# KASENENGWA TOWN COUNCIL

**MINUTES OF THE FOURTEEN (14TH) ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE, ON FRIDAY 13TH DECEMBER, 2024 AT 10:25 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 |
| Bishop Gerald Sakala | - | Chaplain |

**IN-ATTENDANCE OFFICERS**

| | | |
|---|---|---|
| Caroline C.M. Mphande Mrs | - | Council Secretary |
| Emma Mumba | - | Director Finance |
| Choolwe Hamama | - | Town Planner |
| Daniel Banda | - | Chief Human Resource Officer |
| Paul W. Thera | - | Director Engineering Services |
| Nafitaly Phiri | - | Director of Health |
| Reuben Silungwe | - | Assistant Internal Auditor |
| Mervis Sialumano | - | District Fisheries and livestock Coordinator |
| Evelyn Mwale | - | District Culture Officer |
| Chrispin Chola | - | District Social Welfare Officer |
| Joseph Phiri | - | District Community Development Officer |
| Annie Lungu | - | Committee Clerk |

**BY INVITATION:**

| | | |
|---|---|---|
| Nelson Banda | - | District Administrator |
| Leya Manda | - | Professional Assistant |
| Olivia Banda | - | Senior Executive Officer |

**NATIONAL ANTHEM/ PRAYER:**

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

**KTC/152/12/24: NOTICE OF MEETING**

The Notice for convening the Fourteenth (14th) Ordinary Council meeting was read by the Council Secretary.

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**KTC/153/12/24: APOLOGY (IF ANY)**

Apology was received from;
His Royal Highness Chief Gogo Madzimawe

The apology was **NOTED**

**KTC/154/12/24: COUNCIL CHAIRPERSON'S COMMUNICATION**

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

**KTC/155/12/24: DECLARATION OF INTEREST**
No one declared interest.

**KTC/156/03/24: MINUTES OF THIRTEENTH (13th) ORDINARY COUNCIL MEETING HELD ON FRIDAY 25TH SEPTEMBER, 2024.**

Minutes of the Thirteen (13th) Ordinary Council meeting held on Wednesday 25th September, 2024 presented before the Council for Confirmation from Minute N0. KTC/140/09/24 to KTC/151/09/24 on Pages 1 to 5 were received.

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

**RESOLVED**

That the Minutes of the Thirteen (13th) Ordinary Council meeting held on Wednesday 25th September, 2024 presented before the Council for Confirmation from Minute N0. KTC/140/09/24 to KTC/151/09/24 on Pages 1 to 5 be confirmed and signed as a true record of the proceedings of the Council

**KTC/157/12/24: 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/158/12/24: MINUTES OF SPECIAL PLANS, WORKS, DEVELOPMENT AND REAL ESTATES, HEALTH, ENVIRONMENT AND NATURAL RESOURCES COMMITTEE HELD ON FRIDAY 11TH OCTOBER, 2024**

On a proposal by Councillor Paul Phiri duly seconded by Councillor Agabu Nyangulu, the Minutes of Plans, Works, Development and Real Estates, Health, Environment and Natural Resources Committee meeting held on Friday 11th October, 2024 Minute N0s. SPWDERNC/01/10/24 to SPWDERNC/06/10/24 on pages 6 to 7 were received for consideration and adoption.

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

**RESOLVED**

That Minutes of Special Plans, Works, Development and Real Estates, Health, Environment and Natural Resources Committee Meeting held on Friday 11th October, 2024 Minute N0s. SPWDERNC/01/10/24 to SPWDERNC/06/10/24 on pages 6 to 7 be adopted as a true record of the proceedings of the Council.

**KTC/159/12/24: MINUTES OF FINANCE, HUMAN RESOURCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON WEDNESDAY 30th OCTOBER, 2024**

On a proposal by Councillor Alexander Miti duly seconded by Councillor Solomon Banda, the Minutes of Finance, Human Resource and General Purposes committee meeting held on Wednesday 30th October 2024 Minute N0. FHGPC/223/10/24 to FHGPC/259/10/24 on pages 8 – 24 were received for consideration and adoption.

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

**RESOLVED**

That the Minutes of Finance, Human Resource and General Purposes Committee Meeting held on Wednesday 30th October 2024 Minute N0. FHGPC/223/10/24 to FHGPC/259/10/24 on pages 8 – 24 be adopted as a true record of the proceedings of the Council**.**

**KTC/160/12/24: MINUTES OF PLANS, WORKS, DEVELOPMENT AND REAL ESTATES, HEALTH, ENVIRONMENT AND NATURAL RESOURCES COMMITTEE HELD ON TUESDAY 19TH NOVEMBER, 2024**

On a proposal by Councillor Acklas Miti duly seconded by Councillor Micky Mbewe, the Minutes of Plans, Works, Development and Real Estates, Health, Environment and Natural Resources Committee Meeting held on Tuesday 19th November, 2024 Minute N0s. PWDERNC/340/11/24 to PWDERNC/258/11/24 on pages 25 to 38 were received for consideration and adoption.

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

**RESOLVED**

That Minutes of Plans, Works, Development and Real Estates, Health, Environment and Natural Resources Committee Meeting held on Tuesday 19th November, 2024 Minute N0s. PWDERNC/340/11/24 to PWDERNC/258/11/24 on pages 25 to 38 be adopted as a true record of the proceedings of the Council.

**KTC/161/12/24: MINUTES OF SPECIAL FINANCE, HUMAN RESOURCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON THURSDAY 28TH NOVEMBER, 2024**

On a proposal by Councillor Alexander Miti duly seconded by Councillor Acklas Miti, the Minutes of Special Finance, Human Resource and General Purposes committee meeting held on Thursday 28th November, 2024 Minute N0. SFHGPC/01/11/24 to SFHGPC/05/11/24 on pages 39 - 47 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 Special Finance, Human Resource and General Purposes Committee Meeting held on Thursday 28th November, 2024 Minute N0. SFHGPC/01/11/24 to SFHGPC/05/11/24 on pages 39 - 47 be adopted as a true record of the proceedings of the Council**.**

**KTC/162/12/24: MINUTES OF AUDIT COMMITTEE MEETING HELD ON WEDNESDAY 11TH DECEMBER, 2024.**

On a proposal by Councillor Paul Phiri duly seconded by Councillor Agabu Nyangulu the Minutes of Audit Committee Meeting held on Wednesday 11th December, 2024 Minute N0s. AUDIT/106/12/24 to AUDIT/110/12/24 on pages 48-51 were received for consideration and adoption.

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

**RESOLVED**

That the Minutes of Audit Committee Meeting held on Wednesday 11th December, 2024 Minute N0s. AUDIT/106/12/24 to AUDIT/110/12/24 on pages 48-51 be adopted as a true record of the proceedings of the Council.

**REPORT OF THE COUNCIL SECRETARY**

**KTC/163/12/24: PROPOSED MEMBERSHIP TO STANDING COMMITTEES OF THE COUNCIL**

The Council Secretary reported for decision of the Council on the proposed Membership to Standing Committees of the Council for the Civic Year 2025 as was attached on ***appendix 1***.

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

**RESOLVED**
That the proposed Membership to Standing Committees of the Council for Civic Year 2025 be approved.

**KTC/164/12/24: ADOPTION OF THE CIVIC CALENDAR FOR THE YEAR 2025**

The Council Secretary reported for the decision of the Council on the Civic Calendar for the year 2025 as was attached on ***appendix 2.***

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

**RESOLVED**
That the proposed Civic Calendar for the year 2025 be approved

**KTC/165/12/24: ADOPTION OF A NAME FOR THE TRUCK PARKING BAY**

The Council Secretary reported for the decision of the Council that Kasenengwa Town Council received funds amounting to K2,694,736.84 from World Bank funding. She informed the Council that Management allocated the said funds to the construction of a Truck Parking Bay. She highlighted to the Council that the decision aligns with the criteria for using the World Bank funds, which stipulate that the project must be implemented on Titled land.

She reported that on 30th November, 2024, Management conducted a sensitization meeting at the proposed Truck Parking Bay Site to inform the community about the project. During the meeting, the community suggested naming the facility "Mthilakubili Truck Parking Bay," inspired by the nearby stream that flows between the Truck Parking Bay site and the Tazama Fuel Depot. The proposed name was well-received and unanimously endorsed.

She further reported that Management recommended that the name "Mthilakubili Truck Parking Bay" be officially adopted by the Council and displayed on the billboard at the construction site. He informed the Council that the minutes of the sensitization meeting held on 30th November, 2024 were attached to the report for consideration on ***appendix 3***

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

**RESOLVED**

That the proposed name “Mthilakubili” for the Parking Bay be approved and displayed at the Truck Parking Bay Site

**KTC/166/12/24: CLOSING REMARKS**

The Council Chairperson thanked all Heads of Department for attending the Council meeting and that the year ended with a lot of achievements in the district. She encouraged Officers to continue working hard and also find a way of appreciating other Officers through an end of year party where officers could interact with each other.

There being no other business to transact, she officially declared the meeting closed at 12:39 hours with a prayer given by Bishop Gerald Sakala the Council Chaplain.

**SIGNED THIS ----------DAY OF ----------2024**

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**CHAIRPERSON**

# KASENENGWA TOWN COUNCIL

**MINUTES OF FINANCE, HUMAN RESOURCE AND GENERAL PURPOSES COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER CIVIC CENTRE ON TUESDAY 28TH JANUARY, 2025 10:45 HOURS.**

**COUNCILLORS PRESENT**:

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

**IN-ATTENDANCE**

| | | |
|---|---|---|
| Paul W. Thera | - | Director of Works |
| Martine Suse | - | Accountant |
| Comfort Chama | - | Director Planning |
| Evelyn Mwale | - | Culture Officer |
| Elisha Sikapulanga | - | District Education Standards Officer |
| Cecilia Phiri | - | Senior Procurement Officer |
| Joseph Phiri | - | Community Development Officer |
| Reuben Silungwe | - | Assistant Internal Auditor |
| Lameck Mbewe | - | Administrative Officer |
| Kamela Nthambo | - | Assistant Public Relations Officer |
| Annie Lungu | - | Committee Clerk |

**PRAYER**

The opening prayer was given by Councillor Paul Phiri.

**FHRGPC/01/01/25: NOTICE OF MEETING**

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

**FHRGPC/02/01/25: ELECTION OF THE COMMITTEE CHAIRPERSON**

Pursuant to section 20 of the Local Government Act N0. 2 of 2019 Part II of the Standing Order N0. 4 (2) the Committee Chairperson shall be elected Annually according to the Civic Calendar

On a proposal by Councillor Paul Phiri dully seconded by Councillor Solomon Banda, with no counter Proposal, it was therefore,

**RESOLVED**

That Councillor Acklas Miti be elected as Finance, Human Resource and General Purposes Committee Chairperson for the Civic Year Calendar 2025.

**FHRGPC/03/01/25: OPENING REMARKS**

The Chairperson thanked his fellow Councillors for electing him as the committee Chairperson for the Civic Year 2025. He encouraged all members to actively participate as the committee deals with the methods of collecting revenue and how resources were being utilized in order to development the district at large. He officially declared the meeting open at 10:50 hours

**FHRGPC/04/01/25: APOLOGIES**

An apology was received from: -

| | | |
|---|---|---|
| Caroline C.M Mphande (Mrs) | - | Council Secretary |
| Emma Mumba | - | Director Finance |
| Chrispin Chola | - | District Community Development Officer |

Apologies were **NOTED**

**FHRGPC/05/01/25: DECLARATION OF INTEREST**

No one declared interest

**REPORT OF THE DIRECTOR FINANCE**

**FHRGPC/06/01/25: RECEIPTS AND PAYMENTS FOR THE FOURTH QUARTER ENDED 31 DECEMBER 2024**

The Accountant reported for consideration of the committee that the Receipts and Payments for the 4th quarter ending 31st December 2024.

He reported that the total revenue collected for the period was K54,607,394 which represented the performance of 101% collection from the budgeted amounts. He informed the committee that the performance was above 100% due to the unbudgeted funds meant for Cash for work funds which were received during the period.

In view of the above-stated amounts K1,732,723 was from locally generated funds while K52,874,671 was national support.

He reported that during the period under review a total expenditure was K52,279,644 representing 97% of the budgeted amounts.

From the total amount spend the largest expenses were Salaries, Wages and Councilor's monthly allowances accounted for K5,555,012 and statutory amounted to K2,05,8899 and the constituency development funds accounted for K34,960,050.

The appendix was attached on ***appendix 1***

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

During deliberation councillors wanted to know the way forward on the overdue Chipata debt.

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

**RECOMMEND TO RESOLVE**

i. That the previous constituted committee to make final follow up on the overdue Chipata debt amounting to K245,000
ii. That Receipts and Payments for the fourth Quarter ended December, 2024 be approved

**FHRGPC/07/01/25: REPLACEMENT OF THE SIGNATORY**

The Accountant reported for information of the committee that the District Fisheries and Livestock Coordinator Ms Shanambe Kabele who was one of signatories on the Sector Grant was transferred to another district and was replaced by Ms Mavis Sialumano as the District Fisheries and Livestock Coordinator. He informed the committee that the new Coordinator was appointed as one of the signatories on the Sector Grant account to replace Ms Kabele Shanambe.

The report was **NOTED**

**REPORT OF THE DISTRICT COMMUNITY DEVELOPMENT OFFICER**

**FHRGPC/08/01/25: CROSS CUTTING ISSUES**

The District Community Development Officer reported for information of the committee that during the period under review, the department distributed the food security pack wetland emergency agricultural inputs as shown in the table below to vulnerable but viable beneficiaries. The main objective was to respond to the effect of the 2023/2024 drought effect and thereby promote food, income and nutritional security.

**Table 1**

| Ward Name | Number of beneficiaries | okra | Butter nuts | White maize | Maize orange maize | D.COM | Urea | CAN | funcide |
|---|---|---|---|---|---|---|---|---|---|
| Chiparamba | 532 | 532 | 532 | 0 | 0 | 0 | 0 | 532 | 532 |
| Mkowe Ward | 264 | 264 | 49 | 0 | 215 | 215 | 49 | 49 | 49 |
| Mpunza | 113 | 113 | 0 | 0 | 113 | 0 | 113 | 0 | 0 |
| Kwenje | 245 | 0 | 0 | 0 | 245 | 245 | 245 | 0 | 0 |
| Mboza | 722 | 111 | 111 | 587 | 24 | 611 | 111 | 111 | 111 |
| Chingazi | 363 | 189 | 0 | 174 | 174 | 189 | 189 | | 189 |
| Ngo'ngwe | 42 | 0 | 0 | 0 | 42 | 42 | 42 | 0 | 0 |
| Makungwa | 119 | 119 | 119 | 0 | 0 | 0 | 0 | 119 | 119 |
| | 2400 | 1000 | 1000 | 700 | 700 | 1400 | 1400 | 1000 | 1000 |

The above table shows the number of vulnerable but viable beneficiaries under the emergency wetland programme that were trained in crop production. The activity was done together with the Ministry of Agriculture being experts as shown in the table.

**Table II**

| | |
|---|---|
| Chiparamba | 532 |
| Mkowe Ward | 264 |
| Mpunza | 113 |
| Kwenje | 245 |
| Mboza | 722 |
| Chingazi | 363 |
| Ngo'ngwe | 42 |
| Makungwa | 119 |
| **Total** | **2400** |

The District Community Development officer further informed the committee that the department trained 32 CWAC members from all the 8 Wards of the district. He reported that 4 CWAC members from each Ward were trained on roles and responsibilities in the implementation of the food security pack programme as well as department programmes.
The report was **NOTED**.

**FHRGPC/09/01/25: COMMUNITY SELF HELP PROJECTS**

The District Community Development Officer reported that during the period under review, the following self-help projects identified and applied by the communities were implemented. The projects were funded by the recovery's funds under the food security pack programme.

Table III

| **WARD** | **project** | |
|---|---|---|
| Chingazi Ward | 3 boreholes drilled in the following villages Veni, Zungula and Kamulaza sub center | Procure 12 bicycles for the CWAC |
| Kwenje | Procured 1 maize sheller | |
| Ng'ongwe | Procured 4 maize shellers | Procured 5 bicycles for the CWAC |
| Chiparamba | Procured 2 maize shellers | Procured 12 bicycles for CWAC |
| Mpunza | | Procured 2 maize shellers |
| Mkowe | Procured Agricultural farming inputs for 82 vulnerable but viable farming households (D. Com, Urea, Maize Seed and G/Nuts) | |

**FHRGPC/10/01/25: SUPPORTING WOMEN'S LIVELIHOOD**

The District Community Development Officer reported for information of the Committee that the period under review, the department made payment verification exercise was done and 300 women (households) were paid an amount of ZMK1895 as the second instalment of the ZMK 3790 per woman beneficiary. The objective of the project was to encourage the households with women between 19 years and 64 years to engage in businesses and encourage them develops the habit of saving funds from their incomes. He reported that women under the same programme were engaged in the sale of food stuff, sell of groceries, poultry, keeping of small livestock like goats as well as agricultural production including saving***s*** which shows the savings of some of the Support Women's Livelihood saving groups the ***appendix*** 1was attached to the report.

*Table IV*

**phase 7 payment verification**

| **Cwac Name** | **Number of women paid in each Cwac** |
|---|---|
| Kapita | 46 |
| Walunza | 31 |
| Thambo | 41 |
| Kawawa | 24 |
| Kanzutu | 31 |
| Vuze | 35 |
| Chinunda | 23 |
| Kaluwawa | 34 |
| Madzimawe | 35 |
| **Total** | **300** |

The report was **NOTED**

**FHRGPC/11/01/25: MONITORING OF WOMEN 'S LIVEHOOD PROJECT**

The District Community Development Officer reported for information of the committee that during the period under review,64 (women) Household under the supporting women's livelihood project were monitored. He reported to the committee that the findings were that 100% of the women were engaged in small businesses.

The report was **NOTED**

**FHRGPC/12/01/25: DIGITAL SAVING GROUPS**

The District Community Development Officer reported for information of the committee that during the period under review, 50 digital saving group members were monitored. He reported that the saving groups appreciated using digital savings as it was convenient and easy to track one's savings.
The report was **NOTED**

**FHRGPC/13/01/25: GRIEVANCES REDRESS FORMS**

The District Community Development Officer reported for information of the committee that during the period under review,30 grievance redress forms were collected therefore, need for more sensitization activities so that people were aware of the avenue that the government had developed to express their concerns and receive responses. He reported that all the 71 CWAC in the district GRM forms and booklets.
The report was **NOTED**

**FHRGPC/14/01/25: TRAINING IN HAMONISED GRIEVANCES**

The District Community Development Officer reported for information of the committee that during the period under review,2 officers were trained in harmonized grievance redress mechanism he informed the committee that the programme was being implemented by three institutions namely; - Community Development, Social Welfare and Ministry of Education-KGS implementing districts.

The report was **NOTED.**

**FHRGPC/15/01/25: TOP UP GRANT UNDER SUPPORTING WOMEN'S LIVELIHOOD**

The District Community Development Officer reported for information of the committee that 29 CWACs were sensitized on the TOP UP grant under the SWL project where each woman was entitled to received K1700 each and K700 for the community-based volunteers (K700 /volunteer) officers were trained in harmonized grievance redress mechanism. He reported that the harmonized grievance redress mechanism was implemented by three institutions such as department of Community Development, Social Welfare and Ministry of Education-Keeping Girls in School implementing districts. He further reported that **963** women received the TOP UP GRANT and were remaining with **63 who** were not yet paid as their phone numbers were being corrected making a total of 1026 SWL beneficiaries.
The District Community Development Officer reported for information that the department faced the following challenges during the period under review; -

- Inadequate staff
- Lack of motorbikes for the field staff
- Poor road network
- Poor telecommunication network which led to some beneficiaries receiving the 1st Instalment grant late

The District Community Development Officer recommended the:

- Provision of motorbikes for the filed staff
- Deploying of more community development assistants to easy the implementation of the programmes

The report was **NOTED**

Appendix I

| WARD NAME | CWAC NAME | SAVING GROUP NAME | TOTAL SAVINGS IN THIS CYCLE | PHASE |
|---|---|---|---|---|
| Mboza | LANGA | Chisomo | 32,170 | 6 |
| | LANGA | Madalitso | 11,273 | 6 |
| | LANGA | Tiyende pamodzi | 6,740 | 6 |
| Makungwa | Madzimawe | Prosper | 9,655 | 6 |
| | Madzimawe | Deborah | 14,600 | 6 |
| Makungwa | Kapoko | Galamukani | 3,550 | 6 |
| Mpunza | Chizuzu | Tiyeseko | 5,311 | 6 |
| Chingazi | Chivungula | Chikondi | 15,830 | 6 |
| | Chivungula | Kosapo | 23,300 | 6 |
| Mboza | Chipembere | Chipembere | 7,164 | 6 |
| Mkowe | Kambwatike | Kambwatike | 7,015 | 6 |
| | Kambwatike | Kamsoko | 12,414 | 6 |
| Mpunza | Chipembawulo | Chipembawulo | 3,600 | 6 |
| Kwenje | Vuze | Bamakuka | 17,484 | 7 |
| | Vuze | Ndapota | 12,904 | 7 |
| Ngo'ngwe | Chinunda | Limba | 16,570 | 7 |
| Kwenje | Chiwoko | Tigwirizane | 9,140 | 5 |
| | Chiwoko | Tikondane | 1,320 | 5 |
| | Chiwoko | Chilile | 10,360 | 5 |
| | Chiwoko | Chimwemwe | 12,840 | 5 |
| | Chiwoko | Chisomo | 8,960 | 5 |
| MAKUNGWA | Katintha | Tikondane K | 17,080 | 6 |

| | | | | |
|---|---|---|---|---|
| | Katintha | Chisomo K | 28,240 | 6 |
| MAKUNGWA | Chankanga | Mzimai Anga Kwanise | 7,020 | 6 |
| MBOZA | Kasuma | taonga | 12,870 | 6 |
| | Kasuma | Kachele A | 6,290 | 6 |
| | Kasuma | TWIKATANE | 11,350 | 6 |
| | Kasuma | KACHELE B | 1,296 | 6 |
| MAKUNGWA | KANZUTU | NEW LIFE | 14,740 | 6 |
| | KANZUTU | MAYANKHO | 15,070 | 6 |
| MPUNZA | Chikungu | Togwirizane C | 8,320 | 6 |
| MBOZA | Kaluwawa | Kaluwawa | 6,924 | 6 |
| NGO'ONGWE | Kang'ombe | Khale Sapasa | 6,900 | 6 |
| | Kang'ombe | Ulimbe | 6,304 | 6 |
| | | **SUB TOTAL SAVINGS** | **384,604** | |

**NOTE**: The above were some of the savings' groups that submitted the data

## REPORT OF THE DISTRICT CULTURE AND TRADITIONAL AFFAIRS' OFFICER

**FHRGPC/16/01/25: SENSITISATION OF CULTURAL GROUPS**

**Key Result Area: Intangible Cultural Heritage**

The District Culture Officer reported for information of the Committee that two sensitization meetings were conducted with two Cultural Groups, focusing on the importance of preservation and continued practice of original traditional dances and songs and the inclusion of young generation in the preservation of cultural heritage. She reported that the groups that were sensitised were; Chimya akulu Cultural Group in Mangena area under Chief Mishoro Chiefdom, and Mayena Cultural Group in Kambwatike area in Chief Chikuwe's Chiefdom. She reported that the cultural groups practice a traditional dance called Kanindo performed by all age groups.

Arising from the foregoing, more cultural groups from different areas in district were earmarked to be sensitized on the same programme.

The report was **NOTED**

**FHRGPC/17/01/25: NCWALA TRADITIONAL CEREMONY**

**Key Result Area: Cultural Programs**

The District Culture Officer reported for information of the Committee that the Committee that preparatory meetings for the Nc'wala Traditional Ceremony of the Ngoni speaking people of Eastern Province commenced and the meetings were held every Saturday at Laweni Palace in Mtenguleni. She reported that Kasenengwa Town Council was invited to be part of the sponsors for the year 2024 Ceremony. She reported that Department of Culture and Traditional Affairs took a leading role in attending the preparatory meetings on behalf of Kasenengwa Town Council.

She reported that the theme for 2024 Nc'wala Traditional Ceremony; ***Cultural restoration for national unit and peace in Zambia after Sixty Years*** and has been slated for 22nd February 2025. She informed the committee that the Ceremony was expected to add a different dimension from the previous Ceremonies as would start with Paramount Chief Mpezeni, crossing the Zambezi River in Faira, Luangwa District on 18th February 2025 in remembrance of the triumphant crossing by King Zwengenda in 1835.

She reported that the department would conduct an exhibition of Ungoni Cultural material and services offered by Kasenengwa Town Council at both Lawani and main arena in Mtenguleni.

The District Culture and Traditional Affairs Officer highlighted the challenges faced by the department during the period under review which include the following: -

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

The District Culture and Traditional Affairs Officer recommended
Arising from the above challenges, the following recommendations made;

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

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

**RECOMMENDED TO RESOLVE**

i. The management to consider the proposal using the sector funds

## REPORT OF THE DISTRICT EDUCATION BOARD SECREATRY

**FHRGPC/18/01/25: STANDARDS AND ASSESSMENT**

The District Education Standards Officer reported for information of the committee that the District Conducted the Form 1 and G10 Selection. He reported that 9 schools (Kazwanya, Kasuma, Mkanire, Luona, Kasenengwa, Chinjala, Mtaya, Chizuzu and Kapita) were proposed to offer Form 1 to Form 4 from the 23 basic schools and 14 schools were maintained as primary from grades 1-7. The district also Conducted examination analysis for Grade 7 and Grade 9 for 2024. He also informed the committee that availability of infrastructure in the proposed schools influenced the decision but alternative views from the committee were welcomed

The report was **NOTED**.

**FHRGPC/19/01/25: STANDARDS AND ASSESSMENT**

The District Education Standards Officer reported for information of the committee that Zambia moved from the Outcome Based Curriculum, the 2013 curriculum and all schools were at the moment using the 2023 Curriculum from the year 2025 onwards. He reported that the new curriculum was Competence-Based which would focus on the learner's demonstration of their desired learning outcomes as central to the overall learning process. He informed the committee that emphasis should be based on what learners were expected to do as opposed to what they were expected to know. He reported that at the moment orientation of teachers was ongoing and materials were received in readiness for ECE (Level 1), Grade 1 and Form 1 to open on 10th February, 2025.

In view of the above, the rationale of the 2023 Zambia Education Curriculum was primarily to reform the education system and align it with global trends.

The report was **NOTED**

**FHRGPC/20/01/25: EMERGENCY SCHOOL FEEDING PROGRAMME**

The District Education Standards Officer reported for information of the committee that the district planned to reach over 9078 learners not on Mary's Meals with Emergency School Feeding Programme in term 1, 2025. He reported that all schools under the programme under gone trainings and were all ready to implement the programme immediately food stuffs were received from the Ministry of Education Headquarters. He further reported that Mary's Meals was also supporting schools without kitchens with building materials which were already delivered to the schools.

The report was **NOTED**

**FHRGPC/21/01/25: CONSTRUCTION OF SAMUEL DAY SECONDARY SCHOOL**

The District Education Standards Officer reported for information of the committee that the construction of Samuel Day continued to take shape with almost 90% of structures to start slab casting. He reported that the target for completion and handover to the community should be end the year, 2025 see the pictures below:

Physical Progress on all Targets

The report was **NOTED**

**FHRGPC/22/01/25: CLOSING REMARKS**

The chairperson thanks all members present and for their positive contribution toward the successful meeting.

There being no other business to transact, he officially declared the meeting closed at 12:06 hours with a closing prayer given by councillor Paul Phiri.

**SIGNED …… THIS DAY OF …… 2024**

**……..**

**CHAIRPERSON**

# KASENENGWA TOWN COUNCIL

**MINUTES OF PLANS, WORKS, DEVELOPMENT, REAL ESTATES, HEALTH, ENVIRONMENT AND NATURAL RESOURCES COMMITTEE MEETING HELD ON WEDNESDAY 19TH MARCH, 2025 AT 10:30 HOURS**

**MEMBERS PRESENT:**

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

**IN ATTENDANCE**:

| | | |
|---|---|---|
| Caroline C.M Mphande (Mrs) | | Council Secretary |
| Paul W. Thera | - | Director Engineering Service |
| Comfort Chama | - | Director Planning |
| Choolwe Hamama | - | Town Planner |
| Adamson Mwale | - | District Agricultural Coordinator |
| Emma Mumba | - | Council Treasurer |
| Reuben Silungwe | - | Assistant Internal Auditor |
| Daniel Banda | - | Chief Human Resource Officer (Recorder) |
| Harrison Mbewe | - | Public Health Officer |
| Timothy Chula | - | Health Promotion Officer |
| Paul Siasyainda | - | Veterinary Assistant |

The meeting was called to order at 10:30 hours

- **PRAYER**

The opening prayer was given by Councillor Alexander Miti.

**PWDREC/01/03/25: NOTICE OF MEETING**

The notice convening the meeting was read by the Council Secretary

**PWDREC/02/03/25: APOLOGIES**

Apology was received from His Royal Highness Chief Gogo Madzimawe

The apology was **NOTED.**

**PWDREC/03/03/25: ELECTION OF THE COMMITTEE CHAIRPERSON**

Pursuant to section 20 of the Local Government Act N0. 2 of 2019 Part II of the Standing Order N0. 4 (2) the Committee Chairperson shall be elected annually as per Civic Calendar year.

After due consideration of the elections and on a proposal by Councillor Alexander Miti duly Seconded by Councillor Solomon Banda with no counter proposal, it was;

**RECOMMENDED TO RESOLVED**

That Councillor Paul Phiri be elected as Plans, Works, Development, Real Estates, Health, Environment and Natural Resources Committee Chairperson for the Calendar Civic Year 2025.

**PWDREC/04/03/25: CHAIRPERSON'S OPENING REMARKS**

The Chairperson welcomed all members present and thanked his fellow Councillors for electing him as Committee Chairperson for Plans, Works, Development, Real Estates, Health, Environment and Natural Resources Committee. He encouraged all members to fully participate in the deliberation. He officially declared the meeting open at 10:45 hours

**PWDREC/05/03/25: DECLARATION OF INTEREST**

On item **PWDREC/11/03/25** Councillor Alexander Miti declared interest

**PWDREC/06/03/25: REPORT OF THE COUNCIL SECRETARY**

There was no report from the Council Secretary

**REPORT OF THE DIRECTOR PLANNING**

**PWDREC/06/03/25: REVIEW OF THE JOINT INTEGRATED DEVELOPMENT PLAN 2021-2030**

The Director Planning reported for consideration of the committee that the Joint Integrated Development Plan (IDP) was due for review in 2025 in accordance with the Urban and Regional Planning Act No. 3 of 2015 which states that, "Section 45. *(1) A planning authority shall review its integrated development plan every five years in accordance with an assessment of its performance indicators set out in the integrated development plan."*

In view of the foregoing, management sought Council authority to allow the IDP review process to commerce.

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

**RECOMMENDED TO RESOLVE**

That the review of the Integrated Development Plan (IDP) be approved.

**PWDREC/07/03/25: APPLICATION FOR REPLANNING LOT 8506 IN CHINJALA RESETTLEMENT SCHEME**

The Director Planning reported to the committee that the Local Authority received an application from Mr. Isaac M.C Mwanza of NRC 162618/17/1 for replanning his farm, Lot 8506 located in Chinjala settlement scheme. The applicant requested that his farm be replanned into 11 Lots and that the new creations be allocated to the beneficiaries indicated below.

Therefore, Management recommended that the application be approved and submitted to the Ministry of Lands and Natural Resources for Numbering and subsequent Titling of the Lots replanned. Below were the details of the beneficiaries.

| S/n | Beneficiary Name | NRC | Size in Acres | Location |
|---|---|---|---|---|
| 1 | Martha Phiri | 295911/52/1 | 15 | Chinjala Resettlement Scheme |
| 2 | Funwell Lungu | 174647/53/1 | 28 | |
| 3 | James Mbao | 133113/71/1 | 25 | |
| 4 | Austern Ziwa | 524677/52/1 | 15 | |
| 5 | Joseph Isaac Mwanza | 455544/51/1 | 5 | |
| 6 | Ester Mwanza | 455545/52/1 | 5 | |
| 7 | Raphael Mwanza | 355533/52/1 | 5 | |
| 8 | Mirriam Mwanza | 185223/68/1 | 5 | |
| 9 | Fredy Chanda Ng'uni | 517147/52/1 | 10 | |
| 10 | Leah Ngoma | 745954/52/1 | 10 | |

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

**RECOMMENDED TO RESOLVE**

i. That the application for Lot N0 8506 for Mr. Isaac Mwanza in Chinjala Resettlement Scheme be replanned in to 11 lots and be allocated to the 10 beneficiaries.
ii. That the report be submitted to Ministry of Lands and Natural Resources for final approval

**PWDREC/08/03/25: APPLICATION FOR SUBDIVISION OF LOT D38/8**

The Director Planning reported for consideration of the committee that the institution received an application for the subdivision of Lot D38/B from Mr. Alexander Shanzi, holder of NRC number 613680/11/1. She reported that the applicant wishes to subdivide his farm into 2 Lots according to the attached site plan and allocate the parcel to the details of the beneficiary indicated below.

Therefore, Management recommended that the application be approved and submitted to the Ministry of Lands for subdivision, Numbering, and subsequent Land Title registration.

| S/N | BENEFICIARIES | GENDER | NRC | SIZE | LOCATION |
|---|---|---|---|---|---|
| 01 | Simon Chipeni Zulu | Male | 481688/52/1 | 10 Acrea | Chinjala |

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

**RECOMMENDED TO RESOLVE**

i. That the application for Nshanzi Alexander of NRC N0. 613680/11/1 lot D38/B be subdivided into 2 lots be approved
ii. That the matter be forwarded to Ministry of land and Natural Resource for final approval

**PWDREC/09/03/25: APPLICATION FOR THE CONVERSION OF TENURE FROM CUSTOMARY TO LEASEHOLD FOR SAMUEL SECONDARY SCHOOL**

The Director Planning reported for consideration of the committee that the council received one application from Jonathan Gondwe, the Head Teacher for Samuel Primary School, requesting the conversion of tenure for 30 hectares of Land reserved for the development of Samuel Secondary School.

Management recommended that the application be submitted to Ministry of Lands and Natural Resources for Numbering and subsequent Titling of their Plot. Below are the details of the application.

| No | Name | Plot Category | Location | Plot size | Chief |
|---|---|---|---|---|---|
| 1 | Ministry of Education | Institutional | Mpunza | 30 Hectares | HRH Chief Nzamane |

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

**RECOMMENDED TO RESOLVE**

i. That the application for conversion Tenure from Customary to Leasehold for 30 hectors of Land for Samuel Secondary School in Mpunza Ward under Ministry of Education be approved
ii. That the matter be forwarded to Ministry of Lands and Nature resources for final approval.

**PWDREC/10/03/25: REASSIGNMENT OF TEN (10) PERCENT OF UNNUMBERED LAND TO KASENENGWA TOWN COUNCIL**

The Director Planning reported for information of the committee that Kasenengwa Town Council engaged the Ministry of Lands to address concerns from local

community members regarding land ownership in the Central Business District (CBD) and to reduce resistance to development.

Management requested the Ministry to reassign all unnumbered properties from the 10% land allocation of (524 properties) previously assigned to them. He reported that the purpose of the request was to enable the Council to replan the properties into 1-hectare plots and prioritize affected community members who claimed that they were not given opportunity to apply for land.

She reported that the Ministry of Lands and Natural Resources had officially reassigned all the unnumbered properties to Kasenengwa Town Council to allow for proper planning, equitable allocation and community participation in the development of the CBD.

Councillors also advised management to ensure that the already advertised plot be cleared before advertising other plots

The report was **NOTED**

**PWDREC/11/03/25: APPLICATION FOR PLOT NORMALIZATION AT THE CENTRAL BUSINESS DISTRICT**

The Director Planning reported for consideration of the committee that the Council received an application for Plot Normalization at the CBD.

Management recommended that the application be submitted to Ministry of Lands for Numbering and subsequent Titling of the Plot. Below were the details of the applicant.

| No | Name | NRC | Plot Category | Location | Size | Service Charge |
|---|---|---|---|---|---|---|
| 1 | Alexander Miti | 710403/11/1 | Residential | Chongo Turn off | 57 x 25 m | K2500 |

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

**RECOMMENDED TO RESOLVE**

i. That the application for Alexander Miti of NRC N0. 710403/11/1 Chongo Turn Officer be approved.
ii. That the matter be forwarded to Ministry of Lands and Natural Resources for final approval.

**PWDREC/12/03/25: CDF BOARDING BURSARIES AND SKILLS BURSARIES**

The Director Planning reported for information of the committee that 424 pupils Boarding Bursaries amounting to K1,914,997.00 and 159 Students Skills Bursaries amounting to K4,478,976.00 students Skills Bursaries were all approved for CDF 2025. The list of students and pupils was attached on ***appendix 1***

The report was **NOTED**

**PWDREC/13/03/25: COMMUNITY PROJECTS**

The Director Planning reported for information of the committee that an ablution block at Kathinta Primary School was approved at an amount of K29,316 under the CDF disaster component for 2025.

She further informed the committee that 28 projects amounting to K17,625,00 under the CDF 2025 community projects component were approved.

The report was **NOTED.**

**PWDREC/14/03/25: COMMUNITY SPORTS**

The Director Planning reported for information of the committee that under community sports, 10 secondary schools were given sports equipment in Kasenengwa District on 30th January 2025. Details indicating the handover were tabulated in the table below.

| Name of School | Soccer Ball | Netball | Scrabble | Chess |
|---|---|---|---|---|
| Chiparamba Day Secondary School | 1 | 1 | 2 | 2 |
| Kasenengwa Boarding School | 1 | 1 | 2 | 2 |
| Chikungu Day School | 1 | 1 | 2 | 2 |
| Chankanga Day School | 1 | 1 | 2 | 2 |
| Madzimawe Day School | 1 | 1 | 2 | 2 |
| Chinunda Day School | 1 | 1 | 2 | 2 |
| Mkowe Day School | 1 | 1 | 2 | 2 |
| Chiwoko Day School | 1 | 1 | 2 | 2 |
| Chingazi Day School | 1 | 1 | 2 | 2 |
| Mboza Day School | 1 | 1 | 2 | 2 |

There was a reminder made by the by the Head Teacher that a ball be given to Choongo Turn Off.

The report was **NOTED.**

**PWDREC/15/03/25: DEVELOPMENT CLUBS**

The Director Planning reported for information of the committee that 152 Women and Youth clubs for the period 2024 to March 2025 were registered.

| NUMBER OF CLUBS | REGISTRATION FEE | TOTAL REVENUE |
|---|---|---|
| 152 | K250 | K38,000 |

The report was **NOTED**

**PWDREC/16/03/25: COMMUNITY SENSITIZATIONS ON DRUG ABUSE, HIV & AIDS AND STI TRANSMISSION, AND TEEN PREGNANCY**

The Director Planning reported for information of the committee that sensitizations on drug abuse, HIV/AIDS, STIs, transmission, prevention, management and teen pregnancy were conducted in Chiparamba and Mboza wards in collaboration with ministry of Health.

She reported that the program financed under CDF helped in reaching 689 adolescents in 4 Wards namely; (Mpunza, Kwenje, Chiparamba and Mboza with messages aimed at behavioral change. She further reported that 555 men, women and Adolescents were also reached in 7 villages in Kamboma area during the road rehabilitation

The report was **NOTED**

**PWDREC/17/03/25: 2024 WORLD AIDS DAY**

The Director Planning reported for information of the committee that the District commemorated World AIDS Day on 1st December 2024 at Chiparamba Health Centre under the theme *" Take the Rights Path"* which was a powerful reminder that the fight against HIV and AIDS was not just a public health issue but a human rights issue and everyone has the right to health, including access to HIV prevention, testing, and treatment services to protect Human dignity and protect people living with HIV against discrimination.

The report was **NOTED.**

**PWDREC/18/03/25: 2025 NC'WALA CELEBRATIONS**

The Director Planning reported for information of the committee that the district took part in the commemoration of the 2025 Nc'wala Traditional ceremony. The Cultural exhibition and condom distribution were carried out successfully in collaboration with Chipata City Council

The report was **NOTED**.

**PWDREC/19/03/25: MEAT INSPECTION**

The Director Planning reported for information of the committee the funds raised during the period under review were indicated in the table below:

| **Month** | January 2025 | February 2025 | March 2025 |
|---|---|---|---|
| **Amount** | K4,640 | K12,720 | K10,500 |

### 19.1 Inspection and Clearance of Bovine

She further informed the committee that a total of twenty-seven thousand, eight hundred and sixty kwacha (K 27,860.00) was raised from the inspection and clearance of Beef carcasses.

During the same period, carcasse organs were disposed off after undergoing inspection. Below were the organs disposed;

- 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/20/03/25: INSPECTION OF PREMISES**

The Director Planning reported for information of the committee that during the period under review the Health Inspector inspected the facilities as indicate in the table below; -

| **S/n** | **Facility** | **Total Inspections done** | **Number complying to hygienic standards** | **Number of premises not complying to standards** | **Remarks** |
|---|---|---|---|---|---|
| | Chiparamba RHC | 3 | 3 | 0 | |
| 2 | CHIZENJE RHC | 4 | 3 | - | . |
| 3 | Chizenje | 3 | 3 | - | |
| 4 | Chinjala HP | 3 | 2 | 1 | |
| 5 | Chiwoko Rhc | 4 | 3 | 1 | |
| 6 | Madzimawe | 3 | 3 | - | |
| 1 | KAMLAZA RHC | 4 | 4 | | 0 |
| 8 | Kwenje | 3 | 2 | 1 | |

| | | | | | |
|---|---|---|---|---|---|
| 9 | Kasenengwa | 3 | 3 | - | |
| 10 | Mtenguleni | 4 | 3 | 1 | |
| | **Total** | **34** | 29 | 5 | |

The report was **NOTED**

**PWDREC/20/03/25: INSPECTION OF FOOD TRADING PREMISES**

The Director Planning reported for information of the committee that during the period under review the Health Inspector inspected Food premises indicated in the table below: -

| | | | | | |
|---|---|---|---|---|---|
| **S/n** | **Facility** | **Total Inspections done** | **Number complying to hygienic standards** | **% Compliance** | **Number of premises not complying to standards** |
| 1 | Chiparamba | 2 | 2 | 100 | 0 |
| 2 | Chikungu RHC | 2 | 2 | 100 | 0 |
| 3 | Chizenje | 2 | 2 | 100 | 0 |
| 4 | Chinjala HP | 2 | 2 | 100 | 0 |
| 5 | Chiwoko RHC | 2 | 2 | 100 | 0 |
| 6 | Madzimawe | 2 | 2 | 100 | 0 |
| 7 | Kamulaza RHP | 4 | 3 | 75 | 1 |
| 8 | Kwenje RHC | 4 | 4 | 100 | 0 |
| 9 | Mtenguleni | 4 | 4 | 100 | 0 |
| 10 | Kasenengwa | 4 | 3 | 75 | 1 |
| | **Total** | **28** | **26** | **93** | 2 |

The report was **NOTED.**

## REPORT OF THE DIRECTOR ENGINEERING SERVICES

**PWDREC/21/03/25: 2023 CDF PROJECTS**

The Director Engineering Services reported for consideration of the committee on the status of 2023 CDF projects as tabulated in the table below: -

| S/N0. | DETAILS | STATUS |
|---|---|---|
| 1 | Construction of Kawawa Health post staff house | Works 100% complete |
| 2 | Road Works at Chingazi- Mukanile/Chongo road | 100% complete |
| 3 | Construction of a 1X3 CRB and Ablution Block at Chamaseche Primary school | Roofing done for both CRB and Ablution. Currently at 55%. The contract period has since expired and contractor is not on site. We therefore recommend for termination of contract |

After a lengthy deliberation of the report and on a proposal by Councillor Alaxander Miti duly seconded by Councillor Micky Mbewe, it was;

**RECOMMENDED TO RESOLVE**

That the report on contract termination for 1x3 CRB and Ablution Block at Chamaseche Primary School be approved

**PWDREC/22/03/25: 2024 RUNNING CDF PROJECT**

The Director Engineering Services reported for information of the committee on the status of CDF project for the year 2024 as indicated in the table below**.**

| DETAILS | STATUS |
|---|---|
| Construction of an ablution Block and Waste management Facilities at Chiwoko Health Post | Works at 100% complete |
| Construction of an ablution Block, Waste management Facilities and Water connection to the Ablution, staff house and Health Post at Kawawa Health Post | Works at 100% Complete |
| Construction of an ablution Block and Waste management Facilities at Mkowe Health Post | Works at 100% Complete |
| Completion of Mankwangwe Primary School | Works at 100% complete. |
| construction of a 1x3 Classroom Block at Kanzutu Primary School | Works currently at 60% |
| Construction of an ablution Block, Waste management Facilities and a Water Reticulation System at Kanzutu Health Post | Works at 100% Completed |
| Construction of a 1x3 Classroom Block at Kadama Primary School | 100% complete. |
| Construction of a Maternity Annex at Samuel Health Post | Works 80% done. |

| | |
|---|---|
| | Roofing and steel works done. Finishes on-going |
| Construction of a 1x2 Classroom Block at St Olives Primary School | Project at 100% complete. |
| Construction of a 1x2 Classroom Block at Madzimawe Primary School | Project at 100% complete. |

The report was **NOTED**

**PWDREC/23/03/25: 2025 CDF PROJECTS**

The Director Engineering Services reported for information of the committee on the status CDF running project for the year 2025 as indicated in the table below: -

| **DETAILS** | **STATUS** |
|---|---|
| Construction of 1x2 classroom block at Chinkholowondyo Primary School. | Contract signed. Currently at mobilisation stage. |
| Construction of 1x2 classroom block at Kasenjere Primary School. | Contract signed. Currently at mobilisation stage |
| Construction of 1x2 classroom block at Kafupa Primary School. | Contract signed. Currently at mobilisation stage |
| Construction of 1x2 classroom block at Mkuyu Primary school. | Contract signed. Currently at mobilisation stage |
| Construction of 1x2 classroom block at Malambalala Primary School. | Contract signed. Currently at mobilisation stage |
| Construction of 1x2 classroom block at Katintha Primary School. | Contract signed. Currently at mobilisation stage |
| Construction of 1x2 classroom block at Mwangazi Primary School | Contract signed. Currently at mobilisation stage |
| Construction of 1x3 classroom block at Thangata Primary School. | Contract signed. Currently at mobilisation stage |
| Construction of 1x2 classroom block at Chamwavi Primary School. | Contract signed. Currently at mobilisation stage |
| Construction of staff house and water reticulation system at St olives Primary School | Contract signed. Currently at mobilisation stage |
| Construction of maternity annex and water reticulation system at Chinjala Health post | Contract signed. Currently at mobilisation stage |
| Construction of dining hall at Chikungu Secondary School | Contract signed. Currently at mobilisation stage |
| Construction of 1x2 classroom block at Mkowe Day Secondary School | Currently at procurement stage. |
| Construction of Health Post at Kambwata | Currently at procurement stage. |
| Construction of Health Post at Chisempere | Currently at procurement stage. |

The report was **NOTED.**

**PWDREC/24/03/25: SECTOR FUNDING ROADS**

The Director Engineering Services reported for information of the committee on the Sector Funding for road works in the district. The details of the works done were indicated in the table below: -

| DETAILS | STATUS |
|---|---|
| 12KM stretch from Kamboma to Chongo road | 60%. Works paused due to heavy rains and to proceed to commerce later in April |
| 17KM stretch from Chongo road to Samuel primary school | 85% of works done. To be completed in April. |

The report was **NOTED**

**PWDREC/25/03/25: BRANDING OF ALL CDF PROJECTS FROM 2022-2024**

The Director Engineering Service reported for information of the committee that 23 CDF projects had been branded out of the 49 with the CDF branding logo as per government directive and guidelines. He reported that branding would be completed by Friday 21/03/2025

The report was **NOTED**

**PWDREC/26/03/25: DISPOSAL OF OLD COUNCIL ASSETS**

The Director Engineering Services reported for consideration of the committee that the Council's old assets that have become a liability to the institution. This is due to the fact that their maintenance cost had become unsustainable for the Council.

He reported that management recommended disposing the assets through procedure of government assets. The items to be disposed or auctioned was attached to the report. He further reported that among the equipment to be auctioned include:

- Nissan Navara registration number ABZ 3982
- Two GRZ motorbikes

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

**RECOMMENDED TO RESOLVE**

That the disposal of Old Council Assets be approved.

**PWDREC/27/03/25: CONSTRUCTION OF COUNCIL STAFF HOUSE**

The Director Engineering Services reported for information of the committee that the construction works of the Council staff house had reached an advanced stage. He informed the committee that the sub structure and superstructure up to wall plate have been done and roofing and preceding works were to follow.

The report was **NOTED**

**REPORT OF THE DISTRICT AGRICULTURAL CO-ORDINATOR**

The District Agricultural Co-ordinator reported to the committee major activities which were implemented by the Ministry of Agriculture. He reported that the activities under taken during the period under review included following: Monitoring fall army worm (FAW) infestation, Fall Army Worm (FAW) chemical distribution, Sustainable Agriculture Finance Facility (SAFF) loans implementation, Registration of Farmer Field Schools (FFS) &Lead Farmers (LF) and Crop monitoring.

**PWDREC/28/03/25: MONITORING FALL ARMY WORM (FAW) INFESTATION**

The District Agricultural Co-ordinator reported for information of the committee that the Ministry conducted weekly field FAW infestation monitoring in order to ascertain the spread and management of the pest. He reported that it was observed that all camps were affected by the pest. Timely provision of chemicals, coupled with other management practices helped to contain the damage by the pest. The district average infestation rate was 1**9%** as at 28th February, 2025. A total of **8,947 households** were affected and the number of **hectares affected was 4,301.8.**

The report was **NOTED.**

**PWDREC/29/03/25: FALL ARMY WORM (FAW) CHEMICAL DISTRIBUTION**

The District Agricultural Coordinator reported for information of the committee that **460 Litres** of chemicals (Cypermethrine & Lamda**)** were received to assist in the management of **Fall Army Worms** (FAW) which invaded maize crop fields of farmers. He reported that all camps were attacked by the pest and chemicals were distributed to all 29 Agricultural camps and the chemicals were supplied by the Government through the Ministry of Agriculture.

The report was **NOTED**.

**PWDREC/30/03/25**: **SUSTAINABLE AGRICULTURE FINANCING FACILITY (SAFF)**

The District Agricultural Coordinator reported for information of the committee that the Ministry of Agriculture introduced the Sustainable Agriculture Financing Facility (SAFF) in the 2023/24 farming season. He reported that SAFF was designed to offer competitively priced and customized financial products to farmers. The Ministries of Agriculture (MoA) and Fisheries and Livestock (MFL) were focused on increasing the number of value chains financed under SAFF. The program was enhanced to cover other products such as Mechanization and farm power, Irrigation, Aquaculture, Livestock (Beef and Broiler) in addition to the crop value chain.

He further informed the committee that the 2024/2025 season, **402 farmers** successfully applied for SAFF loans under crop inputs; out of which **42 farmers** received the loans and all redeemed their inputs where 24 farmers got from INDO ZAMBIA Bank & 18 got from NATSAVE Bank)

The report was **NOTED** with concerns

**PWDREC/31/03/25: REGISTRATION OF FARMER FIELD SCHOOLS (FFS) & LEAD FARMERS (LF)**

The District Agricultural Coordinator reported for information of the committee that following the launch of the Eastern Province Jurisdictional Sustainability Landscape Program (EPJSLP), the Ministry embarked on registration of FFS and LFs in the district. He reported that the FFS would provide a platform for training of the Lead Farmers (LFs) who should in turn be servicing 10 follower farmers (FF) each. **52 FFS** and **1300 LFs** were to be registered.

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

| FFS Target | Achieved | LFs Target | Achieved |
|---|---|---|---|
| 52 | 17 | 1300 | 689 |

The District Agricultural Coordinator reported for information of the committee the challenges during the registration of farmer field school as below: -

- Connectivity (network) issues
- Inadequate working tools (tablets)
- Land availability (150m x 50m)

The report was **NOTED**

**PWDREC/32/03/25: CROP MORNITORING**

The District Agricultural Coordinator reported for information of the committee that the district conducted crop monitoring in order to observe crop growth, pests and diseases. Crop monitoring helped to provide early warning information for planning purposes. The following observations were made during crop monitoring as of February, 2025including major crops monitored and assessment of hectares planted:

1. Maize – 32,415 Ha
2. Groundnuts – 5,052.85Ha
3. Soyabeans – 11,371.5 Ha
4. Sunflower – 12,775.5Ha

He further reported that Rainfall was sufficient and distribution was good with FAW as a major pest recorded and no other major disease were observed.

The report was **NOTED**

**REPORT OF THE DISTRICT FISHERIES AND LIVESTOCK COORDINATOR**

**PWDREC/33/03/25: LIVESTOCK DISEASE CONTROL**

**DISEASE OUTBREAK**

The District Fisheries and Livestock Co-ordinator reported for information of the committee that the district experienced an outbreak of East Cost Fever (ECF) during the first quarter of 2025 and 105 cases were recorded with 27 mortalities that was 26 in Kamlaza camp and 1 in Chiparamba from January to date.

He reported that the district also experienced an increase in Lumpy Skin Disease during the first quarter of 2025 of which 234 cases were recorded with 15 mortalities that was 12 in Chiparamba camp and 3 in Katondo camp.

Further the department of Veterinary carried out disease control vaccination activities as indicated in the table below: -

- 2,620 broiler chickens against Gumboro disease at farmers' cost.
- 5234 village chickens against Newcastle disease at farmers' cost
- 4,657 were sprayed against tick-borne disease at farmers' cost

The report was **NOTED.**

**PWDREC/34/03/25: MEAT INSPECTION**

The District Fisheries and Livestock Co-ordinator reported for information of the committee that the Veterinary Services continued to carry out ant-mortem inspection at Chiwoko and Giveway (Kalichero camp) Abattoirs.

She reported that a total of K8, 264.00 was raised during the period under review.

The report was **NOTED**

**PWDREC/35/03/25: FISHERIES**

The District Fisheries and Livestock Co-ordinator reported for information of the committee that the Department of Fisheries conducted monitoring and backstopping visits to the Dam Management Committees at Makungwa, Chivungula and Chiwoko (ZNS dam) dams.

She reported that the site visits were conducted on the beneficiaries of the Zambia Aquaculture Enterprise Development Project (ZAEDP) fish farmers and 6 fishing ban patrols at Chivungula, Makungwa and Chiwoko dams were conducted.

The report was **NOTED**

**PWDREC/36/03/25: LIVESTOCK PASTURE**

The District Fisheries and Livestock Co-ordinator reported for information of the committee that 2 sensitization meetings were done at Chiparamba Rangeland.

The report was **NOTED**

**PWDREC/37/03/25: LIVESTOCK RESTOCKING**

The District Fisheries and Livestock Co-ordinator reported for information of the committee that the Ministry of Fisheries and Livestock in collaboration with Community Development Department under the project ALEJO distributed 5000 improved chickens.

**PWDREC/38/03/25: CHALLENGES**

She reported that during the period under review the department faced the challenges

- FMD and ECF vaccinations were not provided by Headquarters
- Use of Mosquito nets to fish in dams
- Non or reduced communities' participation
- Lack of training to beneficiaries before distributing the chickens
-

**ACTION TAKEN/RECOMMENDATIONS**

The District Fisheries and Livestock Co-ordinator informed the committee that the department under took the following action/ recondition as tabulated below: -

- Increased sensitizations
- Treatment of sick animals at farmers' cost
- communities sensitized on the importance of fishing ban and the use of proper fishing gears
- meeting with the committees to encourage them to sensitize communities.
- Trained beneficiaries in basic management of the improved chickens
- Vaccinated chickens against Newcastle disease

The report was **NOTED**

**PWDREC/39/03/25: CLOSING REMARKS**

The Chairperson thanked all members for their contributions towards the meeting.

There being no other business to transact, the chairperson officially declared the meeting closed at 13:58 hours with a closing prayer from Ms Emma Mumba Director Finance

**SIGNED THIS ……. DAY OF ……2025**

**……**

**CHAIRPERSON**

# KASENENGWA TOWN COUNCIL

**MINUTES OF AUDIT COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE ON WEDNESDAY FRIDAY 21ST MARCH 2025 AT 10:00 HOURS**

**COUNCILLORS PRESENT**:

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

**IN-ATTENDANCE**

| | | |
|---|---|---|
| Caroline C.M. Mphande | - | Council Secretary |
| Paul W Thera | - | Director Engineering Services |
| Comfort Chama | - | Director Planning |
| Emma Mumba | - | Director Finance |
| Reuben Silungwe | - | Assistant Internal Auditor |
| Martine Suse | - | Accountant |
| Lwiindi Hanyolo | - | Social Economic Planner |
| Daniel Banda | - | Chief Human Resource Officer |
| Joseph Phiri | - | District Community Development |

**PRAYER**

The opening prayer was given by Councillor Acklas Miti

**AUDIT/01/03/25: NOTICE OF MEETING**

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

**AUDIT/02/03/25: ELECTION OF THE COMMITTEE CHAIRPERSON**

Pursuant to Section 20 of the Local Government Act N0. 2 of 2019 Part II of the Standing Order N0. 4 (2) the Committee Chairperson shall be elected Annually according to the Civic Calendar

On a proposal by Councillor Acklas Miti dully seconded by Councillor Micky Mbewe, with no counter Proposal, it was therefore,

**RESOLVED**

That Councillor Alexander Miti be elected as Audit Committee Chairperson for the Civic Year Calendar 2025.

**AUDIT/03/03/25: OPENING REMARKS**

The Chairperson thanked his fellow Councillors for electing him as the Audit Committee Chairperson for the Civic Year 2025. He encouraged all members to actively participate as the committee ensures that resources were utilized prudently

He officially declared the meeting open at 10:25 hours.

**AUDIT/04/01/25: APOLOGIES**

Apology was received from Councillor Samuel Zulu

The apology was **NOTED**

**AUDIT/05/01/25: DECLARATION OF INTEREST**

No one declared interest

**REPORT OF THE ASSISTANT INTERNAL AUDITOR**

**AUDIT/06/03/25: PRESENTATION OF THE AUDITORS REPORT FOR 2023**

The Assistant Internal Auditor reported for information of the committee on the 2023 Auditor General's Audit report(operations) and the responses from management. The report and responses were attached to the report on ***appendix A***

**AUDIT ON ENGENEERING DEPARTMENT**

**AUDIT/07/03/25: CHAMASECHE PRIMARY SCHOOL**

The Assistant Internal Auditor reported for consideration of the committee that the Internal Audit Unit reviewed **CDFC APPROVED Budget Under Minute Number CDF/72/06/23** for Chamaseche Primary School projects which included a staff house, a Water reticulation system, an ablution block and a 1x3 classroom block which was allocated an amount of **K 1,760,000.**

He reported that Internal audit unit also reviewed the contracts of a staff house contracted by Benlex company limited at a sum of K**422,225.00** and the project was complete, constructing a reticulation system contracted by Mariok enterprise at a sum of K**272,700** which had since been completed.

He further reported that the Internal audit carried out an inspection on Chamaseche primary school for the construction of a 1x3 classroom block and an ablution block

under contract No 53398/1/3/2023 at the contract execution price of **K899,033** tax inclusive. He reported that the contract was signed on 20th February 2024 with a completion period of 12weeks.

He also reported that at the time of audit, the contract was not signed by the Contractor only the witness and signed and the 12 weeks completion period had elapsed. The contractor had not been on site since September 2024 and no correspondence was availed to audit for abandonment of site. A letter from the contractor dated 12th December 2024 was availed to audit requestion for extension of work, but an inspection at the site reviewed that as of 11th March 2024 the contractor was still not on site.

Remaining works were plumbing works, electricals, plastering, glazing and painting.

**Risks**

The Assistant Internal Auditor reported that the risk of late delivery of development of projects to the community may attract audit queries and contractual obligation may not be valid if the contract was not fully signed

**RECOMMENDATIONS**

The Assistant Internal audit recommended that:

- The Contractor be engaged as soon as possible to make sure they get back on site
- That clause N0. 45 on liquidated damages be effected for each day of the completion date was later than the intended period and
- That the particulars of the contract conditions of clause 53.1 be effected on the fundamental breach of contract
- The employer to consider enforcing particulars of a contract condition 55.1 on termination. The employer or the contractor may be terminated if the other party causes a fundamental breach of contract which includes PCC 52.2 which states that a contractor stops work for 28 days when no stoppage was shown on the current programme and the stoppage had not been authorized by the project manager.

**MANAGEMMENT COMMENT**

Management acknowledged and appreciated the findings of the audit unit. Management made attempts to instruct the contractor to return to site, but the contractor had not returned. But the contractor had requested to extend contract instead management should evoke clause 55.1 of the particular conditions of the contract and terminated the contract. The letters were attached to the report for reference.

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

**RECOMMENDED TO RESOLVE**

i. That the contractor be given two weeks to return on site
ii. That the contract be terminated if he does not return on site after two (2) weeks

**AUDIT/08/03/25: MATERNITY ANNEX AT SAMUEL HEALTH POST**

The Assistant Internal Auditor reported for consideration of the committee that an inspection was carried out by internal audit on the construction of a Maternity Annex at Sammuel Health Post by the contractor COLPRU Services Limited under the contract No. 53398/1/48/2024 at a total sum of **K646,589.79** tax inclusive

He reported that at the time of audit, the floor was not done according to the BOQ which indicated the floor finishes of 30mm terrazzo flooring to the interior and skirting of 100 mm high and similarly the tilling of 250 x 200 x 5 thick glazed wall tile were not fixed and also the PVC ceiling that were indicated in the BOQ were not the ones that were installed. Plastering was done but Electrical wiring was not done

The contractor signed the contract on 09/07/2024 with a contact period of 14 weeks, at the time of audit the contactor was working outside the completion period and no correspondences of extension were availed to audit.

**RISKS**

The Internal Auditor reported that the risks were that the works were not in line with the BOQ and without prior authorization may distort the cost of works, quality and measure of works which may in turn not be economically viable. late completion affects the delivery of development to the community and was against the contract obligation.

**RECOMMENDATION**

The Internal Auditor recommended that works on site that were being omitted from the BOQ, should be rectified and be done in line with the BOQ as the items forms part of the contract. The general contract condition 22.1 on the liquidated damages for the whole of the works at 0.5 per day may be effects if there was justification for the late completion of the project

**MANAGEMENT RESPONSE**

Management acknowledged and appreciated the findings of the audit unit; a site instruction was written to the contractor to address the inconsistencies observed on site in relation to executed works and what was stipulated in the Bill of Quantities. The contractor had, however, not addressed the issues brought out to them and a follow up site meeting had been scheduled with the contractor to find a way forward.

The committee also raised concerns that lack of monitoring the project by works department may cause Contractors not to do quality works and advised management to frequently monitor the projects.

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

**RECOMMENDED TO RESOLVED**

That the omitted works from the BOQ be rectified by the Contractor

**AUDIT/09/03/25: KAMBOMA – CHONGO ROAD**

The Assistant Internal Auditor reported for consideration of the committee that an inspection was carried out on Kamboma Chongo road and it was discovered that the road works were still incomplete heaps of gravel were still unworked on and not leveled. The contractor left site eight (8) months ago and that there were no correspondences availed to audit during the inspection. The audit unit observed that: -

- The road was not yet completed and Heaps of gravel were left unworked on and uncompacted.
- The contractor left site over 8 months ago and Rain washed away the works and heaps of gravel
- No correspondence availed to audit for stoppage of works

**RISKS**

The Internal Auditor reported the risk may include the following; -

- Late service delivered to the community may attract Audit queries
- Rains will destroy the road works before they are even complete
- Cost might go high due time wasted

**RECOMMENDATION**

The Internal Auditor recommended that:

- Road works to be done in dry season to allow full compaction of the constructed
- The contractor to remobilize and complete the works before the rain damages the road
- Works be redone as some parts of the road were not according to the scopes of works

**MANAGEMMENT COMMENT**

Management acknowledged and appreciated the findings of the audit unit. The observations made on site were accurate and management had intention of addressing them, however, the idea was to complete the works after the rains in the month of April to avoid sub-par works on site.

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

**RECOMMENDED TO RESOLVE**

That failure to be on site by April, the contract be terminated

**AUDIT ON PLANNING DEPATMENT**

**AUDIT/10/03/25: LOAN REPAYMENTS**

The Assistant Internal Auditor reported for consideration of the committee that the Internal audit unit carried out reviews and verification on the loans that were given in 2023 to the beneficiaries to verify the amounts and repayment

He reported that according to the CDF guidelines of 2021 on the agreement forms states that:

d) Ownership Equipment and Machinery using utilize Fund: i. All Equipment and Machinery bought using this facility shall be vested in the name of the LENDER; ii. All Equipment and Machinery bought using this facility shall be registered in the name of the Local Authority; and iii. Ownership shall NOT be transferred to the LOAN BENEFICIARY until the loan amount was fully paid.

e) The first payment shall be made 60 days from the date of getting the loan; ii. The subsequent instalments shall be paid at the end of the month; iii. Delayed payments shall not exceed 5 days after the end of the month; iv. Payments made after 5 days shall attract a charge 2% of the instalment amount; v. Neglecting to pay the loan instalments for any reason for three consecutive months, shall result in termination of the agreement; vi. Following the termination of the agreement: a. The equipment shall be recovered from the borrower within seven (7) days; b. The borrower shall forfeit the initial deposit and other payments made before the termination of the agreement; and c. The borrower shall be blacklisted on the Constituency list for 5 years.

He reported that the details were showing that there was poor loan repayment from the beneficiaries per attached ***appendix 2***.

**RISK**

The Assistant Internal Auditor reported that the risks were that;

- The institution may not recover the funds from beneficiaries as evidenced on the schedule on ***appendix 3***
- The controls on the loan agreement not being followed leading to the failures to recover loan

**RECOMMENDATIONS**

The Assistant Internal Auditor recommended the terms of agreement as per agreement forms be followed and be enforced to ensure that loans were recovered

**MANAGEMMENT COMMENT**

Management acknowledged and appreciated the findings of the audit unit. Management had issued a reminder to the beneficiaries of the clause in the agreement form and that ownership documentations should be submitted to the Local Authority. Management in the company of selected members of the CDFC and a presentative of ZNBS monitored beneficiaries to check on the activities and encouraged them to adhere to the loan repayment agreement.

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

**RECOMMENDED TO RESOLVE**

i. That Councillors in their respective wards be engaged to meet all Loan beneficiaries on the terms of payment before enforcing the guidelines
ii. That the progress report be brought back to the next Audit meeting

**AUDIT/11/03/25: CLOSING REMARKS**

The chairperson thanked all members present for their contributions towards the meeting. He officially declared the meeting closed at 11:48 hours with a closing prayer from Ms Lwiindi Hanyolo,

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

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**COUNCIL SECRETARY**