**MINUTES OF OLKALOU NG-CDFC MEETING HELD ON 14TH July 2020 AT OLKALOU CDF BOARDROOM.**

**PRESENT.**

* SIMON NDUATI KARIUKI -Chairman
* JOHN KARIUKI KIMANI -Secretary
* PAUL KAMAU WANJIRU
* TERESA NGIMA
* SUSAN WACERA THUKU
* JOYCE NJERI KARUGA
* SAMUEL MACHARIA KANYI
* HANNAH WANJIKU GIATHI
* LUDOVICK NGERA - Fund Manager
* GIDEON OYAGI- DCC NYANDARUA CENTRAL

In Attendance

* Ronald Kiprotich-Sub-County procurement Officer

**PLERIMINARIES.**

The chairman called the meeting to order at 10.35am and requested Hannah Giathi to lead in a word of prayer.

AGENDA

* Procurement Matters
* Payments and transfers
* Rurii secondary school dishonoured cheque
* Re-Allocations
* AOB.

**Min1/07/2020 – Procurement matters**

The fund manager introduced to the members Mr.Ronald Kiprotich,the sub county procurement officer .The Chairman him to the meeting and requested him to assist the committee on streamlining procurement matters in the constituency.The chairman briefed the procurement officer on how the committee had been handling projects implementation.

Mr. Ronald took the members through the procurement and disposal Act on matters relevant to ngcdf processes.The members engaged the procurement officer on many key issues ranging from project funding to implementation and finally evaluation.

The members unanimously agreed that several points of action needed to be taken with speed ,namely:

* Prequalification of suppliers,consultants,contractors fpr supply/provision of goods .works,services and consultancy for the financial year 2020-2022.
* Capacity building for all pmcs before implementation of any project.

The executive was mandated to liase with the procurement officer and come up with prequalification document for purposes of advertising for the same.This was to be done and reported in the next meeting.

It was further agreed that capacity building exercise should follow immediately after the prequalification exercise.

**Min2/07/2020 –Payments**

The following payments were approved:

* KSH.415,000= being payment for allowances during cheque distribution exercise.

**Min3/07/2020 –** **Rurii secondary school dishonoured cheque**

The fund manager informed the meeting that Rurii Secondary School had deposited the cheque of ksh.1,500,000= to cooperative bank account against the advice of the committee through the chairman who had taken the cheque to school earlier,to bank the cheque in equity bank Olkalou branch..However the cheque did not clear and was instead reversed and hence will be replaced for the same payee.The members were concerned by this turn of events and agreed that the cheque once replaced shall be banked into the schools account by the office.

The fund manager was requested to follow up and have the cheque replaced.

**Min4/07/2020 –** **Re-Alloaction**

**The following re-allocations were approved:**

* Re-submission of ksh.3(three)million originally allocated to Harrambee primary school for purchase of land which has since been sold out to an enterpreneur.This amount will now be allocated to Ngorika primary school for construction of three classrooms.
* Re-submission of ksh.1,500,000=allocated to Kahonge Primary school for purchase of land for school expansion.The proposal was declined by the NG-CDF Board because there was no valuation report.

A.O.B There being no any other business the meeting ended at 4pm with prayers led by Susan Wacera.

Signed for Circulation:

Secretary CDFC………………………… Date…………………………………….

Signed for Confirmation:

Chairman CDFC………………………… Date ……………………………….