**MINUTES OF MUMIAS WEST NGCDFC MEETING HELD ON 27TH JULY, 2020 AT MUMIAS WEST NGCDF BOARDROOM**

**Members Present**

**Name Designation**

1. Iddi Abbas Keya Chairperson
2. Hawa S. Mumia Secretary
3. Hassan Emwana Makongolo Member
4. Rukia Matseshe Mukoya Member
5. Samuel Isaac Kombe Member
6. Nancy Aoko Otieno Member
7. Brenda Kulula Mung’oma Member
8. Peter Thiong’o Deputy County Commissioner
9. Christine Muyaka Fund Account Manager

**Agenda**

1. Preliminaries
2. Reading & Confirmation of Previous Minutes
3. Matters Arising
4. Approval of Payments
5. A.O.B

**MIN 1 MMSW NG CDFC/27/7/2020: PRELIMINARIES.**

The Chairperson called the meeting to order at 1000hrs with an opening prayer led by Mr. Hassan Makongolo. The Chairperson welcomed members present, thanking each one of them for taking time to attend the meeting.

**MIN 2 MMSW NG CDFC/27/7/2020: CONFIRMATION OF PREVIOUS MINUTES.**

The Secretary took the committee through the minutes of previous meeting which were proposed by Ms. Rukia Matseshe Mukoya and seconded by Mr. Samuel Isaac and were later adopted as a true record of the previous proceedings.

**MIN 3 MMSW NG CDFC/27/7/2020: MATTERS ARISING.**

Members wanted to know whether procurement for CSR project at Bumala Primary School had been finalized.

The FAM confirmed that the tender opening was finalized and the evaluation process is ongoing at the NGCDF Board.

A member wanted to know whether the Board had released the last tranche of funds for CDF office and Lukongo Secondary school.

The FAM informed members that she was still waiting for communication from NFCDF Board.

**MIN 4 MMSW NG CDFC/27/7/2020:** **APPROVAL OF PAYMENTS.**

It was noted that there were payments that needed to be made. After discussions it was unanimously agreed upon that the following payments be done:

| **S/NO.** | **PAYEE.** | **AMOUNT (KES)** | **F/Y** | **PURPOSE.** | **VOTE HEAD.** |
| --- | --- | --- | --- | --- | --- |
|  | Cooperative Bank of Kenya | 94,000.00 | 2019/20 | NGCDFC Allowances | Administration & Recurrent |
|  | Cooperative Bank of Kenya | 80,000.00 | 2019/20 | Office running expenses | Administration & Recurrent |
|  | Cooperative Bank of Kenya | 150,000.00 | 2019/20 | NGCDFC Allowances | Monitoring and evaluation |
|  | Safaricom Limited | 15,833.33 | 2019/20 | Payment of internet services | Administration & Recurrent |
|  | Kleen Home Security Services Ltd | 34,800.00 | 2019/20 | Provision of security services | Administration & Recurrent |
|  | Marca Enterprises | 86,700.00 | 2019/20 | Supply of stationary | Administration& Recurrent |
|  | Nabcos Co. Ltd | 11,251.00 | 2019/20 | Hospitality supplies and services | Administration& Recurrent |
|  | Plateau Marketing Agencies | 51,080.00 | 2019/20 | Supply of stationary | Administration& Recurrent |
|  | Kenya Power and Lighting Company Litd | 7,615.00 | 2019/20 | Payment of electricity bill | Administration & Recurrent |
|  | Hass Petroleum Kenya Ltd | 100,000.00 | 2019/20 | Supply of fuel and lubricants | Administration & Recurrent |
|  | Nyapora Secondary school | 100,000.00 | 2019/20 | Construction of 1No. classroom | Emergency fund |
|  | Cooperative Bank of Kenya | 166,273.00 | 2019/20 | Staff salaries | Administration & Recurrent |
|  | **Total** |  |  |  |  |

**MIN 5 MMSW NG CDFC /27/7/2019: A.O.B**

There being no other business the meeting was adjourned at 1200hrs with a word of closing prayer from Iddi Abbas Keya.

**Minutes confirmed by:**

**Chairperson:** Iddi Abbas Keya **Date:** ………………… **Sign:** ………………….…

**Secretary:** Hawa S. Mumia **Date:** ………………… **Sign:** …………………….