

**MINUTES OF THE 007 NG CDFC MEETING HELD ON 13/5/2020 AT THE NG-CDF BOARDROOM**

**MEMBERS PRESENT**

<b>NO.</b>	<b>NAME</b>	<b>DESIGNATION</b>
1.	PAUL KINYANJUI GITAU	NG CDF CHAIRMAN
2.	ISABELLA MWANGI	FUND ACCOUNTS MANAGER/SECRETARY
3.	JANE M. NYOKO	MEMBER
4.	BENSON KAMAU	MEMBER
5.	ESTHER MWAURA	MEMBER
6.	EVANS BORO KIGOMO	MEMBER
7.	CYNTHIA M. GATHUNGU	MEMBER
8.	JOHN NJUGUNA NJAU	MEMBER
9.	MIRIAM MUTHONI NJEHIA	MEMBER
10.	MALACK NAMAI	MEMBER

**AGENDA**

1. OPENING PRAYERS
2. APOLOGIES
3. READING & ADOPTION OF AGENDA
4. CONFIRMATION OF MINUTES DATED 24<sup>th</sup>/02/ 2020
5. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 24<sup>TH</sup>/02/2020
6. A.I.E NO. B049278 OF SHS. 14,000,000.00 & B104302 OF SHS. 20,000,000.00
7. REQUESTS
8. A.O.B
9. CLOSING PRAYERS

**OPENING REMARKS**

The meeting was called to order at 8.10am with a word of prayer led by Chairman and he welcomed all to the meeting and thanked them for being punctual.

**MIN 016|02/24/2020: READING AND ADOPTION OF THE AGENDA.**

The agenda was read out and it was proposed by Benson Kamau and was seconded by Esther Mwaura.

**MIN 017|10|01| 2020 READING AND CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 24<sup>th</sup> FEBRUARY 2020**

The minutes of the last meeting were read out and proposed by Miriam Muthoni and seconded by Cynthia Muchiru.

**MIN 018|10|01|2020: MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 24<sup>TH</sup> FEBRUARY 2020**

**Kiawanugu Police Post:** The DCC reported that he is following up with the placement of security staff to the post.

**EX-Min 05|10|12/ 2019: Environment**

- Wangige Primary School- It was reported that the flowers have been replaced.
- Rukubi Primary School- Removing of weeds was done and the grass is progressing well.

**Opening of the complete projects**

The graduation at Kibichiku Primary School was reported to be colorful and successful; the entertainers did a great job.

Also the prize giving and the official opening of the school was great, time was well managed and the entire fraternity of Kibichiku Primary School was happy with the refurbishment works and construction of an ablution block.

**Short courses: Issuance of NTSA Smart cards-**The offices were closed due to the Corona pandemic. FAM to follow up after the re-opening of Government offices.

**Ngure Primary School:** The ground opening was done on the 3<sup>rd</sup> March 2020 together with Kingero Primary School.

It was reported that the structure at Ngure Primary School had collapsed due to the heavy rains. The Public Works Office will advise on the way forward after the rains have subsided.

**Community Policing Forums Launch:** It was reported that the sensitization of the community policing team during the forum has assisted a lot in improving insecurity and reduction of crimes.

**EX-Min 012|24|01 /2020: SHS. 7,000,000.00 A.I.E NO. B04900**

The Fund Accounts Manager reported that all the funds have been released to the project accounts. The implementation process was put on hold due to the corona pandemic but should start soon.

**EX-Min 013|24|01 /2020: BURSARY PROCESS**

The filling and returning of the bursary forms was done by Friday 13<sup>th</sup> March 2020.

**EX-Min 014|24|01 /2020: RECRUITMENT OF INTERNS**

The interviews were conducted on Friday 28<sup>th</sup> February 2020 and 3 interns were shortlisted and starting offering their services until the outbreak of corona virus. The pandemic forced the temporary closure of office. They will resume once the office starts operating normally.

**EX-Min 015/24/01 /2020: YOUTH FORUM**

The forum went on very well and the young people registered for the short courses they wish to be undertaking.

**MIN 018/13/05 /2020: A.I.E NO. B049278 of shs.14,000,000.00 & B104302 of shs. 20,000,000.00**

Fund Accounts Manager reported that she has received 2 AIEs from the NG-CDF Board i.e. A.I.E NO. B049278 of **shs.14,000,000.00** & B104302 of **shs. 20,000,000.00** and the same funds have been credited in the main NG-CDF account. Committee members agreed to allocate funds as follows:

<b><u>NAME OF THE PROJECT</u></b>	<b><u>ACTIVITIES</u></b>	<b><u>AMOUNT</u></b>
Nyathuna Secondary School	Purchase of school bus	5,000,000.00
Kibichiku Secondary School	Purchase of school bus	5,000,000.00
Cura Secondary School	Purchase of school bus	5,000,000.00
Administration	Payment of employees' salaries and gratuities	1,000,000.00
	Committee expenses	1,000,000.00
Monitoring & Evaluation	Monitoring & Evaluation exercises	1,000,000.00
Gathiga Primary School	Painting the 16 classrooms that have been refurbished(internal & external) and finishing up on the pathways	870,000.00
Kahuho Primary School	Painting and tiling the 18 classrooms that have been refurbished(internal & external)	1,500,000.00
Kamuguga Primary School	Painting and tiling the 18 classrooms that have been refurbished(internal & external)	1,300,000.00
Kanjeru Primary School	Painting and tiling the 24 classrooms that have been refurbished(internal & external)	1,400,000.00
Kibiku Primary School	Painting and tiling the 19 classrooms that have been refurbished(internal & external)	1,400,000.00
Kingeero Primary School	Painting the 17 classrooms that have been refurbished(internal & external)	800,000.00

Kirangari Primary School	Painting the 28 classrooms that have been refurbished(internal & external)	800,000.00
Ngure Primary School	Painting the 18 classrooms that have been refurbished(internal & external)	900,000.00
Emergency Vote	For construction of ablution block at : Ngure Primary School	550,000.00
	Construction of ablution block at Kingero Primary School	1,500,000.00
Bursary	Payment of bursary to needy students in Secondary schools	4,980,000.00
<b>TOTAL</b>		<b>34,000,000.00</b>

### **MIN 018|13|05 /2020: REQUESTS**

Chairman took members through the requests received in the office as follows:

**Sancare ltd;** The firm requested for a chance to offer the sanitary services. The committee agreed to give them a chance to offer the services.

**Ndongoro Primary School:** The school had requested for emergency funds for construction of an ablution block. The committee agreed to consider the project later.

**Karura Ka Nyungu Primary School:** The school requested for a construction of a new ablution block. The committee agreed to consider the project later.

**DCCs office:** The District County Commissioner requested for re-allocation of shs. 2,000,000.00 allocated for construction of a DCC's residence to purchase furniture and the balance to be used to fence the plot where his residence will be built. Committee members deliberated the issue at length and saw the need for the furniture for the new office block. The FAM was tasked to write the re-allocation approval request to the NG-CDF Board.

### **TREE PLANTING EXERCISE.**

Members took time to report on the exercise that took place on 5th May 2020 as follows:

- Ndongoro Primary School: Planted 340 tree seedlings
- Gataara Primary School: Planted 200 tree seedlings
- Kingero Primary School: Planted 260 tree seedlings

The exercise went on well on 5<sup>th</sup> May 2020 and the Forest Officer was there to give the technical advice.

The Head teachers passed their regards to the Forest Officer for co-coordinating the occasion very well. It will beautify the schools in a big way.

There being no other business, the meeting was closed at 10.37 am with a word of prayer by Benson Kamau.

Minutes Signed by:

Secretary..... *ISABELLA* ..... Date *13/05/2020*

Chairman..... *[Signature]* ..... Date *13/05/2020*

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