purchase of a 33 seater school bus on a one - off basis | 5,500,000.00 | New |
| **5** | Nyopuge Mixed Secondary School | 4-043-248-2630205-104-2020/2021-005 | 2,000,000.00 |  | Construction of 2 No. classrooms to completion | 2,000,000.00 | New |
| **6** | St. Mary's Kachar Girls Secondary School | 4-043-248-2630205-104-2020/2021-006 | 7,100,000.00 |  | Purchase of a 51 seater school bus on a one - off basis | 7,100,000.00 | New |
| **SUB-TOTAL** | | | | | | **32,700,000.00** |  |
| **SECURITY** | | | | | | | |
| **1** | Kotieno Chief's Camp | 4-043-248-2640507-113-2020/2021-001 | 1,500,000.00 |  | Renovation of Chief's Camp Hall to completion comprising of Chief's office, reception and staff's house of 625SM; Re-roofing, windows and doors fixing, wall plastering and paintings | 1,500,000.00 | New |
| **2** | Ndiru Police Post | 4-043-248-2640507-113-2020/2021-002 | 3,600,000.00 |  | Construction of Ndiru Police Post with 4 offices and a cell to completion | 3,600,000.00 | New |
| **3** | Rangwe Administration Police Line | 4-043-248-2640507-113-2020/2021-003 | 3,000,000.00 |  | Construction of a twin staff house comprising of 3 rooms each for Assistant County Commissioner Rangwe and the District Administration Police Commandant Rangwe to completion | 3,000,000.00 | New |
| **SUB-TOTAL** | | | | | | **8,100,000.00** |  |
| **GRAND TOTAL** | | | | | | **137,088,879.31** |  |

**MIN NG-CDF RANGWE 004/25/09/2020 : RE-ALLOCATION OF FUNDS**

Members were informed of the letter from God Marera Mixed Secondary School requesting for construction of a dormitory in place of completion of administration block and construction of 1 classroom that had been approved in the last financial year. Members deliberated and agreed that their request for construction of a dormitory be considered in this financial year and the Kes. 1,500,000.00 allocated be re-allocated to Rabuor Ponge Primary School for renovation of three classrooms that are dilapidated.

**MIN NG-CDF RANGWE 005/25/09/2020 : FORMATION OF SUB-COMMITTEES**

Members, under guidance of the Chairman, deliberated and agreed to form the following sub-committees to assist in running office efficiently and effectively;

* Bursary sub-committee
* Monitoring and evaluation sub - committee
* Sports sub-committee
* Complaints sub-committee

Members deliberated and selected members to the sub-committees. It was agreed that sub-committees meet atleast twice a month or if need be. Sub-committee deliberations be presented and filed with the NG-CDFC.

**MIN NG-CDF RANGWE 006/25/09/2020 : RANGWE SUB COUNTY HEADQUARTER OFFICES**

Members were informed that the civil society had petitioned the construction of sub county offices and the matter was in court. The Fund Account Manager further reiterated that the purported court document was in the public domain and thus the matter is under due process and shall report to the members any development pertaining to the petition.

**MIN NG-CDF RANGWE 007/25/09/2020 : MONITORING AND EVALUATION**

Members agreed unanimously that there should be at least one monitoring and evaluation done every month in order to provide close supervision to the funded projects.

This they stated would further elevate the quality of job done thereby realizing the value of money spent.

**MIN NG-CDF RANGWE 008/25/09/2020 : MONTHLY AIRTIME**

The members resolved that five executive members be allowed to have a monthly airtime of kshs.500 to help in the escalation and dissemination of information

**MIN NG-CDF RANGWE 009/25/09/2020 : A.O.B**

Due to covid-19 pandemic, there has been several outstanding impress that were never surrendered given the work from home phenomena to help in flattening the curve, members unanimously resolved that any outstanding impress be surrendered to help things move smoothly. The impress are as follows;-

1. Kshs.600,000
2. Kshs.130,000
3. Kshs.300,000
4. Kshs.300,000
5. Kshs.300,000
6. Kshs.360,000
7. Kshs.460,000
8. Kshs.295,000
9. Kshs.280,000
10. Kshs.135,000
11. Kshs.500,000
12. Kshs.45,000
13. Kshs.260,000
14. Kshs.365,000
15. Kshs.330,000
16. Kshs.500,000
17. Kshs.319,000
18. Kshs.400,000
19. Kshs.400,000

**TOTAL 6,114,000**

**MIN NG-CDF RANGWE 010/25/09/2020 : ADJOURNMENT**

There being no other business to deliberate on, the meeting came to an end at 1230hrs with a word of prayer from Joseph Ager.

***Confirmed;***

*Chairperson:…………………………………………….. Date:…………………………..*

*Secretary:….…………………………………………….. Date:…………………………..*