KASENENGWA TOWN COUNCIL

MINUTES OF THE FIFTEENTH (15TH) ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE, ON MONDAY 14TH APRIL, 2025 AT 11:00 HOURS.

COUNCILLORS PRESENT

Falesi J Soko	-	Council Chairperson
Peter L. Mwenda	-	Vice Council Chairperson
Alexander Miti	-	Councillor
Micky Mbewe	-	Councillor
Paul Phiri	-	Councillor
Acklas Miti	-	Councillor
Ackim Sakala	-	Councillor
Solomon Banda	-	Councillor
Agabu Nyangulu	-	Councillor
Samuel M Zulu	-	Co-opted Councillor
Banda Malisten	-	Co-opted Councillor
Bishop Gerald Sakala	-	Chaplain

IN-ATTENDANCE OFFICERS

Caroline C.M. Mphande Mrs	-	Council Secretary
Emma Mumba	-	Director Finance
Daniel Banda	-	Chief Human Resource Officer
Paul W. Thera	-	Director Engineering Services
Nafitaly Phiri	-	Director of Health
Reuben Silungwe	-	Assistant Internal Auditor
Mervis Sialumano	-	District Fisheries and livestock Coordinator
Evelyn Mwale	-	District Culture Officer
Emma Sakala	-	District Forestry Officer
Joseph Phiri	-	District Community Development Officer
Choolwe Hamama	-	Town Planner
Chrispine Chola	-	District Social Welfare Officer
Denis Zulu	-	District Coordinator
Sishekano Kalunga	-	Civil Engineer
Bristol Hakabanze	-	Division Fire Officer
Lydia Phiri	-	Internal Auditor
Mainga Sihubwa	-	Human Resource Officer
Mose Bulaya	-	Architect
Richard Zimba	-	Electrical Engineer
Alessandra Tembo	-	Systems Analysis
Taziona Shawa	-	Community Development Officer
Maneya Chimbaza	-	Senior Legal Assistant
Leya Banda	-	Senior Legal Assistant
Annie Lungu	-	Committee Clerk

BY INVITATION:

Olivia Banda - Senior Executive Officer (OP)

NATIONAL ANTHEM/ PRAYER:

Prior to the commencement of the meeting, the National Anthem was sung, followed by a prayer given by the Chaplain Bishop Gerald Sakala.

KTC/167/04/25: NOTICE OF MEETING

The Notice for convening the Fifteenth (15th) Ordinary Council meeting was read by the Council Secretary.

KTC/168/04/25: APOLOGY (IF ANY)

Apologies were received from;
His Royal Highness Senior Chief Nzamane
His Royal Highness Chief Gogo Madzimawe
His Royal Highness Chief Mishoro

The apologies were **NOTED**

KTC/169/04/25: COUNCIL CHAIRPERSON'S COMMUNICATION

The Council **NOTED** the Council Chairperson's Communication attached on ***appendix A.***

KTC/170/04/25: DECLARATION OF INTEREST

Councillor Alexander Miti declared interest on item PWDREC /11/03/25

KTC/171/04/25: MINUTES OF FOURTEENTH (14th) ORDINARY COUNCIL MEETING HELD ON FRIDAY 13th DECEMBER, 2025.

Minutes of the Fourteenth (14th) Ordinary Council meeting held on Friday 13th December 2024 were presented before the Council for Confirmation from Minute N0. KTC/155/12/24 to KTC/166/12/24 on Pages 1 to 6 were received.

On a proposal by Councillor Acklas Miti duly seconded by Councillor Alexander Miti, it was;

RESOLVED

That the Minutes of the Fourteenth (14th) Ordinary Council meeting held on Friday 13th December 2024 presented before the Council for Confirmation from Minute N0. KTC/155/12/24 to KTC/166/12/24 on Pages 1 to 6 be confirmed and signed as a true record of the proceedings of the Council

KTC/172/04/25: ACTION TAKEN REPORT

The Action Taken report was presented to the Council for Consideration.

The report was **NOTED**

MINUTES OF THE COUNCIL STANDING COMMITTEES

KTC/173/04/25: MINUTES OF FINANCE, HUMAN RESOURCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON TUESDAY 28TH JANUARY, 2025

On a proposal by Councillor Acklas Miti duly seconded by Councillor Solomon Banda, the Minutes of Finance, Human Resource and General Purposes committee meeting held on Tuesday 28th January, 2025 Minute N0. FHGPC/01/01/25 to FHGPC/22/01/25 on pages 7 – 17 were received for consideration and adoption.

After due consideration of the minutes and on a proposal by Councillor Acklas Miti duly seconded by Councillor Agabu Nyangulu, it was; -

RESOLVED

That the Minutes of Finance, Human Resource and General Purposes Committee Meeting held on Tuesday 28th January, 2025 Minute N0. FHGPC/01/01/25 to FHGPC/22/01/25 on pages 7 – 17 be adopted as a true record of the proceedings of the Council**.**

KTC/174/04/25: MINUTES OF PLANS, WORKS, DEVELOPMENT AND REAL ESTATES, HEALTH, ENVIRONMENT AND NATURAL RESOURCES COMMITTEE HELD ON WEDNESDAY 19TH MARCH, 2025

On a proposal by Councillor Paul Phiri duly seconded by Councillor Micky Mbewe, the Minutes of Plans, Works, Development and Real Estates, Health, Environment and Natural Resources Committee Meeting held on Wednesday 19th March, 2025 Minute N0s. PWDERNC/01/03/25 to PWDERNC/39/03/25 on pages 18 to 34 were received for consideration and adoption.

After due consideration of the minutes and on a proposal by Councillor Acklas Miti duly seconded by Councillor Micky Mbewe, it was;

RESOLVED

That the Minutes of Plans, Works, Development and Real Estates, Health, Environment and Natural Resources Committee Meeting held on Wednesday 19th March, 2025 Minute N0s. PWDERNC/01/03/25 to PWDERNC/39/03/25 on pages 18 to 34 be adopted as a true record of the proceedings of the Council.

KTC/175/04/25: MINUTES OF AUDIT COMMITTEE MEETING HELD ON FRIDAY 21ST MARCH, 2025.

On a proposal by Councillor Alexander Miti duly seconded by Councillor Acklas Miti, that the Audit Committee Meeting held on Friday 21st March 2025 Minute N0s. AUDIT/01/03/24 to AUDIT/11/03/25 on pages 35-41 were received for consideration and adoption with the following corrections: -

On the heading to read the Audit meeting held in the Council Chamber Civic Centre

On item AUDIT/09/03/25 first paragraph line N0. 4 to read 8 months.

After due consideration of the minutes and on a proposal by Councillor Paul Phiri duly seconded by Councillor Agabu Nyangulu, it was;

RESOLVED

That the Minutes of Audit Committee Meeting held on Friday 21st March 2025 Minute N0s. AUDIT/01/03/24 to AUDIT/11/03/25 on pages 35-41 with corrections be adopted as a true record of the proceedings of the Council.

REPORT OF THE COUNCIL SECRETARY

KTC/176/04/25: ENGAGEMENT MEETING ON THE COMPENSATION PLAN FOR THE LOCALS AT THE CENTRAL BUSINESS DISTRICT.

The Director Planning reported that Council passed a resolution under Minute N0. KTC/160/12/24 via Minute No PWDREC/245/11/24 which approved the allocation of 20x18m Plots per Household as compensation to the locals affected by the establishment of the Central Business District at Choongo Turn off. Kasenengwa Town Council held two key engagement meeting with their Royal Highnesses Chief Mishoro and Chief Gogo Madzimawe.

She reported that the decision to offer compensation was necessary due to increase resistance from the community members occupying the land that was relinquished to the state for the purpose of the CBD development. She explained that the engagement aimed at presenting the compensation plan to the traditional leadership and community members and to seek their support in its implementation.

176.1 Engagement meeting with His Royal Highness Chief Mishoro

The Director Planning reported to the Council that the engagement meeting was held on 18th December, 2024 which was attended by Her Worship the Council Chairperson, the Provincial Local Government Officer, the Provincial Planning Unit, State Police from Kasenengwa District, Choongo Turn -Off Section Committee Village Headmen and some community members.

She reported that during the meeting, Kasenengwa Town Council highlighted the developmental challenges being faced due to compensation claims and resistance from the locals. The Council presented its compensation plan and informed the Chief of its readiness to conduct a field survey to verify affected individuals and determine field sizes.

She reported that Chief Mishoro expressed disappointment over the continued community resistance. He stated that at the inception of the CBD project, compensation had not been an issue, as community members were advised to approach his office for alternative farmland. He further remarked that the land in question had been granted to those claiming compensation freely by his office and was subsequently given to the State for the establishment of the CBD, thus claims for compensation from individuals who did not pay anything were not in order.

She informed the Council that the Chief welcomed the Council's proposal and directed village headmen to work with the Council in verifying field sizes and identifying eligible claimants.

Following the endorsement, a joint team from Kasenengwa Town Council, the Provincial Planning Authority, and the State Police visited the CBD area under Chief Mishoro's jurisdiction to conduct the planned field survey. Unfortunately, despite prior discussions and the Chief's endorsement, the team was met with hostility. Community members refused to cooperate, issued verbal threats, and created an unsafe environment, forcing the survey team to abort the exercise.

In view of the above, Kasenengwa Town Council was in the process of undertaking further engagements with the Royal Highness, village headpersons, and community leaders to resolve the matter amicably and facilitate the successful implementation of the compensation plan.

176.2 Engagement Meeting with the Royal Highness Chief Gogo Madzimawe

The Director Planning reported that an engagement meeting with Chief Gogo Madzimawe was held on 19th December 2024 and was attended by the Provincial Local Government Officer, the Provincial Planning Unit, Kasenengwa District State Police, the Chongo Turn-Off Section Committee, and several village headmen.

She reported to that the Council presented its challenges in implementing CBD development, arising from land compensation claims. The Council outlined its proposed compensation framework and expressed its intention to carry out a field survey to determine the extent of land claimed and the number of individuals involved.

She reported that Chief Madzimawe welcomed the Council's proposal and acknowledged the need to address the concerns of affected locals in order to minimize resistance. However, he noted dissatisfaction from the Chongo Turn-Off Section Committee, who felt the compensation size of land was inadequate relative to the land relinquished.

She reported that the compensation size of land would only be determined upon completion of a comprehensive field survey to quantify both land extents and the number of claimants. She reported that the Chief urged the section committee and village headpersons to cooperate with the Council and assist in conducting the survey.

She reported that with the Chief's approval and the support of the State Police, Kasenengwa Town Council successfully conducted the field survey within the Chief Madzimawe catchment area. The survey prioritized the area with Plots that were advertised and allocated in 2022 and 2024. She reported that 110 individuals claiming compensation were identified.

The summary of the findings was presented in the table below:

S/N	Status of the Land	Number of People Affected	Size of Land in Hectares	Recommendation
1	Cultivated Area	86	90.4	To be compensated
2	Forested Ares (Virgin Land)	7	8.1	Not to be compensated as the area in question was not used for farming or any source of livelihood
3	Land Claimed by Multiple People	11	15.0	Affected people to harmonize claims of ownership for the land to facilitate compensation
4	Falls outside the CBD Catchment Area	6	-	Does not need to be compensated
Total		**110**	**113**	**-**

She reported that Kasenengwa Town Council was in the process of presenting the findings of the survey to His Royal Highness Chief Madzimawe, with the aim of finalizing a compensation plan that fairly addresses the concerns of the affected individuals without affecting the planning and development of the CBD.

After a lengthy discussion and on a proposal Councillor Acklas duly seconded by Councillor Paul Phiri, it was

RESOLVED

i. That management to go head to compensate the affected community at Chongo Turn off.
ii. That management to engage His Royal Highness Chief Mishoro on the continuous resistance
iii. The law to apply if the community of His Royal Chief Mishoro continue to resist.

KTC/177/04/25: CLOSING REMARKS

The Council Chairperson thanked all Councillors present and their fruitful contributions towards that meeting. She advised all department to work as a team in order to develop Kasenengwa District.

There being no other business to transact, she officially declared the meeting closed at 13:20 hours with a prayer given by Bishop Gerald Sakala the Council Chaplain.

SIGNED THIS ----------DAY OF ----------2025

CHAIRPERSON

MINUTES OF FINANCE, HUMAN RESOURCE AND GENERAL PURPOSES COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER CIVIC CENTRE ON TUESDAY 20TH MAY, 2025 AT 09:58 HOURS.

COUNCILLORS PRESENT:

Acklas Miti	-	Chairperson
Paul Phiri	-	Council
Agabu Nyangulu	-	Councillor
Ackim Sakala	-	Councillor
Solomon Banda	-	Councilor
Peter Mwenda	-	Vice Council Chairperson - Ex-officio
Falesi Soko	-	Council Chairperson - Ex-officio

IN-ATTENDANCE

Paul W. Thera	-	Director of Works
Emma Mumba	-	Director Finance
Daniel Banda	-	Chief Human Resource Officer
Joseph Phiri	-	Community Development Officer
Chrispine Chola	-	District Social Welfare Officer
Comfort Chama	-	Director Planning
Evelyn Mwale	-	Culture Officer
Elisha Sikapulanga	-	District Education Standards Officer
Cecilia Phiri	-	Senior Procurement Officer
Reuben Silungwe	-	Assistant Internal Auditor
Bridget Chooma	-	Senior Agricultural Officer
Leya Banda	-	Senior Legal Assistant
Annie Lungu	-	Committee Clerk

PRAYER

The opening prayer was given by Councillor Paul Phiri.

FHRGPC/23/05/25: NOTICE OF MEETING

The notice of meeting was read by the Director Engineering Services Mr. Paul W Thera.

FHRGPC/24/05/25: OPENING REMARKS

The Chairperson welcomed all members and encouraged them to fully participate and ask where they were not sure as the committee oversees how the resources were being utilized. He officially declared the meeting open at 10:00 hours

FHRGPC/25/05/25: APOLOGIES

Apologies were received from: -

Caroline C.M Mphande (Mrs) - Council Secretary
His Royal Highness Chief Nzamane

Apologies were **NOTED**

FHRGPC/26/05/25: DECLARATION OF INTEREST

No one declared interest

FHRGPC/27/05/25: REPORT OF THE COUNCIL SECRETARY

There was no report from the Council Secretary

REPORT OF THE DIRECTOR FINANCE

FHRGPC/28/05/25: ENGAGEMENT OF WDC IN REVEUNE COLLECTION

The Director Finance reported for consideration of the committee that the Local Government Act No. 2 of 2019 section 37 lists the functions of the Ward Development committee and states that:

- 37 (b) collect revenue, levies and fees on behalf of a local authority on appointment by resolution of the council;
- **37** (l)identify in the ward, and submit to the Local Authority, potential areas of revenue sources likely to broaden the revenue base of the Local Authority;
- **37** (m) prudently manage resources allocated to the ward by the Local Authority in line with Principles of Public Financial Management;
- **37** (n) manage and keep a record of resources allocated to the Ward Development Committee;

In view of the above, Management recommended to engage the Ward Development Committees in the Wards to help the Local Authority with revenue collection in areas such as Chiwoko, Chankhanga Zone, Kamboma Zone among others.

Management proposed to sign a memorandum of understanding (MOU) between Ward Development Committee and the Local authority at 30% to be given to the WDCs and the remaining 70% would be for the Council.

On a proposal by Councillor Paul Phiri duly seconded by Councillor Agabu Nyangulu, it was;

RECOMMENDED TO RESOLVE

i. That the Engagement of the Ward Development Committee to collect revenue on behalf of the Local Authority be approved
ii. That the Memorandum of Understanding (MOU) be signed and a 30% share should go to Ward Development Committee while the 70% remain for the Local Authority.

FHRGPC/29/05/25: WAGE BILL 2025

The Director Finance reported for information of the committee that the wage bill increased by **K142,205.52** with the addition of new staff and salary adjustments. Below were the changes to the wage bill.

Details	31st December 2024	31st March 2025
Net Salaries	419,946.62	505,704.01
PAYE	100,161.38	136,900.32
NAPSA	48,863.66	64,518.22
Other Deductions	23,399.19	27,453.82
Gross Salaries	592,370.85	734,576.37
Allowances	66,000.00	66,000.00
TOTAL	**658,370.85**	**800,576.37**

The Local Government Equalisation fund received for March 2025 was K 785,796.12. The ZRA for March and April were not paid.

The report was **NOTED**

FHRGPC/30/05/25: ISSUANCE OF BUSINESS LICENCES – LEGAL OFFICE

The Director Finance reported for consideration of the committee that with the addition of Legal officers the Legal Unit took over the issuance and management of licences. She highlighted to the committee that Finance would be collecting revenue and payments but all licences and permits be handled by the Legal Unit.

On a proposal by Councillor Solomon Banda duly seconded by Councillor Paul Phiri, it was;

RECOMMENDED TO RESOLVE

That the issuance of Business Licences be handled by Legal Unit

FHRGPC/31/05/25: RECEIPTS AND PAYMENTS FOR THE QUARTER ENDED 31ST MARCH 2025.

The Director Finance reported for ratification of the committee the Receipts and Payments report for the quarter ending 31st March 2025.

She reported that a total revenue for the period was K11,099,172 representing a performance of 13% collected from what was budgeted.

She reported that the amount included K 2,349,877 equalization fund, K5,357,629 sector funds, and K2,524,357 CDF funding as at 31st March 2025.

She further reported that the actual total expenditure for the period to 31st March 2025 was K27,269,560. Of which, K1,709,434 was paid towards salaries, allowances and statutory obligations. See the table below and ***appendix 1 attached***

REVENUE	Approved 2025	Actual 2025	Percentage
Local Taxes	22,005	1,525	6.93
Fees and Charges	820,465	32,965	4.02
Licenses	139,250	7,230	5.19
Levies	415,790	127,524	30.67
Permits	48,180	13,646	28.32

Charges	933,959	26,968	2.89
Other Income	245,000	102,450	41.82
National Support	87,624,701	10,231,864	11.68
Total	**90,249,349**	**11,099,172**	**12.30%**

After due scrutiny of the report and on a proposal by Councillor Paul Phiri duly seconded by Councillor Solomon Banda, it was;

RECOMMENDED TO RESOLVE

That the Receipts and Payments for the Quarter ended 31st March 2025 be ratified.

REPORT OF THE CHIEF HUMAN RESSOURCE OFFICER

FHRGPC/32/05/25: STAFF IN COMING TRANSFER AND STAFF OUTGOING TRANSFER

The Chief Human Resource Officer reported for information of the Committee that the Local Government Service Commission Transferred Mr Edson Kambole Chief Accountant LGSS/06 File No. LAS/20083 from Mambwe Town Council to Kasenengwa Town Council. He further informed the committee that the Local Government Service Commission transferred Mr. Martin Suse, Accountant LGSS/08 File No. LAS/20012 from Kasenengwa Town Council to Kasama Municipal Council to Act as Chief Accountant.

The report was **NOTED**

FHRGPC/33/05/25: RECOMMENDATION FOR STAFF ACTING APPOINTMENT-MR. SERGIO FIKOLMA, SENIOR ACCOUNTANCY ASSISTANT-LGSS/11, FILE NO. LAS 20015.

The Chief Human Resource Officer reported for information of the committee that the above-named Officer was recommended for Staff Acting appointment with a view to substantive Promotion following outstanding his performance and qualifications as indicated in the table below: -

S/N	NAME OF OFFICER	SEX	SUBSTANTIVE POSITION/SALARY SCALE	RECOMMENDED POSITION/SALARY SCALE	QUALIFICATIONS
01	Sergio Fikoloma	M	Senior Accountancy Assistant-LGSS/11	Accountant-LGSS/08	Grade12 Certificate, ZICA Technician, Diploma in Accountancy (DA) ZICA Advanced diploma in Accountancy level 7

The committee may wish to know that the position of Senior Accountancy Assistant-LGSS/11was abolished under the approved new Structure for Town Councils and that the position of Accountant LGSS/08 fell vacant following the transfer of Mr Martin Suse to Kasama Municipal Council.

In view of the above, Mr. Sergio Fikoloma, Senior Accountancy Assistant LGSS/11 was recommended to act as Accountant-LGSS/08 with a view to determine his suitability to a higher position and that the matter was submitted to the Responsible officer for onward submission to the Local Government Service Commission for approval.

The report was **NOTED.**

FHRGPC/34/05/25: STAFF NORMAL RETIREMENT-MRS. CAROLINE C.M MPHANDE, COUNCIL SECRETARY, LGSS/03, FILE NO. LAS/10000.

The Chief Human Resource Officer reported for information of the Committee that the records of the above-named officer were showing that she was born on 12th September, 1965. She was going to attain the age of Sixty (60) years on 12 September, 2025 which has been a normal retirement age as) prescribed in the Pensions Act.

S/N	NAME	POSITION	DATE OF ENGAGEMENT	DATE OF BIRTH	YEARS SAVED	DATE OF RETIREMENT
01	Mrs. Caroline C.M Mphande	Council Secretary	24-11-94	12-09-1965	31	12-09-2025

It was against this background that Mrs Caroline C.M Mphande was notified of her retirement which falls on 12th September, 2025 at the age of Sixty (60) years as Normal Retirement age in line with the Terms and Conditions of Service for the Local Government Service Commission Chapter III Section 39 under which she serves and that the matter be submitted to the Local Government Service Commission for approval.

The report was **NOTED**

FHRGPC/35/05/25: APPOINTMENT OF MS. LYDIA PHIRI TO ACT AS INTERNAL AUDITOR LGSS/08

The Chief Human Resource Officer reported for information of the Committee that the Local Government Service Commission Appointed Ms. Lydia Phiri, Assistant Accountant-LGSS/10 to Act as Internal Auditor-LGSS/08 under Kasenengwa Town Council with a view to determine her suitability to the higher position.

The report was **NOTED**

REPORT OF THE DISTRICT COMMUNITY DEVELOPMENT OFFICER

FHRGPC/36/05/25: CROSS CUTTING ISSUES

The District Community Development Officer reported for information of the committee that during the period under review, the department undertook the following activities: -

- ❖ Follow ups on Farmer Support Program (FSP) payback of recoveries on traditional and emergency wetland programmes
- ❖ Training of 1,068 beneficiaries in crop production and management with the Ministry of Agriculture
- ❖ Distribution of FSP rainfed farming inputs as shown below:

36.1 food security pack input distributed

The District Community Development Officer reported for information of the committee that during the period under review the department distributed the food security pact input as indicated in the table below: -

Ward	CWAC NAME	# OF BENEFICIARIES	D.COM*50KG	UREA*50KG	MAIZE*10KG
Makungwa	Chadyela	61	122	122	61
	Katintha	62	124	124	62
Total		**123**	**246**	**246**	**123**
Chiparamba	Chazingwa	79	158	158	79
	Chinjala	79	158	158	79
	Kawawa	79	158	158	79
	Kayeka	96	192	192	96
Total		**333**	**666**	**666**	**333**
Chingazi	Chingazi	84	168	168	84
	Chivungula	91	182	182	91
Total		**175**	**350**	**350**	**175**
Mpunza	Chikungu	13	26	26	13
	Chipembawulo	75	150	150	75
Total		**88**	**176**	**176**	**88**
Mkowe	Kambwatike	39	78	78	39
	Kapita	47	94	94	47
	Masamba	48	96	96	48
Total		**134**	**268**	**268**	**134**
Ngo'ngwe	Luona	75	150	150	75
	Mashangano	80	160	160	80

Total		**155**	**310**	**310**	**155**
Kwenje	Vuze	60	120	120	60
Grand Total		**1068**	**2136**	**2136**	**1068**

36.2 SELF HELP PROJECTS

The District Community Development Officer reported for information of the committee that the department handed over of 8 maize shellers were handed over in 4 Wards as shown below:

N0	Name of CWAC	Maize sheller received	Ward
1	Chikungu	1	Mpunza
2	Chinunda Chibamu Mukotama Kasenengwa	1 1 1 1	Ngo'ngwe
3	Chiparamba	1	Chiparamba
4	Chingazi Chivuungula	1 1	Chingazi

He highlighted to the committee that the projects were community driven and other Wards like Mkowe received farming inputs, Mboza had applied for storage Facility.

The report was **NOTED**

36.3 SUPPORTING WOMEN'S LIVELIHOOD

The District Community Development Officer reported for information of the committee that during the period under review, the following activities were carried out:

- ❖ Monitoring and tracking women's attendance at saving groups
- ❖ Collection of GRM forms from 14 community welfare assistant committees (CWACs) and 27 GRM collected from the 61 CWACS.
- ❖ Sensitization on Grievance redress mechanism to 7 CWACs
- ❖ Monitoring of 16 digital saving groups
- ❖ Holding of the 1 Gewel 2 inception visit

The District Community Development Officer highlighted to the committee that the GRM forms were being given to the community to fill in if they were unhappy with projects being undertaken in their respective areas.

CHALLENGES

The District Community Development Officer reported for information of the committee that during the period under review the department faced the following challenges: -

- Inadequate staff
- Poor road network
- Poor telecommunication network
- Inadequate motorbikes for the field staff

RECOMMENDATION

The District Community Development Officer reported for information of the committee that during the period under review the department made the following recommendations: -

- Deploying of more Community Development Assistants (CDAs) to easy the implementation of the project
- Provision of motorbikes for the CDAs.
- Improving the road-network
- Improving the telecommunication network

The report was **NOTED.**

REPORT OF THE DISTRICT CULTURE AND TRADITIONAL AFFAIRS' OFFICER

FHRGPC/37/05/25: SENSITISATION OF HANDCRAFT

Key Result Area: Cultural Industry

The District Culture and Traditional Affairs' Officer reported for information of the committee that the department conducted sensitization meeting with cultural practitioner with a traditional handcraft skill specialized in making traditional artifacts such as Chairs, Stools, Tables, Hats and Baskets in Simeon Village, Chief Chikuwe's area. The craftsman was sensitized on the need for consistency, creativity and marketing of the said products to ensure that they reach a wider audience and value for money was attained.

She further reported that some of the products were showcased and sold by the department on his behalf during N'cwala Traditional Ceremony. The craftsman was earmarked to participate at the Provincial Cultural Festivals scheduled for July in Chipata.

The report was **NOTED**

FHRGPC/38/05/25: COORDINATION OF CULTURAL ENTERTAINMENT DURING PUBLIC EVENTS

Key Result Area; Cultural Entertainment

District Culture and Traditional Affairs' Officer reported to the committee that the Department facilitated the provision of cultural entertainment during Women's Day and Youth Day celebrations held on 8th and 12th March respectively. The groups engaged were Chifundo Cultural group from Chief Chikuwe's area and Dingeni Cultural Group from Chief Mishoro.

The report was **NOTED**

FHRGPC/39/05/25: PROVINCIAL CULTURAL FESTIVALS

Key Result Area; Cultural Programs

District Culture and Traditional Affairs' Officer reported for information of the committee that the Provincial Cultural Office Would be holding a Provincial Cultural Festival in Chipata district in July on a date to be communicated. She reported that the Provincial Cultural Festival as an Annual Cultural event where different cultural groups from all the districts in the province come together to showcase their talents, arising from the same, the best group would be selected to take part at National level in Lusaka.

Chimya akulu (Kanindo) Cultural group from Chief Mishoro's area was earmarked to represent Kasenengwa district at the 2025 festivals. She informed the committee that the said group practices unique cultural dance which was one of the criteria for participation in the 2025 festivals and the preparations were already underway.

The report was **NOTED**

FHRGPC/40/05/25: PROVISION OF COSTUME FOR CULTURAL DANCE

Key Result Area; Cultural Programs

District Culture and Traditional Affairs' Officer reported for information of the committee that the department requested to use part of its administration funds to purchase costume for the cultural group to take part in the forthcoming Provincial cultural festivals in Chipata. She reported that the Costume would ensure uniformity of group members and enhancement of the district image.

CHALLENGES

District Culture and Traditional Affairs' Officer reported for information of the committee that the period under review the department faced the following challenges;

- Lack of funding to undertake planned activities.
- Lack of office equipment and material such as computer, printer and stationery, making it difficult for the department to operate effectively.
- Lack of transport to facilitate movements to and from activity sites.

RECOMMENDATIONS

District Culture and Traditional Affairs' Officer reported for information of the committee that arising from the above challenges, the following recommendations were made;

- Increased budgetary allocation to fully undertake departmental activities.
- Procurement of office equipment to facilitate work.
- Allocation of transport to easy movements to activity sites.

After due consideration of the report and on a proposal by Councillor Paul Phiri duly seconded by Councillor Solomon Banda, it was;

RECOMMENDED TO RESOLVE

That the procurement of Costume for the Cultural Dance be done

REPORT OF THE DISTRICT SOCIAL WELFARE OFFICER

The District Social Welfare Officer reported to the committee that the report was covering activities undertaken during the first quarter of the year 2025. He reported that the report presented the district situation analysis, information concerning administration part, organisations the department networks with, services and activities implemented during the period under review both Statutory and Non-Statutory, challenges experienced and achievements made against the goals that were set and targets.

FHRGPC/41/05/25: ADMINISTRATION

A. Staff Matters

The District Social Welfare Officer reported for information of the committee that the office has one Social Welfare Officer, two (2) Assistant Social Welfare Officers, one (1) officer on attachment, One (1) stenographer and one driver.

B. Transfers

The Ms Sondashi who was on attachment from education was being transferred to the department of Community Development in Chipata District.

FHRGPC/42/05/25: COMMUNITY WELFARE ASSISTANT COMMITTEE (CWAC) RE-ORGANISATION EXERCISE

The District Social Welfare Officer reported for information of the committee that the department conducted a dissolution and selection exercise of CWACs in the district. The essence of the activity goes beyond just dissolving and facilitating the selection of new CWACs. He informed the committee that it also aims at strengthening the community structure and ensure community engagement, and equip new members with the necessary knowledge and skills to effectively serve their communities in order respond to the challenges which came with some CWACs as a result of covering huge area. The office with support from traditional leaders and Ward Councilors, conducted the re-organization of the boundaries of CWACs which resulted into the formulation of new CWACs. Below was the table of the newly formulated CWACs.

		NEWLY CREATED CWACs		
N0	**WARD**	**CWAC**	**Pay point**	**Villages**
1	Chingazi	Kalungwizi CWAC	Kalungwizi Primary School	Chimangeni, Muchacha, Kasinje, Muchebele, Kali, Makungwa trading,
2	Ngongwe	Kadama CWAC	Kadama Primary School	Guzani, Mchenga, Mekelani, Guze, Magodi
3	Ngongwe	Chambobo CWAC	Hight Mountain Primary School	Simati, Mwanamulangeni, Chigwe, Malilo Nkoma, Kakwesi, Fabi
4	Ngongwe	Kamuna CWAC	Kamuna Primary School	Mulozi, Kamgombe, Mpanaganji, Kabalika, Namwanza.
5	Ngongwe	Chimulambe CWAC	Chimulambe Primary School	Chabesi, Mtolongo, Menyani 2, Thomas, Kamuzi ka Anna, Fedinand, Isaki
6	Mphunza	Mudanji CWAC	Mudanji P. School	Chmululuti, Malijane, Katobo, Tingadane, Chati,
7	Mphunza	Mphuza CWAC	Mphuza Primary School	Mkwaba, Chimtambo, Kagwada, Astone, Jenule, Muzimkwa, Chiswaswa, Mpendwa, Mbilizi, Gunkwe
8	Mphunza	Kasenjele CWAC	Kasenjele Primary School	Sangweni, Wilson, Mwatelo, Mpeta, Ekezika, Chakoka 2, Chasaba, Sasali, Golochi, Kapolo farm, Muntu salibwino farm,

9	Kwenje	Kwenje CWAC	Kwenje primary	Kunda, Kaigobe, Kajolela, Kunda trading, Mercy, Kabudama, Makangano, Mbiyanda, Salamaba.
10	Kwenje	Tiwi CWAC	Tiwi Primary school	Tambala, Kasanta, Mpambe, Chonjowe, Jabes, William

The department continued under taking the services on both Statutory and Non-Statutory functions in the district. The following were the services during the first quarter of the year 2024. Statutory services (involve the administration of pieces of legislation) while non-statutory services (Not backed by pieces of Legislation)

FHRGPC/43/05/25: STATUTORY SERVICES

A. Adoption (Act cap 54 of the Laws of Zambia) and Foster Care

The District Social Welfare Officer reported for information of the committee that the department facilitated the process of children available for adoption or foster care in Kasenengwa district which involve taking care of a child or children who doesn't belong to you. He informed the committee that a foster child has special needs due to abuse, neglect or whatever issue led to him/her being removed from his/her parents' home).

Status for the quarter under review: He reported that no case was handled under this act during the quarter under review.

B. GBV and Human Trafficking

The District Social Welfare Officer reported for information of the committee that the identification and Assessment of victims of trafficking and GBV in persons and advise accordingly and also Providing psycho socio needs of the victim (Anti GBV Act 1 of 2011 Anti-Human Trafficking Act 11 of 2008) Prevention of occurrences

Status for the quarter under review: The District Social Welfare Officer reported for information of the committee that the office handled one (1) case of Child Marriage/GBV during the quarter. He informed the committee that the child was retrieved from marriage and the office facilitated for her transfer with support from the DEBs office to prevent her from being stigmatized by her peers at the old school and the perpetrator was on the run. current location was unknown.

C. Juvenile Welfare (Juveniles Act Cap 53 of the Laws of Zambia)

The District Social Welfare Officer reported for information of the committee that the department Provides protective and care services for children in need of care or in conflict with the law. The District Social Welfare Officer reported for information of the committee that the department undertakes different roles such as Juvenile's inspectors, Probation Officers and Guardian Ad-Litem. (Responsibility of representing the children in contact or in conflict with the law in the Courts proceedings).

No case was handled

S/N	ACTIVITY	B/F		NEW CASES		TOTAL HANDLED		TOTAL CLOSED		REMAINING	
1.	Investigation for court	**M**	**F**	**M**	**F**	**M**	**F**	**M**	**F**	**M**	**F**
	Magistrate court	0	0	0	0	0	0		0	0	0
	High court	0	0	0	0	0	0	0	0	0	0
	Supreme court	0	0	0	0	0	0	0	0	0	0
2.	Probation(ordinary)	0	0	0	0	0	0	0	0	0	0
3.	Compulsory supervision and after care services	0	0	0	0	0	0	0	0	0	0
4.	Nakambala approved School	0	0	0	0	0	0	0	0	0	0
5.	Isakwe approved School	0	0	0	0	0	0	0	0	0	0
6.	Katombola Reformatory school	0	0	0	0	0	0	0	0	0	0
TOTALS		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

FHRGPC/44/05/25: NON-STATUTORY SERVICES

44.1 PUBLIC WELFARE ASSISTANCE SCHEME (PWAS)

The District Social Welfare Officer reported for information of the committee that during the period under review, the department continued to assist the orphans and vulnerable babies with lactogen baby formular in Kasenengwa district. He informed the committee that during the quarter under review, nine (9) babies were assisted with lactogen baby formula, 24 households with 750mls of cooking oil, 20 households with 20 bags of mealie meal, 500g of salt distributed to 20 households, 70 households assisted with Kapenta.

Below was the table to show the breakdown:

Name of the Item	Number of Household which Benefited	Comment
Cooking oil 750ML	24	Each Household was given one bottle of cooking oil.
Mealie meal 10kg	20	Each House Hold Was Given 1 Bag
Salt 500G	30	9 packets of 500g salt were divided in half to allow many houses holds to benefit.
Kapeta	70	Kapenta was packaged into small plastics and some households were given two plastics each depending on the vulnerability.
Baby formular milk stage 1	6 Babies	Babies aged 0 to 6 months old
Baby formular milk stage 1	3 Babies	Babies aged 6 months and above.

44.2 SOCIAL CASH TRANSFER SCHEME

The District Social Welfare Officer reported for information of the committee that the district was implementing the Social Cash Transfer programme in the **70** Community Welfare Assistance Committees (CWACs) which covered a caseload of **11,483** beneficiary households in ZISPIS (Zambia Integrated Social Protection Information System) and **103** beneficiaries under un-migrated (beneficiaries who didn't migrate into ZISPIS) bringing the total to **11,586** beneficiaries as of 31st March 2025. From January to March, the caseload kept on dropping because the office had suspended some households with various reasons such as: -

- Household head died and surviving household members were not eligible to continue
- Could not be located

UN-MIGRATED SCT BENEFICIARIES

The District Social Welfare Officer reported for information of the committee that the current caseload for the unmigrated social Cash Transfer (SCT)stood at 103 beneficiary households. He informed the committee that once their NRC issues were resolved they would be uploaded in ZISPIS (Zambia Integrated Social Protection Information System).

The report was **NOTED**

FHRGPC/45/05/25: CASELOAD

The District Social Welfare Officer reported for information of the committee that the total caseload for the SCT (Social Cash Transfer) beneficiaries in the district stood at **11,589** households in ZISPIS including the un migrated beneficiaries as at 31st March, 2025 .

Below were beneficiaries on SCT in ZISPIS

District	Able bodied by Gender (D1)		Disabled by Gender (D2)	
	Female	Male	Female	Male
Kasenengwa	7884	2252	565	484
Total	**11769 beneficiaries in ZISPIS**			

Below were beneficiaries on SCT who couldn't migrate into ZISPIS

District	Able bodied by Gender (D1)		Disabled by Gender (D2)	
	Female	Male	Female	Male
Kasenengwa	77	21	02	01
Total	**101 Un migrated beneficiaries**			

ECT CASE LOAD

District	Able bodied by Gender (D1)		Disabled by Gender (D2)	
	Female	Male	Female	Male
Kasenengwa	1778	2130	86	121
Total				**411 beneficiaries in ZISPIS**

The report was **NOTED**

FHRGPC/46/05/25: PAYMENT SYSTEM

The District Social Welfare Officer reported for information of the committee that during the quarter under review, Kasenengwa district continued using ZISPIS Data Base to generate the Payment Lists, and paying through Pay Point Managers. The district was disbursed funds as per 31st March 2025 to beneficiaries as indicated in table below;-

Under rural payment:

46.1 SCT January-February rural case load

CASELOAD	PAID	NOT PAID	REASON FOR NOT PAID
6178	5079	1099	Some beneficiaries were not available during the disbursement period at some Pay Points. However, fund disbursement is underway in a few CWACs.

46.2 SCT January- February urban caseload:

PSP	CASELOAD	PAID	NOT PAID
AIRTEL	5183	4613	570
ZAMTEL	48	42	2
MTN	126	115	11
ZOONA	54	48	6
Totals	**5411**	**4818**	**589**

46.3 Airtel PSP (Payment Service Provider)

- Under Airtel, MTN, and ZAMTEL PSPs (Payment Service Provider) 583 were not paid as some had their phone numbers registered in other names, others were bared.
- Under Zoona, 6 could not claim their funds hence, the wallet was expired.

46.4 **ECT January-February**

CASELOAD	PAID	NOT PAID	REASON FOR NOT PAID
4117	3679	438	Some beneficiaries were not available during the disbursement period at some Pay Points. However, fund disbursement is still underway.

ACHIEVEMENTS/ SUCCESSES

1. Payment of January-February 2025

The District Social Welfare Officer reported for information of the committee that the office managed to increase the number of beneficiaries on urban from 568 to 8166 beneficiaries on urban. The office intends to continue migrating beneficiaries from rural and hopefully to be on 100% urban before the end of quarter 3.

2. Creation of 10 new CWACs.

The District Social Welfare Officer reported for information of the committee that the creation of new CWACs was a huge milestone as CWACs would no longer cover long distances to collect data used to inform decisions on what gaps were there in the SCT program and how best SCT beneficiaries could be assisted**.**

3. 35% monitoring of Disabled and chronically ill SCT beneficiaries.

The District Social Welfare Officer reported for information of the committee that the department monitored 35% of the Households receiving social cash transfers in the past three months as a percentage of extreme poor households [Previously: Percentage of extreme poor households receiving social cash transfers in the past three months

CHALLENGES

The District Social Welfare Officer reported for information of the committee that during the period under review the department faced the following challenges: -

- ✓ Some beneficiaries submitted phone numbers registered with other people's details hence they couldn't receive their funds.
- ✓ Some beneficiaries submitted inactive phone numbers

- ✓ Some had a challenge of shared NRC and they were required to visit the office of the National Registration to verify if they were true owners of the NRC cards that they were currently holding.

PLANNED ACTIVITIES FOR THE NEXT REPORTING PERIOD

The District Social Welfare Officer reported for information of the committee that the department planned to undertake the following activities: -

- ➢ Carrying out monitoring on the usage of the SCT funds
- ➢ Sensitizing community members about the ending of the ECT program

The report was **NOTED**

REPORT OF THE DISTRICT EDUCATION BOARD SECREATRY

FHRGPC/47/05/25: STAFF MATTERS

The District Education Standards Officer reported for information of the committee that the department successfully processed and managed the following staff movements:

- Promoted a total of 42 teaching staff members
- Retired 9 teaching staff members

He highlighted to the committee that the move taken reflects the ongoing efforts to recognize excellence and ensure smooth personnel transitions within the district

He further reported to the committee that the Ministry successfully recruited a total of 33 Teachers for Kasenengwa District during the quarter under review. The breakdown was as follows:

- Early Childhood Education (ECE): 8 teachers
- Primary: 14 teachers
- Secondary: 11 teachers

He reported that all the 33 Teachers who reported were successfully introduced on the payroll.

The report was **NOTED**

FHRGPC/48/05/25: CONSTRUCTION OF SAMUEL DAY SECONDARY SCHOOL

The District Education Standards Officer reported for information of the committee that the construction of Samuel Day Secondary School was at 95% completion relative to the phase one. He informed the committee that all structures were expected to reach gable level by June 13, 2025, in preparation for August 1 as deadline given.

He reported that the department was confident that the scheduled milestone would be met. He further appreciated the continued support and oversight from all stakeholders. The physical progress was indicated in the table below: -

Physical Progress on all Targets.

Name of District and School	Details	Status
Samuel Day Kasenengwa	1x2 CRB 1x3 CRB 12 No. Staff Houses:	➢ 1x2 CRB Gable level completed up to target level 100%. ➢ 1x3 CRB pouring concrete for second ring beam ➢ staff houses, pouring of concrete for ring beam in progress

The report was **NOTED**

FHRGPC/49/05/25: CONSTRUCTION OF THANGATA PRIMARY SCHOOL

The District Education Standards Officer reported for information of the committee that the traditional leadership together with the Parents and teachers committee (PTC) of Thangata Primary School finally settled for a site. He reported that the construction of the 1x3 classroom block under CDF was in progress. However, the department was concerned that the contractor started works without involving the office of the District Education Board Secretary and asked for teamwork as it has been there before.

The report was **NOTED**

FHRGPC/50/05/25: LABOUR DAY COMMEMORATION

The District Education Standards Officer reported to the committee that being the Chairperson for the District Events Committee. He reported that the 2025 Labour Day was successfully commemorated. He therefore thanked all the stakeholders for the full support rendered.
The report was **NOTED.**

FHRGPC/51/05/25: CLOSING REMARKS

The Chairperson thanked all members present and their fruitful contributions towards the deliberations.

There being no other business to transact, he officially declared the meeting closed at 11:42 hour with a prayer from Councillor Paul Phiri.

SIGNED THIS ……. DAY OF ……. 2025

…….

CHAIRPERSON

KASENENGWA TOWN COUNCIL

MINUTES OF PLANS, WORKS, DEVELOPMENT, REAL ESTATES, HEALTH, ENVIRONMENT AND NATURAL RESOURCE COMMITTEE MEETING HELD ON THURSDAY 5TH JUNE 2025 AT 10:00 HOURS

MEMBERS PRESENT:

Paul Phiri	-	Chairperson	
Agabu Nyangulu	-	Councillor	
Solomon Banda	-	Councillor	
Alexander Miti	-	Councillor	
Micky Mbewe	-	Councillor	
Falesi J. Soko	-	Council Chairperson -	Ex-officio
Peter Lestus Mwenda	-	V/Council Chairperson -	Ex-officio

IN ATTENDANCE:

Comfort Chama	-	Director Planning
Paul W. Thera	-	Deputy Engineering Services
Emma Mumba	-	Director Finance
Lydia Phiri	-	Internal Auditor
Mabvuto Phiri	-	Officer-in-charge (Farmer Training Centre)
Moses Sakala	-	Assistant Extension Officer
Harrison Mbewe	-	Public Health Officer
Webby Hatumbe	-	Veterinary Assistant
Lameck Mbewe	-	Administrative Officer
Maneya Chimbaza	-	Senior Legal Assistant
Annie Lungu	-	Committee Clerk

The meeting was called to order at 10:30 hours

- **PRAYER**

The opening prayer was given by Mr. Mabvuto Phiri.

PWDREC/40/05/25: NOTICE OF MEETING

The notice convening the meeting was read by the Council secretary

PWDREC/41/05/25: APOLOGIES

Apology was received from His Royal Highness Chief Gogo Madzimawe

The apology was **NOTED**

PWDREC/42/05/25: CHAIRPERSON'S OPENING REMARKS

In his opening remarks he thanked the Councillors for attending the meeting and encouraged everyone to fully participate.

PWDREC/43/05/25: DECLARATION OF INTEREST

No one declared interest.

PWDREC/44/05/25: REPORT OF THE COUNCIL SECRETARY

There was no report from the Council Secretary

REPORT OF THE DIRECTOR PLANNING

PWDREC/45/05/25: CONSIDERATION FOR THE CONVERSION OF TENURE FEES FOR THE NEW CHIPATA AIRPORT

The Director Planning reported for information of the committee that the Ministry of Transport and Logistics issued guidance that the conversion of Tenure fees for the 905 Hectares Land designated for the construction of the new Chipata Airport be reduced further from K350, 000.00 to K100, 000.00 as the Project is a government-to-government program and that the amount initially proposed by the Local Authority was not supported by the Ministry of Transport and Logistics. She informed the committee that the Ministry of Transport and Logistics agreed to pay K100, 000.00 to assist the Local Authority facilitate the conversion process and the funds were credited in Council account as per attached letter on ***appendix A.***

The report was **NOTED**

PWDREC/46/05/25: COMPENSATION FOR IDENTIFIED SETTLERS AT THE CBD UNDER CHIEF GOGO MADZIMAWE AREA

The Director Planning reported for consideration of the committee that the Local Authority held an engagement meeting with the Royal Highness Chief Gogo Madzimawe and the Committee assigned to represent the affected people at Chongo Turn-off in on 24th April 2025. She explained that the purpose of the meeting was aimed at presenting the findings of the field verification exercise and coming up with an appropriate compensation plan based on the number of affected families and their respective field sizes. Kasenengwa Town Council proposed that the affected families be given compensation according to the breakdown presented below: -

S/N	Land Size	Proposed Compensation	Plot Category
1	0.1 to 1 Hectares	1 Plot (20 x 18 m) Per affected Household	Residential Low Cost
2	1.1 to 2 Hectares	2 Plots (20 x 18 m) Per Affected Household	
3	2.1 and above	3 Plots (20 x18 m) Per Affected Household.	

She highlighted to the meeting that His Royal Highness Chief Gogo Madzimawe welcomed the proposed compensation Plan, he however recommended that the proposed plot sizes should be in increase to a 20x30 medium cost category. He urged the Local authority to ensure that once the compensation plan was adjusted from the low to the medium cost category, the Local authority should handle all the survey costs and recommend the identified settlers to the Ministry of Lands for Land lease and Title registration of the Lots they would be allocated as compensation. His Royal Highness urged the committee representing the affected families to ensure that there were no further claims of compensation from the affected families.

After careful consideration of the recommendation from the Royal Highness Chief Madzimawe, Management recommended that the 91 affected families be assigned 20 x30 Medium-cost Plots in line with the presented compensation plan and that the assigned families be recommended to the Ministry of Lands and Natural Resources for the Land Lease and Title Registration of their respective assigned Lots. Management however cautions that the 20x30 medium cost compensation plan was subject to review based on land availability and future compensation claims from the locals as per attached list of affected families and compensation plan on ***appendix B***

During deliberations, Councillors noted the Following:

- On N0. 74 Charles Lungu did not qualify to be compensated as he was underage
- Those that had two plots in separate areas be offered closer to each other to easy development

After due consideration of the report and on a proposal by Alexander Miti duly seconded by Councillor Agabu Nyangulu, it was: -

RECOMMENDED TO RESOLVE

i. The affected community be compasented 20x30m but subject to review based on land availability and future compensation claims
ii. That the matter be recommended to Ministry of Lands for Land lease and Title registration.

PWDREC/47/05/25: QUARTER 0NE 2025 ADOLESCENT TECHNICAL WORKING GROUP

The Director Planning reported for information of the Committee that the Adolescent Technical Working Group for quarter one 2025 was conducted which highlighted on how the district fared on Adolescent health and the mitigations that were put in place to ensure that Teen pregnancies were reduced. During the meeting it was leant that Marie Stopes a non-profit Organization dealing in sexual and reproductive health services were now operating in Kasenengwa District.

The report was **NOTED**

PWDREC/48/05/25: 2025 CDF EMPOWEREMENT GRANT

The Director Planning reported for information of the committee that Grants for 61 cooperatives were approved amounting to **K1, 220,000** for quarter 1 and 2. The list of cooperatives and approval letter was attached ***on appendix C***.

The report was **NOTED**

PWDREC/49/05/25: CLUB REGISTATION

The Director Planning reported for information of the committee that a total of **80 clubs** were registered between March 2025 and May 2025, resulting in a total revenue collection of **K20, 000**.

During deliberations, it was noted that all Clubs being registered by Kasenengwa Town Council were not being considered for Farmer Support program (FSP).

In response to the concerns, the office of the DACO confirmed that all registered clubs were eligible to FSP. Councillors advised that the DACO should issue an instruction so that the clubs were allowed access to FSP.

The report was **NOTED**

PWDREC/50/05/25: DISTRIBUTION OF SPORTS EQUIPMENT

The Director Planning reported for information of the committee that on 3rd April 2025, under the community Sports program, Kasenengwa Town Council distributed sports equipments to all 8 Wards through their respective Zone Sports Committees. The details were indicated in the table below: -

SN	Zone Cluster	Soccer Balls	Netballs
1	Gundani Zone	1	1
2	Kapita Zone	1	1
3	Chiparamba Zone	1	1
4	Kapoko Zone	1	1
5	Chikungu Zone	1	1
6	Samuel Zone	1	1

SN	Zone Cluster	Soccer Balls	Netballs
7	Chingazi Zone	1	1
8	Luona Zone	1	1

The report was **NOTED**

PWDREC/51/05/25: KENNETH KAUNDA DAY CELEBRATION

The Director Planning reported for information of the committee that on 28th April 2025, all 8 Wards commemorated Kenneth Kaunda Day with ball games. She informed the committee that the events included soccer and netball matches, with cash prizes awarded to winning teams. The Local Authority, using Community Sports funds, facilitated the organization and funding of both the events and the prizes.

The report was **NOTED**

REPORT OF THE DIRECTOR ENGINEERING SERVICES

PWDREC/52/05/25: 2022 CDF PROJECTS

The Director Engineering Services reported for the information of the committee on the status of the 2022 CDF projects. The details were indicated in the table below: -

DETAILS	STATUS	%
Chingazi Day Sec School	Contractors is on site	12%

The report was **NOTED**

PWDREC/53/05/25: 2023 CDF PROJECTS

The Director Engineering Services reported for the information of the committee on the status of the ongoing 2023 CDF projects. The details were indicated in the table below: -

DETAILS		STATUS	%
1	Construction of a 1X3 CRB and Ablution Block at Chamaseche Primary school	The project would be completed under labour-based method. The material schedules were done but awaiting purchase and delivery of material.	55
2	Construction of an ablution block at Chiparamba Police Post	The project would be completed under labour-based method. The material schedules were done and awaiting purchase and delivery of material.	65

The report was **NOTED**

PWDREC/54/05/25: 2024 RUNNING CDF PROJECTS

The Director Engineering Services reported for information of the committee on the status of the on-going 2024 CDF projects. The details were indicated in the table below:

DETAILS	**STATUS**
construction of a 1x3 Classroom Block at Kanzutu Primary School	Works currently were at 97% complete. With electrical wiring being the only outstanding works
Construction of a Maternity Annex at Samuel Health Post	Works 80%, Roofing and steel works done. Finishes were on-going
Construction of 2 water reticulation systems at Kawawa health post and Chiparamba police post	Project currently at 45% complete
Construction of water reticulation system at Shamombo and Chinunda health posts	Project currently at 45% complete
Construction of water reticulation system at Kasenengwa zonal clinic and primary school	Project currently at 30%

The report was **NOTED.**

PWDREC/55/05/25: 2025 CDF PROJECTS

The Director Engineering Services reported for information of the committee on the progress of the on-going 2025 CDF projects

Construction of 1x2 classroom block at Chinkholowondyo Primary School.	Project currently 65% complete
Construction of 1x2 classroom block at Kasenjere Primary School.	Project currently at 60% complete
Construction of 1x2 classroom block at Kafupa Primary School.	Project currently at 60% complete
Construction of 1x2 classroom block at Mkuyu Primary School.	Project currently at 80% complete
Construction of 1x2 classroom block at Malambalala Primary School.	Project currently at 75% complete
Construction of 1x2 classroom block at Katintha Primary School.	Project currently at 80% complete
Construction of 1x2 classroom block at Mwangazi Primary School	Project currently at 70% complete
Construction of 1x3 classroom block at Thangata Primary School.	Project currently at 10% complete

Construction of 1x2 classroom block at Chamwavi Primary School.	Project currently at 14% complete
Construction of staff house and water reticulation system at St Olives Primary School	Project currently at 55% complete
Construction of maternity annex and water reticulation system at Chinjala Health Post	Project currently at 65% complete
Construction of dining hall at Chikungu Secondary School	Yet to commence due to changes that needed to be made on the drawing
Construction of 1x2 classroom block at Mkowe Day Secondary School	Project currently at 20% complete
Construction of Health Post at Kambwata	Project currently was at mobilization stage
Construction of Health Post at Chisemphere	Currently at mobilization stage as the contractor had difficulties accessing the site as the rains had made the roads difficult for delivery of materials

The report was **NOTED**

PWDREC/56/05/25: SECTOR FUNDING ROADS

The Director Engineering Services reported for the information of the committee that all road works under sector funding were put on hold until the Local Authority receives funding. He informed the committee that the Council had not received funds since October 2024.

During deliberations the Councillors advised management to ensure that the Contractors pay courtesy call to Chiefs and Councillors before they commerce works.

The report was **NOTED.**

PWDREC/57/05/25: PROPOSED ROADS FOR REHABILITATION

The Director Engineering Services reported for information of the committee the proposed roads to be rehabilitated under 2025 CDF. The table below indicating the roads and possible interventions.

S/N	WARD	DETAILS	DISTANCE (KM)	APPROXIMATED COST	SCOPE OF WORKS
1	Chiparamba	Kampeta turn off to Dalala Mosque	11	ZMW 400,100.00	Clearing, grabbing, formation, grading, compaction and spot improvement
2	Mkowe	Giveway turn off to Dalala Mosque and Malochi Primary to Mkowe Day Secondary	8	ZMW 340,000.00	Clearing, grabbing, formation, grading, compaction and spot improvement
3	Kwenje	Vuze turn off to Great East Road via St Olive's school	12	ZMW 430,800.00	Clearing, grabbing, formation, grading, compaction and spot improvement
4	Ng'ongwe	Chizenje clinic to Mbambo village	9	ZMW 383,000.00	Clearing, grabbing, formation, grading, compaction and spot improvement

5	Mboza	Kasuma turn off to Kachila Primary School	18	ZMW 490,500.00	Clearing, grabbing, formation, grading, compaction and spot improvement
6	Chingazi	Kalungwizi turn off to Chongo road	12	ZMW 425,000.00	Clearing, grabbing, formation, grading, compaction and spot improvement
7	Makungwa	Madzimawe/Chikwanda to Kaphinde village	15	ZMW 465,200.00	Clearing, grabbing, formation, grading, compaction and spot improvement
8	Mpumza	Kafupa turn off to Mankwangwe Primary School and Chikungu Parish to Chikungu turn off	7	ZMW 340,000.00	Clearing, grabbing, formation, grading, compaction and spot improvement
			92	**ZMW 3,274,600.00**	

The report **NOTED**

PWDREC/58/05/25: CONSTRUCTION OF COUNCIL STAFF HOUSE

The Director Engineering Services reported for information of the committee that the construction works of the Council staff house was at an advanced stage. The sub structure and superstructure were done up to wall plate and metal works had since commenced.

The report was **NOTED**.

REPORT OF THE DISTRICT AGRICULTURAL COORDINATOR

The Officer in-charge Famers Training Centre (FTC) reported for information of the committee the major activities which were implemented by the department **of** Agriculture during the period under review. These activities included the following: - Camp Agricultural Committees (CACs), Block Agricultural Committees (BACs) and District Agricultural Committee (DAC) dissolution and reconstitution, crop forecasting, conducting field days and Climate Smart Agriculture farmer trainings.

PWDREC/59/05/25: **CACs, BACs & DAC DISSOLUTION AND RECONSTITUTION**

The Officer in-charge Famers Training Centre (FTC) reported to the committee that CACs, BACs and DAC were dissolved and reconstituted after serving for 3 years as stipulated in the FISP implementation Handbook. He informed the committee that 29 CACs, 5 BACs and DAC were reconstituted. The new office bearers' term of office was 3 years as guided by the FISP implementation hand book.

During deliberation Councillors observed that most of the CACs had unnecessary demands on the community and advised the office of the District Agricultural Coordinator to take note and advise CACs accordingly

The report was **NOTED.**

PWDREC/60/05/25: PRELIMINARY CROP FORECASTING

The Officer in-charge FTC) reported for information of the committee that the Ministry conducted the preliminary Crop forecast for 2024/2025 season. He informed the committee that Maize production raised from 12,589.6 Mt during 2023/2024 season to 59,281.25Mt in 2024/2025 season representing an increase of 46, 691.65 Mt.

The table below was indicating the current preliminary crop forecast results in comparison to last season results.

PRELIMINARY CROP FORECAST

N Crop	Number of Growers (2023-2024)	Number of Growers (2024-2025)	Area planted (Ha) (2023-2024)	Area planted (Ha) (2024-2025)	Expected production (MT) (2023-2024)	Expected production (MT) (2024-2025)	Productivity (MT) (2023-2024)	Productivity (MT) (2024-2025)	Expected Retention (MT) (2023-2024)	Expected Retention (MT) (2024-2025)	Expected sales (MT) (2023-2024)	Expected sales (MT) (2024-2025)
Maize	59749	60781	22322	33875	12589.6	59281.25	0.564	1.75	3776.88	26676.5625	8812.72	32604.687
Groundnuts	21895	10344	7090	3103.2	6381	4655	0.9	1.5	638.1	1397	510.8	3258
Soybeans	25575	18642	11055	11371.5	9949.5	10234.35	0.9	0.9	994.95	2046.87	8954.5	8187.48
Cotton	792	13	444	6.5	421.8	21.6	0.95	0.8	0	0	421.8	21.6
Sunflower	21300	28750	19363.6	21562.5	19579.91	32343.75	0.98	1.5	783.96	12937.5	11747.9	19406.25
Burley Tobacco	241	515	76	386.3	152	772.6	2	2	0	0	152	772.6
Mixed Beans	6250	4709	2500	1176.8	2000	1412.2	0.8	1.2	1200	282.4	800	1129.8
Cowpeas	3400	2150	500	268.75	319.04	398.8	0.8	1.25	11.4	199.4	127.61	199.4
Sweet potatoes	4972	5118	4972	639.75	17402	2559	3.5	4	4350.5	511.8	3051.5	2047.2
Cassava	2851	979	399.1	122.4	2793.7	856	7.0	7.0	698.4	171.2	2095.3	684.8
Irish Potatoes	271	0	30	0	24	0	0.7	0	5.6	0	22.4	0
Rice	102	0	21	0	21	0	1.0	0	15.75	0	5.25	0
Sorghum	672	0	250	0	197.5	0	0.79	0	148.1	0	49.37	0

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MT = Metric Tonnes

Ha. = Hectares

Note: The preliminary crop forecast was done by Ministry of Agriculture staff

The report was **NOTED**

PWDREC/61/05/25: CONDUCTING FIELD DAYS

The Officer in-charge (FTC) reported to the committee that during the period under review, six (6) field days were conducted. He informed the committee that field days were mainly targeted on seed varieties and were done in conjunction with various seed companies. The field days provide a platform for farmers to observe performance of different crop varieties as well as interacting with seed companies and fellow farmers. A total of nine hundred fifty-two (952) farmers attended the field days.

During deliberation the councillors appealed to the office of the District Agricultural Coordinator on the following: -

- The officer should clearly indicate where the field days were conducted

- Invite Councillors to a field day as they were part of the community

The report was **NOTED**

PWDREC/62/05/25: CLIMATE SMART AGRICULTURE (CSA) FARMER TRAININGS.

The Officer in-charge (FTC) reported for information of the committee that the Ministry of Agriculture through Zambia Growth Opportunities Program (ZAMGROW) conducted a training in all 29 Agricultural Camps. He informed the committee that the training aimed at equipping farmers with knowledge in Climate Smart Agriculture and 2,771 farmers (were trained and entered into the data base using Kobo collect tool.).

The report was **NOTED**

PWDREC/63/05/25: REGISTRATION OF FARMER FIELD SCHOOLS (FFS) & LEAD FARMERS (LF)

The Officer in-charge Famers Training Centre (FTC) reported for information of the committee that following the launch of the Eastern Province Jurisdictional Sustainability Landscape Program (EPJSLP), the Ministry of Agriculture embarked on registration of FFS and LFs in the district. The FFS would provide a platform for training of the Lead Farmers (LFs) who should in turn be servicing 10 follower farmers (FF) each. He informed the committee that 52 Farmer Field School FFS and 1300 Lead Farmers (LFs)were to be registered.

The schools will act as learning hubs where farmers could develop skills, share knowledge, and adopt innovative techniques to improve productivity and resilience. Unlike other farmer training that takes place at village level, Farmer Field Schools (FFS) were usually instigated by the Camp Extension Officer who facilitates activities with activity participation of the farmers who were the learners. The FFS approach was field orientated and participatory, placing emphasis on learning by doing. Training takes place over a cropping season and done in the field. The table below shows progress on registration:

FFS Target	**Achieved**	**LFs Target**	**Achieved**
52	52	1300	1179

The report was **NOTED**

REPORT OF THEDISTRICT FISHERIES AND LIVESTOCK COORDINATOR

PWDREC/64/05/25: LIVESTOCK DISEASE CONTROL

DISEASE SITUATION

The Veterinary Assistant reported for information of the committee that the district experienced an increase in tick-borne diseases such as East Cost Fever (ECF) disease, anaplasmosis, and babesiosis during the period under review. The district also experienced an increase in Lumpy Skin Disease (LSD). The numbers were shown below:

- 367 cases of ECF were recorded with 59 deaths.
- 186 cases of Anaplasmosis with 14 deaths.
- 11 cases of Babesiosis with 3 deaths.
- 723 cases of LSD with 32 deaths.

He further reported that the department of Veterinary carried out disease control activities as listed below: -

- 8, 632 broiler chickens against Gumboro disease at farmers' cost.
- 16, 003 village chickens against Newcastle disease at farmers' cost
- 8, 928 were sprayed/ dipped at farmers' cost
- 51 dogs were vaccinated against rabies at owners' cost
- 1, 315 cattle were dewormed at farmers' cost

Challenges

The Veterinary Assistant reported for information of the committee that the department had challenges of FMD and ECF vaccinations which were not provided by Headquarters.

Action Taken/Recommendation

The Veterinary Assistant reported for information of the committee that the department recommended to increased sensitizations and 1389 farmers were successfully sensitized on rabies, parasites control, importance of anti-mortem inspections and other diseases and that the department would treat sick animals at farmers' cost.

The report was **NOTED**

PWDREC/65/05/25: ANTE-MORTEM INSPECTION

The Veterinary Assistant reported for information of the committee that Veterinary Services continued to carry out ant-mortem inspection at Chiwoko Slaughter facility (Kwenje camp) and Nyongo slaughter facility (Kalichero camp).

He reported that a total of **K23, 923.00** was raised during January to date as outlined below:

- Ante-mortem Inspection K22, 568.00
- Stock movement Permits K 1, 155.00
- Brand marks issuance K 200.00

The report was **NOTED**

PWDREC/66/05/25: FISHERIES

The Veterinary Assistant reported for information of the committee that the department of Fisheries conducted the following activities:

- Four sites were visited i.e., 2 visits at Chiwoko, 1 at Mtenguleni and 1 at Chiparamba.
- Stocking of 500 fingerlings at 1 farmer in Mtenguleni camp.
- Extension visits to Makungwa and Kawawa dams.
- Monitoring and supervision of fishing methods and gears.
- Backstopping and monitoring visits to the Dam Management Committees at Makungwa, Chivungula and Chiwoko (ZNS dam) dams.
- Three sites visited that had benefited from the Zambia Aquaculture Enterprise Development Project (ZAEDP) fish farmers.
- 6 fishing ban patrols at Chivungula, Makungwa and Chiwoko dams were conducted.

Challenges

The Veterinary Officer reported to the committee most fishermen were using mosquito nets to fish in dams

Action Taken/Recommendation

The Veterinary Officer reported that the department sensitized the Communities on the importance of fish ban and the use of proper fishing gear.
The report was **NOTED**

PWDREC/67/05/25: LIVESTOCK PASTURE

The Veterinary Assistant reported for information of the committee on the activities that were conducted on livestock pasture as indicated below: -

- 2 sensitization meetings at Chiparamba Rangeland were carried out.
- Distribution of pasture seed for 2025/2026 farming season were done in Kalichero, Chiparamba, Katondo and Kwenje camps.
- Training of farmers on the importance of preserving crop residues for livestock.
- Two trainings were conducted on improved goat management.
- Monitoring and supervision of groups who received improved local chickens from Community Development.

Challenges

The Veterinary Assistant reported that the department had challenges on the reduced participation by communities during Training and sensitization
meeting.

Action Taken/Recommendations

The Veterinary Assistant reported that the department conducted meetings with committee to urge them to sensitize communities.

The report was **NOTED**

PWDREC/68/05/25: LIVESTOCK RESTOCKING

The Veterinary Assistant reported for information of the committee that the Ministry of Fisheries and Livestock collaborated with Community Development Department under the project ALEJO to distribute 5000 improved chickens.

Challenges

The Veterinary Assistant reported that the department was unable to undertake a training to beneficiaries before distributing the chickens

Actions Taken/ Recommendation

The Veterinary Assistant reported that the department managed to Trained beneficiaries in basic management of the improved chickens and also Vaccinated chickens against Newcastle disease

The report was **NOTED**

REPORT FROM DISTRICT FORESTRY OFFICE

PWDREC/69/05/25: FOREST PROTECTION

The Assistant Extension Officer reported for information of the committee that during the period under review April-May 2025 the office undertook the following activities: -

- Conducted 3 general forest patrols along Mambwe Road and around the district.
- Conducted 3 forest patrols in two (2) forest reserves Diwa and Chisambala. It was discovered that there were fields in the forests and charcoal production in Diwa and Chisambala.
- Under the Community Forests (CF) areas, Banki conducted 4, Malambalala conducted 2, Lutembwe conducted 6, and Mukwaba conducted 4.
- The Community Forest was intact, except for Mphomwa that had challenges of field expansions and charcoal production by the people that were in the forest despite the rules that were put in place.
- The gazetted forest reserves (Diwa, Chisambala, Chamlaza, Mfumu and Mwangazi) reserves were encroached with villages, fields and a lot of illegal activities such as timber and charcoal production.

The report was **NOTED**

PWDREC/70/05/25: ENERGY COOK STOVES

The Assistant Extension Officer reported for information of the committee that the Africa Stove Company (TASC) distributed 8,053 energy cook stoves in 136 villages in Chief Misholo. He informed the committee that monitoring on the usage of stoves was ongoing.

He also informed the committee that Bank and Malambalala had constructed 2000 new fixed mud cook stoves and only 102 were being monitored and verified. The committee heard that the department had yet done another monitoring for both Community Forest Management Groups (CFMGs).

The report was **NOTED**

PWDREC/71/05/25: COMMUNITY FOREST MANAGEMENT

The Assistant Extension Officer reported for information of the committee that during the period under review the department undertook the activities carried out by the Community Forest Management Groups CFMGs:

Honey Production

The Assistant Extension Officer reported for information of the committee that Four (4) Community Forest Management Groups CFMGs out of five were a beekeeping project and below were the quantities of comb honey harvested:

- Banki CFMG harvested 65kg comb honey from 4 beehives and harvesting just started.
- Malambalala CFMG was yet to start harvesting.
- Lutembwe CFMG had 300 beehives, but managed to harvest 45kg processed honey from 30 beehives.

CHALLENGES

The Assistant Extension Officer reported for information of the committee that the department during the period under review faced the following challenges: -

- The department lack no proper furniture at the office but relied on old table with two office chairs against three (3) officers at the station,
- The department use one pit latrine against 6 departments including the Community Members who come for services like obtaining their National Registration Cards and other Services rendered which made working environment unhealthy.
- The department had no General Worker to help clean the soundings and also a Forest Range guards to help in forest protection in the 5 reserves of the district.

- The department lack a storeroom for storing forestry confiscated items.
- The department lack of Computers, Scanner
- The department has no vehicle and fuel to operate efficiently due to its vastness

PLANNED ACTIVITIES FOR JUNE AND JULY 2025

The Assistant Extension Officer reported for information of the committee that the department planned to undertake the following activities: -

- Conduct at least six (6) forest patrols around the district
- Attend Annual general meetings for Mphomwa and Mukwaba CFMG
- Monitoring the 5 CFMGs in the district (Banki, Mukwaba, Mphomwa, Lutembwe and Malambala).
- Conduct 2 sensitization meetings in Misholo and Chikuwe chiefdoms
- Conduct prescribed burning in five (5) CFMGs and in two Forest reserves Diwa and Chisambala.

The report was **NOTED**

REPORT OF DIRECTOR OF HEALTH

PWDREC/72/05/25: The Public Health Officer reported for information of the committee the department under took different activities during the period under review. The activities undertaken were indicated in the table below:

S/No	Programme	Activity	Status/Progress Report	Major Challenges	Action Taken	Action Recommended
1	Non availability of water at Luona Min hospital	To restore water supply at the health Centre	✓ Council and Health Engineers were engaged to do an assessment ✓ Davies and shirtlif was engaged	➢ The Health Centre had no water	➢ Generate a bill of quantity for the needs	➢ Apply for the recommendations provided by the company
2	Non availability of water at Kawawa and Mkowe	Install modern Mechanized water system at the Health Facilitates	✓ Constructor needed to procure solar panels and water pump	➢ The Contractor procured a pump that was not yielding into results	➢ Continued reminding the contractor to speed up the process	➢ Engage the contractor at every level
3	Poor road network at Kawawa	Provision of access road to the health Centre	✓ The road leading to the Health Centre was in a very bad state of affairs	➢ The road network was very poor that gains access to the Health Centre	➢ Nil	➢ To notify the local authority for upgrading of the road
4	Open defecation Certification of 35 Villages under Ng'ongwe Ward	Certification was done to 35 Villages under Ng'ongwe Ward	✓ Out of the 35 villages under Kadama and Kamulaza RHCs, only 33 villages attain ODF status	➢ Substandard toilets being built by some communities	➢ Some toilets where demolished	➢ Those without toilet were advised to demolished and construct recommended ones within a week

5	Construction of a mother's Shelter at Kamboma Health Post	The construction was support from Fashion Sakala a renowned Zambian National Soccer footballer based playing his Club football in Saudi Arabia	✓ The Construction is currently at 55% with the structure under construction	➢ Nil	➢ Already Shared building plans with the Health Centre	➢ Continue Supervision of Construction works
6	Attended a hand Over Ceremony for world Vision supported Health Centre infrastructure of an ablution blocks, Maternity Annex, Water Reticulation of overhead tanks	Organized for a successful handover Ceremony of infrastructure supported by world Vision	✓ It was done	➢ Nil	➢ Sensitize the community on the proper utilization of infrastructure	➢ Continue maintaining infrastructure development
7	Site visitation for a Maternity annex by world Vision wants to build at Khoza	World Vision Zambia intends to construct a Maternity annex at Khoza	✓ Constructions not yet started	➢ Nil	➢ A letter was written requesting for the support to construct a maternity annex	➢ To monitor the Construction once it Commences
8	Suspected anthrax case at Chipembaulo Min Hospital	We had a suspended anthrax case at Chipembaulo Min hospital of a 6-year-old child	✓ A sample was collected for laboratory diagnosis while the child was responding well to treatment	➢ Nil	➢ Took a sample	➢ Sensitization to household and the community were advised not to eat wild animals that were not inspected

The report was **NOTED**

PWDREC/73/05/25: CLOSING REMARKS

The Chairperson thanked all members present for their contributions towards the deliberation. He urged all Devolved heads to department who had a fond of bring the report on the actual of the meeting would not be tolerated in the next meeting.

There being no other business to transact, he officially declared the meeting closed at 12:41 hours with a prayer from Ms Maneya Chimbaza Senior Legal Assistant.

SINGED THIS ---------- DAY OF ----------2025

CHAIRPERSON

KASENENGWA TOWN COUNCIL

MINUTES OF AUDIT COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE ON THURSDAY 19TH JUNE, 2025 AT 10:02 HOURS

COUNCILLORS PRESENT:

Alexander Miti	-	Chairperson
Micky Mbewe	-	Member
Acklas Miti	-	Member
Ackim Sakala	-	Member
Malisten Banda	-	Co-opted Member
Samuel Zulu	-	Co-opted Member
Peter L Mwenda	-	Vice Council Chairperson Ex-officio
Falesi Soko	-	Council Chairperson Ex-officio

IN-ATTENDANCE

Paul W Thera	-	Director Engineering
Comfort Chama	-	Director Planning
Emma Mumba	-	Director Finance
Lydia Phiri	-	Internal Auditor
Cecilia Phiri	-	Senior Procurement and Suppliers Officer
Daniel Banda	-	Chief Human Resource Officer
Anthony Peteni	-	Surveillance Officer
Mervis Nalumino	-	District Fisheries and livestock Coordinator

PRAYER

The opening prayer was given by Councillor Acklas Miti

AUDIT/12/06/25: NOTICE OF MEETING

The notice of meeting was read by the Internal Auditor Ms Lydia Phiri

AUDIT/13/06/25: OPENING REMARKS.

The Chairperson welcomed everyone to the meeting and encouraged them to fully participate in the deliberation. He further encouraged them to ask where they were not clear on the matter being deliberated.

He officially declared the meeting open at 10:05 hours.

AUDIT/14/06/25: APOLOGY (IF ANY)

Apologies were received from: -

His Royal Highness Chief Mishoro

The Council Secretary (Mrs Caroline C.M. Mphande)

The apology was **NOTED**

AUDIT/15/06/25: DECLARATION OF INTEREST

No one declared interest

REPORT OF THE COUNCIL SECRETARY

COUNCIL SECRETARY'S REPORT

AUDIT/16/06/25: 2012-2017 CDF PROJETS HANDED OVER BY CHIPATA CITY COUNCIL

The Director Engineering Services reported for consideration of the committee that before Kasenengwa was declared a district in 2018, it was a constituency under Chipata district. He reported that during that period all CDF works were being handled by Chipata City Council.

The committee may wish to know that at the time Kasenengwa was declared a district, there were outstanding works and payments that were supposed to be paid to various labourers who were contracted to carry out various works. He informed the committee that the outstanding balances were handed over to Kasenengwa with a balance amounting to Ninety-Three Thousand, Four Hundred and Forty Kwacha Zero Ngwee (K 93,440.00). However, before any payments could be made, the Local Authority constituted a team of officers from Engineering, Audit and Planning departments to verify the works carried out and establish whether the indicated outstanding balances were a true reflection on what was truly owed to various individuals.

He reported that the findings of the team were that: -

i. Works were not monitored and inspected when purchased and delivered to site.
ii. No contract documents were availed to the team for verification, only word of mouth.
iii. Most of the infrastructure was of poor quality and this was mostly attributed to poor workmanship and the mere passage of time from date of construction to the date of inspection.

He further informed the committee that outlined factors made it difficult for the team to certify the works and subsequently make payments to the affected individuals.

It was against this background that management was presenting the matter before the committee to find a way forward and make a decision. ***See appendix A***

After a lengthy discussion and on a proposal by Councillor Acklas Miti duly Seconded by Councillor Micky Mbewe, it was;

RECOMMENDED TO RESOLVE

i. That the Local Authority should seek guidance from the Provincial Local Government officer regarding how payment could be made as no document was availed for reference purposes
ii. That the Council should consider paying Contractors who did the work as per requirement

REPORT OF THE INTERNAL AUDITOR

ENGINEERING DEPARTMENT

AUDIT/17/06/25: INSPECTION OF MKUYU PRIMARY

The Internal Auditor reported for consideration of the committee that the unit conducted an exercise to check on the progress of 2025 CDF Projects. She reported that the inspection was done to establish the quality of works done before the Contractor handed over the structure to the Council. She further informed the committee that at the time of inspection, the following were observed;

FINDINGS:

The Internal Auditor reported to the committee that the findings where that;

- The contractor was not present on site at the time of inspection, which raises concerns about ongoing supervision and accountability for current works.
- Improper Installation of Jay Hooks; It was observed that only 2 to 3 jay hooks were used per roofing sheet, which was inconsistent with the Bill of Quantities (BOQ) specifications. This could compromise the structural integrity and wind resistance of the roofing system.
- Defective Roofing Installation; Visible gaps were observed in the roofing, indicating poor alignment or insufficient overlapping of sheets. This poses a risk of water leakage and weather damage to the structure.
- Cracks in Wall Plastering. Several areas of the wall exhibit, which may be indicative of either poor workmanship, inadequate curing, or structural movement.

RISK

The Internal Auditor reported to the committee that the risk may include the following: -

- Danger of having the roof brown off.
- May cause Property damage,
- It may injure the learners in case of roof brown off,
- Increased maintenance costs

RECOMMENDATIONS

The Internal Auditor made the following recommendations**: -**

- Immediate engagement with the contractor to address all observed defects and ensure compliance with the BOQ and structural standards.
- A follow-up inspection should be conducted once corrective measures were implemented.
- Council to ensure that the contractors adhere to instructions given as they were progressing with the works to avoid shoddy works.

MANAGEMENT RESPONSE

Management acknowledged the Auditors' findings and reported that the contractor was formally informed on the identified defects. The Contractor rectified the defects with the plastering and would soon rectify the roofing defect as soon as their latest Interim Payment Certificate (IPC)was paid.

Management further stated that the absence of the contractor on site was due to delay in the disbursement of CDF funds. The Ministry delayed disbursing funds to the Local Authority hence creating a situation where contractors temporally demobilised awaiting for funding due to lack of liquidity to proceed with works and take care of their work force on site. However, the Local Authority had since received funding, and the contractor was remobilizing to site. ***See attached B***

After due consideration of the report and on a proposal by Councillor Acklas Miti duly seconded by Councillor Micky Mbewe, it was;

RECOMMENDED TO RESOLVE
That management should ensure that the Contractor works on the defects identified by the Internal Auditor before final payment was made.

AUDIT/18/06/25: INSPECTION OF MKOWE DAY SECONDARY SCHOOL

The Internal Auditor reported for consideration of the committee on the construction of 1x2 Classroom Block at Mkowe Day Secondary School under 2025 CDF projects. She informed the committee that an inspection was carried out by Audit section and the Following were observed:

FINDINGS

The internal Auditor reported to the committee that during inspection the following were the findings;

- Contractor Absence**:** At the time of the inspection, the contractor was not present on-site.
- Substandard Building Materials**:** The building blocks being used were of poor quality indicating the substandard.
- Project Progress and Timeline**:** The project was approximately 20% complete. Given the limited remaining time stipulated in the contract, there was a concern about the contractor's ability to complete the project on schedule.

RISK

She informed the committee that the risks where that:

- Poor Structural Integrity**:** The use of substandard building blocks poses a risk to the safety, durability, and compliance of the structure with construction standards and regulations.
- Lack of Oversight and Accountability**:** The absence of the contractor during the inspection suggests poor site supervision and potential non-compliance with project management best practices.

RECOMMENDATION

The internal Auditor recommended the following: -
Internal Audit recommends the following**:**

- Immediate Quality Assessment: Engineering department should assess the quality of materials used so far. Substandard materials should be replaced immediately.
- Issue a formal notice to the contractor: A formal notice should be issued to the contractor regarding their absence and the quality concerns. Require them to be present for future inspections.
- Revise their work schedule: The contractor should revise work schedule with a clear plan to recover lost time, including additional manpower or extended working hours if necessary.
- Consider Contractual Action: If non-compliance continues, explore contractual remedies be applied

MANAGEMENT RESPONSE

Management acknowledged the Internal Auditor's findings and management had engaged the Contract regarding the substandard blocks. The Contractor was instructed not to proceed works with the substandard blocks and any further purchase of materials should not be done without prior inspection from the Local Authority. Further, the contractor's absence from the site was due to delayed payment of their Interim Payment Certificate (IPC) as well as non-availability of CDF funds. The Committee may wish to know that management would ensure that the Contractor avails themselves for future inspections regardless of availability of funds.

Moreover, the contractor was within the schedule as the contract was signed later than the other contracts and site hand over conducted on 26/04/25 however, should work delay further than usual due to the contactors part, necessary interventions would be instituted to ensure the contract period was adhered and maintained. ***See appendix C***

During deliberation Councillors noted the following;

- Involvement of the School management in the inspection of materials as they were delivered and that the Contractor should be informed to as they deliver materials to the site.
- Frequent monitoring by Works Department on the project

After due consideration of the report and on a proposal by Councillor Acklas Miti Duly seconded by Councillor Simon M Zulu, it was;

RECOMMENDED TO RESOLVE

i. Management should ensure that substandard material was replaced by the Contractor before commencing works
ii. That management should frequently monitor the projects to avoid substandard materials on the site
iii. That Management should involve school management to inspect materials as Contractor delivers them on site

AUDIT/19/06/25: INSPECTION AT CHAMWAVI PRIMARY SCHOOL- LSP AGENCIES AND CONSTRUCTION

The Internal Auditor reported for consideration of the committee that the Audit unit conducted an inspection at Chamwavi Primary school where a construction of 1 x 2 classroom block was being constructed under 2025 CDF.

FINDINGS

The Internal Auditor informed the committee that during the inspection the findings were as follows: -

- The contractor was on site at the time of inspection was being conducted
- At the time of inspection, it was observed that the contractor had started moulding blocks
- The Contract only did the footing and the foundation was completed
- During the time of inspection Project progress was at 12%

RISK

The Internal Auditor reported that committee that the risk could be:

- Schedule Delays: At only 12% progress, there was a risk the project may not meet its deadline as early stages were behind.

- Resource Mismanagement: Minimal progress might indicate inefficiencies in labour, material availability, or equipment readiness.
- Contractor Performance: The slow start might suggest a lack of planning, understaffing, or underperformance by the Contractor.
- Cost Overruns: Delays and inefficiencies at this stage often result in increased costs.

RECOMMENDATION

The Internal Auditor recommended that the contractor should revise his work schedule with a clear plan to recover lost time, including additional manpower or extended working hours if necessary

MANAGEMENT RESPONSE

Management acknowledged the Internal Auditor's report on Chamwavi Primary School project and appreciate the observations made. It was reported that block moulding had already been done as per latest inspection conducted on the 9th of June 2025 with the contractor being present on site at the time of inspection. The delay in commencing superstructure works was due to late disbursement of CDF funds which caused a delay in payment advance. Management confirmed that issues were resolved and the payment to the contractor was made. Construction works had commenced and were now at foundation box with preparation to commence works on the casting of the slab in progress. The contractor has since revised the work schedule and intensified site activities to recover lost time and ensure timely completion of the project. ***See appendix C***

During deliberation the committee advised management to ensure that the payment vouchers should be fully signed and stampted.

After due consideration of the report and on a proposal by Councillor Acklas Miti duly seconded by Councillor Samuel Zulu, it was;

RECOMMENDED TO RESOLVE
That Management should ensure that the Contractor should complete the project within the stipulated time frame

PROCUREMENT SECTION

AUDIT/20/06/25: FAILURE TO USE ELECTRONIC GOVERNMENT PROCUREMENT (EGP) SYSTEM

The Internal Auditor reported for information of the committee that the procurement Act No. 8 of 2020 Section 16 (1) states that a procurement entity shall use the electronic government procurement (EGP) system. The Procurement Unit had continued to purchasing some items outside the Electronic Government Procurement system (EGP) which was contrary to the Act and Regulations. She informed the committee that the action caused unnecessary use of Imprest.

FINDINGS

The Internal Audit reported to the committee that the findings were that;

- There has been non-Compliance with Legal Requirements Section 16(1) of the Procurement Act No. 8 of 2020 which states that all procurement entities shall use the Electronic Government Procurement (EGP) system. However, it has been observed that the Procurement Unit has engaged in purchasing activities outside the EGP system.
- Use of Imprest for Procurement: Due to bypassing the EGP system, items were being purchased using imprest which was intended for urgent, small, and unforeseen expenditures, not routine or planned procurements.
- Lack of Transparency and Audit Trail: Procurement transactions conducted outside the EGP lack the standard audit trail provided by the system, hindering transparency and accountability.

RISK

The Internal Auditor reported that the risks of not using Electronic Government Procurement (EGP)were that;

- Legal and Regulatory Risk: Violation of Section 16(1) exposes the institution to sanctions, penalties, or audit queries from regulatory bodies.
- Financial Mismanagement: The use of imprest for procurement increases the risk of financial mismanagement, including potential misappropriation of funds.
- Lack of Control: Manual processes reduce procurement oversight and create loopholes for unauthorized or inflated purchases.
- Reputational Damage: Continued non-compliance may undermine public trust and the credibility of the institution.

RECOMMENDATION

The Internal Auditor recommended that;

- Immediate Compliance Enforcement: All procurement activities must be conducted strictly through the EGP system, in line with the requirements of the Procurement Act.

- Internal Controls Review: Review and strengthen internal procurement controls to prevent unauthorized purchases outside the EGP system.
- Disciplinary Measures: Take appropriate disciplinary action against officers who authorize or engage in procurement outside the EGP system without justification or approval.

MANAGEMENT RESPONSE

Management acknowledged the Internal Auditor report on the failure to use electronic Government Procurement system and appreciate the observation made. It was reported that there were times when the system was under maintenance and the procurement was urgent such as refreshments however management would endeavour to enter into framework agreements for retain items so that when need arises payment be made based on the existing agreement.

After a lengthy deliberation on the matter and on a proposal by Councillor Ackim Sakala duly seconded by Councillor Acklas Miti, it was;

RECOMMENDED TO RESOLVE

i. That the requesting departments make the request for the whole year to avoid imprest
ii. That a frame work for Memorandum of Understanding with the Supplier and the Local Authority be done

AUDIT/20/06/25: CLOSING REMARKS

The Chairperson thanked all members for their active participation during the meeting. He advised management to ensure that they operate according to the stipulated guidelines to avoid queries in future and also ensure thar projects were frequently supervised to avoid shoddy works.

There being no other business to transact, he officially declared the meeting closed at 11:45 hours with prayer from Councillor Acklas Miti

SIGNED THIS 15th **DAY OF** APRIL **2025**

CHAIRPERSON