Members present

1. Dr. Phillip Chumo-----Chair
2. Paul Sang-------------Secretary
3. Sandra J.Sego---------Member
4. charity Biwott--------Member
5. Agnes kiplagat ------Member
6. Harrison Kipng’oswa-Member
7. Jonathan Barkutwo--Member
8. Jeremiah Kiplagat----Member
9. Esther Mwamure ----DCC
10. Caren Jeruto-----------FAM

Agenda

1. Preliminaries.
2. Payment approval for Completion of Caretaker's House
3. Payment approval for repairs done on GKA 962T
4. Approval other office payments.
5. Handover.

**MIN 01/23/10/2017 PRELIMINARIES.**

The NG-CDF chairman welcomed the NG- CDF members, and then followed by prayer led by Jonathan Barkutwo. The meeting started at 11.30am.The previous minutes were read by the secretary and proposed by Jeremiah Kiplagat seconded Sandra Sego as through minutes of **28thAugust 2017**

**Matters Arising**

* Kiptenden primary, has started construction of classroom and succession of land is in progress.
* Kewapmwen primary- yet to start completion of library, Planting of trees and purchase of desks.
* Biwott primary school- yet to complete the Toilet.
* chop primary, Kapchorwa primary, Kombach primary and Kibomet primary works are currently ongoing.

**MIN 02/23/10/2017 APPROVAL OF PAYMENT FOR COMPLETION OF CARETAKER'S HOUSE AT NG CDF OFFICE .**

It was reported that completion of the caretaker's house at the NG-CDF offices have been completed by the contractor .The contractor has formally written a letter to request for payment for completion of the caretaker's house at NG-CDF offices. The inspection and acceptance committee with the assistance of public works officer did the inspection and accepted that the works were done in accordance to the specification of the BQ. The report from the project Manager(public works) certifying the payment has been received and has issued certificate of payment. Members approved the payment of the contractor Triumph Construction Ltd of ksh.410,060 forat NG-CDF Offices(Kenya shillings four Hundred and Ten Thousand Sixty).Members approved release of kshs.389,557(Kenya shillings three hundred and Eighty Nine thousand Five Hundred and Fifty Seven) as per the payment certificates.

**MIN 03/23/10/2017 APPROVAL OF PAYMENT FOR REPAIRS DONE ON GKA 962T**

The inspection and acceptance committee with the assistance of mechanical engineer officer did the inspection and accepted that the repairs were done in accordance to the specification indicated in the quotation. Members approved payments of Sach Farmers Auto Garage of ksh 88,000 ( Kenya shillings eighty eight thousand ) per the report of mechanical engineer.

**MIN 04/23/10/2017 APPROVAL OF OTHER OFFICE PAYMENTS**

Members approved the payments as follows;

* Rollup Banner kshs 15,000
* Completed projects chart photos kshs 15,000 to be displayed at NG -CDF office.
* Sitting allowances for Selection panel for two meetings.
* Per diem allowances for Fund Manager and driver during an official travel to NGCDFB Nairobi for two days.

**MIN 05/23/10/2017 HANDOVER REPORT**

FAM reported that handover report is complete and provided members with a draft copy.

Members approved the report but requested FAM to ensure that the project implementation status should reflect the true status of the project implementation at the time of handover.

**Minutes approved for circulation by;**

**Secretary..........................................................Sign.............................................Date............................**

**Approved by;**

**Chairman.........................................................Sign.............................................Date.........................**

**Fund Manager.................................................Sign...........................................Date.............................**