**MBEERE SOUTH MINUTES OF THE 45TH NG-CDFC MEETING HELD AT NG-CDFC OFFICE ON 24TH NOVEMBER 2020 AT 11 AM**

**MEMBERS PRESENT:**

1. Prof. Godfrey Nguru Chairman
2. Faith Kithaka Member
3. Dominic Munyi “
4. Denis Musomba “
5. Ephraim Munyi ‘’
6. Lucy Kithaka ‘’
7. Judy Wambui ‘’
8. Henry Murage Secretary
9. John Ngatia FAM

**AGENDA:**

1. Prayers
2. Apologies
3. Adoption of Agenda
4. Declaration of Conflict of interest
5. Reading and confirmation of previous minutes
6. Matters arising
7. Progress report on the budget proposals for 2020/2021 budget
8. Allocation of Projects funds to the unfunded projects
9. Renovation of the CDFC office and sanitation works
10. Review of the Bursary circular from the National office
11. Retreat for the CDFC Members
12. Report on :
* Kanyonga project
* Ngenge Project
* Igumori Project
* Interlocking blocks projects
1. CDFC Bank account

**MIN. 495/NG-CDFC/MBEERE SOUTH/2020/2021 – PRAYERS**

The meeting opened with a word of prayer said by Ephraim Munyi

**MIN. 496/NG-CDFC/MBEERE SOUTH/2020/2021 - APOLOGIES:**

Apology of Deputy County and commissioner and Judy Wambui was received and recorded

**MIN. 497/NG-CDFC/MBEERE SOUTH/2020/2021 - ADOPTION OF THE AGENDA**

The Chairman called the meeting in order and he requested the secretary to read through the agenda paper. The agenda was proposed and seconded by Faith Kithaka and Dominic Ngari Munyi for adoption and discussion.

**MIN. 498/NG-CDFC/MBEERE SOUTH/2020/2021 - DECLARATION OF CONFLICT OF INTEREST**

No conflict of interest was declared.

**MIN. 499/NG-CDFC/MBEERE SOUTH/2020/2021 – READING AND CONFIRMATION OF PREVIOUS MINUTES**

The secretary read through the minutes of the previous meeting held on 11th October 2020. The minutes were proposed and seconded by Ephraim Munyi and Denis Musomba as true record of the day’s proceedings respectively.

**MIN. 500/NG-CDFC/MBEERE SOUTH/2020/2021 – MATTERS ARRISING**

The following matters were discussed and dispensed of as indicated below:

Pipes in the office compound

1. Validation of Gichiche Office expenses for toilet construction: The over pend on expenses were processed and paid to the PMC. A total of Kes 44,000 was proccesed.
2. Budget 2020/2021 – The budget gas been procesed in the first stages but returned with some action point. The NG- Board has noted that there is need to allocate enough funds for the ongoing projects so that they can be completed.
3. Training of PMCs : The training went on well and the PMcs were appreciative of the traning.
4. Cheque of Ksh. 200,000 for St. Marks Kiria release: The cheque for Kiria was delivered to the PMC. However, the scope of work requires more fundiung because the wallinig was not well supported with pillars. The walling was to lintel level hence need for two more courses to ensure the class get to the expected level.
5. Contractor for Karura Primary School: The FAM reported that there is need to send someone to Karura in the same methodologies used at St. Marks Kiria
6. Progress on Tendering: The tendering process was well done and most contractors are already on site.
7. Sport activity report: The report was due but will be tabled in the next meetimg
8. Pipes in the office compound: There is need to dispense on these pipes to help clear the compound. The Chairman to consult the Area Member of Parliament for the best method of disposal.

**MIN. 501/NG-CDFC/MBEERE SOUTH/2020/2021: PROGRESS REPORT ON THE BUDGET PROPOSALS**

The FAM reported that the budget proposals had been sent to the NG CDF board. However, the board had since returned the proposals with a recommendation to have the ongoing projects be given a priority. FAM reported that all projects that were from 2018/19 but were still on going need to be fundend fully because these projects need to be completed. Members agreed to fund them to completion and also allocate enough funds for the other ongoing project for last financial year that is 2019/20.

Members also agreed that all the ongoing project for year 2019/2020 will be financed fully in the budget of 2021/22.

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT NAME** | **PROJECT ACTIVITY** | **AMOUNT ALLOCATED THIS FY** |  **STATUS** |
| **ADMINISTRATION AND RECURRENT EXPENDITURE AP1** |   |   |
| Employees’ Salaries | Payment of staff salaries @ Kshs 2,000,000.00 and Gratuity @ Kshs. 400,000.00 | 2,700,000.00 | New |
| Goods and services  |  Purchase of office stationeries, fuel ,vehicle repairs ,telephone expenses, staff tea ,electricity and water bills and payment of other utilities  | 3,997,333.00 | New |
| NHIF | Remittances of NHIF Deductions | 100,000.00 | New |
| NSSF |  Remittances of NSSF Deductions  | 180,000.00 | New |
| Committee Expenses | Payment of NG- NG-CDFC sitting allowances and other allowances payable to NG-CDFC members  | 1,248,000.00 | New |
| **MONTORING & EVALUATION** |   |  |   |
| Goods and services | Payment of conference facilities, accommodation during capacity building for PMC and NG-CDFC members. | 412,666.00 | New |
| Committee Expenses |  Payment of committee expenses while undertaking monitoring activities. | 1,800,000.00 | New |
| NG-CDFC and PMC Capacity building |  Undertake training of the PMCs and NG-CDFCs and other NG-CDFC related issues. | 1,900,000.00 | New |
| **EMERGENCIES** |   |   |   |
| Emergency | To cater for any unforeseen occurrencies in the Constituency during the financial year | 7,192,206.00 | New |
|   |   |   |   |
| **YOUTH EMPOWERMENT** |   |   |
| NG-CDF Office | Additional funds towards completion of Youth Empowerment centre at Mbeere South whch is storey building by roofing, plastering at NG-CDF compound  | 3,000,000.00 | On going |
| **PRIMARY SCHOOLS PROJECTS** |   |  |   |
| Mutugu Primary School | Completion of 180 capacity storey building of 4 classrooms including upper floor roofing and plastering | 3,700,000.00 | On going |
| Kaweru Primary School | Construction of Administration block to lintel level comprising of 2 roomed offices and 1 staffroom | 800,000.00 | New |
| Rianguu Primary School | Completion of one classroom including roofing and painting  | 126,000.00 | On going |
| Kamwimbi Primary School | Construction of 45 capacity one classroom to completion | 1,050,000.00 | New |
| AIC Beram Gachuriri Primary School | Completion of administration block comprising of 2 roomed offices and 1 staffroom by roofing and plastering and flooring | 1,650,000.00 | On going |
| Rianjeru Primary School | Completion of a dormitory with a capacity of 120 students by plastering, floring and roofing  | 1,400,000.00 | On going |
| Kiamuringa Primary School | Construction of 150 capacity Dining hall up to lintel level | 1,000,000.00 | New |
| Rugakori Primary School | Completion of Administration block from foundation to fully completion comprising of 2 roomed offices and 1 staffroom.  | 1,800,000.00 | On going |
| Kiamuringa Primary School | Grading of school playground and installation of sports equipment and goal post 45 by 50 square meter | 1,500,000.00 | New |
| Ngenge Primary School | Construction of Administration block up to lintel level comprising of 2 roomed offices and 1 staffroom | 800,000.00 | new |
| Mayori Primary School | Renovations of three classrooms including roofing and flooring to completion | 70,000.00 | On going |
| Gikiiro Primary School | Completion of 8 door pit latrines including plastering and painting. | 70,000.00 | On going |
| Karwiro Primary School | Completion of one classroom including roofing and painting  | 126,000.00 | On going |
| Nyangwa Primary School | Completion of one girls dormitory of 80 bed capacity including roofing, plastering and flooring | 1,400,000.00 | On going |
| Mutus Primary School | Completion of eight door pit latrine including roofing and painting  | 70,000.00 | On going |
| Gatumbiri Primary School | Completion of one classroom including roofing and painting | 126,000.00 | On going |
| Ciorindagwa Primary School | Grading of school playground and installation of sports equipment and goal post 45 by 50 square meter | 1,500,000.00 | New |
| Kathuri Primary School | Fencing of two acre land using concrete posts barbed wire and chain link to completion | 500,000.00 | New |
| Kiritiri Primary School | Construction of 8 door pit latrine to completion | 580,000.00 | New |
| Kamurugu Primary School | Construction of an Administration block to lintel level comprising of 2 roomed offices and 1 staffroom | 800,000.00 | New |
| Kabuguri Primary School | Renovation of 4 classrooms including roofing, flooring, plastering and painting to completion | 1,000,000.00 | New |
| Iriamurai Primary School | Construction of Administration block to lintel level comprising of 2 roomed offices and 1 staffroom | 800,000.00 | New |
| Kaseveni Primary School | Construction of 45 capacity Modern Classroom to completion using interlocking blocks including desks. Cost of the classroom wil be Kes. 1,050,000 and 34 desks at ksh 5000 | 1,220,000.00 | New |
| Makutano Primary School | Construction of Administration block to lintel level comprising two roomed offices and 1 staffroom | 800,000.00 | New |
| Malikini Primary School | Construction of Administration block to lintel level including two offices and 1 staffroom | 800,000.00 | New |
| ACK Kilia Primary School | Completion of Administration block to completion comprising of two offices and 1 staffroom: roofing, plastering, flooring and painting | 800,000.00 | On going |
| Iria Itune Primary School | Completion of one classroom including plastering and painting | 126,000.00 | On going |
| Kamweli Primary School | Completion of Administration block to completion comprising of two offices and 1 staffroom: roofing, plastering, flooring and painting | 900,000.00 | On going |
| Karaba Consolata Primary School | Completion of one classroom including plastering and painting | 126,000.00 | On going |
| Karuku Primary School | Completion of eight door pit latrine including plastering and painting | 70,000.00 | On going |
| Maviani Primary School | Completion of administration block comprising of two roomed offices and 1 staffroom including roofing, painting and plastering | 600,000.00 | On going |
| Riakanau Primary School | Completion of eight door pit latrine including plastering and painting | 70,000.00 | On going |
| Unyuani Primary School | Completion of administration block comprising of two roomed offices and 1 staffroom including roofing, painting and plastering | 1,400,000.00 | On going |
| Wakalia Primary School | Completion of one classroom including plastering and painting | 126,000.00 | On going |
| S.A Gategi Primary School | Completion of one classroom including plastering and painting | 126,000.00 | On going |
| Mutindwa Primary School | Construction of a 45 capacity classroom to completion | 1,050,000.00 | New |
| Ngambari Primary School | Construction of eight door pit latrine to completion | 580,000.00 | New |
| Nyambori Primary School | Construction of administration block up to roofing level comprising of 2 roomed offices and 1 staffroom. Total cost of the project is Kes. 2,400,000.  | 1,500,000.00 | New |
| Ndithiri Primary School | Construction of eight door pit latrine to completion | 580,000.00 | New |
| Marimari Primary School | Renovation of 3 classrooms: plastering, painting, flooring and roofing to completion | 700,000.00 | New |
| Rutumbi Primary School | Construction of 45 capacity classroom to completion | 1,050,000.00 | New |
| Ikomenie Primary School | Renovation of 3 classrooms: plastering, painting, flooring and roofing to completion | 700,000.00 | New |
| Muthiru Primary School | Construction of 45 capacity classroom to completion | 1,050,000.00 | New |
| Gikuru Primary School | Construction of 45 capacity classroom to completion | 1,050,000.00 | New |
| Urua Primary School | Construction of 45 capacity mordern classroom to completion at 1,050,000 with 34 desks at ksh5000 each | 1,220,000.00 | New |
| CCM Ndune Primary School | Construction of 45 capacity classroom to completion | 1,050,000.00 | New |
| Karisa Primary School | Construction of 45 capacity classroom to completion | 1,050,000.00 | New |
| Ngeca Primary School | Completion of administration block comprising of 2 roomed offices and 1 staffroom including plastering, flooring and painting | 600,000.00 | On going |
| Kamunyagia Primary School | Grading of school playground and installation of sports equipment and goal post 45 by 50 square meter | 1,500,000.00 | New |
| Kikulani Primary School | Completion of one classroom including plastering and painting  | 126,000.00 | On going |
| Kakawa Primary School | Completion of administration block comprising of 2 roomed offices and 1 staffroom including plastering, flooring and painting | 600,000.00 | On going |
| Mwanyani Primary School | Completion of one classroom using interlocking blocks including flooring and painting  | 147,000.00 | On going |
| Gikuru Primary School | Completion of eight door pit latrine including plastering, flooring and painting  | 170,000.00 | On going |
| Njeru Primary School | Construction of 45 capacity mordern classroom to completion at 1,050,000 with 34 desks at ksh5000 each | 1,220,000.00 | New |
| Njeru Primary School | Completion of eight door pit latrine including plastering, flooring and painting  | 70,000.00 | On going |
| Kamunyagia Primary School | Completion of Administration block comprising of 2 roomed offices and 1 staffroom including roofing, plastering, flooring and painting | 600,000.00 | On going |
| **SECONDARY SCHOOLS PROJECT** |   |   |   |
| Kirima Secondary School | Completion of Administration block comprising of 3 roomed offices and 1 staffroom including roofing, plastering, flooring and painting | 1,400,000.00 | On going |
| Kirima Secondary School | Construction of a 120 capacity Girls Dormitory up to lintel level | 2,000,000.00 | New |
| Ngenge Secondary School | Completion of a dining hall by plastering, flooring and painting. Capacity 300 students | 900,000.00 | On going |
| Munyori Secondary School | Completion of Administration block comprising of 3 roomed offices and 1 staffroom from lintel level to fully completion | 1,800,000.00 | On going |
| Kamunyange Secondary School | Completion of Administration block comprising of 3 roomed offices and 1 staffroom from lintel level to fully completion | 2,050,000.00 | On going |
| Mbita Secondary School | Construction of administration block comprising of 3 roomed offices and 1 staffroom to lintel level | 900,000.00 | New |
| Kabururi Secondary School | Additional funds towards completion of 45 capacity laboratory from lintel level to roofing level and plastering. Capacity of 45 students.This is the ongoing project for year 2019/2020 will be financed fully in the budget of 2021/22 | 800,000.00 | On going |
| Nyangwa Boys Secondary School | Completion of one story dormitory of 300 bed capacity. Works includes slab of the upper floor and walling including plastering of both floors and roofing including painting works | 14,000,000.00 | On going |
| Mutus Secondary School | Completion of Kitchen plus construction of dining hall with a capacity of 200 sitting student including roofing, plastering and painting | 1,700,000.00 | On going |
| Gataka Secondary School | Additional fund towards completion of administration block comprising of 3 roomed offices and 1 staffroom from lintel level to roofing, fixing of windows and doors.This is the ongoing project for year 2019/2020 will be financed fully in the budget of 2021/22 | 1,000,000.00 | On going |
| Igumori Secondary School | Completion of dormitory of 150 bed capacity including roofing, flooring, plastering,fixing windows and doors painting to fully completion.There was an addition funds which was reallocated to this project | 2,000,000.00 | New |
| Kabuguri Secondary School | Completion of one classroom including plastering and painting. Capacity of 45 students  | 126,000.00 | On going |
| Gikiiro Secondary School | Completion of a dining hall of 300 capacity including roofing, construction of slab and fixing of windows plastering and painting | 1,900,000.00 | On going |
| Mayori Secondary School | additional fund towards completion of Laboratory of 45 students capacity including roofing, plastering, flooring, fixing doors windows and benches and painting | 4,300,000.00 | On going |
| Mayori Secondary School | Roofing of upper floor of 150 bed capacity of boys dormitory. It was started by parents | 1,000,000.00 | New |
| Rugogwe Secondary School | Additional fund towards completion of dining hall of 160 capacity including roofing, plastering, fixing of doors and windows.This is the ongoing project for year 2019/2020 will be financed fully in the budget of 2021/22 | 1,400,000.00 | On going |
| St. Mary Nyangwa Girls Secondary School | Completion of one classroom including plastering and painting. Capacity of 45 students  | 126,000.00 | On going |
| Machang’a Secondary School | Roofing of Multipurpose hall of 300 sitting capacity. It was started by parents | 1,050,000.00 | New |
| AIC Wango Secondary School | Construction of administration block comprising of 3 roomed offices and 1 staffroom up to lintel level  | 900,000.00 | New |
| Malikini Secondary School | Construction of a 1 roomed Staff house with a sitting area and a kitchen | 1,000,000.00 | New |
| Kamweli Secondary School | Completion of Administration block comprising of 3 roomed offices and 1 staffroom including roofing, plastering, flooring,fixing doors and windows and painting. | 2,150,000.00 | On going |
| Iria Itune Secondary School | Additional funds towards Completion of a 45 student capacity laboratory from lintel level to roofing , plastering, flooring, fixing of windows and doors and fixing of benches.This is the ongoing project for year 2019/2020 will be financed fully in the budget of 2021/22 | 1,600,000.00 | On going |
| S.A Gategi Secondary School | Completion of 180 capacity 4 classrooms of storey structure including upper floor and plastering and painting | 4,500,000.00 | On going |
| Nthigini Secondary School | Completion of one classroom including flooring and painting | 126,000.00 | On going |
| Mbonzuki Secondary School | Additional fund towards Completion of Administration block comprising of 3 roomed offices and 1 staffroom from lintel level to roofing and plastering.This is the ongoing project for year 2019/2020 will be financed fully in the budget of 2021/22 | 900,000.00 | On going |
| Gategi Girls Secondary School | Completion of one classroom including roofing, plastering and painting  | 126,000.00 | On going |
| Mariari Girls Secondary School | Construction of 45 capacity mordern classroom to completion at 1,050,000 with 34 desks at ksh 5000 each | 1,220,000.00 | New |
| Kiambere Mixed Secondary School | Purchase of a 51 seater School Bus. It is purchased on a one-off basis andamount allocated is exclusive of insurance premiums or any other recurrent cost | 6,930,118.00 | New |
| St. Augustine Mariari Secondary School | Completion of a 45 capacity Laboratory by putting benches, flooring, plastering and painting. | 1,400,000.00 | On going |
| AIC Ndune Secondary School | Completion of 45 student capacity classroom including plastering and painting  | 126,000.00 | On going |
| Kanyonga Secondary School | Completion of a dining hall of 300 capacity including plastering flooring and painting | 1,500,000.00 | On going |
| **SECURITY PROJECT** |   |   |   |
| Assistant Chief Mbita  | Construction of 3 roomed Assistant Chief Office to completion | 1,100,000.00 | New |
| Mbeti South Chief’s office | Purchase of office furniture – office desk @ kshs.25000, executive chair @ kshs.35,000 and filing cabinet @ kshs.40,000 | 100,000.00 | New |
| Gichiche Chief’s office | Fencing of 1 acre chiefs office with concrete poles with barbed wire and gate to completion | 300,000.00 | New |
| Mavuria Assistant Chief office | Completion of 3 roomed Assistant Chief Office by roofing, plastering,and painting. Fully completion of two door pit latrine  | 300,000.00 | On going |
| Gacegethiuri Assistant Chief | Completion of 3 roomed Assistant Chief Office by roofing, plastering,and painting. Fully completion of two door pit latrine  | 300,000.00 | On going |
| Gichiche Chiefs Office | Purchase of office furniture – office desk @ kshs.25000, executive chair @ kshs.35,000 and filing cabinet @ kshs.40,000 | 100,000.00 | New |
| Makutano Police Station | Construction of a 4 door pit latrine with a urinal to completion | 400,000.00 | New |
| Makima Assitant Chiefs office | Fencing of 1 acre Assistant chiefs office with concrete posts using barbed wire and gate to completion | 300,000.00 | New |
| Deputy County Commissioner office | Fencing with concrete posts using chain link current residence for DCC Mbeere South. 150m length to completion | 200,000.00 | New |
| Kiritiri Administration ;Police | Renovation of Kiritiri Administration Police 3 Houses by plastering, flooring and painting to completion | 400,000.00 | New |
| **Sports** | To carry out a constituency sports tournament where the winning teams will be awarded with balls, uniforms and trophies where facilitation of the tournament @ Kshs. 1,700,000 and purchase of balls, uniforms, trophies and equipments @ Kshs. 1,041,778.00 | 2,741,778.00 | New |
| **Environment** |   |   |   |
| Kiamuringa Secondary School | Purchase of two water tanks of 10,000 liters at ksh 180,000.00. Construction of basement for two water tank at ksh. 80,000. Guttering at Ksh. 40,000 | 300,000.00 | New |
| Mbita Primary School | Purchase of two water tanks of 10,000 liters at ksh 180,000.00. Construction of basement for two water tank at ksh. 80,000. Guttering at Ksh. 40,000 | 300,000.00 | New |
| Wakalia Primary School | Purchase of two water tanks of 10,000 liters at ksh 180,000.00. Construction of basement for two water tank at ksh. 80,000. Guttering at Ksh. 40,000 | 300,000.00 | New |
| Musingini Primary School | Purchase of two water tanks of 10,000 liters at ksh 180,000.00. Construction of basement for two water tank at ksh. 80,000. Guttering at Ksh. 40,000 | 300,000.00 | New |
| Kariari Primary School | Purchase of two water tanks of 10,000 liters at ksh 180,000.00. Construction of basement for two water tank at ksh. 80,000. Guttering at Ksh. 40,000 | 300,000.00 | New |
| Gacabari Primary School | Purchase of one water tank of 10,000 liters at ksh 90,000.00. Construction of basement for two water tank at ksh. 40,000. Guttering at Ksh. 20,000 | 150,000.00 | New |
| Kanduku Primary School | Purchase of two water tanks of 10,000 liters at ksh 180,000.00. Construction of basement for two water tank at ksh. 80,000. Guttering at Ksh. 40,000 | 300,000.00 | New |
| Gatururi Primary School | Purchase of two water tanks of 10,000 liters at ksh 180,000.00. Construction of basement for two water tank at ksh. 80,000. Guttering at Ksh. 40,000 | 300,000.00 | New |
| Irari Primary School | Purchase of two water tanks of 10,000 liters at ksh 180,000.00. Construction of basement for two water tank at ksh. 80,000. Guttering at Ksh. 40,000 | 300,000.00 | New |
| Mburutani Primary School | Purchase of one water tank of 10,000 liters at ksh 90,000.00. Construction of basement for two water tank at ksh. 40,000. Guttering at Ksh. 20,000 | 150,000.00 | New |
| St. Lukes School for the deaf (Public School) | Purchase of one water tank of 5,000 ltrs at a cost of Kes. 41,778.00 | 41,778.00 | New |
| Total |   | **137,088,879.00** |   |

**MIN. 502/NG-CDFC/MBEERE SOUTH/2020/2021 – ALLOCATION OF PROJECTS FUNDS TO THE UNFUNDED PROJECTS**

The FAM reported that the NG-CDF had disbursed Kes 69,000,000 and there is need to allocate the funds to the specific vote heads. The CDFC approved the allocation as listed below:

|  |  |  |
| --- | --- | --- |
| Institution | Project description | Amount |
| Kabururi sec school | Construction of laboratory with a capacity of 45 students up to window level | 1,000,000 |
| Nyangwa pri school | Construction of a dormitory with a capacity of 120 students to lintel level | 900,000 |
| Mutus sec school | Construction of school kitchen to completion including service area | 750,000 |
| Gategi SA sec school | Construction of a modern classroom up to ground floor |  2,000,000  |
| Mboonzuki sec school | Construction of administration block to lintel level including two office and staffroom. |  1,000,000  |
| Mwea ACC office  | Renovation of ACC office by flooring, plastering and painting |  500,000  |
| Kamunyagia pri school | Construction of administration block with two offices and staffroom to completion. |  1,800,000  |
| Youth Empowerment Centre | Construction of Youth empowerment center including offices |  3,000,000  |
| Ng-Cdf Road | Paving of NG CDFC parking area |  2,000,000  |
| Mbondoni Secondary School | Dormitory Construction to be used for renovation of existing dormitory |  900,000  |
| ICT Hub  | Innovation hub-Rwika |  1,169,257  |
| ICT Hub  | Innovation hub- Kiambere |  1,169,257  |
| Emergency 2019/2020 | Emergency activities |  3,698,241  |
| Mbeere S. Sport | Procurement of sports equipment and uniform |  2,747,354  |
| Bursary allocation | F/Y 2017/18 Balance |  12,797,424  |
| Bursary allocation | F/Y 2018/19 Balance Secondary |  10,177,212  |
| Bursary allocation | F/Y 2018/19 Balance: Tertiary |  5,443,853  |
| Bursary allocation | F/Y 2019/20 Balance: Secondary | 9,541,678 |
| Bursary allocation | F/Y 2019/20 Balance: Tertiary |  7,340,818  |
|   | Total allocation | 67,935,095 |

Resolution:

1. CDFC members to prepare list of PMC members
2. FAM to prepare relevant cheques for various projects

**MIN. 503/NG-CDFC/MBEERE SOUTH/2020/2021 – REVIEW OF THE BURSARY CIRCULAR FROM THE NATIONAL OFFICE**

FAM took the members through the NG CDF board circular. The members were able to internalise circular and there was consensus on the following operational procedures:

1. That the members noted that there was need to form an Adhoc committee as stipulated in the circular
2. That the Sub county director of education needs to be incorporated in the Adhoc committee
3. That the subcommittee will be composed of
4. Four (4) members of CDF
5. FAM who shall be the Secretary
6. Sub county director of Education
7. The advertisement of the bursary shall be done in the normal procedure
8. The ward bursary committee shall remain in force to ensure community participation and proper identification of the beneficiaries.
9. The Adhoc committee shall give the final report to the full NG-CDFC

**MIN. 504/NG-CDFC/MBEERE SOUTH/2020/2021 ADJOURNMENT**

The members noted that the meeting had taken along time especiary on the deliberation on the bursary circular. It was noted that the area Member of Parliament had given other assignments and as such there was need to adhere to his request. The meeting adjourned at 4.00 pm.

**MIN. 495/NG-CDFC/MBEERE SOUTH/2020/2021 DATE OF THE NEXT MEETING**

The date of the next meeting will on Wednesday 25th November 2020. The meeting adjourned with a prayer said by Lucy Kithaka at 4.00 pm. Members agreed to discuss the remaining agenda in the subsequent meeting

Minutes compiled by; confirmed by;

Henry Murage Prof. Godfrey Nguru

**NG-CDFC Secretary.** **NG-CDFC Chairman**