

MINUTES OF MT. ELGON NG-CDFC MEETING HELD ON 14TH DECEMBER 2020 AT NG-CDF OFFICE KAPSOKWONY

MEMBERS PRESENT

- | | |
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| 1. JULIUS MASARANJA | - CHAIRMAN |
| 2. CAROLYNE WANYONYI | - FAM |
| 3. NANCY KIMACHAS | - SECRETARY |
| 4. BENSON NAIBEI | - MEMBER |
| 5. JUSTINE CHEROTICH | - MEMBER |
| 6. GEOFFREY KISIERO | - MEMBER |
| 7. PHANICE NANJALA | - MEMBER |
| 8. EDWARD LAMECK | - ACC |
| 9. ALFRED WANYALIKHA | - MEMBER |
| 10. EMILLY SANGULA | - MEMBER |

AGENDA

1. Prayer
2. Reading and confirmation of previous minutes
3. Reports on training, capacity building and benchmarking
4. Un approved project
5. Conditionally approved projects
6. Disbursement
7. Monitoring and evaluation
8. A.O.B

MIN 1/14/12/2020 – PRAYER

The chairman welcomed members to the day's meeting and a word of prayer was offered by Geoffrey kisiero at exactly at 11.00 am

MIN 2/14/12/2020 – PRELIMINARIES AND READING AND CONFIRMING OF PREVIOUS MINUTES

The secretary read through the previous minutes which were proposed by Mr. Alfred wanyalikha and Seconded by Edward lameck as true minutes. However, there were no matters arising.

MIN 3/14/12/2020 REPORTS ON TRAINING, CAPACITY BUILDING AND BENCHMARKING

The chairperson welcomed members to the agenda. He welcomed the fund account manager to give a report on training and bench marking. The Fund Account Manager went through what the training entailed. She said that all the NGCDFC Staff and PMC were trained in the following

1. Overview of NG-CDF
2. Overview of the CDF Act, PFM Act and the CDF financial management systems, role of CDFC and PMC and Financial Management
3. Drawings, bills of quantities and the role of public works and public health on CDF projects.
Project cycle and corruption

4. Overview of Public Procurement and disposal Act 2005,its amendments and application to CDF
 5. Public officers ethics
 6. National cohesion and integration.
- She said she believed that the team had enough capacity to carry out their duties diligently according to all relevant laws of the land.

On benchmarking the fund account manager said that the tea m learned a lot on

1. General office operations
2. Meetings and minute taking
3. All phases of project management
4. Project funding
5. General challenges that the constituencies face
6. Brainstorming of the challenges.

She told members that comprehensive report for the two activities is being done and will be shared to members accordingly.

Members were grateful that the activities were successful. They thanked the office for a perfect event organization and requested that next time such functions should be carried out for more days than the days that were allocated. They said they learned a lot and were ready to apply what they learned both in the training and during bench marking in Elgeyo Marakwet County.

MIN 4/14/12/2020 UN APPROVED PROJECT.

Members were concerned that they had not received their approved project proposal for the financial year 2020/2021.The chairperson welcomed the fund account manager to explain to members the status of the project proposal. The Fund Account manager informed members that she had received an email from the NG-CDF board regarding the project proposal. All the projects had been approved apart from strategic plan review at a cost of ksh.1, 300, 000, reasons being the cost of strategic plan review should emanate from administration cost. Members were happy that their projects had been approved. The chairperson requested them to deliberate on the 1,300,000. Members discussed the agenda and resolved that a re-submission be done and the money be used on Kananachi Primary school for completion of 2 classrooms. The school was funded ksh.2, 000,000 to purchase land and construct 2 classrooms in the financial year 2017/1018. The school purchased land, constructed the two classrooms but not to completion. The activities to be done were plastering, flooring and painting to completion. The estimated cost to complete the activities was ksh.500, 000.The committee also resolved to renovate the NG-CDF office at cheptais with the remaining ksh. 800,000

Project name	Activity	status	Amount allocated	Amount funded	balance	Amount re-submitted
Kananachi primary school	Completion of 2 classrooms:- plastering, flooring and painting	ON-GOING	2,000,000	1,500,000	500,000	500,000
NGCDF office	Renovation Of NG-CDF office. Doing the ceiling, and painting	New	800,000	nil	800,000	800,000

MIN 5/14/12/2020 CONDITIONALLY APPROVED PROJECTS.

The chairperson welcomed the Fund Account manager to brief members on the conditionally approved projects for the financial year 2019/20. The fund account manager informed members that the two projects as tabulated were conditionally approved

Name of the project	Activity	Reasons for conditional approval
Bukonoi primary school	Construction of a story 8 classrooms	To submit structural and architectural drawings
Friends Kaptama boys high school.	Construction of a dining hall	To submit structural and architectural drawings

The fund account manager informed members that the conditions were now met, the projects approved and money wired to the account. Members were glad and recommended that implantation of the projects to start immediately.

MIN 6/14/12/2020 DISBURSEMENT

The chairperson informed members that NGCDF board had credited ksh. 15,000,000 to the NGCDFc account at equity bank in Bungoma, being the balance for the last financial year 2019/2020. Members unanimously agreed that the money be spent on the last financial years projects as follows

1. Bukonoi primary school	8,000,000
2. Moi kaptama boys	3,000,000
3. Bursaries	<u>4,000,000</u>
TOTALS	11,000,000

The committee also approved ksh. 200,000 to the DCC Mt. Elgon to aid in security during festivities

MIN 7/14/12/2020 MONITORING AND EVALUATION

The chairperson welcomed members to the agenda. Mr. chemeniong suggested that the team conduct a monitoring and evaluation exercise before the festivities to know the status of the NG-CDF projects .All members supported the idea. He proposed and Edward lameck seconded. The team decided that they carry a 4 days monitoring and evaluation exercise. Because of the Covid19 pandemic, members felt there was no need for another meeting and came up with the following budget

1. Members allowances	12x5000x4days	240,000
2. Staff	10x2500x 4days	100,000
3. Hire of vehicles	2x10,000x4 days	80,000
4. Public address system	1x10,000x4 days	40,000
5. Stationery/miscellaneous		16,000
6. Members allowances for the days meeting		52,000
7. Refreshments		<u>10,000</u>
		<u>538,000</u>

One member Mr Benson sikoria reminded the committee that the allowances for the previous meeting had not been paid. Members unanimously approved ksh 62,000 for the allowances of the meeting held on 30th October 2020.

MIN 8/14/12/2020 A.O.B

There being no other business the meeting ended with a word of prayer from Phanice nanjala at 11:30 am

Minutes prepared by: secretary Nancy Kimachas date..... Sign (Nancy).....

Minutes Confirmed by Chairman Julius Mwasiranga date..... sign (Julius).....