|  |  |  |  |
| --- | --- | --- | --- |
|

|  |  |
| --- | --- |
|  | **Ndia National Government Constituency Development Fund**P.O Box 70,Baricho. 0703362365**Email**: cdfndia@ngcdf.go.ke |

 |  |

**MINUTES OF NDIA NG-CDF HELD ON 08TH SEPTEMBER, 2023 AT BARICHO NG-CDF BOARDROOM AT 10.00 AM**

**MEMBERS PRESENT**

1. JOHN N MBUGUA DEPUTY COUNTY COMMISSIONER
2. BEATRICE MWANGI CHAIRPERSON
3. TIMOTHY NJICHI FUND ACCOUNT MANAGER
4. FRANCIS MWANGI SECRETARY
5. ANTONY KARIUKI MURIITHI MEMBER
6. LUCY WANGECHI MUCHOKI MEMBER
7. LINUS NDERITU MEMBER
8. ALICE WANJIRA KARIITHI MEMBER

9. MERCY KARANJA MEMBER

10. JULIUS KAMAU MBITI MEMBER

**AGENDA**

1. OPENING & PRAYERS
2. READING AND CONFIRMATION OF THE PREVIOUS MINUTES
3. DISPOSAL OF MOTOR VEHICLE
4. RE-ALLOCATION OF KIRINYAGA WEST DCC OFFICE PROJECT TO NG-CDF NDIA OFFICE
5. A.O.B

**MIN 001/08/09/2023 OPENING OF THE MEETING AND PRAYERS**

The chairperson opened the meeting officially and Francis Mwangi said a word of prayer.

**MIN 002/08/09/2023 READING AND CONFIRMATION OF THE PREVIOUS MINUTES**

The secretary read the previous minutes which were confirmed as a true copy of what had been discussed in the previous meeting. The minutes were seconded by Linus Nderitu and Lucy Muchoki

**MIN 003/08/09/2023 DISPOSAL OF MOTOR VEHICLE**

The Chairperson informed members about the issue of purchasing a new NGCDFC vehicle which had been budgeted in the FY 2022/23 and has not been purchased. This resulted from the fact that the old vehicle Toyota HILLUX has not been disposed.

Members were briefed on various ways of disposal and they were of the same agreement that the vehicle be disposed by way of donating to another government department. Ndia Technical being the sole TVET institution in NDIA which deals with mechanical engineering and motor vehicle repair was chosen as the best institution for donation. This will help the students in their learning exercise and also in the operations of the institution. The chair further broke down the cost of repair and maintenance the vehicle has incurred from 2018 to 2022 as follows:

**31/08/2020 -Kshs 113,527**

**24/04/2021 -Kshs 81,415**

**28/01/2020 -Kshs 93,525**

**04/05/2021 -Kshs 146,326**

**20/05/2020 -Kshs 700,000**

 **TOTAL- Kshs 1,134,793**

This was the basis for disposing the vehicle as it had really drained the administration vote over the years. Further, The FAM notified members that it requires Kshs 328,040 for repairs as per the latest mechanical inspection report for it to run smoothly.

Members agreed to donate the vehicle as earlier agreed to Ndia TVET so as to allow purchase of the new motor vehicle.

The FAM also notified members that the initial budget of Kshs 8,579,200 will not be enough as the government contract expired way back in March. This will now require addition of more funds in this FY 2023/2024 on top after the actual price is determined by the new government contract.

**MIN 004/08/09/2023 RE-ALLOCATION OF KIRINYAGA WEST DCC OFFICE PROJECT TO NGCDF NDIA OFFICE**

The FAM notified members that the intended purchase of furniture to the DCC office hasn’t happened as the DCC received furniture from the Ministry of Interior earlier on before the funds were disbursed to the constituency.

Members noted that the furniture being used by the CDFCs and the staff was bought many years ago and some are dilapidated and new ones are needed. Some of the seats are worn out and the customers’ chairs are broken.

Members agreed to reallocate the Kshs 437,700 to purchase the same furniture at NGCDF office to better the working conditions.

**MIN 005/08/09/2023 A.O.B**

There being no other business the meeting was adjourned with a word of prayer by Alice Kariithi.

**Minutes compiled by:**

**Secretary: Francis Ngure**

**Signature………………………. Date: 08/09/2023**

**Confirmed by:**

**Chair Person Beatrice Wangui**

**Signature……………………….. Date: 08/09/2023**