

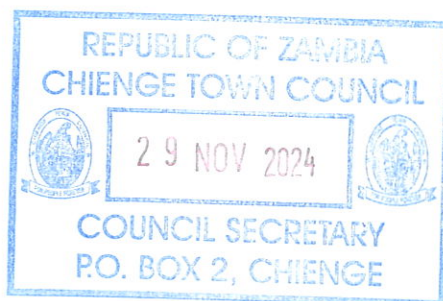


CHIENGWE TOWN COUNCIL

MINUTES OF STAKEHOLDERS' (COMMUNITY REPRESENTATIVES) ENGAGEMENT MEETING HELD IN THE COUNCIL CHAMBER CIVIC CENTRE ON THURSDAY 26TH NOVEMBER, 2024 AT 09:00 HOURS.

AGENDA

1. OPENING PRAYER
2. INTRODUCTIONS
3. APOLOGIES
4. OPENING REMARKS
5. PRESENTATION OF 2024 COUNCIL BUDGET PERFORMANCE
6. PRESENTATION OF 2025 COUNCIL BUDGET
7. COMPLIANCE TO BUSINESS OBLIGATIONS
8. DEVOLUTION GRANT
9. CLOSING REMARKS
10. CLOSING PRAYER

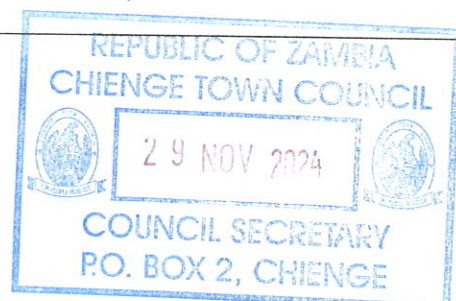


OFFICERS IN ATTENDANCE:

S/N.	NAME	GENDER	POSITION
1.	Gilbert Sendama	Male	Council Secretary
2.	Tony Tembo	Male	Director Human Resource and Administration
3.	Lawrence Kateya	Male	Director Finance
4.	Mabvuto Sakala	Male	Acting Director of Planning
5.	Prudence Malama	Female	Socio-Economic Planner
6.	Jarios Mwila	Male	Administrative Officer
7.	Shipanuka Collins	Male	Assistant Commercial Manager
8.	Ickson Tembo	Male	Programmer
9.	Beene milimo	Female	Internal Auditor
10.	Moses Nyansa	Male	Town planning
11.	Wells Chifunda	Male	Public Relations Officer
12.	Nathan Banda	Male	Human Resource Officer
13.	Fred Chishimba	Male	Office of the President
14.	George Lengwe	Male	Forester
15.	Wages Mambo	Male	DACO
16.	David Shula	Male	Loan Officer
17.	Innocent Mpundu	Male	Public Health Officer
18.	Alice Mvunga	Female	Fisheries Officer
19.	Cheelo Titus	Male	District Livestock Officer
COMMUNITY MEMBERS PRESENT:			
20.	Bernard musonda	Male	WDC Chairperson



21.	Boston Banda	Male	WDC Secretary
22.	Pearson Bwalya	Male	WDC Chairperson
23.	Majory Mulenga	Female	WDC Member
24.	Ronald Chondwe	Male	WDC Secretary
25.	Musonda .G. Chisha	Male	WDC Treasurer
26.	Kelvin Chipili	Male	WDC Secretary
27.	Lightface Katai	Male	WDC Chairperson
28.	Robert Kachela	Male	WDC Vice Chairperson
29.	Wilson Kasongo	Male	WDC Chairperson
30.	Godfrey Mwenya	Male	Chief Representative
31.	Nelson Kalezi	Male	WDC Secretary
32.	Bupe Chabu	Male	WDC Chairperson
33.	Robert Mwaka	Male	WDC Chairperson
34.	Catherine Mpundu	Female	WDC V/Chairperson
35.	Marlon Mwansa	Male	WDC Chairperson
36.	Richard Chishimba	Male	Market Secretary
37.	Annie Chishimba	Male	WDC Treasurer
38.	Peter Chipili	Male	Market Chairperson
39.	Maurice Bwalya	Male	WDC Secretary
40.	Jackson Musonda	Male	Community Member
41.	Isaac Lumbwe	Male	Community Member
42.	Robert Besa	Male	Politician
43.	Richard Kabwe	Male	WDC Secretary



44.	Muma. K. Kataso	Male	WDC Chairperson
45.	Michael Kangwa	Male	WDC Secretary
46.	Florence Lupunja	Female	WDC Treasurer
47.	Beauty Kabaso	Female	WDC Treasurer
48.	Osborn Tusha	Male	WDC Treasurer
49.	Paul Kubulo	Male	WDC Secretary
50.	Gift Chansa	Male	WDC Chairperson
51.	Cosmas Mpampi	Male	WDC Secretary
52.	Goodson Katai	Male	WDC Treasure
53.	Abraham Mwape	Male	WDC Treasurer
54.	Holland Chishala	Male	WDC Chairperson
55.	Kelvin Chansa	Male	WDC treasurer
56.	Dickson Mwansa	Male	WDC Secretary
57.	Lawrence Mulaya	Male	WDC Chairperson
58.	Songwe kolala	Male	WDC Treasurer
59.	David Mukeya	Male	WDC Chairperson
60.	Michael Mwape	Male	WDC Chairperson
61.	Abraham Chishala	Male	WDC Secretary
62.	Benjamin Kaputa	Male	WDC Treasurer
63.	Jonas Mulenga	Male	WDC Chairperson
64.	Bernard Chishimba	Male	WDC Treasurer
65.	Hollis Mukonda	Male	WDC Treasurer



OPENING PRAYER:

Prior to the commencement of the meeting, a prayer was given by Mr. Robert Mwakwa.

INTRODUCTIONS:

Self-introductions were made.

APOLOGIES:

No apologies were recorded.

OPENING REMARKS

In his opening remarks, the Council Secretary welcomed all the Stakeholders who turned up for the meeting. He indicated that the purpose of the meeting was to present to the stakeholders the performance of 2024 Council Budget and also the 2025 proposed Council budget. He further said that during budget preparation all stakeholders were required to be involved as the budget being prepared was for the Community. He disclosed that Councilors were deliberately not invited to be part of the meeting so as to give room to stakeholders to deliberate freely and ask more questions affecting their Communities.

He also highlighted that, whatever the Council planned to do should be accounted for within the planned budget and Stakeholders should be conversant enough on how budgets were prepared by the Councils.

The Council Secretary revealed that the Local Government Equalization Fund (LGEF) being received from Central Government on Monthly basis could not suffice to cater for all the needs of the Community and operations of the Council. Hence, the need to tap into other funding such as Capital Grant under Zambia Devolution Sector Program (ZDSP) and Constituency Development Fund (CDF) to cater for Community development. He bemoaned the lack of well-established local revenue sources in the District. He however assured the stakeholders that management was trying to come up with means and ways of broadening and enhancing revenue sources. In this regard, he indicated that it was important for all stakeholders to cooperate with the Local Authority in the collection of local revenue.



With these few remarks, he declared the meeting open at 10:03 hours.

BSM 01/11/24: PRESENTATION OF 2024 COUNCIL BUDGET PERFORMANCE

The Director of Finance presented the 2024 Semi-Annual Performance Report which outlined the Budget performance for the period January 2024 to June 2024. The Annual budget was flexed to six Months in order to compare like with like against the actual performance. The Report of the Director of Finance indicated the Budget performance of both Own Source Revenue as well as National support as stated 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	National Support				
	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%
	Sub - total	25,916,753.08	10,042,524.50	15,874,228.58	0.39
2	Own Source Revenue				
	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		-	-	
	Sub - total	1,314,038.00	1,076,714.00	237,324.00	82%
3					
	3. Others	-	-	-	
	Sub - total	-	-	-	
4	Other revenue				
		-	-	-	
		-	-	-	
		-	-	-	
	Sub - total	-	-	-	
	Total	27,230,791.08	11,119,238.50	16,111,552.58	0.41

Reactions to the Budget Performance Report

- One member wanted to know why only K 2,290,000.00 was received out of the total K36 Million.



The response was that the Council had a brought forward balance with amounts totaling to K24 million which were utilized in 2024 as the Government could only release more funds when the available funds in the account are fully utilized.

- Another Member wanted know why a vote on local taxes had over paid by June 2024 in comparison with the budget.

The response was that Management had put up some measures in place which compelled the Contractor to personal levies for their employees as they tender for Constituency Development Projects hence the over performance on this budget vote

- A Member of the Ward Development Committee why the Council had not paid Loans and Secondary Boarding and skills bursaries

The response was that the due processes for bursaries and loans were still under way and as soon as the processes were the qualified beneficiaries would be considered

- Another Member of the Community wanted to why the loan repayments vote did not reflect any figure

The response was that performance on loans was bad as most of the Loan beneficiaries were not paying bank. The way forward was that the reconciliation will be to ascertain non-performing loans and legal action will be instituted against the loan defaulters

After a lengthy discussion, Management was urged to ensure that it puts in place measures that will contribute to the Own Source Revenue Enhancement if the Local Authority was to continue providing its municipal services.



BSM 02/11/24 PRESENTATION OF 2025 COUNCIL BUDGET

The Director of Finance reported to the Stakeholders that the total budget for Chienge Town Council for the year 2025 stood at **K67.5** million, showing **8** percent increase compared to the 2024 budget which stood at **K57.1** million. He indicated that the increase in the 2025 Council budget was attributed to the increase in national support through CDF and Devolution Sector Grant (DSG).

The Director of Finance further said that the **MANDATE** was to provide operational and service excellence, innovation, community engagement and observance of good financial management and accountability. He said that the mandate was in line 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 Chienge 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 stated that the Local Authority would provide social protection to the vulnerable, create an enabling business environment and enhance community engagements.

After the budget presentation by the Director of Finance, the Council Secretary invited questions from the Stakeholders.

REACTIONS FROM THE STAKEHOLDERS



One of the Community members wanted to know the reason why local governance component had drastically increased from K125.381 to k1, 610,276 for the year 2025 budget.

In response, the Council Secretary indicated that the component was to cater for sub programs such as Local elections, formation of Market Committees through holding of elections as well as to cater for Councilors' monthly allowances.



- Further another Community member wanted to know why the allocation towards Agriculture was too minimal compared to the previous allocation.

In response, the District Agriculture Coordinator (DACO) explained that before being devolved into local Authorities, grants were received direct from Central Government. He further narrated that the allocation was to cater for stationery, fuels and lubricants to facilitate the smooth operation of the department. He explained that capital projects would be directly financed by Central government.

- Another Community member wanted to know the total number of students who were under CDF bursaries as well as those under skills.

Regarding the above concern, the Socio Economic Planner indicated that, the Local Authority was in receipt of 345 applications for skills from various wards and out of 345 only 327 students qualified. She further said that only 78 applications were received for secondary bursaries and that all those applications were considered accordingly.

- Another concern raised by the Community members was about the welfare of students who were under CDF bursaries. The Local Authority was urged to undertake periodic monitoring of Colleges where those students had been learning.

In response, the Council Secretary indicated that the concern was taken note and that monitoring of Colleges was part of the activities put in the budget.

- Some Community members raised a concern regarding market levies which were not being collected by the Local Authority in some markets.

In response, the Council Secretary promised that the matter would be tabled in due course between the Local Authority and the Traditional leaders.

- One Ward Development Committee member raised a concern that some of the wards were highly considered in terms of development compared to other wards. He further narrated that most of the applications for development in Kalungwishi ward had not been considered since 2021.



In response, the Council Secretary disclosed that according to the records most of the projects in Kalungwishi ward were water related and that two (2) foot bridges were constructed.

Another Community member raised a concern about floods being experienced at Puta Market due to heavy rains.

In response, the Council Secretary promised to visit the Market Committee so as to discuss the matter since the floods were being caused by unplanned constructions.

After thorough discussions and clarifications, on proposal by Mr. Jonas Mulenga and duly seconded by Mr. Peter Ngandwe, it was,

RESOLVED THAT;

the 2025 Council Budget for Chienge Town Council be adopted and considered further by the Special Council Meeting for ratification.

BSM 03/11/24

COMPLIANCE TO BUSINESS OBLIGATIONS

The Director of Finance requested all stakeholders to support Chienge Town Council through adhering to business regulations by paying Personal Levy, Business Levy and other fees and charges that go with business operation. He said that by complying with all the requirements, the Local Authority would be able to execute the 2025 budget accordingly.

The report was **NOTED**.

BSM 04/11/24

DEVOLUTION GRANT

The Director of Finance reported for consideration of the stakeholders that on 17th October, 2024 Chienge Town Council received funding from the Ministry of Finance and National Planning amounting to **ZMW 2, 694, 736.84**. The funding came as Devolution Grant meant for Community development. Therefore, the Director of Finance invited proposals for Community Projects to be undertaken that were in line with the Integrated Development Plan for Chienge District.

After a lengthy discussion, on proposal by Mr. Michael Mwape and duly seconded by Mr. Muma Kataso, it was,



RESOLVED THAT;

a total amount of **ZMW 2, 694, 736.84** devolution grant be used to construct a Community Radio station that would provide information dissemination services to the people of Chienge.

CLOSING REMARKS:

The Council Secretary thanked the Stakeholders for their inputs and concerns raised during the deliberations. He further encouraged them to keep up with the same spirit of attending meetings every time they were called.

There being no further business to conduct, the Council Secretary declared the meeting closed at 13:15 Hours after having a closing prayer.

DATE 29/11/2024.....SIGNATURE [Signature].....



Willard Simutanda (Mr.)

ASSISTANT COMMITTEE CLERK

DATE.....SIGNATURE.....



Lawrence Kateya (Mr.)

DIRECTOR OF FINANCE

DATE.....SIGNATURE.....

Gilbert Sendama (Mr.)

COUNCIL SECRETARY