



## **CHIENGWE TOWN COUNCIL**

**MINUTES OF THE STAKEHOLDER ENGAGEMENT (CONTARTORS, SUPPLIERS AND MARKETEERS) MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE ON 4<sup>th</sup> DECEMBER, 2024 AT 09:40 HOURS.**

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### **AGENDA**

- 1. READING THE NOTICE OF MEETING**
- 2. PRAYER**
- 3. INTRODUCTIONS**
- 4. APOLOGIES**
- 5. OPENING REMARKS**
- 6. PRESENTATION OF 2024 COUNCIL BUDGET PERFORMANCE**
- 7. PRESENTATION OF 2025 COUNCIL BUDGET**
- 8. 2025 CONSTITUENCY DEVELOPMENT FUND PILOT PROJECTS**
- 9. COMPLIANCE TO BUSINESS OBLIGATIONS**
- 10. CLOSING REMARKS**
- 11. CLOSING PRAYER**





**ATTENDANCE:**

S/N	NAME	GENDER	ORGANISATION/COMPANY	WARD
1.	Tony Tembo	Male	Council	Chiengwe
2.	Cletus Mulenga	Male	Council	Chiengwe
3.	Lawrence Kateya	Male	Council	Chiengwe
4.	Nyansa Moses	Male	Council	Chiengwe
5.	Petland Kalumba	Male	Council	Chiengwe
6.	Chiteta Barry	Male	Council	Chiengwe
7.	Simutanda Willard	Male	Council	Chiengwe
8.	Musesha Wilfred	Male	Wilfred Musesha General Dealers	Chibamba
9.	Chishimba Simon	Male	Simuch Enterprise	Katete
10.	Kalunga Stephen	Male	Kastelu Solutions	Katete
11.	Mukalai Jackson	Male	J.Mukalai General Dealers	Chiengwe
12.	Chisala Frank	Male	Night And Day General Dealers	Katete
13.	Kalongwe James Kapindi	Male	Kachika Technology	Katete
14.	Mulunga Memory	Female	Mubwacha Enterprise	Katete
15.	Lunda Ben	Male	Kamwalu C & J	Katete
16.	Mwakwa Evans	Male	Echoes Sup & General Trades	L/Chomba
17.	Ngandwe Peter	Male	Penga J	Katete
18.	Mulungama Richard	Male	Chamber of Commerce	Luau
19.	Lunshinga Charles	Male	Chimecha General Dealers	Katete
20.	Lwimba James	Male	Squarb Mart	Chiengwe
21.	Mr.Godfrey Mwenya	Male	Jogore Constructions	Katete
22.	Mr. Kasode Chika	Male	Kachika Technology	Katete
23.	Mr.Elias Chileshe	Male	Eli-Chil General Dealers	Katete
24.	Katete Kaputa	Female	Katebe Kaputa	Chiengwe
25.	Bwalya Justine	Male	Nataka General Dealers	Mununga
26.	Jirry J. Bwalya	Male	Slangko General Dealers	Kalobwa
27.	Charles Lushinga	Male	Chimecha General Dealers	Chiengwe

28.	Evans Kabwe	Male	Evans Build Investments	Mununga
29.	Steven Munyemyembe	Male	Overhill Construction	Chienge

**NOTICE OF MEETING:**

The Acting Council Secretary Mr. Tony Tembo read out the notice convening the meeting

**PRAYER:**

Prior to the commencement of the meeting, an opening prayer was given by Ms. Memory Mulunga.

**INTRODUCTION:**

Self-introductions were conducted and each individual stated the organization where they came from.

**ABSENT WITH APOLOGY:**

Mr. B. Kapompo from Berks Enterprise

**WELCOMING REMARKS:**

In his opening remarks, the Chairperson (Acting Council Secretary Mr. Tony Tembo) welcomed all stakeholders present and highlighted a few items to be discussed during the meeting. He further stated that, during budget preparation, all stakeholders were supposed to be involved as required by law, failure to comply would render the budget null and void. He added that the reason why Councilors were not part of the meeting was to give stakeholders more freedom to deliberate on issues affecting their communities.

He also noted that the Business community, Contractors, and Suppliers were key stakeholders in the district whose participation helped ensure the delivery of quality services that benefited the communities. He further explained that, that was why Government had adopted a decentralized governance system and allocated the Constituency Development Fund (CDF) to all districts as reflected in the annual budgets of all Local Authorities.



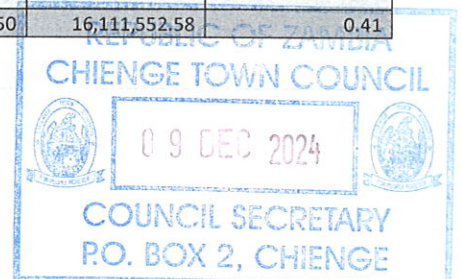
He assured everyone that, despite some challenges, the Council would continue engaging communities as key stakeholders in national development. He urged all participants to take an active part in the deliberations.

With these few remarks he declared the meeting open at 09:40 hours

## SH 01/12/24 PRESENTATION OF 2024 COUNCIL BUDGET PERFORMANCE

The Director of Finance stated that it was always important to assess and ascertain the budget performance before moving into the budget estimates for the following year. He further indicated that the preparation of the budget is based on trend analysis and therefore it was important that a review of the past performance is done. Having said that, he went into the presentation of the budget performance for the period January to June 2024. In his presentation, he said that the budget was flexed in accordance with the period under review. The presentation of the budget performance was as shown below;

CHIENGE TOWN COUNCIL					
2024 SEMI - ANNUAL PERFORMANCE REPORT					
REVENUE SOURCES					
#	Receipts	Budget a ZMW	Actual as at 30-June 2024 b ZMW	Varinace c=a-b ZMW	Performance b/a %
1	<b>National Support</b>				
	1.1 Local Government Equalisation Fund	5,615,369.00	5,474,026.00	141,343.00	97%
	1.2 Constituency Development Fund	15,317,821.00	2,290,000.00	13,027,821.00	15%
	1.3 Other Grants	4,983,563.08	2,278,498.50	2,705,064.58	46%
	<b>Sub - total</b>	<b>25,916,753.08</b>	<b>10,042,524.50</b>	<b>15,874,228.58</b>	<b>0.39</b>
2	<b>Own Source Revenue</b>				
	2.1 Local Taxes	5,100.00	17,975.50	(12,875.50)	352%
	2.2 Fee & Charges	628,483.50	440,360.00	188,123.50	70%
	2.3 Licences	675.00	1,462.00	(787.00)	217%
	2.4 Levies	397,450.00	438,971.50	(41,521.50)	110%
	2.5 Permits	12,000.00	34,365.50	(22,365.50)	286%
	2.6 Commercial ventures	270,329.50	143,579.50	126,750.00	53%
	2.7 Others		-	-	
	<b>Sub - total</b>	<b>1,314,038.00</b>	<b>1,076,714.00</b>	<b>237,324.00</b>	<b>82%</b>
3					
	3. Others	-	-	-	
	<b>Sub - total</b>	<b>-</b>	<b>-</b>	<b>-</b>	
4	<b>Other revenue</b>				
		-	-	-	
		-	-	-	
		-	-	-	
	<b>Sub - total</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	<b>Total</b>	<b>27,230,791.08</b>	<b>11,119,238.50</b>	<b>16,111,552.58</b>	<b>0.41</b>



➤ One Member wanted to know why there were no Capital projects under 2024 funded by the 20% of Local Government Equalisation fund

The response was that the 20% capital component on the Local Government Equalisation Fund was abolished and fund taken to re-current expenditure.

➤ Another Member raised a concern on the low level funding under Constituency Development Fund (CDF).

The response was that the Local Authority carried forward K24 million from 2023 financial year for various projects hence the Government could not continue funding until the funds in the account were fully utilized.

➤ The other Member wanted to know why some of the 2023 Community projects had stalled.

The response was that some Contractors were working at a very slow pace than expected but Management assured the meeting that reminders to expedite the works were already issued to the Contractors.

➤ Another Member raised a concern as to why some Contractors were given more contracts even when they had running contracts.

The response was that some Contractors had the capacity to handle two contracts at the same time while others might not had the capacity to do so. It was however, stated that there should be a clause in the solicitation document to state that those contractors with two or more running contracts might not be eligible to bid for more contracts.

After a lengthy discussion, the Director of Finance proceeded into the presentation of the 2025 estimates of the Council budget.



## SH 02/12/24 PRESENTATION OF 2025 COUNCIL BUDGET

The Director of Finance reported to the Stakeholders that the total budget for Chiengwe Town Council for the year 2025 stood at **K67.5** million showing **8** percent increase as compared to the 2024 budget which was at **K57.1** million. He further highlighted that the increment was attributed to the increase in national Support through Constituency Development Fund (CDF), Devolution Grant and Road Grant.

It was indicated that the **MANDATE** of the Council was to provide operational and service excellence, innovation, community engagement and observance of good financial management and accountability. He narrated that, that was in agreement with the Republican Constitution (Amendment) Act No. 2 of 2016 part IX on the system of Devolved Government (Article 147 (2) and part XI on the System of Local Government.

He also said that, the **STRATEGY** of Chiengwe Town Council was to endeavor to achieve sustainable infrastructure development, efficient management and improve accessibility to land, social and economic services through engagement of stakeholders at all levels.

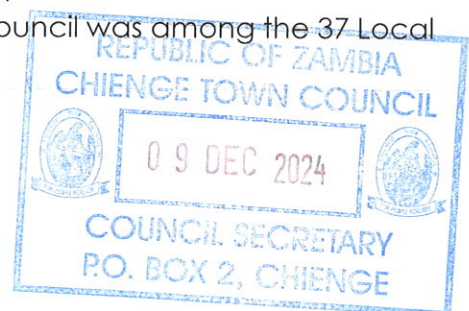
He further said the Council would also provide social protection to the vulnerable, an enabling business environment and enhanced community Government.

After due consideration, on a proposal by Mr. Simon Chishimba duly seconded by Mr. Charles Lushinga, it was

**RESOLVED THAT;** the 2025 Budget for Chiengwe Town Council be **Adopted** and considered for further **RATIFICATION** to the ordinary Council Meeting.

## STK 03/12/2024: 2025 CONSTITUENCY DEVELOPMENT FUND PILOT PROJECTS

The Acting Council Secretary informed contractors and suppliers that Chiengwe Town Council was among the 37 Local



Authorities selected for the 2025 CDF pilot projects. Accordingly, the Council was permitted to use simplified bidding, and that the Council Secretary would approve CDF community projects.

The report was **NOTED** with the following concerns:

1. One member said that there was need to orient the local contractors and suppliers on how to use the EGP system.
2. One member praised the idea of piloting, he said that the approval process would be done in the quickest way.
3. The members hoped that the approach will be fully operational.

Responding to the above concerns, the Acting Council Secretary assured the business Community that issues raised would be attended to accordingly. He indicated that the Zambia Public Procurement Authority (ZPPA) would be informed of the need to conduct an orientation for Contractors in the use of EGP system.

**STK 04/12/2024**

#### **COMPLIANCE TO BUSINESS OBLIGATIONS**

The Director of Finance reported that to improve budget performance at Chiengwe Town Council, business owners were advised to adhere to council regulations by paying all statutory business fees and levies on time.

The report was **NOTED** with the following concerns:

1. One member said that there was need to sensitize the business community on the importance of compliance.

**In response**, the Director Finance said that the concern was noted and necessary action was to be taken.

#### **CLOSING REMARKS:**

In his closing remarks, the Chairperson (Acting Council Secretary) stated that another budget review meeting would be convened to update the Council and key stakeholders. He thanked everyone who attended the meeting for their



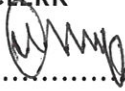
positive participation and encouraged them to maintain the same level of commitment by attending future meetings when called upon.

With these few remarks, he declared the meeting closed at 12:16 hours after having a prayer from Mr. Lushinga Charles.

DATE 9/12/2024 .....SIGNATURE .....

Willard Simutanda (Mr.)

ASSISTANT COMMITTEE CLERK

DATE 9/12/2024 .....SIGNATURE .....

Lawrence Katya (Mr.)

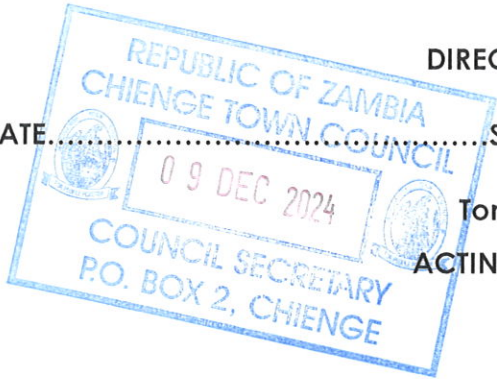
DIRECTOR OF FINANCE



DATE 9/12/2024 .....SIGNATURE .....

Tony Tembo (Mr.)

ACTING COUNCIL SECRETARY





REPUBLIC OF ZIMBABWE  
CHIENGE TOWN COUNCIL  
29 NOV 2025  
DIRECTOR FINANCE  
P.O. BOX 2, CHIENGE