KASENENGWA TOWN COUNCIL

MINUTES OF THE SIXTEENTH (16TH) ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE, ON THURSDAY 3RD JULY, 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	-	Councillor
Banda Malisten	-	Councillor
His Royal Highness Senior Chief Nzamane	-	Councillor
Bishop Gerald Sakala	-	Chaplain

IN-ATTENDANCE OFFICERS

Caroline C.M. Mphande Mrs	-	Council Secretary
Emma Mumba	-	Director Finance
Comfort Chama	-	Director Planning
Daniel Banda	-	Chief Human Resource Officer
Paul W. Thera	-	Director Engineering Services
Adamson Mwale	-	District Agricultural Co-ordinator
Lydia Phiri	-	Internal Auditor
Mervis Sialumano	-	District Fisheries and livestock Coordinator
Evelyn Mwale	-	District Culture Officer
Choolwe Hamama	-	Town Planner
Rastone Nyirenda	-	Environmental Health Officer
Mainga Sihubwa	-	Human Resource Officer
Maneya Chimbaza	-	Senior Legal Assistant
Leya Banda	-	Senior Legal Assistant
Kamela Nthambo	-	Assistant Public Relations Officer
Lameck Mbewe	-	Administrative Officer
Annie Lungu	-	Committee Clerk

BY INVITATION:

Nelson Banda	-	District Administrator
Olivia Banda	-	Senior Executive Officer (OP)
Moffat K Banda	-	Headman Kapachika (MDA)
Daniel Banda	-	Headman (MDA)

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/178/07/25: NOTICE OF MEETING

The notice for convening the Sixteenth (16th) Ordinary Council meeting was read by the Council Secretary.

KTC/179/07/25: APOLOGY (IF ANY)

Apologies were received from; -
His Royal Highness Chief Mishoro
Chrispine Chola- District Social Welfare officer

The apologies were **NOTED**

KTC/180/07/25: COUNCIL CHAIRPERSON'S COMMUNICATION

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

KTC/181/07/25: DECLARATION OF INTEREST

On item KTC/187/07/25 the following declared interest: -
His Royal Highness Chief Nzamane

KTC/182/07/25: MINUTES OF FIFTEENTH (15th) ORDINARY COUNCIL MEETING HELD ON MONDAY 14 APRIL, 2025.

Minutes of the Fifteenth (15th) Ordinary Council meeting held on Monday 14th April 2025 from Minute N0. KTC/167/06/25 to KTC/177/04/25 on Pages 1 to 6 were received before the Council for Confirmation.

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

RESOLVED

That the Minutes the Fifteenth (15th) Ordinary Council meeting held on Monday 14th April, 2025 from Minute N0. KTC/167/06/25 to KTC/177/06/25 on Pages 1 to 6 be received, confirmed and signed as a true record of the proceedings of the Council

KTC/183/07/25: 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/184/07/25: MINUTES OF FINANCE, HUMAN RESOURCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON TUESDAY 20TH MAY, 2025

On a proposal by Councillor Acklas Miti duly seconded by Councillor Ackim Sakala, the Minutes of Finance, Human Resource and General Purposes Committee Meeting held on Tuesday 20th May, 2025 Minute N0. FHGPC/23/05/25 to FHGPC/51/05/25 on pages 7 – 24 were received for consideration and adoption.

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

RESOLVED

That the Minutes of Finance, Human Resource and General Purposes Committee Meeting held Tuesday 20th May, 2025 Minute N0. FHGPC/23/05/25 to FHGPC/51/05/25 on pages 7 – 24 be adopted as a true record of the proceedings of the Council**.**

KTC/185/07/25: MINUTES OF PLANS, WORKS, DEVELOPMENT AND REAL ESTATES, HEALTH, ENVIRONMENT AND NATURAL RESOURCES COMMITTEE MEETING HELD ON THURSDAY 5TH JUNE, 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 Thursday 5th June, 2025 Minute N0s. PWDERNC/40/06/25 to PWDERNC/73/06/25 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 Alexander Miti, it was;

RESOLVED

That Minutes of Plans, Works, Development and Real Estates, Health, Environment and Natural Resources Committee Meeting held on Thursday 5th June, 2025 Minute N0s. PWDERNC/40/06/25 to PWDERNC/73/06/25 on pages 25 to 42 be adopted as a true record of the proceedings of the Council.

KTC/186/07/25: MINUTES OF AUDIT COMMITTEE MEETING HELD ON THURSDAY 19TH JUNE, 2025.

On a proposal by Councillor Alexander Miti duly seconded by Councillor Ackim Sakala, the Minutes of Audit Committee Meeting held on Thursday 19th June, 2025 Minute N0s. AUDIT/12/06/25 to AUDIT/20/06/25 on pages 43 - 50 were received for consideration and adoption.

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

RESOLVED

That the Minutes of Audit Committee Meeting held on Thursday 19th June, 2025 Minute N0s. AUDIT/12/06/25 to AUDIT/20/06/25 on pages 43 - 50 be adopted as a true record of the proceedings of the Council.

REPORT OF THE COUNCIL SECRETARY

KTC/187/07/25: CONVERSION OF TENURE OF 3,500 HECTARES OF LAND IN FAVOR OF MFUMBENI DEVELOPMENT ASSOCIATION LIMITED

The Director Planning reported for the decision of the Council that Management received an application for the conversion of 3,500 hectares of land from traditional tenure to leasehold in favor of Mfumbeni Development Association Limited located in the Kazimule area, within the jurisdiction of Senior Chief Nzamane.

She highlighted to the Council that the proposed conversion was meant to facilitate the development of an Agricultural City, a transformative initiative aimed at modernizing agricultural production, strengthening agri-business value chains, enhancing food security, and promoting sustainable rural development. She explained that the vision was aligned with Zambia's national development agenda and aims to attract private sector investment, create employment, and improve livelihoods in the chiefdom and the District at large.

She reported to the Council that Management held consultative meetings with Senior Chief Nzamane and representatives of the Mfumbeni Development Association to seek clarification on key matters that may arise due to the conversion of such a large area, particularly:

1. How existing settlements would be treated.
2. Potential compensation claims from local community members.

The Royal Establishment and Mfumbeni Development Association assured Management that:

- Existing settlements would remain untouched and incorporated in the Development Plan.
- Blocks of land were identified for the regrouping of affected villages.
- By-laws would be enacted to guide the implementation and address community concerns.

Therefore, request was made to the Council to consider and recommend the conversion of the said 3,500 hectares to leasehold in favor of Mfumbeni Development Association Limited.

She further reported to the Council that, following the increasing momentum of Government led infrastructure projects along the Great East Road corridor including the ongoing construction of the Modern Truck Parking Bay, the Fuel Depot, and the proposed Chipata International Airport located in Kasenengwa District (a project which was recently graced by the Honorable Minister of Transport and Logistics), Management had taken proactive steps to ensure that urban growth in this strategic area was well regulated and properly planned.

In this regard, His Royal Highness Senior Chief Nzamane offered 700 hectares of land to Council in the Kazimule Area within the 3,500 hectares of land for Mfumbeni Development Association located within his jurisdiction of the Nzamane Chiefdom, for the purpose of establishing a well-planned Urban Growth Pole Centre. The initiative was aimed at protecting and complementing the strategic infrastructure investments being made by the Government and private sector by ensuring that the surrounding land was developed in a coordinated and sustainable manner.

To preserve the integrity of existing communities, the identified 700 hectares explicitly excludes all village settlements within its catchment. A buffer zone of at least 100 meters had been incorporated to prevent encroachment and to maintain harmony with the local population. The land in question was largely made up of open fields, making it suitable for structured development.

She further reported that Management envisions the development of this land into a modern urban growth Centre that would provide a range of services and amenities.

In additional to the request His Royal Highness Senior Chief Nzamane being the Patron and custodian of the Land gave a brief history of the Mfumbeni Association as it was formed before Kasenengwa became a District and why the association was formed. He explained that there was need to give 700heactares of land to the Council for developmental activities as highlighted above.

At this juncture His Royal Highness Senior Chief Nzamane, Mr. Moffat K Banda Headman Kapachika and Mr. Daniel Banda Headman declared interest as the Council proceeded to debate and discuss the item.

During deliberations the Council noted that the land being requested was beyond the Council threshold, as Council were only mandate to approve land totaling to 250 hectares. and the rest could be approved by the Ministry of Lands.

After due scrutiny of the report and on a proposal by Councillor Acklas Miti duly seconded by Councillor Alexander Miti, it was;

RESOLVED

I. That the request for conversion of tenure of 3,500 hectares of land in favor of Mfumbeni Development Association Limited be considered for determination
II. That the Association should come up with appropriate compensation plan for the affected communities as the area in question as the area being characterized by a number of existing settlements.
III. The Association should consider splitting the 700 hectares offered to the Council from the rest of 3,500, This would allow the Council to exercise full planning control and facilitate the planning provision of services, allocation of plots, and furthermore, ensure that the Ministry of Lands and Natural Resources apportions two property numbers, one for the Council Layout and the other one for Mfumbeni Development Association
IV. That the matter be submitted to Ministry of Land for final approval

KTC/188/07/25: REVISED COMPENSATION PLAN FOR AFFECTED HOUSEHOLDS WITHIN THE CENTRAL BUSINESS DISTRICT (CBD)

The Director Planning reported to the Council that Management had continued to engage extensively with His Royal Highness Chief Gogo Madzimawe and Chief Mishoro in an effort to finalize a fair and practical compensation plan for community members affected by the establishment of the Central Business District (CBD).

She reported that the engagement meetings were constructive and aimed at ensuring that the compensation measures address the concerns of the affected community while preserving the spatial and development integrity of the CBD.

During the most recent meeting, His Royal Highness Chief Gogo Madzimawe proposed a revision to the previously suggested compensation model, noting that the initially proposed plot size of 20m x 18m may not be sufficiently to address the expectations of the affected households. He advised that a more equitable solution would be to adjust the plot sizes to 20m x 30m, which he described as more dignified and acceptable to the affected members of the community.

In response, Management reviewed and considered this guidance with the aim of balancing social fairness, spatial planning constraints, and sustainable land utilization within the limited land resource. Below was the revised compensation matrix based on land size previously held by affected households:

S/N	Land Size	Initial Compensation	Proposed Compensation	Plot Category
1	0.1 to 1 Hectares	1 Plot (20 x 18 m) Per affected Household	1 Plot (20 x 30 m) Per affected Household	Residential low Cost
2	1.1 to 2 Hectares	2 Plots (20 x 18 m) Per Affected Household	2 Plots (20 x 30 m) Per Affected Household	
3	2.1 and above	3 Plots (20 x18 m) Per Affected Household.	3 Plots (20 x30 m) Per Affected Household.	

She informed the committee that the revised proposal reflects Management's commitment to working in close partnership with traditional leadership to ensure community buy-in while also upholding the developmental goals of the CBD.

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

RESOLVED

i. That the revised compensation plan, as outlined above, be formally adopted by the Council as the official framework for compensating affected households within Chief Gogo Madzimawe and Chief Mishoro's Chiefdom.

ii. That the Royal Establishments and representatives of the affected should validate and endorse the adopted compensation plan through a signed agreement to facilitate transparency and future reference.
iii. That once adopted, the Council proceeds with the physical allocation and documentation of the compensated plots as per approved layout to ensure the project resumes in a lawful and peaceful manner.
iv. That the decision of the Council be communicated to Ministry of Lands and Natural Resources for final approval

KTC/189/07/25: KASENENGWA SOLID WASTE MANAGEMENT PLAN

The Director Planning reported to the Council that the Local Authority prepared a Solid Waste Management Plan in accordance with the requirements of the National solid waste management and regulation act of 2018 for the purpose of meeting local solid waste needs and protecting public health and the environment.

She informed the Council that the District of Kasenengwa would provide solid management of waste and its reduction for the next 10 years (2030) through the implementation of this comprehensive solid waste management plan, and the plan updates that would follow every three years. The planning area consists of all the zones within the Kasenengwa Urban limits.

She reported that the vision could be translated into the long-range planning goals listed below.

- To provide efficient and cost-effective solid waste pick-up services to residential and non-residential customers in Kasenengwa.
- To educate all the citizens of Kasenengwa about the need to recycle and reduce waste stream levels.
- To help meet established waste stream reduction.
- To reduce the amount of littering and illegal outdoor dumping.
- To work with other stakeholders, wherever feasible, on coordinated solid waste programs.
- To protect and enhance the public health and welfare.

Find attached appendix 1

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

RESOLVED

That the report be referred to Plans, Works, Development and Real Estates, Health, Environment and Natural Resources Committee to allow Councillors understand the document.

KTC/190/07/25 CHANGE OF PROJECT FROM THE FENCING OF THE DUMPSITE TO THE CONSTRUCTION OF A REFUSE BAY AT GIVEWAY MARKET

The Director Planning reported for the consideration of Council the change of project from fencing the Dump site to the construction of a Refuse Bany at Give way Market. She reported that in 2023 Kasenengwa Town Council in their budget allocated K70.000(Seventy Thousand Kwach only) towards fencing the dumpsite but due to Community resistance of accessing land, the project implementation has proved to be difficult.

In view of the above, management recommended that the funding for fencing of the dumpsite be utilized to construct a refuse bay and any associated works at Giveway market and ablution block where sanitation has become a challenge.

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

RESOLVED

To vary funds approved in the Council budget for construction of a dump site at the Central Business District to be utilized to construct a Refuse Bay and other waste collection facilities at Giveway market

KTC/191/07/25: CLOSING REMARKS

The Council Chairperson thanked His Royal Highness Senior Chief Nzamane, Councillors and Officers for attending the meeting which was an indication of team work. She was concerned with other Heads of Departments who did not attend the meeting and proposed that going forward reports from such departments would be withdrawn because no one would defend their reports during Council meeting.

There being no other business to transact, the Council Chairperson officially declared the meeting closed at 12:20 hours with a closing prayer by Chaplain Bishop Gerald Sakala.

SIGNED THIS---------- OF THE ----------2025

CHAIRPERSON

KASENENGWA TOWN COUNCIL

MINUTES OF FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER CIVIC CENTRE ON FRIDAY 18TH JULY 2025 AT 10:50 HOURS.

COUNCILLORS PRESENT:

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

IN-ATTENDANCE

Caroline C.M. Mphande (Mrs)		Council Secretary
Emma Mumba	-	Director Finance
Daniel Banda	-	Chief Human Resource Officer
Paul W. Thera	-	Director Engineering Services
Comfort Chama	-	Director Planning
Evelyn Mwale	-	District Cultural Officer
Ceclia Phiri	-	Senior Procurement and Supplies Officer
Chrispine Chola	-	District Social Welfare Officer
Timothy Ngulube	-	Council Advocate
Lydia Phiri	-	Internal Auditor
Josephat Mwewa	-	Acting Chief Social Economic Planner

PRAYER

Prior to the commencement of the meeting an opening prayer was given by Councillor Paul Phiri.

FHRGPC/52/07/25: NOTICE OF MEETING

The notice of meeting was read by the Director of Finance

FHRGPC/53/07/25: APOLOGY

Apology was received from: -
Councillor Acklas Miti.
The apology was NOTED.

FHRGPC/54/07/25: OPENING REMARKS

Councillor Paul Phiri Acting Chairperson welcomed all members present and encouraged them to contribute effectively during deliberations. He officially declared the meeting open at 10:52 hours.

REPORT OF DIRECTOR FINANCE

FHRGPC/55/07/25: UPGRADING OF ON-LINE SYSTEMS

55.1 ZANACO

The Director Finance reported for information of the committee that ZANACO had introduced new features on its electronic platforms which included upgrading of payment methods used to make payment to various beneficiaries both inter-bank (transactions with other banks) and intra-bank (transactions between accounts within the same bank).

She reported that the upgrades affected the rate at which the bank(s) were processing transfers and transactions resulting in undesirable delays and the Council was also affected with the changes.

The bank officially apologized for the inconvenience caused and assured its clients/customers that they were working round the clock to resolve and fully restore the banking services.

55.2 National Pension Scheme Authority (NAPSA)

The Director of Finance reported to the Committee that the National Pension Scheme Authority (NAPSA) successfully implemented and enhanced an upgraded system which they refer to as "I Care" system. The new system introduced new features which requires among others the use of facial images (pictures) for all users when creating member profiles.

She reported that the enhanced securities features were expected to reduce incidents of fraud in addition to improving the overall efficiency and effectiveness of NAPSA as an organization.

She reported that the challenge with the new system was that it was attaching an individual to an organization's profile. She informed the committee that the system was not ideal for Councils as officers were transferrable.

55.3 Zambia Revenue Authority (ZRA)

The Director of Finance reported that similar to the system improvements undertaken by the banks and other public sector entities which included NAPSA among others, the ZRA had also modified their electronic Tax-Payer information management system with the same objective of further improving operational efficiency and improved collection of taxes in line with their mandates.

Among the notable new features introduced were the need for second level clearance or verification for any transaction to be successfully processed using the on-line platform or services.

She reported that the requirement implied that the authorized registered contact person must be the ones whose contact details are submitted in the user 'contact person' user profile registered on behalf of the entity (tax-payer).

The report was **NOTED**.

FHRGPC/56/07/25: RECEIPTS AND PAYMENTS FOR THE 2ND QUARTER ENDING 30TH JUNE 2025

The Director of Finance reported for ratification of the committee the Receipts and Payments report/ for the period 30th to June 2025 for the 2nd quarter for ratification by the committee.

She reported that total Revenue for the period was **K 35,729,032 and a total of K509.715** was collected from locally generated revenue sources.

The amount of own source revenue (OSR) represents **23 %** revenue budgeted and **40 %** total budget.

She reported that the actual expenditure driven by grant based funding with support of locally collected revenues was K32,683,887 mostly Personal Emoluments (Salaries), Statutory Contributions and Allowances towards Governance and other administrative costs and expenses. She informed the committee that K20,311,490 was CDF expenditure for the period 30th June, 2025

The details were shown in appendix 1

After due scrutiny of the report and on a proposal by Councillor Ackim Sakala duly seconded by Councillor Agabu Nyangulu, it was;

RECOMMENDED TO RESOLVE

That the report on Receipts and Payments for the 2nd Quarter ending 30th June 2025 be ratified

REPORT OF THE CHIEF HUMAN RESOURCE OFFICER

The Chief Human Resource Officer reported to the committee that the Human Resource Management Committee had a meeting on 16th July, 2025 and below were the items deliberated: -

FHRGPC/57/07/25: STAFF CONFIRMATION AND ADMISSION TO THE PERMANENT AND PENSIONABLE ESTABLISHMENT- MAINGA IVAN SIHUBWA, HUMAN RESOURCE OFFICER-LGSS/08 FILE NO. LAS/21187.

The Chief Human Resource Officer reported for information of the committee the confirmation and admission to Permanent of Establishment – Mainga Ivan Sihubwa-Human Resource Officer LGSS08 file N0. 21187. The report was submitted to the Local Government Service Commission for final approval.

Details of the officer were shown in the table below: -

S/N	NAME OF OFFICER	SEX	POSITION	SALARY SCALE	DIVISION	DATE OF APPOINTMENT	QUALIFICATIONS
1	Mainga Ivan Sihubwa		Human Resource Officer	LGSS/08	II	18.03.2025	• Grade 12 certificate • Bachelor's Degree in Business Administration

The report was **NOTED**

FHRGPC/58/07/25: STAFF SUBSTANTIVE PROMOTION-MR. JOHN DAKA, HEALTH INSPECTOR-LGSS/08 AND LYDIA PHIRI, ASSISTANT ACCOUNTANT-LGSS/10

The Chief Human Resource Officer reported for information of the Committee on Staff Substantive Promotion-Mr. John Daka, Health Inspector-LGSS/08 and Lydia Phiri, Assistant Accountant-LGSS/10. The report was submitted to the Local Government Service Commission for final approval.

Details of the officers were shown in the table below: -

S/N	NAME OF OFFICER	SEX	POSITION /SALARY SCALE	RECOMMENDED SUBSTANTIVE PROMOTION	QUALIFICATIONS
01	John Daka	M	Health Inspector-LGSS/08	Senior Health Inspector-LGSS/07	Grade 12 Certificate Bachelor of Science in Environmental Health, Master of Public Health, Post Graduate Diploma in Lecturing and Teaching Methodology

02	Lydia Phiri	F	Assistant Accountant-LGSS/10	Internal Auditor	Grade 12 Certificate, Degree in Finance & Accounts, ZICA Licentiate Masters in Commerce accounts

The report was **NOTED**

FHRGPC/59/07/25: RECRUITMENT OF DATA ENTRY CLERKS

The Chief Human Resource Officer reported for information of the Committee on the successful interviews of Data Entry Clerks who were selected and deployed to the respective Wards as shown in the table below.

SN	NAME	NRC NO	SEX	PHONE NO.	WARD
1	Moses Ngombe	668980/52/1	M	0976602480	Chingazi Ward
2	Ronica Zulu	627260/52/1	F	0974930807	Chingazi Ward
3	Justin Ndhlovu	634603/52/1	M	0974899866	Kwenje Ward

During deliberation Councillor Paul Phiri had a concern that the Data Entry Clerk employed were not from Chingazi Ward.

In response to the concern raised, the Chief Human Resource Officer informed the committee that the concern would be reported to the Human resource Committee after making investigations.

The report was **NOTED**

FHRGPC/60/07/25: STAFF IN COMING TRANSFER

The Chief Human Resource Officer reported for information of the Committee that the Local Government Service Commission transferred Mr. Timothy Ngulube, Senior Legal Assistant from Chinsali Municipal Council to Kasenengwa Town Council on acting appointment as Council Advocate with a view to a substantive promotion.

The report was **NOTED.**

REPORT OF THE CULTURE AND TRADITIONAL AFFAIRS OFFICER
CULTURAL PROGRAMS

FHRGPC/61/07/25: CULTURAL EXHIBITION

The District Cultural Officer reported to the committee that the Department of Culture and Traditional Affairs conducted a Cultural Exhibition together with other Departments from the Local Authority during the District Agricultural and Commercial Show, which was held on 8th July 2025 in Mboza. The exhibition sought to showcase various cultural artifacts found in our District which were being used by the two ethnic groups of the Chewa and Ngoni people. The exhibition was characterised by show goers visiting the stand to catch a glimpse of what was displayed.

The report was **NOTED**

FHRGPC/62/07/25: PROVINCIAL CULTURAL FESTIVAL

The District Cultural Officer reported to the committee that the Provincial Cultural Affairs office would be hosting an Annual Provincial Cultural Event Festivals in Chipata on 2nd August 2025, where the best group would be selected to participate at National level in Lusaka. She reported that Kasenengwa District was invited to take part at 2025 festival. She further reported that preparations for District cultural groups to participate were underway. She informed the committee that Four Cultural groups were being assessed in order to pick the best group that would represent the District at the Province.
Below were the categories to represent the district:

- One Cultural dance group
- One Craftsman
- One Folktales Teller,
- One traditional game player
- One Cultural practitioner with cultural background of the ethnic groups

The report was **NOTED.**

CULTURAL ENTERTAINMENT

FHRGPC/62/07/25: CULTURAL PERFORMANCES DURING AGRICULTURAL SHOW

The District Cultural Officer reported to the committee that the department of Culture and Traditional Affairs coordinated Cultural Entertainment groups during District Agriculture and Commercial Show. Gule Wamukulu Cultural group from Khoza Village, and Ngoma Dance Cultural group from Dingeni performed at the event, representing the two ethnic groups found in the district. She reported that the two groups were excellent in the cultural performances during the show hence promoting the cultural heritage.

The report was **NOTED.**

CULTURAL INDUSTRY

FHRGPC/63/07/25*: TRADITIONAL HANDCRAFT SENSITIZATION*

The District Cultural Officer reported to the committee that the Department visited a cultural practitioner with a traditional handcraft skill, specialized in making various types of clay pots at Zakeyo Farm, in Chief Chikuwe's area. She reported that the craftsman was sensitized on the need for consistency, creativity and marketing of the said products to ensure that it reaches a wider audience and value for money was attained. She also reported that the products were earmarked to be showcased and sold by the Department at the Provincial Cultural Festivals scheduled for 2nd August in Chipata.

CHALLENGES

The District Cultural Officer reported to the committee that during the period under review the Department faced the following challenges

- 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

The District Cultural Officer reported to the committee that due to the challenges faced, the following recommendations were made;

- Procurement of office equipment to facilitate her work.
- Allocation of transport to easy movements to activity sites.

During, presentation, the Council Secretary advised the Officer to contact the Head of Transport being the Chief Human Resource Officer on her programs which they could combine with the Council programs, thereafter,

The report was **NOTED**

REPORT OF THE DISTRICT SOCIAL WELFARE OFFICER

FHRGPC/64/07/25: PUBLIC WELFARE ASSISTANCE SCHEME

SOCIAL WELFARE

The District Social Welfare Officer reported to the committee the activities which were undertaken during the period under review as; -

- ✓ Assisted one community member with medication for their child
- ✓ Assisted one community member with transport to UTH

The report was **NOTED**

FHRGPC/65/07/25: CHILD PROTECTION: -

The District Social Welfare Officer reported for information of the committee that the office handled one (1) case of defilement and assisted Street Children during the period under review.

The report was **NOTED**

FHRGPC/66/07/25: MONITORING ON SCT BENEFICIARIES

The District Social Welfare Officer reported for information of the committee that the Department Monitored the Social Cash Transfer (SCT) in all the 8 Wards by sampling about 200 households and carried out home visitation in these households and below were the findings: -

- Some beneficiaries reported that they used part of the cash to invest in livestock such as chickens, ducks, goats and pigs which they could later sell at a profit in order to improve and sustain the health and wellbeing of their children and the family
- Additionally, some households reported the SCT program had empowered them with financial literacy skills as some are now able to make sound financial decisions
- Some households-built houses from SCT funds
- Incorporated DWAC members

KEYMILESTONE PERFORMANCE IN QUARTER ONE OF 2025

The District Social Welfare Officer reported to the committee that the District achieved the following programmes during the period under review: -

- ✓ Conducted SCT monitoring activities for March -April
- ✓ Conducted CWAC training exercise
- ✓ Migrated over 80% of the Social Cash Transfer beneficiaries from rural to urban.
- ✓ Sensitization exercise on the end of the Drought Emergency Cash Transfer program.
- ✓ To train the newly selected CWACs

PLANNED ACTIVIES

The District Social Welfare Officer reported to the committee that the Department planned to undertake monitoring of Social Cash Transfer for May and June 2025. implementing the Social Cash Transfer programme

CONSTRAINTS TO BE ADDRESSED

The District Social Welfare Officer reported to the committee that during the period under review the department faced the following constraints:

- There was no funding under PWAS received for the year 2025
- Social Cash Transfer (SCT) beneficiaries submitting incorrect phone numbers during the SCT urban migration
- There was poor telecommunication network in the district.

RECOMMENDATIONS

The District Social Welfare Officer made the following recommendations: -

- PWAS funding was needed to address emergencies faced by community members who were not on any social protection program.
- Network providers be engaged so that there should be network across the District.

The report was **NOTED**

REPORT OF THE COUNCIL SECRETARY

FHRGPC/67/07/25: ENGAGEMENT OF WARD DEVELOPMENT COMMITTEES (WDCs) IN REVENUE COLLECTION

The Council Advocate reported for consideration of the committee that the following Departments (Legal, Planning, Finance and Administration) had meetings with Ward Development Committees (WDCs) across all eight (8) Wards namely, Chiparamba, Mkowe, Mpunza, Mboza, Ng'ongwe, Chingazi, Kwenje and Makungwa.

He reported that the objectives of the engagements were to sensitize the Ward Development Committees (WDCs) on their role in revenue collection as provided under section 37 of the Local Government Act No 2 of 2019 and to identify potential revenue sources within their respective Zones that could enhance the council's revenue base.

During the engagement meetings WDC's, the Departments identified the following potential revenue-generating activities across the Wards:

- Checkpoints
- Livestock trade
- Weaving activities
- Dairy product sales
- Mobile money markets
- Timber production
- Charcoal sales
- Home shops/Ntemba

- Mineral mining
- Sand sales
- Brick production
- Bars/Taverns
- Agro-dealers
- Traditional healers (Witch doctors)
- Milling operations
- Tailoring services
- Barber shops
- Poultry farming
- Firewood sales e.t.c.

The Council had identified the following roads in these Wards to be establishment as check points;

- Near good nature road, Chiparamba Ward
- Chikumbe road, Mkowe Ward
- Kafupa and Chilile roads, Kwenje Ward,
- Four ways road and Pambambo road, Ng'ongwe Ward,
- Goone road, Makungwa Ward
- Kaboma road – Chingazi Ward
- Chikungu to Samuel – Mpunza Ward
- Chipembaulo to Kwenje- Mpunza
- Msoro – Pwata Area - Mboza Ward
- Kandama – Mducha village to Chibamu- Ng'ongwe Ward
- Mukuyu Primary School – Mkowe Ward

In light of the above and to effectively operationalize Ward Development Committees (WDCs) involvement in revenue collection on behalf of the Council as one of the functions, it was proposed that the following measures to be considered;

- That formal contracts between the Council and WDCs be created as Revenue Agents on 30% monthly commission of the total revenue collected.
- That a short-term training(orientation) programs for WDCs members on Revenue Collection procedures and Financial Management be conducted.
- That community sensitization campaigns be conducted to raise awareness about WDC roles in revenue collection.
- That once the WDCs have been engaged, supply them with official identification materials, which include but not limited to;
    - Reflective vests
    - Identification cards
    - Receipt books
    - Traffic cones for checkpoints
- Where possible provide bicycles to WDC members, especially in Wards where long distances may hinder effective execution of duties.

Once this would be considered, it would enhance the Council's revenue base which would help the Council on its day-to-day operation.

The proposed contract be entered into between the Council and the WDC, for easy reference.

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

RECOMMENDED TO RESOLVE

i. That the Ward Development Committee in all Wards be engaged.
ii. That the orientation Training program on be Revenue Collection procedures and Financial Management be conducted.
iii. That the Contract Agreement be signed between Kasenengwa Town Council and Ward Development Committees in all Wards

FHRGPC/68/07/25: ESTABLISHMENT OF COMMITTEE OF DISPOSAL OF COUNCIL ASSETS AND APPOINTMENT OF COMMITTEE MEMBER TO SIT ON THE COMMITTEE.

The Council Secretary reported for decision of the Council that following the approval by the Council to dispose off Council assets under Minute No **KTC**/174/04/25at its meeting held on 14th April 2025 Vide PWDREC/26/03/25 and

In accordance to the powers vested in a controlling Body- the Local Authority to constitute the Disposal Committee as provided in the Public Finance Management Act of the 2018 under Section 44(1) it was recommended

a) The Disposal Committee be constituted and commences the process of Disposal of identified Council Assets
b) The officers to serve on this committee be appointed as prescribed in the PFM Act. The committee to prepare a report to the Treasury 30 days after completion of the disposal process as per requirement in the PFM Act

NOTE: attached for consideration were the details of officers and provisions of the PFM Act attached at ***appendix A***

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

RECOMMENDED TO RESOLVED

That Committee for disposal of assets for the Council be constituted in accordance with the Publish Financial Management Act.

FHRGPC/69/07/25: COMPOSITION OF MEMBERS OF THE DISPOSAL COMMITTEE OF THE COUNCIL ASSETS OF KASENENGWA TOWN COUNCIL

The Council Secretary reported to recommend the composition of members of the disposal committee to be the following: -

1. The Head of Huaman Resource
2. The Head of Finance
3. The Head of Procurement
4. Four other members from within or outside who had knowledge and skill of management of valuation and disposal of Assets as tabulated below: -
    1. Valuation Surveyor,
    2. Civil Engineer
    3. Controller of Government Transport
    4. Officer from Zambia Police at District Level
    5. Stores Officer (Secretary)

NOTE: That secretary function would be done by the Stores Officer.

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

RESOLVED
That the composition of members of the disposal committee of the Council assets of Kasenengwa Town be approved.

FHRGPC/70/07/25: CLOSING REMARKS

The Chairperson advised management to ensure that all reports for the meeting were sent to Councillor before the actual day to allow them understand the issues being tabled. He further stated that in future reports that would be circulated during the day of the meeting would not be attended to.

There being no other business to transact, he officially declared the meeting closed at 11:50 hours with a prayer from Ms Evelyn Mwale.

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

CHAIRPERSON

KASENENGWA TOWN COUNCIL

MINUTES OF PLANS, WORKS, DEVELOPMENT AND REAL ESTATE, HEALTH, ENVIRONMENT AND SOCIAL SERVICES COMMITTEE MEETING HELD ON FRIDAY 8TH AUGUST, 2025 AT 09:42 HOURS

COUNCILLORS PRESENT

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

IN ATTENDANCE:

Caroline C.M. Mphande (Mrs)	-	Council Secretary
Comfort Chama	-	Director Planning
George Syasingo	-	Ass. Director Engineering Services
Adamson Mwale	-	District Agricultural Coordinator
Emma Mumba	-	Director Finance
Emma Sakala	-	District Forestry Officer
Paul Sialyamba	-	Veterinary Assistant
Lameck Banda	-	Planner Education
Timothy Ngulube	-	Council Advocate
John Daka	-	Senior Health Inspector
Josphat Mwewa	-	Chief Social Economic Planner
Lameck Banda	-	Administrative Officer
Annie Lungu	-	Committee Clerk

PLAYER

Prior to the commencement of the meeting the opening prayer was given by George Siyasingo Assistant Director Engineering

PWDREC/72/08/25: NOTICE OF MEETING

The notice for convening the meeting was read by the Council Secretary

PWDREC/73/08/25: APOLOGY

Falesi Soko - Council Chairperson – Ex officio

The apology was **NOTED**

PWDREC/74/08/25: DECLARATION OF INTEREST

On item **PWDREC/76/08/25**Mrs Caroline C. M Mphande declared interest

PWDREC/75/08/25: OPENING REMARKS

The Chairperson welcomed all member present and encouraged everyone to fully participate in the deliberations. He officially declared the meeting open at 10:44 hours.

REPORT OF THE DIRECTOR OF PLANNING

PWDREC/76/08/25: INCLUSION OF OMITTED PLOT APPLICANTS FROM THE 23rd NOVEMBER 2022 PLOT ALLOCATION LIST

The Director Planning reported for consideration of the committee that during the processing of the final list of successfully interviewed plot applicants dated 23rd November 2022, there was an error occurred in which the Small Commercial category of successfully interviewed applicants at CBD were omitted from the list that was presented to the Full Council after Plot allocation on the 2nd August 2023 under minute number KTC/78/08/23.

She reported that the omitted applicants made full payment for their plots, but could not proceed with the land lease and title registration processes to the Ministry of Lands and Natural Resources, due to the omission of their names from the officially approved list.

She highlighted that in order to rectify anomaly and ensure that all deserving applicants formalizes ownership of their allocated properties, Management recommended that the omitted applicants be officially recognized and included in the list of successful applicants. The list of affected applicants was indicated in the table below: -

S/N	NAME	NRC No.	PLOT No.	PLOT PREMIUM	AMOUNT PAID
1	Edwin Sakala	137319/54/1	10	ZMW 10,000.00	10,000.00
2	Febby Mweembe Sikatima	460294/52/1	14	ZMW10,000.00	-
3	Roda Phiri	453986/52/1	13	ZMW 10,000.00	10,000.00
4	Whyson Daka	405368/11/1	12	ZMW 10,000.00	-
5	Starsh Wieczorek	104627/55/1	11	ZMW 10,000.00	10,000.00
6	Caroline Chibuye Mwendapole	391353/11/1	15	ZMW 10,000.00	6,000.00
7	Diana Ngwenyama	939069/11/1	9	ZMW 10,000.00	-
8	Gadson Tembo	102965/55/1	16	ZMW 10,000.00	10,000.00
9	Brian Kabwandi	287013/16/1	8	ZMW 10,000.00	-

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

RECOMMENDED TO RESOLVE

i. That the inclusion of omitted plot applicants from the 2nd August 2023 plot allocation list be approved
ii. That the matter be submitted to the Ministry of Lands and Natural Resources for final approval

PWDREC/77/08/25: INTERGRATED ADOLESCENT SERVICES

The Director Planning to reported to the Committee that a new partner in the district called ***"Mothers Without Boaders (MWB)"*** **which would be** providing Integrated Adolescent Services in collaboration with the United Nations Children's Fund (UNICEF). She informed the committee that the program would run up to December 2025 and fully funded by UNICEF. The committee may wish to know that **t**he Health, Education, Community Development, Social Welfare and Local Authority as well as 8 Adolescents in Katete on Integrated Adolescent services were trained.

The report was **NOTED**

PWDREC/78/08/25: KASENENGWA COUNCIL JUNIOR COUNCILORS

The Director Planning reported to the Committee that with support from UNICEF and in order to enhance adolescent participation in governance, there was need to elect (8) eight Junior Councilors and a Chairperson who would be responsible to represent young people and adolescents in the district on how to be involved in Governance at a tender age. She informed the committee that the 9(nine) would be trained in Decision making and sexual Reproductive health and Human rights. The junior Councilors would be required to attend Council meetings in order to know how the Council operates.

She reported that 5 Councillors would be gotten from High schools which already had existing Councillors and 3 Councillors would come from the community.

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

RECOMMENDED TO RESOLVE

That the election of 8(eight) Junior Councillors be approved

PWDREC/79/08/25: ADVERTS FOR 2026 COMMUNITY PROJECT, BURSARIES AND EMPOWERMENT GRANTS.

The Director Planning reported for information of the Committee that the adverts for 2026 for Community projects was still running up to 12th September while the other two would run up to 3rd October 2025.

The report was **NOTED**

PWDREC/80/08/25: CLUB REGISTRATION

The Director Planning reported for information of the Committee that 30 Development clubs were registered among which 5were youth clubs and 25 were Women's clubs from the period May to July 2025. She reported that a total revenue collection of K7, 500.00 was collect through registration fee each club paying K250.00.

The report was **NOTED**

PWDREC/81/08/25: MEAT INSPECTION

The Director Planning reported for information of the committee that a total of seventeen thousand, three hundred and fifty kwacha (K17,350) was raised from Meat inspection and clearance of Beef carcasses during the period under review as indicated in the table below: -

Period	**Number inspected**	**Amount raised**
Quarter two	347	K17,350

During the same period, the following organs were disposed off after undergoing inspection.

- 250.65 Kg of the liver was disposed of due to liver flukes
- 15 whole heads of bovine were diagnosed with localized tuberculosis
- 150 Kg of lungs and spleen was diagnosed with localized tuberculosis, congestion, emphysema, and splenomegaly.
- 3 hearts diagnosed with pericarditis.

The report was **NOTED**

PWDREC/82/08/25: KASENENGWA SOLID WASTE MANAGEMENT PLAN

The Director Planning reported to the committee that the Local Authority prepared a Solid Waste Management Plan in accordance with the requirements of the National Solid Waste Management and Regulation Act of 2018 for the purpose of meeting local solid waste needs and protecting public health and the environment. **Find attached appendix 1.**

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

RECOMMENDED TO RESOLVE

That the Kasenengwa Solid Waste Management Plan be approved

PWDREC/83/08/25: COMMUNITY SPORTS

The Director Planning reported for information of the Committee that the district participated in the 2025 Provincial 'CHOOVA' cycling competition that was held in Chipata on 26th July 2026. The district was represented by 8 athletes who were drawn from different Wards and the Local Authority provided logistical support. She reported that Mr. Rabson Mwale from Mkowe Ward emerged winner in the Disability race and received a bicycle as a prize.

Below were the details of the athletes

SN	NAME	SEX	WARD	OUT OF POCKET	TRANSPORT REFUND	TOTAL
1	Salomu Mbewe	Male	Mkowe	460	320	780
2	Juvensio Tembo	Male	Makungwa	460	320	780
3	Charles Sakala (**Disabled**)	Male	Ng'ongwe	460	360	820
4	Rabson Mwale (**Disabled**)	Male	Mkowe	460	360	820
5	Brasho Zulu	Male	Chingazi	460	350	810
6	Juliet Yambayamba	Female	Chingazi	460	350	810
7	Mabvuto Zulu	Male	Ng'ongwe	460	360	820
8	Peter Sakala	Male	Chingazi	460	350	810
	TOTAL					**6,450.00**

The Councillor further advised management to start the program earlier so that all Wards were informed on time.

The report was **NOTED.**

REPORT OF THE DIRECTOR ENGINEERING SERVICES

PWDREC/84/08/25: 2022 CDF PROJECT

The Assistant Director Engineering Services reported for information of the committee on the status of the 2022 Constituency Development Fund (CDF) project as indicated in the table below: -

S/N	DETAILS	STATUS
1	Construction of a 1x4 CRB and at Chingazi Primary school	Contractor is fully mobilized and project is at 15%

During deliberation Councillor advised management to ensure that monitoring was done closely to avoid shoddy works.

The report was **NOTED.**

PWDREC/85/08/25: 2023 CDF PROJECTS

The Assistant Director Engineering Services reported for information of the committee on the status of the on-going 2023 Constituency Development Fund (CDF) projects. Below was the list of the projects: -

S/N	DETAILS	STATUS
1	Construction of a 1X3 CRB and Ablution Block at Chamaseche Primary school	The project would be completed under labour-based method. Procurement of materials would be completed subject to availability of funds
2	Construction of an ablution block at Chiparamba Police Post	The project would be completed under labour-based method. Procurement of materials would be completed subject to availability of funds

The report was **NOTED**

PWDREC/86/08/25: 2024 RUNNING CDF PROJECTS

The Assistant Director Engineering Services reported for information of the committee on the progress of the on-going 2024 CDF projects. Below was a list of the projects: -

S/N	DETAILS	STATUS
1	construction of a 1x3 Classroom Block at Kanzutu Primary School	Project was 100% complete
2	Construction of a Maternity Annex at Samuel Health Post	Project was 100% complete
3	Construction of 2 water reticulation systems at Kawawa Health Post and Chiparamba Police Post	Project currently at 70% complete
4	Construction of water reticulation system at Shamombo and Chinunda Health Posts	Project currently at 70% complete
5	Construction of water reticulation system at Kasenengwa Zonal Clinic and Primary School	Project currently at 30%

The report was **NOTED**

PWDREC/87/08/25: 2025 CDF PROJECTS

The Assistant Director Engineering Services reported for information of the committee on the progress of the on -going 2025 Constituency Development Fund (CDF)**.** Below was the list of the projects: -

S/N	DETAILS	STATUS
1	Construction of 1x2 classroom block at Chinkholowondyo primary school.	Project currently 73% complete
2	Construction of 1x2 classroom block at Kasenjere primary school.	Project currently at 75% complete
3	Construction of 1x2 classroom block at Kafupa primary school.	Project currently at 95% complete
4	Construction of 1x2 classroom block at Mkuyu primary school.	Project currently at 95% complete
5	Construction of 1x2 classroom block at Malambalala primary school.	Project currently at 100% complete
6	Construction of 1x2 classroom block at Katintha primary school.	Project currently at 95% complete
7	Construction of 1x2 classroom block at Mwangazi primary school	Project currently at 83% complete
8	Construction of 1x3 classroom block at Thangata primary school.	Project currently at 80% complete
9	Construction of 1x2 classroom block at Chamwavi primary school.	Project currently at 60% complete
10	Construction of staff house and water reticulation system at St. Olives primary school	Project currently at 80% complete
11	Construction of maternity annex and water reticulation system at Chinjala health post	Project currently at 80% complete
12	Construction of dining hall at Chikungu secondary school	Yet to commence due to changes that needed to be made on the drawing
13	Construction of 1x2 classroom Block at Mkowe Day Secondary School	Project currently at 80% complete
14	Construction of Health Post at Kambwata	Project currently at 90% complete
15	Construction of Health Post at Chisempere	Project currently at 5% complete
16	Extension of Chiparamba Police Post	The project would be undertaken under labour-based method. Procurement of materials would be completed subject to availability of funds
17	Construction of Manjana Police Post	Project just commenced
18	Construction of Ablution Block and Water Reticulation System Katima Primary School	Project just commenced

The report was **NOTED**

PWDREC/88/08/25: ROADS TO BE UNDERAKEN UNDER 2025 CDF

The Assistant Director Engineering Services reported for information of the committee on the proposed roads to be undertaken were being revised by the CDF committee. He reported that the funds were allocated to rehabilitation of Msoro road (D123). He reported that the proposed road works would be undertaken in collaboration with the primary road authority, Road Development Agency (RDA), as the road falls within their jurisdiction.

The report was **NOTED**

PWDREC/89/08/25: CONSTRUCTION OF COUNCIL STAFF HOUSE

The Assistant Director Engineering Services reported for information of the committee on the construction works of the Council Staff House which had reached on an advanced stage. He informed the committee that the roofing, steel and metal works were completed and finishing works had commenced.

The report was **NOTED**

PWDREC/90/08/25: ZAMBIA DEVOLUTION SUPPORT PROGRAM (ZDSP)

The Assistant Director Engineering Services reported for information of the committee on the progress of the project being undertaken under ZDSP. He reported that the Local Authority was undertaking the construction of Phase 2 of the Truck Parking Bay funded under the same program. He informed the committee that the project scope included: the construction of an ablution block, a water reticulation system, a guard house and fencing of the work area. He reported that the procurement process were completed and the contractor was on-site doing excavation works.

The report was **NOTED**

PWDREC/91/08/25: SANITATION

The Assistant Director Engineering Services reported for information of the committee on the sanitation coverage progress made during the period under review. The table below show the sanitation coverage at household level recorded from each health facility.

Household ODF Data Analysis Per Health Facility

		QUARTER ONE			QUARTER TWO		
S/n	**Health Facility**	**Total No. HH**	**No. HH ODF**	**HH % ODF**	**Total No. HH**	**No. HH ODF**	**HH % ODF**
1	Khoza	914	838	91.68	954	882	92.45
2	Samuel	1,803	1,760	97.62	1,814	1,814	100.00
3	Kadama	1,203	1,168	97.09	1,203	1,181	98.17
4	Chizenje	1,992	1,725	86.60	2,045	1,984	97.02
5	Kamboma	972	738	75.93	1,026	866	84.41
6	Chikungu	1,610	1,437	89.25	1,617	1,569	97.03
7	Kamlaza	1,834	1,833	99.95	1,841	1,841	100.00
	TOTAL	**10,328**	**9,499**	**91.973**	**10,500**	**10,137**	**96.54**

The table below highlights sanitation coverage at village level from each health facility

Village ODF Data Analysis Per Health Facility

		QUARTER ONE			QUARTER ONE		
S/n	**Health Facility Catchment**	**Total No. Villages**	**No. villages ODF**	**Village % ODF**	**Total No. Villages**	**No. villages ODF**	**Village % ODF**
1	Khoza	22	9	40.91	25	14	56.00
2	Samuel	57	25	43.86	57	57	100.00
3	Kadama	15	7	46.67	15	9	60.00
4	Chizenje	34	15	44.12	34	22	64.71
5	Kamboma	13	-	-	13	1	7.69
6	Chikungu	21	2	9.52	21	11	52.38
8	Kamlaza	29	28	96.55	29	29	100.00
	TOTAL	**191**	**86**	**45.03**	**194**	**143**	**73.71**

The report was **NOTED**

PWDREC/92/08/25: WATER SUPPLY

The Assistant Director Engineering Services reported for information of the committee the proposed water supply projects to be undertaken by the Ministry of Water Development Sanitation.

Proposed communities for borehole upgrade to water reticulation system.

S/n	Ward	Community
1	Mphunza	Astone
2	Mkowe	Chikumbe
3	Chiparamba	Kawendama
4	Ng'ongwe	Chimulambe

Proposed communities for borehole drilling and hand pump installation.

S/N	WARD	COMMUNITY
1	Kwenje	Mtoso
2		Mchenga
3	Ng'ongwe	Moya
4		Twasa
5	Chingazi	Chigweche
6		Kamboma Farms
7	Mboza	John Lungu
8		Malenguka
9		Fusi
10		Mjobo
11		Mlamba
12	Mpunza	Tayane
13		Gunk hwe
14		Chambakata
15		Makenzie Farms
16		Kalichelo Farms
17		Kasenjele
18	Chiparamba	Thangata Primary School
19		Philimon
20		Muzabwela
21	Makungwa	Chikwanda
22		Chulu
23	Mkowe	Giveway Section
24		Kalumpha
25		Bulasho

Proposed communities for construction of water reticulation system.

S/n	Ward	Community
1	Chiparamba	Kawendama village
2	Mkowe	Give Way Central
3	Mphunza	Mitawa/Chipembaulo Trading
4	Mboza	Kambwata Health Post/ Nearby villages
5		Chisemphere Health Post/Nearby villages
6		Kalulu/Njanji and Kaphala villages
7	Ng'ongwe	Mducha village

Note: The projects were at tender stage e-GP open national.

The report was **NOTED**

PWDREC/93/08/25: FIRE AND RESCUE SERVICES

The Assistant Director Engineering Services reported for information of the committee that during the period under review, fire section carried out several fire prevention and inspection activities, issuance of fire certificate to various designated premises and responded to one incidence of damped steal born baby at Giveway area of Chikuwe Chiefdom. A total of 30 business premises were inspected and issued with fire certificate and 4(Four) petroleum license. Below were the details of the inspection: -

S/N	CATEGORY OF PREMISE	NUMBER OF PREMISES INSPECTED	AMOUNT PAID
01	Extra High-Risk Areas	01	K2,500.00
02	Dangerous Petroleum Areas	01	K49,500.00
03	High Risk Areas	04	K4,000.00
04	Medium Risk Areas	19	K9,500.00
05	Low Risk Areas	05	K950.00
	Grand Total	**30**	**K66,450.00**

The report was **NOTED**

PWDREC/94/08/25: CASH FOR WORK PROGRAM

The Assistant Director Engineering Services reported for information of the committee that the Cash for work Programme which started in August of 2024 and ended in June 2025 had been extended to 2026 by the government. He reported that the programme was underway in Kasenengwa District under phase five of works since its inception.

He highlighted to the committee that various works were carried out around the district in all zone, below were the works going on: -

1. Road works (construction)
2. Drainage construction/clearing
3. Pothole patching
4. Culvert clearing
5. Water reservoir/dam desilting
6. Staff house construction
7. Toilet construction
8. Crossing point construction

He further reported to the committee that the statistics of beneficiaries and other information on the programme were: -

- A total amount of K27,195,941.33 disbursed to the district
- A total amount of K 21,825,951.33 spent on beneficiaries so far
- A total amount of K 558,660.00 spent as admin cost
- Balance of K4,811,330.00

He also informed the committee that: -

- A Total number of 38,880 beneficiaries were engaged
- A total number of 37,403 beneficiaries were paid
- Payment of about 1477 beneficiaries was on-going

The report was **NOTED**

REPORT OF DISTRICT AGRICULTURAL COORDINATOR

The District Agricultural Coordinator reported to the committee the major activities implemented by the Ministry of Agriculture during the period under review. He reported that the activities include the following: Farmer registration, conducting agricultural shows, monitoring Food Reserve Agency (FRA) markets, climate smart agriculture lead famer training, monitoring SAFF loan beneficiaries and market information collection & dissemination.

PWDREC/95/08/25: FARMER REGISTRATION

The District Agricultural Coordinator reported to the committee on the farmer registration and called for more farmers to be registered. He reported that the activity was being conducted every year and 376 new farmers were registered and the exercise was ongoing.

The report was **NOTED**

PWDREC/96/08/25: CONDUCTING AGRICULTURAL SHOWS

The District Agricultural Coordinator reported to the committee that the Ministry of Agricultural conducted 7 Agricultural Shows segregated as follows: 1 camp show, 5 block shows and 1 district show. The district also participated at the Provincial Agricultural and Commercial Show. Member may wish to know that other camps shows could not conducted due to lacky of funds.

The report was **NOTED**

PWDREC/97/08/25: MONITORING FOOD RESERVE AGENCY (FRA) MARKETS

The District Agricultural Coordinator reported to the committee that during the period under review, the Ministry of Agriculture conducted monitoring visits to all 20 FRA satellite depots in the district. Five (5) out of twenty (20) satellites depots were newly created. He informed the committee that at the time of monitoring, FRA had not yet started purchasing maize in the new satellite depots because they were putting logistics in place hence zero (0) purchases were recorded. The table below shows performance of each satellite depot as of 31st July, 2025.

S/N	NAME	BAGS (50Kg)	MT
1	Chankhanga	7168	358.4
2	Chiteu	5296	264.8
3	Kamlaza	6068	303.4
4	Kamboma	5019	250.95
5	Shamombo	0	0
6	Chiwoko	7301	365.05
7	Kwenje	5469	273.45

8	Chipembaulo	0	0
9	Samuel	2005	100.25
10	Kasenengwa	7438	371.9
11	Ng'ongwe	4389	219.45
12	Mboza	3720	186
13	Luona	3218	160.9
14	Katondo	6302	315.1
15	Chinjara	7661	383.05
16	Chipembele	0	0
17	Kawawa	0	0
18	Mtaya	4070	203.5
19	Kalichero	4080	204
20	Masamba	0	0
20	Mtaya	4070	203.5
TOTAL		**75,134**	**3,756.5**

The report was **NOTED**

PWDREC/98/08/25: CLIMATE SMART AGRICULTURE (CSA) FARMER TRAININGS.

The District Agricultural Coordinator reported to the committee that the Ministry through Eastern Province Jurisdictional Sustainability Landscape Program (EPJSLP) conducted trainings in all 29 agricultural camps. He informed the committee that the trainings were conducted in 52 farmer Field Schools (FFS). The training aimed at equipping farmers with knowledge in climate smart agriculture and a total of 1300 lead farmers were trained.

The report was **NOTED**

PWDREC/99/08/25: SUSTAINABLE AGRICULTURE FINANCING FACILITY (SAFF)

The District Agricultural Coordinator reported to the committee that the Ministry of Agriculture conducted sensitization meeting on SAFF loans. He reported that the pronouncement that banks commenced the issuance of SAFF loans under the category of irrigation. The Ministry of Agriculture received 3 applications for irrigation loans which underwent assessment and verification of applicants.

The Ministry of Agriculture conducted a field verification exercise of the successful beneficiaries of SAFF loans under the category of crops. He reported that the activity was done with the help of camp extension officers who visited each beneficiary in order to assess and verify the state of the crops which were planted using inputs acquired from the loan.

The report was **NOTED**

PWDREC/100/08/25: MARKET INFORMATION COLLECTION & DISSEMINATION.

The District Agricultural Coordinator reported to the committee that the Ministry of Agriculture collected and disseminated the prevailing retail prices for various Agricultural Commodities. The information was collected from the rural community trading centers in Kasenengwa district.

The following table indicates a summary for the commodity prices in the major trading places which included; - Chiwoko main market, Mtenguleni trading center, Chiparamba sub center trading and Kalichero give way market.

Average Retail Prices of major Agricultural Commodities.

PRODUCT	COMMODITY TYPE	Unit	PRICE RANGE (Zmk)		
		Kgs/Meda	Lowest	Highest	AVERAGE PRICE (Zmk)
Meal	Breakfast Meal	25Kg	310.00	320.00	315
	Roller Meal	25Kg	-	-	-
	Bread Flour	25Kg	610.00	620.00	615
Cereal	Maize Grain	Kg	4.00	4.50	4.25
	Rice	5kg/Meda	170.00	180.00	175
Oils	Soybeans Grain	Kg	9.00	12	10.5
	Sunflower	5Kg/Meda	30.00	35.00	32.5
	Groundnut	5kg/Meda	90.00	120.00	105
Pulses	Kabulangeti Beans	5kg/Meda	220.00	255.00	237.5
	White & Yellow beans	5kg/Meda	220.00	255.00	237.5
	Mixed beans	5kg/Meda	220.00	255.00	237.5
Tubers	Sweet Potatoes	Kg	10.00	20.00	15
Vegetables	Rape	Kg			
	Cabbage	Kg	8.00	20.00	14
	Tomato	Kg	15.00	20.00	17.5

The report was **NOTED**

REPORT OF THE DISTRICT FISHERIES AND LIVESTOCK COORDINATOR

PWDREC/101/08/25: LIVESTOCK DISEASE CONTROL

DISEASE OUTBREAK

The Assistant Veterinary Officer reported for information of the committee that the district experienced high cases of East Cost Fever (ECF) during the second quarter of 2025. Members heard that 393 cases were recorded with 79 mortalities across the 6 veterinary camps and Anaplasmosis cases were 235 with 35 mortalities.

He reported that the district experienced an increase in Lumpy Skin Disease during the second quarter of 2025 and a total of 414 cases were recorded and 23 mortalities showing a reduction of cases as compared to the first quarter which had 424 cases. However, the mortalities were higher in the second quarter as the first quarter only recorded 15 mortalities.

The department of Veterinary carried out disease control vaccination activities as listed below.

- 20,063 broiler chickens were vaccinated against Gumboro disease at farmers' cost.
- 25,090 village chickens against Newcastle disease at farmers' cost
- 6,997Cattle were sprayed against tick-borne disease at farmers' cost
- 630 Cattle were vaccinated against worms (helminthiasis) at farmers' cost

Challenges

He reported that the department had challenges of FMD and ECF vaccinations were not provided by Headquarters.

Action Taken/Recommendation

He reported that the department recommended the following: -

- 1,471 farmers were successfully sensitized on rabies, parasites control, importance of anti-mortem inspections and other managerial and zoonosis diseases)
- Treatment of sick animals at farmers' cost.

The report was **NOTED**

PWDREC/102/08/25: ANT-MORTEM INSPECTION

The Assistant Veterinary Officer reported to the committee that the Veterinary Services continued to be carry out for ant-mortem inspection at Chiwoko and Giveway (Kalichero camp) Abattoirs.

A total of K9,783.00 was raised during the second quarter as outlined in the table below.

SOURCE	AMOUNT (ZMW)
Stock movement	323
Ante mortem	9,460
Total	**9,783.00**

The report was **NOTED**

PWDREC/103/08/25: FISHERIES

The Assistant Veterinary Officer reported to the committee that the Department of Fisheries conducted monitoring and backstopping visits to the Dam Management Committees at Makungwa and Chiwoko (ZNS dam) dams.

He reported that the two (2) sites visited to check on the beneficiaries of the Zambia Aquaculture Enterprise Development Project (ZAEDP) fish farmers.

Challenges

He reported that during the period under review was the use of mosquito nets by fish farmers to fish in dams

Action Taken/Recommendation

He reported that the department recommended that the department would continue sensitizing the communities on the importance of proper fishing gear.

The report was **NOTED**

PWDREC/104/08/25: LIVESTOCK PASTURE

The Assistant Veterinary Officer reported to the committee on the sensitization and demonstrations on pasture harvesting and crop residue storage technique were conducted in all the veterinary camps.

Challenges

He reported that the department had challenges of reduced participation by community members

Action Taken/Recommendations

He reported that the department recommended that they would continue sensitizing on the importance of residual storage and usage as an adaptive measure to climate change.

The report was **NOTED**

PWDREC/105/08/25: RABBIT PRODUCTION TRAINING

The Assistant Veterinary Officer reported to the committee that a training on rabbit production was conducted in Kwenje Veterinary camp as a climate change mitigation measure for farmer diversification.

Actions Taken/ Recommendation

The department recommended to **t**rain farmers in basic production and management of rabbits

The report was **NOTED**

REPORT OF THE DIRECTOR OF HEALTH

PWDREC/106/08/25: ACTIVITES UNDERTAKEN BY HEALTH DEPARTMENT

The Planner Health reported for information of the committee that department of health undertook various activities during the period under review as indicated in the table below: -

S/No	Program	Activity	Status/Progress Report	Major Challenges	Action Taken	Action Recommended
1	No water at Luona Min Hospital	To restore water supply at the Health Centre	✓ The Health Centre was still struggling with noon availability of water Supply	➢ After pump testing, the water yield was found to be very low with less than 30 minutes of pump testing ➢ The Health Centre still had no have water	➢ Flushing of the borehole and pump testing water done by the help of Living Water International ➢ A request to drill a new borehole was made	➢ Living water to drilled a new borehole within the week of 04/08/25 to 08/08/25 ➢ Used the Pump that was donated by a well wisher
2	Luona Min Hospital having limited supply of power	To restore Power supply at the Health Centre	✓ The Facility had only 20 percent of power Supply every day	➢ Faulty lithium batteries- Solar	➢ Assessment made by the engineer	➢ Engineer to write down a report with a Bill of Quantity
3	Kamulaza RHC having limited supply of power	To restore Power supply at the Health Centre	✓ The Facility had only up to mid-day	➢ No batteries ➢ No inventors	➢ Assessment made by the engineer	➢ Engineer to write down a report with a Bill of Quantity
4	Rehabilitation of the IRS Bases	Rehabilitation of all the three IRS bases (Kamulaza, Chikungu and Kasenengwa base)	✓ Major works needed to be done at Kasenengwa base ✓ Minor works for the others	➢ Blown off roof at Kasenengwa base ➢ Cracked walls ➢ Debris at the soak pit	➢ An assessment was done and a request was made	➢ To rehabilitated all the three bases before the end of August month end

5	Poor road network at Kawawa	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
6	Construction of maternity Annex by world Vision at Khoza	Maternity annex being constructed by World Vision Zambia intends	✓ Constructions ongoing at lintel level	➢ Only one staff house at the facility (construction of maternity annex will need more human resource)	➢ NIL	➢ Monitor of Construction was ongoing.
	Chinjala HP Construction of Maternity Annex	Construction of Maternity Annex at Chinjala HP by CDF	✓ 90 % Completion	➢ Maternity annex building was too small	➢ Following up with works department	➢ Consultation between works department and Health department to be done before commencement of construction works

During deliberation Councillors noted that there was no consultation between Works Department the Health during the construction of Chinjala maternity Annex and advised management to work as a team avoid duplication of works

The report was **NOTED**

REPORT OF THE DISTRICT FORESTRY OFFICER

PWDREC/107/08/25: FOREST PROTECTION

The District Forestry Officer reported to the committee that during the period under review April-May 2025 the office managed to undertake the following activities during the period under review: -

- 6 general patrols were conducted around the district.
- 2 Inspections were conducted in Diwa and Chisambala. each year, people continue expanding agricultural fields which was a threat to Chisambala and Diwa local forests despite the Chief calling for a meeting with headpersons for villages surrounding the reserves. The two local forests which were being proposed to undergo Community Forest Management process and support rendered by the Eastern Province Jurisdiction Sustainable Landscape Programme (EP-JSLP).
- Early burning was conducted in Mphomwa, Diwa, Chisambala and Lutembwe. This was done through identification of areas with more fuel such as the areas with long glass and more leaves on the group.

Note: In areas where CFM was promoted, at least illegal forest activities were lessened though there was need to do forest patrols and monitoring of CFMGs were concerned. The office received **K900** as funding in July 2025. (The only funding since January, 2025)

The report was **NOTED**

PWDREC/108/08/25: COMMUNITY FOREST MANAGEMENT

The District Forestry Officer reported to the committee that during the period under review the department undertook the following activities out by the CFMGs:

She reported that the district was among the districts that received funds for monitoring beekeeping activities in the CFMGs that were supported by ZIFLP. She reported that the total amount received was K10, 000 meant for monitoring of four (4) CFMGs with beekeeping enterprise these were; Malambalala, Banki, Mphomwa and Lutembwe. Below was a table showing a summary of direct beneficiaries, total honey harvested, beehives distributed and beehives occupied:

	CFMG	Male	Female	Total	Honey harvested (kgs)	Hive#	Hive occu`py
1	Malambalala	23	30	53	95 (10hives)	1000	642
2	Banki	41	19	60	264 (50hives)	1000	450
3	Mphomwa	41	19	60	480	214	141
4	Lutembwe	16	6	22	70 (liquid)	300	93

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

- The department lack 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 report was **NOTED**

PWDREC/109/08/25: CLOSING REMARKS

The Chairperson thanked all members for attending the meeting. He advised management to ensure that they work as a team in order for Kasenengwa to development.

There being no other business to transact, he officially declared the meeting closed at 13:01 hours with a closing prayer from Ms Emma Mumba District Forestry Officer.

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

CHAIRPERSON

KASENENGWA TOWN COUNCIL

MINUTES OF AUDIT COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE ON THURSDAY 21ST AUGUST, 2025 AT 09:50 HOURS

COUNCILLORS PRESENT:

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

IN-ATTENDANCE

Emma Mumba	-	Director Finance
George Siyasingu	-	Assistant Director Engineering Services
Cecilia Phiri	-	Procurement Officer
Lydia Phiri	-	Internal Auditor
Daniel Banda	-	Chief Human Resource Officer
Reuben Silungwe	-	Assistant Internal Auditor
Edith Phiri	-	Secretary Community Development
Timothy Ngulube	-	Council Advocate
Joseph Mwewa	-	Chief Social Economic Planner
Alex Siwila	-	Clinical Care Officer
Lameck Mbewe	-	Administrative Officer
Annie Lungu	-	Committee Clerk

PRAYER

The opening prayer was given by Councillor Acklas Miti

AUDIT/21/08/25: NOTICE OF MEETING

The notice for convening a meeting was read by the Director Finance Ms Emma Mumba

AUDIT/22/08/25: APOLOGIES

An apology was received from: -
Caroline C. M Mpande (Mrs) - Council Secretary

The apology was **NOTED.**

AUDIT/23/08/25 OPENING REMARKS

The Chairperson welcomed all members present and encouraged them to fully participate as the committee oversees how Council resources were being utilized.
He also advised management to ensure that minutes were distributed within 24hours.
He officially declared the meeting open at 10:00 hours

AUDIT/24/08/25: DECLARATION OF INTEREST

No one declared interest.

AUDIT/25/08/25: REPORT OF THE COUNCIL SECRETARY

There was no report

REPORT OF THE INTERNAL AUDITOR

DISTRICT HEALTH DEPARTMENT

AUDIT/26/08/25: A REVIEW OF IMPREST MANAGEMENT AND ASSET CONTROLS IN ALL 24 HEALTH CENTERS IN KASENENGWA DISTRICT.

The Internal Auditor reported for consideration of the committee that, the Internal Audit Unit conducted a review of imprest management and asset controls in various Rural Health Centers from the period 21st to 25th July 2025. She reported that the Audit was carried out in accordance with Internal Audit standards and aimed to evaluate the adequacy of internal controls surrounding the issuance and use of imprest, as well as the maintenance of asset registers. The detail of the scope of the audit were highlighted below: -

- Reviewing the issuance and retirement of imprest
- Examining the use of imprest funds in relation to approved purposes
- Verifying the existence and updating of Imprest and Asset registers

FINDINGS 1

Late Disbursements of Imprest.

The Internal Auditor reported to the committee that the findings were that late disbursement of imprest that Kasenengwa Health District departments receive grant

every month amounting to **One hundred Eighty-One Thousand, Seven Hundred and Seventy-Seven Thousand Fouty Nine Ngwee (181,777.49)** of which 28% of the amount was meant for Primary Health that need to be distributed to 22 Health post in Kasenengwa District as Imprest.

She reported that all Rural Health Centers only received Imprest 3 times thus; January, February and March and they were still waiting for April, May, June, July and August 2025.

Risks Identified

She reported to the meeting that the risk may include;

- **Late disbursement of imprest** to purchase cleaning materials and other operational items in Rural Health Centers (RHCs could have serious consequences, particularly because the centers operate in resource-constrained environments and serve vulnerable populations.
- **Reduced Hygiene and Sanitation Standards.** Delay in buying cleaning materials could lead to unhygienic environments, increasing the risk of infection outbreaks.
- **Increased Health Risks to Patients and Staff.** Poor sanitation could expose both patients and health workers to communicable diseases.

RECOMMENDATIONS.

The Internal Auditor recommended that **t**imely Disbursement Schedule be Establish and adhered to preferably aligned with monthly operational needs.

MANAGEMENT RESPONSE.

She reported that Management acknowledged the Internal Auditors' recommendation on delayed disbursement of facilities imprest which attributed to late retirement of imprest-by-imprest holders. Management resolved to strongly engage all imprest holders in facility to retire the imprest on time and ensure that management disburse imprest on time.

Findings 2

The Internal Auditor's findings where that;

i. **Failure to Retire Imprest Before Issuance of New Imprest**:
It was observed that most Health Centers receives fresh imprest despite having unretired imprest from previous disbursements which contravenes the imprest guidelines which require full retirement before new disbursements.

ii. **Improper Use of Imprest Funds**: Imprest funds meant for operational items such as cleaning materials, disinfectants, and minor office supplies were in some cases used to purchase refreshments and unrelated items. This represents a misuse of public funds and a breach of financial discipline.

iii. **Missing or Incomplete Imprest Books**: Some Health Centers had no imprest books, while others had books that were not properly updated or maintained. This significantly limits the ability to track imprest utilization and accountability.

iv. **Unmaintained or Missing Asset Registers**: Asset registers were either missing or not updated in several Health centers. In some cases, physical verification revealed that assets in use were not recorded.

RISKS IDENTIFIED

The Internal Auditor reported that the risks where that;

- Loss of public funds due to lack of accountability and transparency
- Misappropriation of funds intended for essential operational purposes
- Audit trail breakdown making it difficult to track expenditure and asset movement
- Unable to account for or trace Government Assets if stolen

RECOMMENDATIONS

The Internal Auditor recommended that;

- Enforce Retirement Policy: No new imprest should be issued unless the previous imprest was fully retired with supporting documentation.
- Proper Use of Imprest: Officers should be sensitized and held accountable for ensuring that imprest funds were used strictly for approved items.
- Issued with Standard Imprest Books: They should be issued with standardized imprest books and trained on how to use and update them correctly.
- Update and Safeguard Asset Registers: Immediate efforts should be made to update asset registers. A comprehensive asset verification exercise should be conducted and unrecorded assets must be documented accordingly.
- Regular Monitoring and Review: Finance should conduct periodic reviews to ensure compliance with imprest and asset policies.

Below were the details of Audited health facilities; -

Name Of Health Centre	Number Of Imprest Received to date	Amount of Imprest per Health Center	Asset Register	Imprest Book	Auditor Comment
CHIWOKO RHC	3	2,100	No Asset Register	Updated Imprest Book	Absence of Asset register could lead to theft of Assets and unaccountability
CHIWOKO ZNS	2	2,700	Updated Asset Register	Updated Imprest Book	Five Months Imprest Not Received
KWENJE RHC	3	3,600	Updated Asset Register	Updated Imprest Book	No imprest was received for four(4) Months
SAMUEL RHC	3	2,100	No Asset Register	Updated Imprest Book	Improper use of Imprest. 85% was used to purchase refreshments
CHIKUNGU RHC	3	2,500	No Asset Register	No Imprest Book	Imprest books and Asset Register were not Availed for verification. Books were being kept at home and the officer wasn't around.
KAMBOMA RHC	3	2,000	No asset Register	Updated Imprest Book. Unretired Imprest	Imprest should only be paid upon Retirement of the previous One. This Facility Have Not Retired since January but they have been receiving Imprest

KAMULAZA RHC	3	2,100	Updated Asset Register	Updated Imprest Book	Good Book Keeping. But lagging behind in receiving Imprest
SHAM0MBO RHC	3	2,000	No Asset Register	Imprest Book not Updated	Have not Retired Since January, No Asset Register
KADAMA RHC	3	2,000	Updated Asset Register	Updated Imprest Book	Good Book Keeping. But lagging behind in receiving Imprest
KHOZA RHC	3	2,000	No Asset Register	No Imprest Book	No imprest book and No Asset register
CHINUNDA RHC	3	2,000	Updated Asset Register	Imprest Book was not Updated	Imprest book not Updated Imprest not retired.
KASENENGWA RHC	3	2,100	Updated Asset Register	Imprest book updated	Unretired Imprest for February and March
MADZIMAWE RHC	3	3,500	Updated Asset Register	Updated Imprest Book	Good Book Keeping. Still waiting for April, May, June and July Imprest
MTENGULENI RHC	3	2,000	No Asset Register	No Imprest Book	No trace of Payments and Assets register
CHINJALA RHC	3	2,700	No Asset Register	Imprest Book not updated	Not retired any Imprest since January
KANZUTHU RHC	3	2,000	No Asset Register	No Imprest Book	Only CHAZ was found at the facility
KAWAWA RHC	3	2,000	No Asset Register	No Imprest Book	No Trace of Asset Register and Imprest Book
CHIZENJE RHC	3	2,100	Updated Asset register	Imprest Book not Updated	Imprest book not updated

CHIPEMBERE RHC	3	2,000	Updated Asset Register	Updated Imprest Book	There was good record keeping.
KATONDO RHC	3	2,000	No Asset Register	Imprest Book not Updated	No Asset register and Imprest book was not updated
CHIPARAMBA RHC	3	5,100	No Asset Register	No Imprest Book	No Asset Register and Imprest book was Availed for Verification
MKOWE RHC	3	2,000	No Asset Register	Updated Imprest Book	There was need to Provide Asset Register to keep trace of the Government Asset

MANAGEMENT RESPONSE

She reported that Management acknowledged that some selected facilities received imprest before retiring the previous issued imprest. Management would now put measures in place and ensure that all imprest would only be issued to a facility that had retired the previous imprest. Management acknowledged the miss use of imprest by a few selected facilities of which the in-charges were engaged together with their imprest holders and a warning has been given. Management acknowledged that some facilities had no asset registers and imprest books, while other facilities could not update both their asset registers and imprest books. The management had assigned finance department to engage all imprest holders to start updating their assets register and their imprest books every month end.

The Clinical Care Officer further highlighted to the committee that the health department had made a request to purchase asset Register and also advised the in-charge in the facilities to use hard cover books but using the same format of the Asset register for the purpose of record keeping.

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

RECOMMENDED TO RESOLVE

i. That the Retirement Policy be enforced and ensure that no imprest was given before retiring previous imprest
ii. That the standard imprest book be issued and provide training on how to utilize it.
iii. That the Audit Unit should carry another Audit to ensure that they were adhering to the recommendation made by the Internal Audit.

FINANCE DEPARTMENT

AUDIT/27/08/25: NON-COMPLIANCE WITH FINANCIAL REGULATIONS

The Internal Auditor reported to the committee that the Audit Unit carried out an assessment to ensure that they comply with Financial Regulations accountability and transparency in the use of public resource. Financial Regulation No.45 (2) and 59 (a) require that all payment were supported by cash sales, receipts minute and cheque signatories to ensure that original documents such as invoices, receipts were attached to the payment vouchers respectively.

She reported that the Findings were that;

- No Receipts were attached to the payment vouchers. It was observed that several payments vouchers had no supporting receipts attached amounting to **K200,818.28.** she reported that it was difficult to verify whether the payments made were legitimate, accurate, and in line with approved purposes.
- There were no activity reports attached for various to program activities which was disbursed amounting to **K36,422.54(Thirty-Six Thousand Four Hundred Twenty-Two Kwacha Fifty-Four Ngwee)** during the Period under review, However, no activity reports were attached to substantiate that the intended activities were carried out
- Unretired Imprest. The Audit noted some imprests were not retired within the stipulated timeframe
- Approved list of students and pupils were not attached to Payment Vouchers for Bursaries, Skills and Secondary**.** An audit was conducted on Bursaries for both Skills and Secondary and it was observed that some payments were made without attaching the approved list for Students and Pupils Amounting to **K271,679**.00 (Two Hundred Seventy-One Thousand Six Hundred Seventy- Nine Kwacha)

No Activity Report

20/05/25	Zanaco (Meeting for Provincial Development Activities)	4,250.00	Activity Report was not Attached
05-Mar	Zanaco.(Allowances For Pdcc)	8,853.78	Activity Report was not Attached
02/05/2025	Choolwe Hamama And Leah Manda (Boundary Issues)	2,100.00	Activity Report was not Attached
02/05/2025	Zanaco. Annie Nkhoma And Kokwa Simasiku (Zulawu Women Day Cerebration)	8,840.00	Activity Report was not Attached. Transport Receipts Not Attached

RECEIPTS NOT ATTACHED

16/05/2025	Stephen Reuben Banda (Servicing of Motor Vehicle)	2360.00	Fuel And Toll Fees Receipts Not Attached
19/03/2025	Jump rope General Dealers	1,560.00	No Receipts Attached
03/07/2025	Azuma Printing Solutions	7,250.00	No Receipts Attached
27/02/25	Daewoo Trading Ltd	4,000.00	Receipts Not Attached
27/02/25	JM and J Trading Ltd	61,243.28	Receipts Not Attached
02/04/2025	Trynun Enterprises	8,250.00	Receipts Not Attached
02/04/2025	Lyford Zulu (Labour Charge)	6,000.00	Receipts Not Attached
02/10/2025	LICHMA Hardware And General Dealers	81,880.00	Receipts Not Attached. Pv Not Fully Signed
02/03/2025	Stephen Reuben Banda (Servicing of Motor Vehicle)	8,981.00	No Fuel and Toll Gate Receipts Attached. P.V Not Fully Signed
01/06/2025	Jumprope General Dealers	3,290.00	No Receipts Attached
01/06/2025	Joseph Lungu	8,333.00	Receipts for fuel and Toll Not Attached
22/04/25	Joseph Lungu (Servicing of Motor Vihecle)	7,671.00	Fuel And Toll Fees Receipts Not Attached

MISSING APPROVED LIST OF STUDENTS FOR BURSARIES PAYMENTS

12/04/2025	Chikowa Youth Development Centre	29,200.00	Approved list of students not attached
21/04/2025	Rising East Institution	57,580.00	Approved list of students not attached
21/04/2025	Chipata Trades Training Institution	90,144.00	Approved list of students not attached
21/04/2025	Zambia Air Services Training Institution	12,380.00	Approved list of students not attached
21/04/2025	St. Mary's Junior Seminary	21,300.00	Approved list of students not attached
21/04/2025	Zambia College of Agriculture Mpika	14,100.00	Approved list of students not attached
21/04/2025	NRDC	19,900.00	Approved list of students not attached

21/04/2025	Katete Collage of Agriculture	19,060.00	Approved list of students not attached
21/04/2025	Isoka Trades Training Institution	8,015.00	Approved list of students not attached

Risk.

The Internal Auditor reported that the risk was that there could be possible misappropriation of Funds, Lack of accountability and transparency in financial management and Non-Compliance with Financial regulations and Audit requirements

Recommendations.

The Internal Auditor recommended that Management should strengthen internal controls and enforce compliance with the financial regulations, A dully sighed and approved list of beneficiaries must always be attached for both Skills and Secondary before payment was done and Activity reports should be submitted, verified and attached to the payment Vouchers to support relevant expenditure.

Management Response

She reported that Management acknowledged the observations and findings of the Internal Auditor. Management took necessary action to remedy some of the omissions and as per recommendations on all the findings

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

RESOLVED

i. That management should ensure that all documents were attached before any payment
ii. An Officer who fails to retire imprest for a month be deducted from his/her salary

WORKS DEPARTMENT

AUDIT/28/08/25: INSPECTION OF STAFF HOUSE AT CHIPARAMBA SUB CENTER

Dect Innovations was awarded a contract to Construct a staff a house at Chiparamba Sub Center at the contract sum of **Four Hundred Forty-Nine Thousand Three Hundred Seventy-Eight Kwacha Only (449,378.00)** tax Inclusive under contract Number 5398/1/08/2025. The contract completion period was 5 Months. An Exercise was carried out at Chiparamba sub center staff house and the following were observed.

FINDINGS

- The House was at 80% done.
- The Contractor was not on site at the time of inspection.

Risks

- Delayed project completion. Absence of the contractor on site may result in slow progress risking failure to complete within the contractual period.
- Financial Implications. Delay may lead to cost overruns and can lead to do poor works

Recommendations.

- Management should enhance site visitation to ensure the contractor is present and actively working
- If the delays Persist, the Council should Enforce Contract Terms

Management Response

She reported that Management acknowledges and appreciates the observations of the auditor; management wishes to state that the contractor has been instructed to return to site with immediate effect and failure to do so will attract sanctions as per contract terms.

The report was **NOTED**

PLANNING DEPARTMENT

AUDIT/29/08/25: LOAN REPAYMENTS

The Internal Auditor reported to the committee that the item was reported in Audit Committee meeting held on 21st March 2025 under Minute number **AUDIT/10/03/25** via Council meeting on item KTC/75/04/25**.** She reported that the Internal Audit carried out reviews and verification on the loans that were given in 2023 to the beneficiaries to verify the amounts.

Findings

The findings were that there was a poor loan repayment.

Recommendations

The Internal Auditor recommended that;

i. The Councilors in their respective wards be engaged to meet all loan beneficiaries on the term of payments before enforcing the guidelines
ii. That the Progress report be brought back to the next Audit meeting.
iii.

Management Response

She reported that all Councillors were engaged, of these were; Mpunza, Mkowe, Makungwa and Ng'ongwe responded favorably which resulted in the increase in the number of repayments. Management indicate that warning letters were given to all the loan defaulters to remind them of the serious nature of the issue. Management was further committed to ensure that all the defaulters were visited in order to recover the money. Warning letters were attached on ***appendix A***

The report was **NOTED**

AUDIT/30/08/25: CLOSING REMARKS

The Chairperson thanked his fellow Councillors for active participation. He advised management to ensure that notices were distributed in time within 48 hours to allow them have enough time read the reports

There being no other business to transact, He officially declared the meeting closed at 11:35 hours with a closing player given by Councillor Malisten Banda.

3RD JULY

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

COUNCIL SECRETARY