KASENENGWA TOWN COUNCIL

MINUTES OF THE SEVENTEETH (17TH) ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE, ON MONDAY 8TH SEPTEMBER, 2025 AT 10:45 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
Comfort Chama	-	Director Planning
Emma Mumba	-	Director Finance
Daniel Banda	-	Chief Human Resource Officer
Paul W. Thera	-	Director Engineering Services
Lydia Phiri	-	Internal Auditor
Mervis Sialumano	-	District Fisheries and livestock Coordinator
Adamson Mwale	-	District Agricultural Coordinator
Christine Chola	-	District Social Welfare Officer
Alessandra Tembo	-	System Analysis
Timothy Ngulube	-	Council Advocate
Maneya Chimbaza	-	Senior Legal Assistant
Leya Banda	-	Senior Legal Assistant
Justina Cheelo	-	Assistant Social Welfare Officer
Joseph Mwewa	-	Acting Social Economic Planner
Kamela Nthambo	-	Assistant Public Relation's Officer
Lameck Mbewe	-	Administrative Officer
Annie Lungu	-	Committee Clerk

BY INVITATION:

Nelson Banda	-	District Administrator
Olivia Banda	-	Senior Executive Officer (OP)
Mutinta Mweemba	-	District Information Officer ZANIS

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/192/09/25: NOTICE OF MEETING

The Notice for convening the Seventh (17th) Ordinary Council meeting was read by the Council Secretary.

KTC/193/09/25: APOLOGY (IF ANY)

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

The apologies were **NOTED**

KTC/194/09/25: COUNCIL CHAIRPERSON'S COMMUNICATION

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

KTC/195/09/25: DECLARATION OF INTEREST

No one declared interest

KTC/196/09/25: MINUTES OF SIXTEENTH (16th) ORDINARY COUNCIL MEETING HELD ON THURSDAY 3RD JULY, 2025.

Minutes of the Sixteenth (16th) Ordinary Council meeting held on Thursday 3rd July, 2025 were presented before the Council for Confirmation from Minute N0. KTC/178/07/25 to KTC/191/07/25 on Pages 1 to 8 were received.

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

RESOLVED

That the Minutes of the Sixteenth (16th) Ordinary Council meeting held on Thursday 3rd July, 2025 were presented before the Council for Confirmation from Minute N0. KTC/178/07/25 to KTC/191/07/25 on Pages 1 to 8 be confirmed and signed as a true record of the proceedings of the Council

KTC/197/09/25: 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/198/09/25: MINUTES OF FINANCE, HUMAN RESOURCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON FRIDAY 18TH JULY, 2025

On a proposal by Councillor Solomon Banda, duly seconded by Councillor Paul Phiri, the Minutes of Finance, Human Resource and General Purposes committee meeting held on Friday 18th July, 2025 Minute N0. FHGPC/52/07/25 to FHGPC/70/07/25 on pages 8 – 20 were received for consideration and adoption.

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

RESOLVED

That the Minutes of Finance, Human Resource and General Purposes committee meeting held on Friday 18th July, 2025 Minute N0. FHGPC/52/07/25 to FHGPC/70/07/25 on pages 8 – 20 be adopted as a true record of the proceedings of the Council**.**

KTC/199/09/25: MINUTES OF PLANS, WORKS, DEVELOPMENT AND REAL ESTATES, HEALTH, ENVIRONMENT AND NATURAL RESOURCES COMMITTEE HELD ON FRIDAY 8TH AUGUST, 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 Friday 8th August, 2025 Minute N0s. PWDERNC/72/08/25 to PWDERNC/109/08/25 on pages 21 to 42 were received for consideration and adoption.

After due consideration of the minutes and on a proposal by Councillor Paul Phiri 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 Friday 8th August, 2025 Minute N0s. PWDERNC/72/08/25 to PWDERNC/109/08/25 on pages 21 to 42 be adopted as a true record of the proceedings of the Council.

KTC/100/09/25: MINUTES OF AUDIT COMMITTEE MEETING HELD ON THURSDAY 21ST AUGUST, 2025.

On a proposal by Councillor Alexander Miti duly seconded by Councillor Ackim Sakala, that the Audit Committee Meeting held on Thursday 21st August, 2025 Minute N0s. AUDIT/21/08/25 to AUDIT/36/08/25 on pages 43-56 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 21st August, 2025 Minute N0s. AUDIT/21/08/25 to AUDIT/36/08/25 on pages 43-56 with corrections be adopted as a true record of the proceedings of the Council.

REPORT OF THE COUNCIL SECRETARY

KTC/101/09/25: CDF LOAN DEFAULTERS

The Council Advocate reported to the Council that Management observed and noted that a lot of CDF Loan beneficiaries were not been paying back the loans they got, hence defaulting on their obligation and in breach of the terms and conditions upon which the loan was signed.

He Further reported that Management took a step by writing several demand letters reminding them to pay back the loans, which did not yield positive results. He informed the committee that due to such development, therefore Management proposed that legal action be taken against the loan defaulters as their actions were making it difficult for others to get or benefit from the same loans, since loans in question were revolving which were not being paid back.

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

RESOLVED

That all CDF Loan defaulters be taken to Court

KTC/102/09/25: REVISED COMPENSATION PLAN UPDATE FOR THE AFFECTED HOUSEHOLDS WITHIN THE CENTRAL BUSINESS DISTRICT (CBD)

The Council Advocate reported that the Council approved the revised Compensation Plan under Minute No **KTC/188/07/25** for the affected household within the Central Business Area (CBD). He reported that progress was being made, in the Compensation plan where His Royal Highness by Chief Gogo Madzimawe endorsed and affected households signed the agreement.

However, on Chief Mishoro's Chiefdom, no progress was been made in that there had been resistance from the households opposing any meeting or engagement with the Council for the Compensation Plan.

In light of such, Management proposed that legal recourse be considered as a final option for households under Mishoro's Chiefdom and those that would not comply under Chief Gogo Madzimawe Chiefdom.

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

RESOLVED
That all the households resisting the compensation plan under Chief Mishoro and His Royal Highness Gogo Madzimawe that legal recourse be considered as final option.

KTC/103/09/25: EASTERN WATER AND SANITATION COMPANY OPERATING LICENSE

The Director Planning reported to the Council that Eastern and Water Sewerage Company was seeking for approval by the Council to recognize as an operating license for EWSCO and to effect operating License by NWASCO. The correspondence from EWSCO was attached to the report for reference. ***(See Attachment B)***

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

RESOLVED
That the operating License for Eastern and Sanitation Company be approved

KTC/104/09/25: INTEGRITY COMMITTEE

The Director Planning reported to the Council that Kasenengwa District had an integrity committee in place. The committee had a sitting on 18th December, 2024 and the purpose of the meeting was to come up with a statement on corruption for Kasenengwa Town Council which would be displayed on the billboard. The Committee unanimously resolved to having ***a zero tolerance to corruption Zone*** as a statement on corruption for Kasenengwa District. She reported that the committee composed of the following members: -

Sialumano Mavis	-	Chairperson
Cecilia Phiri	-	Member
Mwewa Josephat	-	Member
Daka John	-	member
Paul Thera	-	Member
Banda Daniel	-	Secretariat
Mbewe Lameck	-	Secretariat
Emma Mumba	-	Member
Phiri Nafitaly (Dr)	-	Member

During deliberation Councillors wanted to find out: -

- ✓ The criteria used to come up with the membership
- ✓ Members themselves were all Chief Officers

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

RESOLVED

That the item be differed.

KTC/105/09/25: IMPLEMENTATION OF THE COMPENSATION PLAN IN HIS ROYAL CHIEF GOGO MADZIMAWE'S AREA

The Director Planning reported to the Council that Management made several engagement meetings between Kasenengwa Town Council, His Royal Highness Chief Gogo Madzimawe and the affected communities where the progress was made on the implementation of the compensation Plan as the affected people started adhering and 36 households formally signed the compensation Plan and were waiting for allocation of their plots
She informed the Council that the Local Authority had since allocated plots to the affected people as per proved compensation Plan. The schedule of names was attached providing the details of the beneficiaries and their respective allocations of plots

She reported that management recommended that the affected individual be formally recommended to the Ministry of Lands and Natural Resources for land lease processing and title registration of the allocated plots. The list of affected beneficiaries and plot allocated were attached on ***Appendix 3***

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

RESOLVED

i. That the Title Registration of the allocated plots for the affected households be approved
ii. That the matter be submitted to Ministry of Lands and Natural Resources

KTC/105/09/25: CLOSING REMARKS

The Council Chairperson thanked all members for their active participation and mentioned that the legal actions to be undertaken by the Council to all the households resisting the compensation plan, had been recommended by the Council none of the Councillor or management should not figure point anyone but agreed that the decision was passed by the Council as the issue was overdue.

There being no other business to transact, she officially declared the meeting closed at 12: 30 hours

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

CHAIRPERSON

KASENENGWA TOWN COUNCIL

MINUTES OF FINANCE, HUMAN RESOURCE AND GENERAL PURPOSES COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER CIVIC CENTRE ON FRIDAY 10TH OCTOBER, 2025 AT 09:30 HOURS.

COUNCILLORS PRESENT:

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

IN-ATTENDANCE

Emma Mumba	-	director Finance
Paul W. Thera	-	Director Engineering Services
Mathias Chuunga	-	District Education Board Secretary
Comfort Chama	-	Director Planning
Timothy Ngulube	-	Council Advocate
Ceclia Phiri	-	Chief Procurement Officer
Medson Kakwende	-	Assistant Accountant Health
Davy Kafunda	-	Procurement Officer – Health
Alice Mwape	-	Stores Officer- Health
Annie Lungu	-	Committee Clerk

PRAYER

The opening prayer was given by Ms. Alice Mwape Stores representing the Director Health

FHGPC/71/10/25: NOTICE OF MEETING

The notice of meeting was read by the Director Finance

FHGPC/72/10/25: APOLOGIES

An apology was received from: -

Caroline C.M. Mpande	-	Council Secretary
Evelyn Mwale	-	District Cultural Officer
Joseph Phiri	-	District Community Development Officer
Daniel Banda	-	Chief Human Resource Officer

The apologies were **NOTED.**

FHGPC/73/10/25: OPENING REMARKS

The Chairperson welcomed all members present and advised them to ask where they needed clarity. He officially declared the meeting open at 09:46 hours.

FHGPC/74/10/25: DECLARATION OF INTEREST

No one declared interest.

FHGPC/75/10/25: COUNCIL SECRETARY'S REPORT

There was no report from the Council Secretary

REPORT OF THE DIRECTOR FINANCE

FHGPC/76/10/25: RECEIPT OF UNICEF FUNDING

The Director Finance reported for information of the committee that the Council received a sum of K603,147.32 from UNICEF for the Integrated Adolescent Programming which include the Junior Councilors programme.

She reported that the Training of District Adolescent Health Tech budget amounting to K358,902.12 and the Integrated Adolescent Programming amounting to K244,245.20.

The approved UNICEF budget was as attached as ***Appendix 1***

The report was **NOTED**

FHGPC/77/10/25: AUDIT OPINION

The Director Finance reported for information of the committee that the Office of the Auditor General issued an opinion on the Financial Statements for Kasenengwa Town Council for financial year 2024. The opinion was that the accounts present fairly in all material respects of the reported activities-in summary the Financial Statement were unqualified.

She informed the committee that reports was submitted to Lusaka Office for the official Signature and onward publication on the Council Web site.

The full opinion on the Statements was attached on ***Appendix 2***

The report was **NOTED**

FHGPC/78/10/25: BI- ANNUAL FINANCIAL STATEMENTS.

The Director Finance reported for information of the committee that Kasenengwa Town Council Bi-annual Financial Statements for 2025 were produced and published on the Council Website after being verified by the Ministry of Local Government and Rural Development. The full copy of the Statements was attached on ***Appendix 3***.

The report was **NOTED.**

FHGPC/79/10/25: DEBT STATUS

The Director Finance reported to the Committee that the Council debt as at 30th September 2025 stood at K3,370,372.85 as shown in the table below: -

KASENENGWA TOWN COUNCIL			
SUMMARY OF STAFF RELATED DEBT-AS 30 SEP 2024			
Terminal Benefits			
Account Name : Jean Gondwe	169,712.64		
Account Name : Caroline M. C . Mphande	1,115,993.40		
Account Name : Judith Makeche	698,190.84		
			1,983,896.88
Accrued Leave Days			-
Leave Travel (Pending)			-
Settling-In Allowances			107,655.23
Contractors-Work done-Not paid for	1,131,249.84		
Contractors-Retention	147,570.90		1,278,820.74
Total			**3,370,372.85**

The report was **NOTED**

FHGPC/80/10/25: 2024 CAPITAL GRANTS – ZAMBIA DEVOLUTION SUPPORT PROGRAM.

The Director Finance reported for information of the committee that the Ministry of Local Government and Rural Development notified Kasenengwa Town Council on the qualification of the grant. She highlighted to the members of the committee that the appeal was made to the Ministry when the initial list of qualifying Councils could not include Kasenengwa. The Council awaits to receive USD $663,000.06 ZDSP grant. The letter notifying the Council was attached on **appendix *4***

The Report was **NOTED**

FHGPC/81/10/25: RECEIPTS AND PAYMENT FOR THE PERIOD JANUARY TO SEPTEMBER, 2025

The Director Finance presented before the committee the Receipts and payments report for the period January to September, 2025 for ratification.

She reported to the committee that actual revenue collected during the period was K1,362,529 as locally generated funds.

She reported that K4,623,703 equalization fund was received during the period under review and K21,514,838 was received for Constituency Development Funds.

She further reported that the actual expenditure for the period January to September, 2025 amounted to K59,736,540. From the same amount, K3,944,067 was paid towards salaries, Councillors allowances, and statutory obligations. The copy of the receipts and payment was attached on ***Appendix 5***

During deliberations the following were noted:

- Health Section to inspect and monitor the noise pollution
- Councillors be included in the Traditional ceremonies specially Nc'wala and Kulamba
- Reminder on the Councillors Tour

After due scrutiny of the report on a proposal by Councillor Paul Phiri duly seconded by Councillor Agabu Nyangulu, it was;

RECOMMENDED TO RESOLVE

That the Receipts and Payment for the period January to September, 2025 be ratified

REPORT OF COUNCIL ADVOCATE

FHGPC/82/10/25: APPLICATION FOR A LIQOUR LICENSE

The Council Advocate reported for consideration of the committee that the Local Authority received an application for grant of a Liquor License from Golden Mshanga. The applicant hereto wants to open a bar under the trading name of Golden Bar at Chiparamba (along corner bar).

He highlighted to the committee that in line with the provision of the Liquor Licensing Act No 20 of 2011, an application for a Liquor license has to be made in a prescribed manner and form to a licensing committee and could only be granted by a licensing Committee upon being satisfied that the applicant meets the requirements. Attached hereto were extract of the provision of the Liquor Licensing Act and an Inspection report from Senior Health Inspector to help the Committee make an informed decision as per ***appendix 6***

During deliberations the following were noted;

- The structure was closer to the residential area
- The Toilet does not meet health standards
- Noise pollution to the nearby neighbours

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

RECOMMENDED TO RESOLVE

That application a Liquor License for Golden Mshanga be denied as the bar could not meet the required standards

FHGPC/83/10/25: BUSINESS LEVY FEES FOLLOWING THE COMING INTO EFFECT OF STATUTORY INSTRUMENT NO 25 OF 2024

The Council Advocate reported for consideration of the committee that following the coming into effect of Statutory Instrument No 25 of 2024 which changed the Unit value from thirty ngwee **(0.30)** to forty ngwee **(0.40**), hence leading to a slightly adjustment on business levy fees as provided under Statutory Instrument No 20 of 2012(Business Levy Amendment Regulation) and Liquor license fees as provided for under Statutory Instrument No 14 of 2011(Liquor License Prescribed Fees).

He further highlighted to the committee that Management was of the view that it necessary for the Committee to be aware of the new adjusted fees that the Statutory Instrument No 25 of 2024 may have brought,

The Business Levy Fees were attached to the report on ***appendix 7*** highlighting the new, Liquor License Fees, Statutory Instrument No 25 of 2024(Fee & Penalty Unit Value) and an extract of Statutory Instrument No 12 of 2012 (Business Levy Amendment Regulation).

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

RECOMMENDED TO RESOLVED

That the new adjustment fees following the Statutory Instrument No 25 of 2024 be approved

FHGPC/84/10/25: MEMORANDUM OF UNDERSTANDING (MOU)WITH EASTERN WATER & SANITATION COMPANY LIMITED

The Council Advocate reported for consideration of the committee that the Local Authority was in receipt of request from Eastern Water and Sanitation Company to the Council to enter into Memorandum of Understanding aiming at extending water supply and sanitation services to rural areas within our jurisdiction. The MOU was attached to the report on ***appendix 8***

During deliberations the following were noted:

- The MOU never stated what Percentage the Council would benefit after collecting funds on their behalf
- Cllr proposed that EWSC should to construct their own Kiosk

On a proposal by Councillor Paul Phiri dully seconded by Councill

Solomon Banda, it was;

RECOMMENDED TO RESOLVED

i. The application be approved in principle upon clearly stating what percentage the Council would benefit from Eastern Water & Sanitation Company Limited

ii. Eastern Water & Sanitation Company to construct their own Kiosk

REPORT OF THE CHIEF HUMAN RESOURCE OFFICER

FHGPC/85/10/25: STAFF LEVELS

The Council Advocate reported for information of the committee on the staff levels at Kasenengwa Town Council as at 30th September, 2025 as tabulated in the table below***: -***

DEPARTMENT	**MALE**	**FEMALE**	**TOTAL**
Kasenengwa Town Council	26	20	46
Health	80	55	135
Agriculture			
Culture		1	1
Social Welfare	2	3	5
Community Development	4	3	7
Livestock And Fisheries	5	6	11
Total Staff			**205**

The report was **NOTED**

FHGPC/86/10/25: STAFF DISCIPLINE

The Council Advocate reported to the Committee that Human Resource Management Committee on 22nd August, 2025 deliberated on the disciplinary case involving Mr Moses Mukwilima Revenue and Ms Maneya Chimbaza the Senior

Assistant Legal Officer. He reported that Mr Mukwilima breached the disciplinary code of conduct and he was charged and requested to exculpate himself as per provisions of conditions of Service.

The report was **NOTED**

REPORT OF THE DISTRICT EDUCATION BOARD SECRETARY

FHGPC/87/10/25: 2025 NATIONAL EXAMINATION

The District Education Board Secretary reported for information of the committee that the district successfully received the 2025 Grade 7 National Examinations in readiness for the examinations, which were scheduled to commence on 27th October 2025.

He reported that all necessary preparations were in place to ensure a smooth and secure administration of the exams across the district.

The report was **NOTED**

FHGPC/88/10/25: MIGRATION FROM EFTA/CHEQUES TO INTERNET BANKING

The District Education Board Secretary reported for information of the committee that all school Head teachers and Accounting Staff were successfully trained in Internet Banking in preparation for the migration from Electronic Funds Transfer Advance (**EFTA/CHEQUES**) to Internet Banking, scheduled to commerce in October 2025.

He reported that the training aimed at ensuring that all relevant personnel were equipped with the necessary skills and knowledge to manage financial transactions efficiently and securely under the new system.

He further confirmed that system would enhance accountability, improve transaction turnaround times, and streamline financial operations across all schools

The report was **NOTED**

FHGPC/89/10/25: DISTRIBUTION OF 1,480 BAGS OF PEAS FOR EMERGENCY SCHOOL FEEDING PROGRAMME

The District Education Board Secretary reported for information of the committee that the district successfully distributed a total of 1,480 bags of split peas, each weighing 50 kilograms, translating to 74 metric tonnes (1,480 × 50 Kg = 74,000 kg), to 28 schools under the Emergency School Feeding Programme. The beneficiary schools had started feeding.

He informed the committee that the initiative was aimed at supporting learners across all schools not currently benefiting from the Mary's Meals programme. He highlighted to the committee that the program was designed to address immediate nutritional needs and to promote learner well-being and school attendance during the critical period**.**

He further, thanked the collaborative efforts of all stakeholders in ensuring the successful rollout of this vital intervention.

The report was **NOTED.**

FHGPC/90/10/25: CONSTRUCTION OF SAMUEL DAY SECONDARY SCHOOL

The District Education Board Secretary reported for information of the committee the construction of Samuel Day Secondary School reaching at an advanced stage of 100% completion as per target for Phase One. He highlighted to the committee that all structures were expected to reach at gable level by June 2025 and target had been successfully achieved.

He further reported to the committee that school has received K7,295,591.50 to support Phase Two of the project, which would run through to December 31st, 2025, culminating in the official handover.

He reported that the department was confident to meet the scheduled milestone for the next phase and express appreciation for the continued support and oversight from all stakeholders involved.

The report was **NOTED**

FHGPC/91/10/25: BLOWN OFF ROOFS FOR MKOTAMO AND CHINUNDA PRIMARY

The District Education Board Secretary reported for information of the committee that there were still some schools with blown off roofs such as Mkotamo and Chinunda Primary. He informed the committee that schools were in dire need of infrastructure in order for teaching and learning not to be disturbed. There was urgent need for either rehabilitation or putting up new infrastructure in these schools.

During deliberations the District Education Board Secretary was advised to involve the Ward Development Committee to apply so that the schools could be considered for the 2026 CDF grant.

The report was **NOTED**

REPORT OF THE DISTRICT SOCIAL WELFARE OFFICER

SOCIAL WELFARE

FHGPC/92/10/25: PUBLIC WELFARE ASSISTANCE SCHEME (PWAS)

The Assistant Social Welfare Officer reported for information of the committee that the department assisted Magret Daka NRC 710899/52/1 for medication for the Child from Kambwatike CWAC and Grace Chanda Mubanga 151096/45/1 from Kantinta CWAC) to UTH.

The report was **NOTED**

CHILD PROTECTION

FHGPC/93/10/25: STREET CHILDREN

The Assistant Social Welfare Officer reported for information of the committee that the department handled one cases of Defilement/GBV during the quarter which was referred to Chipata (Committed to the high court). The child was found with STIs, however, she recovered and the office was currently conducting family assessments to determine possibilities of family reintegration as the perpetrator scheduled for sentencing by the High Court

The report was **NOTED**

FHGPC/94/10/25: MONITORING ON SCT BENEFICIARIES

The Assistant Social Welfare Officer reported for information of the committee that the department conducted Monitoring in all the 8 wards by sampling about 200 households and carried out home visitation in these households: -

- Some beneficiaries reported that they used part of the cash to invest in livestock such as chickens, ducks, goats and pigs which they can later sell at a profit in order to improve and sustain the health and wellbeing of their children and the family. Rosemary Phiri from Chibeteka village (Mkwezalamba CWAC). Used her CST funds to invest in piggery business and one A SCT beneficiary from Chinjala resettlement CWAC invested in livestock
- Additionally, some households reported the SCT program has empowered them with financial literacy skills as some are now able to make sound financial decisions
- Some households have built houses from SCT funds and One beneficiary from Chinjala CWAC constructed a house using SCT funds.

The report was **NOTED**

FHGPC/94/10/25: CLOSING REMARKS

The Chairperson thanked all members present for active participation and contributions.

There being no other business to transact, he officially delayed the meeting closed at 12:35 hours with a closing prayer from Acklas Miti.

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

CHAIRPERSON

KASENENGWA TOWN COUNCIL

MINUTES OF PLANS, WORKS, DEVELOPMENT, REAL ESTATES, HEALTH, ENVIRONMENT AND NATURAL RESOURCE COMMITTEE MEETING HELD ON FRIDAY 7TH NOVEMBER, 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:

Timoth Ngulube	-	Director Finance
Choolwe Hamama	-	Town Planer
George Syansingu	-	Assistant Director Engineering Services
Adamson Mwale	-	District Agricultural Coordinator
Mervis Siyalumano	-	District Fisheries and Livestock Coordinator
Patrick Chibesa	-	District Forestry Officer
Chrispin Chola	-	District social Welfare Officer
Lydia Phiri	-	Internal Auditor
Josphat Mwewa	-	Chief Economic Planner
Lwiindi Hanyolo	-	Economic Planner
Lameck Mbewe	-	Administrative Officer
Annie Lungu	-	Committee Clerk

BY- INVITATION

Ms. Soko – Standing in for Mr. Nickson Soko Chief Executive Officer Jetpark Energy Solutions Limited

The meeting was called to order at 09:40 hours

- **PRAYER**

The opening prayer was given by Councillor Alexander Miti.

PWDREC/110/11/25: NOTICE OF MEETING

The notice convening the meeting was read by the Council Advocate, Counsel Timothy Ngulube

PWDREC/111/11/25: APOLOGIES

Apologies were received from: -

- His Royal Highness Chief Gogo Madzimawe
- Council Secretary Ms. Caroline C.M Mphande
- Paul W Thera- Director Engineering Services

The apologies were **NOTED**

PWDREC/112/11/25: CHAIRPERSON'S OPENING REMARKS

The Chairperson thanked all Councillors and management members for coming to the meeting. He encouraged everyone to fully participate during deliberations.

PWDREC/113/11/25: DECLARATION OF INTEREST

On item PWDCRE/115/11/25 Ms. Soko declared interest.

PWDREC/114/11/25: REPORT OF THE COUNCIL SECRETARY

There was no report from the Council Secretary

REPORT OF THE DIRECTOR PLANNING

PWDREC/115/11/25: REQUEST FOR EXCLUSIVE LAND RIGHTS AND APPROVAL TO CONDUCT TECHNICAL FEASIBILITY STUDIES FOR SOLAR POWER PLANT DEVELOPMENT

The Town Planner reported for consideration of the committee that the Local Authority received an application from Jetpark Energy Solutions Limited for the construction of a Solar Plant in Kasenengwa District preferably near Msoro Substation or along the Chipata West to Msoro Substation Power Line measuring at least 200 hectares. Management indicated that the Local Authority had potential Land at the Central Business District for the proposed project. He reported that Jetpark Energy Solutions Limited made the following request:

1. Exclusive land user rights for a period of twelve (12) months, during which the company would under took technical feasibility studies, including solar resource assessment, topographical surveys, and environmental impact evaluations.
2. An official approval letter from the Council confirming that the identified site could be considered and utilized for Solar Power Plant development, subject to final evaluation and statutory requirements.
3. Access to site maps and relevant land information to support the preparation of a site plan and the completion of the feasibility and environmental studies.

He reported that Management recommended that Jetpark Energy Solutions Limited be granted Exclusive land user rights for a period of twelve (12) months, an official approval letter from the Council confirming that the identified site could be considered and utilized for a solar power plant, Access to site maps and relevant land information to support the technical feasibility study.

The Chief Executive officer for Jetpark Energy Solutions Limited Mr. Nickson Soko was called online and asked question concerning the Solar Plant development and what was his intention, what the Council would benefit from the project and the Community at large. In response to the concerns all the questioned were answered.

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

RECOMMENDED TO RESOLVED

That the feasibility study for the solar power plant Development at the Central Business District be approved.

PWDREC/116/11/25: RECOMMENDATIONS FOR LAND LEASE/ TITLE REGISTRATION FOR THE LOCALS AFFECTED BY THE ESTABLISHMENT OF THE CENTRAL BUSINES DISTRICT

The Town Planner reported for consideration of the committee that the Local authority successfully managed to implement the compensation plan with the affected individuals at the CBD in Chief Madzimawe area. He reported that the Local Authority allocated 200 beaconed plots to the affected individuals ranging from 1 plot to 3 plots, depending on the size of their affected field. The List attached was showing the details of the compensated people and their respective plot numbers.

He reported that Management recommended that the affected be recommended to Ministry of Lands and Natural Resources for Land lease and Title registration of their respective lots. ***See appendix 1***

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

RECOMMENDED TO RESOLVE

1. That the land Lease/ Title Registration for the locals affected by the establishment of the Central Business District be approved.

2. That the matter be submitted to Ministry of Lands and Natural Resources for final approval

PWDREC/117/11/25: APPLICATION FOR CHANGE OF OWNERSHIP AND PLOT CONSOLIDATION IN FAVOR OF MR NAWA MASWABI

The Town Planner reported for consideration of the committee that the Local Authority received an application from Mr. Nawa Maswabi of NRC No. 181369/84/1 for the consolidation and change of ownership of two side by side plots bought from Mrs. Yvonne Chanda of NRC 156427/54/1 and Mr. Mbulo Emmanuel of NRC 345597/52/1. The details of the two plots were shown in the table below: -.

S/N	Initial Owner	NRC	Plot Number	Current Owner	Gender	NRC	Merged Size	Location
01	Yvonne Chanda	156427/54/1	143	Nawa Maswabi	Male	181369/84/1	0.8 Acres	Chiparamba
02	Mbulo Emmanuel	345597/52/1	161					

Management recommended that the two plots be merged into one property and recommended to Ministry of Lands for numbering and Land lease/ title registration.

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

RECOMMENDED TO RESOLVE

i. That the change of ownership and plot consolidation in favor of Mr. Nawa Maswabi1 of NRC No. 81369/84/1 be merged into one property be approved
ii. That the matter be submitted to Ministry of Lands and Natural Resources for final approval

PWDREC/118/11/25: APPLICATION FOR PLOT NORMALIZATION FOR MR NAWA MASWABI

The Town Planner reported for consideration of the committee that the Council received application for Plot Normalization in Chiparamba from Mr. Nawa Maswabi.

He reported that Management recommended that the application be recommended to the Ministry of Lands for Numbering and subsequent Titling of the Plot. The details of the applicant were shown in the table below: -

No	Name	NRC	Plot Category	Location	Size	Service Charge
1	Nawa Maswabi	181369/84/1	Residential	Chiparamba	50 x 28	1,500
2	Nawa Maswabi	181369/84/1	Residential	Chiparamba	30x40	K1,500

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

RECOMMENDED TO RESOLVE

i. That the Plot Normalization for Mr. Nawa Maswabi of NRC No. 181369/84/1 be approved
ii. That the matter be submitted to Ministry of Lands and Natural Resources for final approval

PWDREC/119/11/25: APPLICATION FOR NUMBERING AND LAND LEASE/TITLE REGISTRATION

The Town Planner reported for consideration of the committee that the Council received an application for a recommendation for numbering and Land lease/Title registration in Chiparamba.

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

No	**Name**	**NRC**	**Plot Category**	**Location**	**Service Charge**
1	Munene Vincent Moola	517350/52/1	Residential	Chiparamba	K250

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

RECOMMENDED TO RESOLVE

i. That the application for numbering and land lease/title registration for Mr. Munene Vincent Moola of NRC No. 517350/52/1 be approved

ii. That the matter be submitted to Ministry of Lands and Natural Resources for final approval

PWDREC/120/11/25: ADOPTION OF KASENENGWA TOWN COUNCIL CITIZEN ENGAGEMENT PLAN

The Town Planner reported for consideration of the committee that the Local Authority finalized the establishment of a Citizen Engagement Plan for Kasenengwa Town Council with the support of the Zambia Development Support Program (ZDSP). He explained that the Citizen engagement plan being a strategic framework outlining how a government or organization would involve the public in a project or decision-making process. It serves as a roadmap to define the engagement's purpose, targeting audience, methods of communication, and how citizen input would be used to improve outcomes, *transparency, and accountability.

He reported that Management recommended that the Engagement Plan be approved and adopted to facilitate its implementation by the Local Authority. The copy was attached to the report for reference. ***See appendix 2***

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

RECOMMENDED TO RESOLVE

That the Kasenengwa Town Council Citizen Engagement Plan be adopted

PWDREC/121/11/25: EMPOWEREMENT GRANTS.

The Town Planner reported for information of the committee that 56 empowerment grant applicants were approved amounting to K1,120,000, the money was disbursed in their accounts. Members of the committee heard that 7 cooperatives were approved amounting to K140,000.00 and money was not yet disbursed in their accounts. ***See appendix 3***

The report was **NOTED**

PWDREC/122/11/25: EMPOWEREMENT LOANS.

The Town Planner reported for information of the committee that 9 loan beneficiaries were approved amounting to K760,000. He reported that the Local Authority purchased materials for them but were yet to received their balances which remained from the loan amount approved for each applicant. He further reported to the committee that 49 loan applicants were also approved amounting to K3,603,850.00 as per attached on ***appendix 4***

The report was **NOTED**

PWDREC/123/11/25: CLUB REGISTRATION

The Town Planner reported for information of the committee that during the period between August 2025 to September 2025 the Local Authority registered 58 development clubs among which 10 were for People with Disabilities and 48 were Youth and Women Clubs. He reported that Local Authority raised a total of K**14, 500** as revenue collection were each clubs paying K250.00 as registration fee.

The report was **NOTED**

PWDREC/124/11/25: COMMUNITY SPORTS SOCCER TOURNAMENT

The Town Planner reported for information of the Committee the Council held a soccer tournament in Chiparamba Ward during the independence week, to celebrate Independence Day. The tournament aimed to promote youth participation in sports, encourage community engagement in additional facilitate talent identification at the grassroots level.

The Town Planner highlighted the committee that communication from Ministry delayed but in future the tournament would start earlier and be extended to other Wards in the district, The Council Sponsored the prizes and they were distributed as indicated in the table below; -

SN	NAME OF TEAM	GOALS SCORED	PRIZE
1	Gadama FC	7	1 Set Soccer Jersey
2	Chicago FC	6	1 Soccer Ball

The report was **NOTED**

PWDREC/125/11/25: COMMUNITY SPORT INVOLMENT OF ASSOICIATION FOR PEOPLE WITH DISABILITY

The Town Planner reported for information of the committee that on 4th September, 2025 the Local Authority held an Engagement meeting with Kasenengwa Association for People with Disabilities including Ward Development Committee Chairpersons from all 8 Wards. He reported that the Engagement meeting aimed at bridging the gaps that exists between PWD and the general community. During the interactions members pointed out issues of marginalization in sports participation, foster inclusion in addition, the association requested for board games that would enable them participate in the community sports programs. Example of board games include: Pool Table, Nsolo, Draft, Chasse etc.

The report was **NOTED**

REPORT OF THE DIRECTOR ENGINEERING SERVICES

PWDREC/126/11/25: 2023 CDF PROJECTS

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

S/N	DETAILS	STATUS
1	Construction of a 1x3 CRB and Ablution Block at Chamaseche Primary school	Completion works underway using force account
2	Construction of an ablution block at Chiparamba Police Post	Commencement of works underway using force account.

The report was **NOTED.**

PWDREC/127/11/25: 2024 RUNNING CDF PROJECTS

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

S/N	DETAILS	STATUS
1	construction of a 1x3 Classroom Block at Kanzutu Primary School	Project is 100% complete

2	Construction of a Maternity Annex at Samuel Health Post	Project is 90% complete
3	Construction of 2 water reticulation systems at Kawawa Health Post and Chiparamba Police Post	Project currently at 68% complete
4	Construction of water reticulation system at Shamombo and Chinunda Health Posts	Project currently at 95% complete
5	Construction of water reticulation system at Kasenengwa Zonal Clinic and Primary School	Project currently at 95%

The report was **NOTED**

PWDREC/128/11/25: 2025 CDF PROJECTS

The Assistant Director Engineering Services reported for information of the committee on the progress of the on -going 2025 CDF projects. The details of the projects were indicated in the table below: -

Construction of 1x2 Classroom Block at Chinkholowondyo Primary School.	95% works done
Construction of 1x2 Classroom Block at Kasenjere Primary School.	100 % works done
Construction of 1x2 Classroom Block at Kafupa Primary School.	90% Works done
Construction of 1x2 Classroom Block at Mkuyu Primary School.	100% Works done
Construction of 1x2 Classroom Block at Malambalala Primary School.	100% Works done
Construction of 1x2 Classroom Block at Katintha Primary School.	100% Works done
Construction of 1x2 Classroom Block at Mwangazi Primary School	98% Works done
Construction of 1x3 Classroom Block at Thangata Primary School.	98% Works done
Construction of 1x2 Classroom Block at Chamwavi Primary School.	70% Works done
Manjanja Police Post construction	50% work done. The contract was awarded much later than the others
Construction of staff house and water reticulation system at St Olives Primary School	90% Works done
Construction of ablution block and water reticulation at Katintha	65% works done. The contract was awarded much later than the others
Construction of maternity annex and water reticulation system at Chinjala Health Post	70% Works done
Construction of Dining Hall at Chikungu Secondary School	20% work done
Construction of 1x2 Classroom Block at Mkowe Day Secondary School	80% Works done
Construction of Health Post at Kambwata	100% Works done
Construction of Health Post at Chisempere	65% works done. Contractor struggling to deliver materials due to distance and road network challenges

Councillors advised management to contact the Contractor for Chisempere to ensure that materials were delivered to the site because he knew the road before the contract was offered to him.

The report was **NOTED**

PWDREC/129/11/25: ROADS TO BE UNDERAKEN UNDER 2025 CDF

The Assistant Director Engineering Services reported for information of the committee that the road works along Msoro was underway. He reported that the preparatory works for grading and dumping of gravel were underway.

The report was **NOTED**

PWDREC/130/11/25: CONSTRUCTION OF COUNCIL STAFF HOUSE

The Assistant Director Engineering Services reported for information of the committee the construction work of the Council staff house had reached an advanced stage. He reported that the roofing, steel and metal works were completed and the finishing works were commenced.

The report was **NOTED**

PWDREC/131/11/25: 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. The members of the committee were informed that the Local Authority was constructing Phase 2 of the Truck Parking Bay funded under the same program. He informed the committee that the project scope includes the construction of an ablution block, a water reticulation system, a guard house and fencing of the work area, the works were at 70% completion.

The report was **NOTED**

PWDREC/132/11/25: WATER SUPPLY

The Assistant Director Engineering Services reported for information of the committee the allocation of water supply projects by WASHE Partner Living Water International. He reported that the proposed communities for borehole drilling and installation of handpump were listed below: -

S/n	Ward	Community
1	Chingazi	Sumba
2		Mchacha
3		Kamtemeni 1
4		Kamtemeni 2
5		Putukani
6		Kamsese
7	Mkowe	Chawama
8	Kwenje	Tambala
9	Makungwa	Paulosi Ndelendele

10	Mboza	John Lungu 1
11		John Lungu 2
12		Mphotela
13	Ng'ongwe	Mwana Mulageni
14		Mekelani
15		Chinunda
16		
17		Kalimba
18		Moya
19		Luona Mini Hospital

The report was **NOTED.**

REPORT OF THE DISTRICT AGRICULTURAL COORDINATOR

The District Agricultural Coordinator reported for information of the committee the major activities which were implemented by the Department of Agricultural Services during the period under review. He reported that the activities included the following: Farmer Registration, Farmer Input Support Programme (FISP), Monitoring Food Reserve Agency (FRA) crop marketing, Conducting Climate Smart Agriculture (CSA) trainings, Extension methodology staff training, Agricultural Mechanization training, SAFF loans field verifications and Market information collection & dissemination.

The report was **NOTED**

PWDREC/133/11/25: **FARMER REGISTRATION**

The District Agricultural Coordinator reported for information of the committee that the department continued with farmer registration so that more farmers could be included in the farmer register. He informed the committee that the activity was being conducted every year and total of 1,513 new farmers were registered and the exercise was ongoing.

The report was **NOTED**

PWDREC/134/11/25: FARMER INPUT SUPPORT PROGRAMME (FISP)

The District Agricultural Coordinator reported for information of the committee that FISP input distribution for 2025-2026 season had since started and would be done under E-voucher system throughout the country. He highlighted to the committee that the farmers who sold maize to FRA started redeeming inputs. However, those who did not sale maize to FRA would be allowed to deposit K400.00 to designated banks or agents in order for them to benefit from the programme. The targeted beneficiaries were 14,038. The table below shows the redemption status.

S/N	Number of farmers Fully redeemed inputs	Number of farmers partially redeemed inputs
1	882	1,392

He highlighted to the committee that a total of 29 Agro-dealers were approved to participate in FISP input distribution in Kasenengwa district and have placed inputs in various parts of the district. Members of the committee heard that the approval of Agro-dealers was on-going.

The report was **NOTED**

PWDREC/135/11/25: MONITORING FOOD RESERVE AGENCY (FRA) CROP MARKETING

The District Agricultural Coordinator reported for information of the committee that during the period under review, the department conducted monitoring visits to all 20 FRA satellite depots in the district. He informed that committee that that FRA closed its markets on 31st October 2025 and the performance of each satellite depot as of 31/10/2025 as indicated in the table below: -

FRA MAIZE PURCHASES - 2024-2025 SEASON			
S/N	**NAME**	**BAGS (50Kg)**	**MT**
1	Chankhanga	26624	1331.2
2	Chiteu	20405	1020.25
3	Kamlaza	17587	879.35
4	Kawele	25454	1272.7
5	Shamombo	7384	369.2
6	Chiwoko	21487	1074.35
7	Kwenje	20487	1024.35
8	Chipembaulo	4521	226.05
9	Samuel	6611	330.55
10	Kasenengwa	19450	972.5
11	Ng'ongwe	14317	715.85
12	Mboza	11948	597.4
13	Luona	8917	445.85
14	Katondo	20865	1043.25
15	Chinjara	21457	1072.85
16	Chipembele	3327	166.35
17	Kawawa	3355	167.75
18	Mtaya	14177	708.85
19	Kalichero	16625	831.25
20	Masamba	2871	143.55
TOTAL		**287869**	**14393.45**

The report was **NOTED**

PWDREC/136/11/25: CLIMATE SMART AGRICULTURE (CSA) FARMER TRAINING

The District Agricultural Coordinator reported for information of the committee that the department through Eastern Province Jurisdictional Sustainability Landscape Program (EPJSLP) conducted trainings in all 29 Agricultural Camps. He further informed the committee that the trainings were conducted in 52 Farmer Field Schools (FFS) targeting Lead Farmers and Follower Farmers, the training aimed at equipping farmers with knowledge in CSA. 1300 Lead Farmers and 12,645 Follower Farmers were trained.

The report was **NOTED**

PWDREC/137/11/25: EXTENSION METHODOLOGY STAFF TRAINING

The District Agricultural Coordinator reported for information of the committee that the department conducted Extension Methodology training at Kalichero Farmers Training Centre (FTC). He highlighted to the committee that the training brought together Camp Extension Officers (CEOs) designated in various Agricultural Camps across Kasenengwa District. He further reported that the main objective of the training was to strengthen the officers' capacity in effective agricultural extension delivery and to enhance their understanding of modern extension approaches, entrepreneurship, mechanization services, and ethical conduct in service delivery. He informed the committee that Twenty-one (21) camp extension officers were trained.

The report was **NOTED**

PWDREC/138/11/25: AGRICULTURAL MECHANIZATION TRAINING

The District Agricultural Coordinator reported for information of the committee that the department conducted agricultural mechanization trainings in the five (5) agricultural blocks. He informed the committee that the training aimed at equipping farmers with knowledge in agricultural Mechanization, its importance and reasons for farmers to adopt mechanization. Members heard that a total of 478 farmers were trained.

The report was **NOTED**

PWDREC/139/11/25: SUSTAINABLE AGRICULTURE FINANCING FACILITY (SAFF) FIELD VERIFICATION VIISTS

The District Agricultural Coordinator reported for information of the committee that the Ministry of Agriculture conducted field verification visits in order to ascertain compliance to loan repayment by SAFF loan beneficiaries. He reported to the committee that 42 farmers benefitted from the facility. He informed the committee that the loan repayment has been very low, out of **K1, 082,000.00** only **K75, 470.00** has been paid back representing **6.97%.**

The report was **NOTED**

PWDREC/140/11/25: MARKET INFORMATION COLLECTION & DISSEMINATION.

The District Agricultural Coordinator reported for information of the committee that the department collected and disseminated the prevailing retail prices for various Agricultural Commodities. Members heard that the information was collected from the rural community trading centres in Kasenengwa district.

He further informed the committee that the commodity prices in the major trading places such as Chiwoko main market, Mutenguleni trading center, Chiparamba Sub Centre Trading and Kalichero give way market. The details of the summary were indicated in the table below: -

Table 3: Showing market information average prices from July to October 2025

COMMODITY TYPE	Unit	PRICE RANGE (Zmk)		AVERAGE PRICE (Zmk)
	Kgs/Meda	Lowest	Highest	
Breakfast Meal	25Kg	290	320	305
Roller Meal	25Kg	255.00	260.00	257.5
Bread Flour	25Kg	610.00	650.00	630.00
Maize Grain	Kg	5.00	5.50	5.25
Rice	5kg/Meda	160.00	180.00	170.00
Soybeans Grain	Kg	7.00	11.00	9.00
Sunflower	5Kg/Meda	32.50	35.00	33.75
Groundnut	5kg/Meda	175.00	175.00	175.00
Kabulangeti Beans	5kg/Meda	255.00	320.00	287.50
White & Yellow beans	5kg/Meda	255.00	320.00	287.50
Mixed beans	5kg/Meda	255.00	320.00	287.50
Irish Potatoes	10kg	160.00	200.00	180.00
Sweet Potatoes	Kg	30.00	35.00	32.50
Maize seed - Early Maturing	10Kg	600	750	675
Maize seed - Medium Maturing	10Kg	750.00	820.00	785.00
Maize seed - Late Maturing	10Kg	850	950	900
Soya Beans seed	25Kg	1750	2050	1900
Sunflower seed	5Kg	235	350	292.50
Groundnuts seed	10Kg	680	950	815
Fertilizer - D Compound	50Kg	1000.00	1120.00	1,060.00
Fertilizer - Urea	50Kg	1000.00	1120.00	1,060.00
Rape	Bunch	3.00	5.00	4
Cabbage	Kg	5.00	10.00	7.50

The report was **NOTED**

REPORT OF THE FISHERIES AND LIVESTOCK COORDINATOR

PWDREC/141/11/25: LIVESTOCK DISEASE CONTROL

DISEASE OUTBREAK

The District Fisheries and Livestock Coordinator reported for information of the committee that the district experienced high cases of East Cost Fever (ECF) during the third quarter of 2025. He reported that 496 cases were recorded as compared to 393 cases during the second quarter with 67 and 79 mortalities showing a reduction in the third quarter across the district. She further highlighted to the members of the committee that 1,140 were vaccinated by the end of the quarter.

She reported to the committee that anaplasmosis cases were reduced during the quarter under review 284 cases and 34 mortalities as compare to the last quarter were the department had recorded 235 cases and 35 mortalities respectively

She reported to the committee that Lumpy Skin Disease had reduced to 66 and zero mortalities whereas 414 cases and 23 mortalities were recorded during the second quarter.

She further reported to the committee that the department of Veterinary Services carried out disease control vaccination activities during the third quarter as listed below: -

- 26,737 broiler chickens against Gumboro disease at farmers' cost.
- 26,737 village chickens against Newcastle disease at farmers' cost
- 12,393 were sprayed against tick-borne disease at farmers' cost
- 1,527 cattle were vaccinated (deworming)against worms (helminthiasis) at farmers' cost
- 8 dogs were vaccinated against rabies at farmer's cost.
- 1,140 were vaccinated against ECF and the program will during the fourth quarter.

Challenges

The District Fisheries and Livestock Coordinator reported to the commit that during the period under review the department faced challenges of FMD vaccinations which were not provided by Headquarters.

Action Taken/Recommendation

The District Fisheries and Livestock Coordinator reported to the committee that the department made the following recommendations; -

- Increased sensitizations 1,632 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/142/11/25: MEAT INSPECTION

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

She reported that a total of K7,956.00 was raised during the Third quarter as outlined in the table below: -

SOURCE	**AMOUNT (ZMW)**
Stock movement	350.00
Ante mortem	7,606.00
Total	**7,956.00**

The report was **NOTED**

PWDREC/143/11/25: FISHERIES

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

She informed the committee that Aquaculture farmers were also visited despite most of them abandoning the fish pond due to lack of water.

Challenges

The District Fisheries and Livestock Coordinator reported to the committee that the Aquaculture farmers had challenges of inadequate water resources as some ponds were dried up.

Action Taken/Recommendation

The District Fisheries and Livestock Coordinator reported to the committee that that the department recommended Fish farmers start sinking boreholes for fish production as a mitigation measure to climate change.

The report was **NOTED.**

PWDREC/144/11/25: LIVESTOCK PASTURE

The District Fisheries and Livestock Coordinator reported for information of the committee that 735 livestock farmers participated during sensitization and demonstrations on pasture harvesting and crop residue storage technique which were conducted in all the veterinary camps.

Action Taken/Recommendations

She reported that the department recommended to continue sensitizing on the importance of residual storage and usage as a mitigation measure to climate change.

The report was **NOTED**

PWDREC/145/11/25: MONITORING OF CDF AND ALEJO LIVESTOCK BENEFICIARIES

The District Fisheries and livestock Coordinator reported for information to the committee that monitoring and evaluating of CDF and ALEJO livestock beneficiaries had continued during the period under review. Members of the committee heard that the beneficiary groups were doing fine.

Actions Taken/ Recommendation

The District Fisheries and livestock Coordinator reported that the department recommended to continue monitoring and sensitizations to ensure enhanced production.

The report was **NOTED**

REPORT OF THE DISTRICT FORESTRY OFFICER

PWDREC/146/11/25: FOREST PROTECTION

The District Forestry Officer reported for information of the committee that during the period under review July-Nov 2025 the office under took the following activities:

- 10 general patrols were conducted around the district. 5 by 50x50 bags of charcoal were confiscated.
- 1 inspection was conducted in Diwa and Chisambala. Expansion of agricultural fields continue to be a threat to Chisambala and Diwa local forests despite the chief calling for a meeting with headpersons for villages surrounding the reserves.
- Under the Community Forests (CF) areas, Banki conducted 6, Malambalala conducted 5, Lutembwe conducted 6, and Mukwaba conducted 4.
- For the CF areas, the forests was intact, only for Mphomwa that had challenges of field expansions and charcoal production by the people that were in the forest despite the rules that were put in place. Banki CFMG apprehended on Mr. Tedson Zulu who had stolen 15 beehives and he was awaiting judgement. Members heard that Mr. Zulu was currently at the collection service.

  The report was **NOTED**

PWDREC/147/11/25: MONITORING REPORTING AND VERIFICATION (MRV)

The District Forestry Officer reported for information of the committee that Kasenengwa District was among other district that MRV data was collected under

Energy sector for Cold and hot season. He informed the committee that 159 households and institutions were visited thus, for three stone fire, Ordinary Brazier and Efficient cook stoves. Members heard that the main goal of the data collection was to reduce deforestation and land degradation while improving livelihood by communities adopting Climate Smart Agriculture and Sustainable Forest Management. He reported that the results would be verified Emission Reductions (ERs) sold as Carbon Credits and payments would plough back to the communities through a benefit sharing plan.

The report was **NOTED**

PWDREC/148/11/25: COMMUNITY FOREST MANAGEMENT

The District Forestry Officer reported for information of the committee that t during the period under review the CFMGs received first tranche of 25% incentive payment of K100, 000.00, which would help the community to do activities in their CFMGs. The following were the activities that were done in the CFMGs;

- Mphomwa CFMG conducted a training in beekeeping and also in book keeping. They also conducted 6 patrols.
- Banki CFMG bought 60 gumboots, maintained 25 hives and conducted patrols.
- Malambalala conducted forest patrols, bought 50 gumboots, completed the wire fence and other beekeeping equipment's.
- Lutembwe conducted forest patrols, bought protective clothing and did a boundary clearing.
- Mukwaba conducted forest patrols, boundary clearing and bought protective clothing.

He further reported to the committee that department received funds to establish 2 CFMGs namely Chisambala and Diwa local forest. Members heard that the groups have reached at step 3 and applied for recognition by use of form 1 in additional the chiefs had also signed on the recognition forms.

CHALLENGES

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

- No proper furniture at the office (the office only has one very old table with two office chairs against three (3) officers at the station. The office

premise has one pit latrine against 6 departments and all community members that come to get national registration cards (Not healthy).

- No general worker to help clean the office and forest range guards to help in forest protection in the 5 reserves of the district
- Lack of storeroom for storing forestry confiscated items
- No office equipment (Computer, scanner etc.)
- Lack of transport and fuel to operate efficiently as the district is vast.

The Councillors advised the District Forestry officer to inform the owner/ landlord of the house to ensure that there was good sanitation as it was a rented structure.

PLANNED ACTIVITIES FOR JULY –NOVEMBER 2025

The District Forestry Officer reported for information of the committee that the department planned underlisted activities

- Conduct at least six (6) forest patrols around the district
- Monitoring the 5 CFMGs in the district (Banki, Mukwaba, Mphomwa, Lutembwe and Malambalala).
- Conduct 2 sensitization meetings in Misholo and Chikuwe chiefdoms
- Conduct trainings in new CFMGs Ambizi and Kaungo from step 1-3.
- Conduct trainings for Chisambala and Diwa CFMG in step 4 and 5.

The report was **NOTED**

PWDREC/148/11/25: CLOSING REMARKS

The chairperson thanked Councillor and Management for active participation, guidance during deliberations. He advised management to ensure that the concerns raised by Councillors were adhered to.

He officially declared the meeting closed at 13:22 hours with a closing prayer from the Town Planner Mr. Choolwe Hamama.

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

CHAIRPERSON

KASENENGWA TOWN COUNCIL

MINUTES OF THE SPECIAL COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE ON WEDNESDAY 4TH DECEMBER, 2025 AT 10:36 HOURS.

COUNCILLORS PRESENT

Peter Mwenda	-	Vice Council Chairperson
Alexander Miti	-	Councillor
Micky Mbewe	-	Councillor
Paul Phiri	-	Councillor
Agabu Nyangulu	-	Councillor
Acklas Miti	-	Councilor
Ackim Sakala	-	Councillor
Solomon Banda	-	Councillor

IN- ATTENDANCE

Caroline C.M. Mphande (Mrs)		Council Secretary
Paul W. Thera	-	Director Engineering Services
Emma Mumba	-	Council Treasurer
Evelyn Mwale	-	Culture Officer
Adamson Mwale	-	District Agricultural Coordinator
Comfort Chama	-	Director Planning
Timoty Ngulube	-	Council Advocate
Patience Kunda	-	Internal Auditor
Kamela Nthambo	-	Assistant Public Relation's Officer
Annie Lungu	-	Acting Committee Clerk

BY INVITATION

Olivia Nkhata	-	District Information Officer
Olivia Banda	-	Senior Executive Officer

The meeting was called to order at 10:36 hours

NATIONAL ANTHEM/ PRAYER:

Prior to commencement of the meeting, the National Anthem was sung, followed by a prayer given by Councillor Paul Phiri

SPKTC/01/12/25: NOTICE OF MEETING

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

SKTC/02/12/25: APOLOGIES

Apologies were received from the following**: -**
His Royal Highness Senir Chief Nzamane

Falesi J Soko	-	Council Chairperson
Samuel Zulu	-	External Member (Audit Committee)

The apologies were received.

SPKTC/03/12/25: DECLARATION OF INTEREST

No one declared interest

CONFIRMATION OF COUNCIL MINUTES

SPKTC/04/12/25: MINUTES OF SPECIAL FINANCE, HUMAN RESOURCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON THURSDAY 2ND DECEMBER, 2025.

On a proposal by Councillor Acklas Miti Paul Phiri duly seconded by Councillor Paul Phiri, the Special Finance, Human Resource and General Purposes Committee meeting held on Thursday 2nd December, 2025 Minute N0. SFHGPC/01/12/25 to SFHGPC/04/12/25 on pages 1 to 6 were received.

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

RESOLVED

That the Special Finance, Human Resource and General Purposes Committee meeting held On Thursday 2nd December, 2025 Minute N0. SFHGPC/01/12/25 to SFHGPC/04/12/25 on pages 1 to 6 be confirmed and signed as a true record of the proceeding of the Council.

SPKTC/05/12/25: EXTRACT MINUTES OF PLANS, WORK DEVELOPMENT, REAL ESTATES, HEALTH, ENVIRONMENT AND NATURAL RESOURCES COMMITTEE MEETING HELD ON 7TH NOVEMBER, 2025.

On a proposal by Councillor Paul Phiri duly seconded by Councillor Micky Mbewe, the Extract Minutes of Plans, Works, Development and Real Estates, Health, Environment and Natural Resources Committee Meeting held on Friday 7thNovember, 2025 Minute N0s. PWDERNC/120/11/25 was received for consideration and adoption.

After due consideration of the Extract record of minutes and on a proposal by Councillor Paul Phiri duly seconded by Councillor Micky Mbewe, it was;

RESOLVED

That Extract Minutes of Plans, Works, Development and Real Estates, Health, Environment and Natural Resources Committee Meeting held on Friday 7th November, 2025 Minute No. PWDREC/120/11/25 be adopted as a true record of the proceedings of the Council.

REPORT OF THE COUNCIL SECRETARY

SPKTC/06/12/25: IDENTIFICATION OF LAND FOR THE PRESIDENTIAL CONSTITUENCY EMERGY INITIATIVE (PCE) SOLAR PLANT KASENENGWA DISTRICT

The Council Secretary reported for the decision of the committee that the Ministry of Local Government and Rural Development dated 27th November 2025, Kasenengwa Town Council identified 5.1-hectare parcel of land within the District Central Business District for the construction of a 2MW Solar Power Plant under the PCEI. She informed the Council that the site meets all the Ministry's technical and environmental guidelines and also free from legal encumbrances, flat with no flooding risks, clear of preserved flora, fauna and historical structure s, and poses no security risks. She further highlighted to the committee that the land was being located along Msoro Road and adjacent to a 33KV power line, ensuring proximity to evacuation infrastructure.

The Council Secretary informed the meeting that the identification was undertaken in consultation with ZESCO, confirming suitability for power evacuation and integration into the grid. The Council is confident that the site was fit for purpose and would support efficient and cost-effective implementation of the project.
She reported that management recommended that the Council endorse the identified Land and authorize continued collaboration with ZESCO and the Ministry to facilitate project implantation.

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

RESOLVED

i. That the Identified 5.1 Hectares of Land at the Central Business District for the Presidential Constituency Energy Initiative (PCE) Solar Plant Kasenengwa District be approved and allocated for the project.
ii. That the recommendation be submitted to the Ministry for onward submission to the Ministry of Lands and Natural Resources for approval.

SPKTC/07/12/25: CLOSING REMARKS

The Vice Council Chairperson thanked all members present and their contributions toward the meeting as the budget concerns the benefit of the whole district.

There being no other business to transact, he official declared the meeting closed at 11: 55hours with a prayer from Councillor Paul Phiri

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

CHAIRPERSON

KASENENGWA TOWN COUNCIL

MINUTES OF THE SPECIAL COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE ON TUESDAY 24TH DECEMBER, 2025 AT 10:36 HOURS.

COUNCILLORS PRESENT

Falesi Soko	-	Council Chairperson
Peter Mwenda	-	Vice Council Chairperson
Alexander Miti	-	Councillor
Micky Mbewe	-	Councillor
Paul Phiri	-	Councillor
Agabu Nyangulu	-	Councillor
Acklas Miti	-	Councilor
Ackim Sakala	-	Councillor
Solomon Banda	-	Councillor
His Royal Highness Senior Chief Nzamane	-	Councillor

JUNIOR COUNCILLORS PRESENT

Shila Banda	-	Junior Council Chairperson
Nathan Banda	-	Councillor
Moses Sautale	-	Councillor
Andrew Shaba	-	Councillor
Binwell Phiri	-	Councillor
Vainess Chongwe	-	Councillor
Precious Simukonda	-	Councillor
Mercy Chirwa	-	Councillor
Martha Zulu	-	Councillor

IN- ATTENDANCE

Timothy Ngulube	-	Council Advocate
Paul W. Thera	-	Director of Engineering
Evelyn Mwale	-	Culture Officer
Mervis Siyalumano	-	District fisheries and Livestock Coordinator
Mathias Chunga	-	District Education Board Secretary
Cecilia Phiri	-	Chief Procurement Officer
Dennis Zulu	-	District Guidance Teacher
Daniel Banda	-	Chief Human Resource Officer
Edso Kambole	-	Chief Accountant
Emmanuel Chirwa	-	Forestry Technologist
Kamela Nthambo	-	Assistant Public Relation's Officer
Annie Lungu	-	Committee Clerk

BY INVITATION

Mutinta Mweemba	-	District Information Officer
Christopher Miti	-	Reporter ZNBC
Christopher Banda	-	Report Prime Television
Mable Phiri	-	Breeze FM
Samuel Nkhwabe	-	Report Diamond Television

Emely Manda	-	Subject Teacher
Luciano Sakala	-	Subject Teacher
Musonda Lombe	-	Guidance Teacher
Mulenga Melchsedek	-	Guidance Teacher
Thomas Banda	-	Guidance Teacher
Selina Banda	-	Guidance Teacher
Kelina Soko	-	Subject Teacher
Joseph Simukonda	-	Mothers without Boarders
Mutinta Mweemba	-	Reporter

WDC'S MEMBERS

Mabvuto Ngoma	-	WDC Chairperson
Moses Phiri	-	WDC Chairperson
Ackson Mbawa	-	WDC Chairperson
Emmanuel Chulu	-	WDC Chairperson
Fides Ngoma	-	WDC Chairperson
Vicent Sakala	-	WDC Chairperson

The meeting was called to order at 10:36 hours

NATIONAL ANTHEM/ PRAYER:

Prior to commencement of the meeting, the National Anthem was sung, followed by a prayer given by Councillor Paul Phiri

SPKTC/08/12/25: NOTICE OF MEETING

The notice convening the meeting was read by the Council Advocate.

SPKTC/09/12/25: APOLOGIES

Apologies were received from the following**: -**
His Royal Highness Chief Gogo Madzimawe
Lynda Mapara – Council Secretary
The apologies were received.

SPKTC/10/12/25: DECLARATION OF INTEREST

No one declared interest

SPKTC/11/12/25: INSTALLATION OF THE JUNIOR COUNCIL CHAIRPERSON AND JUNIIOR COUNCILLORS FOR KASENENGWA TOWN COUNCIL

The Council Advocate reported for consideration of the committee that UNICEF Zambia supporting the Government of Zambia (GRZ) to deliver programs that were sensitive and responsive to adolescent needs. He highlighted to the Council that the Integrated Adolescent Program (IAP) was an integrated package of interventions for the marginalised and vulnerable adolescents, particularly adolescent girls. He reported that the program was being done in three Districts namely Lusaka, Katete and Kasenengwa had been the last to be added to the pilot program.

Member further heard that in Kasenengwa the program was being spearheaded by Ministry of Education, Ministry of Social Services, Department of Health Services

and Local Government. He reported that the aim of the program was to reduce on the high numbers of teen pregnancies in our District which was the highest in the province. Kasenengwa Council was therefore tasked to form Junior Council which would be able to help in sensitizing adolescents on a peer-to-peer approach in Schools as well as in the Community and encourage Intergenerational Dialogues. A team of Trainer of Trainers (ToTs) had been instituted to help the adolescents to carry out their mandate.

He further reported that a training manual by UNICEF entitled "*For every Adolescent, a fair Chance"* had been developed which comprises of 13 sessions which would be used to equip adolescents in issues to do with mental Health, Sexual Reproductive Health and Rights (SRHR) as well as teenage pregnancy, early marriages, Gender Based Violence and Substance Abuse.

He also reported to the Council that the advert for the Junior Councillor position was advertised through all Ward Development Committee (WDC)Chairpersons through selected Secondary Schools in each Ward. The application for candidates received were 24, all where shortlisted and called for interviews.

He further reported that a total number of 9 candidates qualified to represent their fellow adolescents. All the Candidates came from Schools as WDCs could not manage to find adolescent below age limit which was stipulated. Members may wish to know that Two candidates came from Chikungu Boarding Secondary School Mpunza Ward where one of the candidates would serve as Junior Council Chairperson as she met the qualifications see the ***attachment on appendix A***

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

RESOLVED

That the junior Council Chairperson and Junior Councillors selected for each Ward be approved

SPKTC/11/12/25: ADJOURNMENT OF THE COUNCIL

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

RESOLVED

That the Council be adjourned at 11:00hrs and resume after 10 minutes at 11:10 hours

On proposal by Councillor Alexander Miti Duly seconded by Councillor Solomon Banda the meeting be resumed at 11:11 hours

SPKTC/11/12/25: SPEECH FROM THE COUNCIL CHAIRPERSON

The Council Chairperson read the Speech as attached on appendix B

The Council noted the Chairperson's speech

SPKTC/11/12/25: ROBING OF THE JUNIOR COUNCIL CHAIRPERSON AND JUNIOR COUNCILLORS

At this juncture the Council Chairperson robed the Junior Council Chairperson and each Councillor robed his own Councillor from their respective Wards.

SPKTC/11/12/25: SPEECH FROM HIS ROYAL HIGHNESS SENIOR CHIEF NZAMANE

In his speech Senior Chief Nzamane thanked the UNICEF in supporting programs to adolescent needs that may reduce teen pregnancy in the district.

SPKTC/11/12/25: CLOSING REMARKS

The Chairperson thanked His Royal Highness Senior Chief Nzamane, Councillors and Management for attending such an important meeting.

She declared the meeting closed at 12:00 hours with a closing prayer from Councillor Acklas Miti

SIGNED THIS ……. DAY OF ……2024

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CHAIRPERSON

Appendix A

Kasenengwa Town Council - Junior Council

	Candidate Name	Ward
1	ZELINA MBEWE	Mkowe
2	CHIRWA MERCY	Mkowe
3	PELEKELO SUMBWANYAMBE	Mkowe
4	Dina Zulu	Makungwa
5	Binwell Phiri	Makungwa
6	Lungu Susen	Makungwa
7	Lungu Falles	Chiparamba
8	Mambwe Evance	Chiparamba
9	Moses Salutale	Chiparamba
10	Mwiza Lungu	Ngongwe
11	Ngulube Shama	Ngongwe
12	Tembo Winfreda	Ngongwe
13	Mather Zulu	Ngongwe
14	Phiri Natasha	Kwenje
15	Justina Mutale	Kwenje
16	Andrew Shaba	Kwenje
17	Chongwe viness	Mboza
18	Recheal Lungu	Mboza
19	Frandson Thele	Mboza
20	Sara Phiri	Chingazi
21	Precious Simakando	Chingazi
22	Nathan Banda	Mphunza
23	Mbale Msunga	Mphunza
24	Shilla Banda	Mphunza

REJECTED (NOT RESIDENTS OF KASENENGWA)

1	Steven Banda	Mphuza
2	Faith Banda	Mphuza
3	Mwenda Victoria	Mphuza

FINAL LIST AFTER INTERVIEWS

1	Chirwa Mercy	Mkowe
2	Binwell Phiri	Makungwa
3	Moses Salutale	Chiparamba
4	Mather Zulu	Ngongwe
5	Andrew Shaba	Kwenje
6	Chongwe Viness	Mboza
7	Precious Simakando	Chingazi
8	Nathan Banda	Mphunza
9	Shilla Banda	Mphunza

KASENENGWA TOWN COUNCIL

MINUTES OF AUDIT COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE ON MODANY 29TH DECEMBER, 2025 AT 10:08 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

Timothy Ngulube	-	Council Advocate
Lydia Phiri	-	Internal Auditor
Josephat Mwewa	-	Chief Economic Planner
Ronald Chembe	-	Water Coordinator
Patience Kunda	-	Internal Auditor
Edson Kambole	-	Chief Accountant
Cecilia Phiri	-	Chief Procurement Officer
Mervis Siyalumano	-	District Fisheries and Livestock Coordinator
Daniel Banda	-	Chief Human Resource Officer
Evelyn Mwale	-	District Traditional Culture Officer
Kamela Nthambo	-	Assistant Public Relation's Officer
Annie Lungu	-	Committee Clerk

PRAYER

The opening prayer was given by Councillor Acklas Miti

AUDIT/31/12/25: NOTICE OF MEETING

The notice of meeting for convening a meeting was read by the Council Advocate

AUDIT/32/12/25: OPENING REMARKS

The Chairperson welcomed all members present to the 4th quarter of the year Audit meeting. He encouraged all members to fully participate and asked where they were not clear.

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

AUDIT/33/12/25: APOLOGIES

Apologies were received from:

Samuel Zulu	-	Co-opted Councillor
Lynda Mapara	-	Council Secretary
Paul W. Thera	-	Director Engineering Services

The apologies were **NOTED**

AUDIT/34/12/25: DECLARATION OF INTEREST

No one declared interest

REPORT OF THE INTERNAL AUDITOR

AUDIT/35/12/25: AUDIT ANNUAL PLAN FOR 2026

The Intern Auditor reported to the Committee that Audit Annual Planning was a process that involve the identification of areas for audit through an assessment of risk. She highlighted to the members of the committee that the institute of Internal Auditors (IIA) Standard 2010 requires that the Head of Audit Unit should establish a risk-based plan to determine the priorities of the internal audit activity consistent with the organization's goals.

In view of the foregoing, the Internal Auditor presented the Annual Audit Workplan for the Financial year, 2026 for consideration and approval by the committee.

The detailed audit programme for the year, 2026 was attached on ***Appendix' A'***

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

RECOMMENDED TO RESOLVE

That the Audit Annual Plan for the Financial Year 2026 be approved.

AUDIT/36/12/25: INTERNAL AUDIT CHARTER FOR THE FINANCIAL 2026

The Internal Auditor reported for consideration of the committee that, as per requirement by the Institute of Internal Audit standard 1000, that the Head of the Internal Unit must periodically review the internal Audit Charter.

RECOMMENDATIONS:

The Internal Auditor recommended that the Internal Audit Charter for Financial Year 2026 be adopted as a binding document for Kasenengwa Town Council. The Internal Audit Charter for the Financial year was attached on ***Appendix B***

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

RECOMMENDED TO RESOLVE

That the Internal Audit Charter for the Financial Year 2026 for Kasenengwa Town Council be approved.

AUDIT/37/12/25: A REVIEW OF IMPREST MANAGEMENT AND ASSET CONTROLS IN ALL 24 HEALTH FACILITIES IN KASENENGWA DISTRICT.

The Internal Auditor reported for information of the committee that the item was reported in the Audit Committee held on 21st August 2025 under Minute No. **AUDIT/26/08/25** and the findings were that;

- Late disbursement of imprest in Health Centres
- Failure to retire imprest before the issuance of new one
- Improper use of imprest
- Missing or incomplete imprest Book
- Unmaintained or Missing Asset Register

Recommendation by the Audit Committee.

The Internal Auditor reported to the committee that during deliberation, the committee advised the Audit Unit to carry out another Audit to ensure that they were adhering to the recommendation made by the committee.

Audit Findings:

She informed the committee that after an audit was conducted following the recommendation by the Audit Committee, underlisted below were the observations made:

- Imprest was Issued upon retirement of the previous One
- Imprest Books were updated maintained except Kawawa Rural Health Centre.
- The Asset Register were being maintained though they were still waiting for the standard asset register from the Ministry of Health

Observation.

She reported that there was a great improvement in the Management of imprest and Asset register in Rural Health Centres, but there was need for more improvement.

The report was **NOTED**

AUDIT/38/12/25: UNPAID DEBT FROM CHIPATA CITY COUNCIL

The Internal Auditor reported to the committee that during the meeting held on Thursday 20th June 2024 under Minute No. **AUDIT/ 89/06/24** concerning Chipata City Council debt an Adhoc was constituted through voting to make a follow up on the debt that Chipata City Council owed. She informed the committee that the purpose of the committee was to establish when Chipata City Council would pay back K245,000.00 which had been outstanding since 2018. The committee was Constituted and went to Chipata City Council to agree on the payment plan as tabulated below: -

S/NO	DETAILS	PERIOD	AMOUNT TO BE PAID.
1	First Payment	First week of April 2024	K 100,000
2	Second Payment	30th April 2024	K 100,000
3	Third Payment	Second Week of May 2024	K 45,000

Update on the Matter

The Internal Auditor reported to the committee on the update of the debt as at December 2025, Chipata City Council only paid Kasenengwa Town Council K**35,000** (Thirty-Five Thousand Kwacha) Only. She informed the committee that the Amount paid was deposited on 10th September 2025. The Unpaid Balance stood at K**210,000**.

RECOMMENDATION.

The Council Should issue a reminder to Chipata City Council

Concern by the Councillors

During deliberation the Councillors raise a concern that the Audit committee was disappointed on how Chipata City Council had responded on the payment plan which was already agreed and officially signed.

In view of the foregoing the committee recommend to revisit Chipata City Council to meet the new Town Clerk and agreed on how the bill would be dismantled.

After lengthy debate and on a proposal by Councillor Acklas Miti duly seconded by Councill Ackim Sakala, it was;

RECOMMENDED TO RESOLVED
That the Audit committee should visit Chipata City Council and agree with new Town Clerk on the payment plan.

AUDIT/39/12/25: DELAYED DELIVERY OF DESKS

Management control

The Internal Auditor reported to the committee that under Section 15(5) of the Constituency Development Fund Act No.11 of 2018 states that a project that was approved by the Minister should be funded and the implementation of the approved project and shall be conducted within the agreed contractual period." She explained to the committee that during the period under review the Council approved the procurement of **800** desks to address the shortage of desks in schools and in line with the Presidential directive.

Findings

She reported to the committee that the findings were that, a review of the project files, delivery notes, goods received notes and supply vouchers, revealed that at the time of audit, only **740** desks were delivered out of the **800** desks approved, it was further discovered that the **60** desks that were supposed to be supplied by MASIMU CONSTRUCTION AND GENERAL DEALERS were not yet delivered as it was agreed that desks be delivered in Two Months after the expiry contract period. The table below highlight details of the findings.

SUMMARY OF DELIVERLY OF DESKS

Sn	Supplier	Details	Amount	Amount Paid	Delivery Period	Total	Supplied	Bal	Remarks
1	Masimu Construction and General Merchandise	100 double seaters	177,500	44,375	31-08-25	100	40	60	Desks were not delivered Two months after expiry Contract period

Potential impact (Risk)

The Internal Auditor reported that the potential impact (Risk) could be that:

- Poor service delivery.

- Failure to implement approved projects.
- Depriving the beneficiaries of the intended benefits.
- Source of audit queries

Recommendation

The Internal Auditor recommended that**;**

i. Responsible officers should regularly review all the approved projects and ensure that they were implemented on time to avoid the risks stated above.
ii. Management should follow up on the supplier of desks that were not yet delivered.
iii. Responsible officers should ensure that all disposal details were attached to the payments before filling.

Root cause

The Internal Auditor reported to the committee that the Contractor could not commence works on time despite engaging him.

Management comments

Management acknowledged the observations made by the Internal Audit and that the Contractor was written to and had since delivered all the desks.

Further a clarification on the 100 desks delivered were also tabulated in the table below;

N0	**Name of school**	**N0. Of Desks delivered**
1	Kadama	30
2	Chinunda	30
3	Kasenengwa	20
4	Mukotamo	20

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

RECOMMENDED TO RESOLVE

i. That the responsible officers should regularly inspect and monitor all the

approved projects to ensure that they were implemented on time.

ii. That the responsible officers should ensure that all disposal details were attached to the payments before filling

AUDIT/40/12/25: DELAYED COMPLETION OF CHIPARAMBA STAFF HOUSE

Management control.

The Internal Auditor reported to the committee that an exercise was carried out at Chiparamba sub center staff house. The Audit unit made the following observations as indicated in the table below: -

PROJECT	Construction of Council Staff House at Chiparamba Sub Centre
FUND	Capital Fund
YEAR	2025
Approved amount	K 449,378
Contract amount	K 449,378
AMOUNT PAID	K 400,757.37
START DATE	10th January 2025
END DATE	30th June 2025
CONTRACTOR	DECT INNOVATIONS

FINDINGS

The Internal Audor reported to the committee that at the time of audit, a physical review conducted on the project revealed the following;

- Contractor was not on site
- Glass windows were not fitted
- Doors were not fitted.
- Celling was not done
- Floor was not done
- Plumbing works were not completed

- One septic tank was not finished
- The project was at 75 %
- The contactor was working outside the completion period. Contract period expired 4 months prior to Audit exercise.
- No contract extension was availed to Audit
- Lack of engagements between the contractor and the contract manager at key stages of the project.
-

Potential impact (Risk)

The Internal Auditor reported that the potential impact (Risk) could be:

- Source of audit queries
- Increased project cost
- Failure to complete the project
- Depraving the community of the intended social benefits of the project.
- Financial Implications. Delay may lead to cost overrun and could lead to do poor works.

Recommendation

The Internal Auditor recommended that;

i. The responsible officers should ensure that the delayed project was completed and handed over.
ii. Management should consider coming up with a project implementation schedule highlighting key stages and timeframe.
iii. If the delays Persist, the Council Should Enforce Contract Terms.

Root cause

The Internal Auditor reported to the committee that the root cause could have been that, the Contractors' delayment in demobilizing without express permission.

Management comments

Management acknowledged the Internal Auditor's report and management had engaged the Contractor and given them a final warning to mobilize on

site in order to complete works. He was also advised to comply with the directive, if he fails, would result in recommending for termination of contract. The table below highlights management action plan

#	Agreed management action	Position/designation directly responsible for implementation*	Implementation date
1	Ensure that Contractor completes the project by 31st December, 2025	Director Engineering	30/11/25

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

RECOMMENDED TO RESOLVE

i. That the Responsible Officers should ensure that they inspect and monitor the project regularly so that they were completed within the stipulated time frame
ii. That the delayment to complete the project would lead to enforcement of the Contract Terms

AUDIT/41/12/25: DELAYED COMPLETION OF MATENITY ANNEX, ABLUTION BLOCK AND WATER RETICULATION SYSTEM AT CHINJALA HEALTH POST

Management control

The Internal Auditor reported to the committee that according to Section 15(5) of the Constituency Development Act No.11 of 2018 states that a project that was approved by the Minister should be funded and the implementation of the approved project be constructed within the agreed contractual period." Contrary to the mentioned Management Control. The table below highlights what was found on the ground as at 10th November 2025.

PROJECT	Construction of maternity Annex, Ablution block and Water reticulation system at Chinjala Health Post
Fund	CDF
Year	2025

Approved Amount	K 899,616.90
Contract Amount	K 899,616.90
Amount Paid	K 720,640.99
Start Date	3rd March 2025
End Date	30th August 2025
Contractor	Miramo Electronics and General Dealers

Findings

The Internal Auditor reported to the committee that the findings were that at the time of audit, a physical review conducted on the project, revealed the following;

- The Contractor was NOT on site.
- Water Reticulation was Not Done.
- Windows were Not fitted with glasses
- Works done were at 70%
- Contract period expired 3 Months Prior to Audit exercise.

Potential impact (Risk)

The Internal Auditor reported to the committee that the potential impact/risk were that;

- Poor service provision
- Source of audit queries**.**
- Depraving the community of the intended social benefits of the project.
- Financial Implications. delay may lead to Cost overruns which may lead to o poor works.

Recommendation

The Internal Auditor recommended that;

- The Responsible officers should ensure that the delayed projects were completed and handed over.

- The Council should enforce Contract Terms if the delayment persists.

Root cause

She reported that the root cause could have been delayed payment of funds on Interim Payment Certificate (IPC) requested due to unavailability of funds at the time of request.

Management comments

Management acknowledged the Internal Auditors' findings and Management had instructed the Contractor to speed up works and submit a revised schedule of works. The contractor also submitted a request for extension of works citing delays to honor IPC on time. The Management Action Plan was highlighted in the table below:

Management action plans

#	Agreed management action	Position/designation directly responsible for implementation*	Implementation date
1	Ensure that Contractor completes the project by 31th December, 2025	Director Engineering	30/11/25

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 Responsible officers should ensure that the delayed projects were completed and handed over.
ii. That the Council should enforce Contract Terms if the delayment persists.

AUDIT/42/12/25: SUBSTANDARD WORKS AT THE CONSTRUCTION OF 1 x 2 CLASSROOM BLOCK AT MKOWE DAY SECONDARY SCHOOL

Management Control.

The Internal Auditor reported for consideration of the committee that according to Section 15(5) of the Constituency Development Act No.11 of 2018 states that

"a project that was approved by the Minister shall be funded and the implementation of the approved project shall be conducted within the agreed contractual period." Contrary to the mentioned Management Control, the following were what was found on the ground during inspection.

Scope

She reported to the committee that the audit was conducted to assess the completion status and quality of works for the newly constructed 1 x 2 classroom block. The objective was to verify that the construction meets the required standards, specifications, and contractual obligations before handover. The table below highlights the findings on the ground.

PROJECT	Construction of a 1x2 classroom block at Mkowe Day Secondary School
FUND	CDF
YEAR	2025
Approved amount	K 645,701.70
Contract amount	K 645,701.70
AMOUNT PAID	K 560,652.47
START DATE	24TH March 2025
END DATE	30th August 2025
CONTRACTOR	Kiprique Construction Supplier and General Dealers

FINDINGS

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

- Cracked and Weak Floor; The classroom floor was showing multiple cracks and weak, possibly due to poor concrete mixture or inadequate cement.
- Uneven Floor in Strong Room. The strong room floor was not leveled, indicating poor finishing or improper surface preparation
- Strong room door malfunction; The strong room door does not close properly due to misalignment or poor fitting.

RISK

The Internal Auditor reported to the committee on that risks may include the following;

- Lead to structural failure.
- Compromises security; must be rectified before handover.
- Security risk and potential for weather damage (rain/wind).
- Depraving the community of the intended social benefits of the project.
- Reduced building life span

Recommendation

The Internal Auditor recommended that;

- Floor Repair; The contractor should remove and redo the Floor
- Window Seals: Reinforce or replace weak seals with durable materials to ensure stability and safety.
- Strong Room Floor. Level and re-finish the strong room floor to meet design specifications.
- Door Alignment. Adjust or reinstall the strong room door to ensure smooth operation and secure locking.
- Re-inspection. Conduct a follow-up inspection after rectification to confirm compliance with quality standards before final acceptance.

Root cause

The Internal Auditor reported to the committee the root cause was that, the Contractor not adhering to instructions to follow specifications and use acceptable material.

Management Response

Management acknowledged the recommendation made by the Internal Auditors. Further management undertook several steps to ensure that the identified issues were rectified accordingly as tabulated below: -

1. Write to the contractor to redo all works not done according to required standard
2. Withheld payment on IPC until works were done accordingly
3. Warned contractor to adhere to instructions when given

The table below highlights management action plan

#	Agreed management action	Position/designation directly responsible for implementation*	Implementation date
1	Ensure that Contractor completes the project by 31th December, 2025	Director Engineering	30/11/25

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

RECOMMENDED TO RESOLVE

i. That a qualified site manager be identified who would be responsible to inspect and monitor the projects at all stages
ii. That all identified issues were rectified accordingly
iii. Withheld payment not until the works were redone

AUDIT/43/12/25: 2024 CDF PROJECT. CONSTRUCTION OF AN ABLUTION BLOCK AND WASTE MANAGEMENT FACILITY AT MKOWE HEALTH POST.

Management Control

The Internal Auditor reported for consideration of the committee on the construction of an ablution block under 2024 CDF Projects to improve sanitation and hygiene for the community at Mkowe Health Post. She reported that the facility was on completion stage however, as at November 2025, 1 year after the completion, the facility was non-operational due to lack of water connection, preventing it from serving its intended purpose.

OBJECTIVE OF THE AUDIT

She reported to the committee that the objective of the audit was to:

- Verify the completion status and condition of the ablution block.
- Assess the reasons for the facility's non-utilization.
- Evaluate whether the project achieved its intended objectives.
- Provide recommendations for corrective action.

FINDINGS

The Internal Auditor reported to the committee that the findings were that: -

- Physical Status; The ablution block was structurally completed with all plumbing and sanitation fittings in place. The building was in good condition
- Lack of Water Connection; The audit established that the facility was not connected to the main water supply line. As a result:
  - Toilets, urinals, and wash basins were non-functional.
  - The community could not use the facility for sanitation purposes.
  - There was high risk of deterioration due to nonuse.

Stakeholder Observations

The Internal Auditor reported to the committee that the In-charge expressed disappointment over the delay in operationalizing the facility. He said the pit latrine that was currently being used was NOT in good Condition with the outset of the rains.

RISK

The Internal Auditor reported to the committee that the risk was that;

- **Idle Public Asset.** The ablution block remains unused, denying intended beneficiaries access to improved sanitation.
- **Risk of Vandalism.** Idle facilities attract vandalism, leading to potential loss of public funds.
- **Reduced Project Impact.** The objective of improving hygiene and sanitation standards remains unmet.

RECOMMENDATIONS

The Internal Auditor recommended that the **i**mmediate Water Connection**;** Water Should be connected immediately and the ablution should be operationalized.

Root cause

The Internal Auditor reported to the committee that the contract for the construction of an ablution block and water reticulation were awarded at different intervals. The water reticulation was done first followed by the ablution block hence the challenges.

Management Response

Management acknowledged the internal auditor's findings and wish to state that the matter raised had since been resolved and water had been supplied to the ablution block. The table below highlights management action plan.

#	Agreed management action	Position/designation directly responsible for implementation*	Implementation date
1	Ensure water is connected to the ablution block	Director Engineering	30/11/25

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 ablution be connected with Water immediately and start operating.

AUDIT/44/12/25: INSPECTION AT CHAMWAVI PRIMARY SCHOOL- LSP AGENCIES AND CONSTRUCTION

Management Control

The Internal Auditor reported to the committee that according to Section 15(5) of the Constituency Development Act No.11 of 2018 states that "a project that was approved by the Minister shall be funded and the implementation of the approved project shall be conducted within the agreed contractual period." Contrary to the

mentioned Management Control, the following was what the Auditor found on the ground during the inspection as at November 2025.

She explained to the committee that the project involved the construction of a 1x2 classroom block at Chamwavi Primary School to address the shortage of learning space and improve the learning environment. The works commenced on 3rd March 2025 with a completion scheduled period of 20 weeks.

An audit inspection was carried out to assess the progress, quality of work, and adherence to contractual timelines following reports of project delayment and structural issues.

PROJECT	Construction of a 1x2 classroom block at Chamwavi Primary School
FUND	CDF
YEAR	2025
Approved amount	K 649,479.6
Contract amount	K 649,479.6
Amount Paid	K 484,400.93
Balance	165,078.67
% Of Work Done	45%
Start Date	3rd March, 2025
End Date	
Contractor	LSP Agencies

AUDIT FINDINGS.

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

- The estimated percentage of works completed was approximately 50% at the time of inspection.
- The completion period expired, with no approved extension of documented time.
- The middle wall was bent and misaligned at wall plate level.
- The Contractor failed to deliver works within the contractual time frame.

- There was no evidence of an approved extension of time.

RISK

The Internal Auditor Informed the committee that the risk could be;

- Delay in Service Delivery: Learners and the Community were unable to benefit from the new classrooms within the planned timeframe.
- The bent wall may lead to future collapse or costly reconstruction.
- Payment for incomplete or defective work could result in loss of public funds.

RECOMMENDATIONS

The Internal Auditor made the following recommendations;

i. Immediate Structural Assessment, the Engineer Department should inspect the bent wall to determine whether it could be rectified or requires demolition and reconstruction.
ii. Extension of Time (if justified**),** If the contractor provides valid reasons for delay, a formal extension of time should be approved in accordance with contract terms.
iii. Enforcement of Contract Terms. The implementing agency should enforce contractual provisions on delayed completion, including application of **liquidated damages** or other penalties.

Root cause

The Internal Auditor reported to the committee that the delayment in honoring IPC to continue the works without delay

Management Response

Management acknowledged the Internal Auditors' findings and wishes to report that the contractor was written to, instructing them to speed up works. The Contractor also wrote requesting for extension of time citing

delays to honor IPC for continued implementation of project. The table below highlights management action plan

#	Agreed management action	Position/designation directly responsible for implementation*	Implementation date
1	Ensure that Contractor completes project on time	Director Engineering	30/11/25

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 engineering department should assess the status of the structure if it may need to redo the works or demolition of the structures

ii. The implementing agency to enforce contractual provisions on delayed completion, including application of liquidated damages or other penalties.

AUDIT/45/12/25: 2024 CDF PROJECTS. DELAYED COMPLETION OF CONSTRUCTION OF TWO MERCHANISED WATER RETICULATION AND ANIMAL TROUGH AT KAWAWA HEALTH POST AND CHIPARAMBA POLICE POST.

MANAGEMENT CONTROL.

The Internal Auditor reported to the committee that according to Section 15(5) of the Constituency Development Act No.11 of 2018 states that “a project that was approved by the Minister shall be funded and the implementation of the approved project shall be conducted within the agreed contractual period.” Contrary to the mentioned Management Control, the following was what the Internal Auditor had found on the ground during the period under review as at November 2025.

PROJECT	Construction of Two Merchandised Water Reticulation and Animal Trough at Kawawa Health Post and Chiparamba Police Post.
FUND	CDF

YEAR	2024
Approved amount	K K366,245
Contract amount	K K366,245
AMOUNT PAID	K 241,057
BALANCE	K 125,188
% OF WORK DONE	60
START DATE	7TH January 2025
END DATE	7th March 2025
CONTRACTOR	Lunkhomar Drilling & Construction Company Limited

AUDIT FINDINGS.

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

- Water reticulation system at Kawawa Health Post was done
- Water reticulation system at Kasenengwa Police Post was NOT connected at the time of inspection as at November 2025 making it 7 months after the contractual period.

RISKS.

The Internal Auditor reported to the committee that the risks were that;

- Source of audit queries
- Failure to complete the project
- Depraving the community of the intended social benefits of the project.
- Financial Implications. Delayment may lead to cost overruns and could lead to poor works.

RECOMMENDATION

The Internal Auditor recommended that;

i. Responsible officers should regularly review all the approved projects and ensure that they are implemented on time to avoid the above stated risks.

ii. Management should instruct the contractor to do the remaining works or enforce contract terms.

Root cause

The Internal Auditor reported to the committee that the root cause could have been that the Contractors' incapacity to complete works.

MANAGEMENT RESPONSE

Management acknowledged the findings of the internal auditor and Management recommended for termination of the contractor as the Contractor was incapable to complete the works despite several instructions and warning. The table below highlights management action plan

#	Agreed management action	Position/designation directly responsible for implementation*	Implementation date
1	Ensure that Contract is terminated and rewarded	Director Engineering	31/12/25

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

RECOMMENDED TO RESOLVED

That the termination of Contract for Lunkhomar Drilling & Construction Company Limited for the Completion of Construction of Two Merchanised Water Reticulation and animal trough at Kawawa Health Post and Chiparamba Police Post be approved.

AUDIT/45/12/25: CONSTRUCTION OF A HEALTH POST IN CHISEMPHERE COMMUNITY UNDER 2025 CDF PROJECTS

MANAGEMENT CONTROL.

The Internal Auditor reported to the committee that according to Section 15(5) of the Constituency Development Act No.11 of 2018 states that "a project that was

approved by the Minister shall be funded and the implementation of the approved project shall be conducted within the agreed contractual period." Contrary to the mentioned Management Control, the following was what they found on the ground during the period under review as at 31st October 2025.

PROJECT	Construction of a Health Post in Chisemphere Community
FUND	CDF
YEAR	2025
Approved amount	K 605,091.93
Contract amount	K 605,091.93
AMOUNT PAID	K 268,496.07
BALANCE	336,595.86
% OF WORK DONE	50
START DATE	1st April 2025
END DATE	31st September 2025
CONTRACTOR	Franovigy Enterprise limited

Audit Findings.

The Internal Auditor reported to the committee that the findings were that**;**

- The contractor was working outside the Contract Period.
- Project Progress was at 50%
- The building was at wall plate at the time of inspection.
- No Documents were availed at the time of inspection over Contract extension period

RISKS.

The Internal Auditor reported that the risks were that;

- Source of audit queries
- Increased project cost
- Failure to complete the project
- Depraving the community of the intended social benefits of the project

Recommendation

The Internal Auditor recommended that;

- Responsible officers should ensure that the delayed community projects were completed and handed over.
- Management should consider coming up with a community project implementation schedule highlighting key stages and timeframe.

Root cause

The Internal Auditor reported that the root cause could have been the delayment in honoring IPC and site accessibility challenges in material transportation.

Management Response.

Management acknowledged the Internal Auditor's recommendation and the contractor had since applied for an extension of time. The contractor also requested to submit a revised work schedule which should be strictly adhered to. The table below highlights management action plan.

#	Agreed management action	Position/designation directly responsible for implementation*	Implementation date
1	Ensure that Contractor completes the project by 30th January, 2025	Director Engineering	30/11/25

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

RECOMMENDED TO RESOLVED

i. That Management should come up with project implementation schedules highlighting key stages and timeframe.
ii. That the Management should ensure that the delayed community projects were completed and handed over.

AUDIT/46/12/25: CLOSING REMARKS

The Chairperson thanked all Councillors for attending the meeting and their fruitful contributions towards deliberation.

He officially declared the meeting closed at 12:24 hours with a prayer from Ms. Patience Kunda Internal Auditor.

8TH SEPTEMBER

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

COUNCIL SECRETARY