

**MINUTES OF THE ORDINARY FULL COUNCIL MEETING HELD AT  
KAPALE SECONDARY SCHOOL -KAZEMBE ON 22<sup>ND</sup> DECEMBER, 2022 AT  
10:10 HOURS.**

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**PRESENT MEMBERS**

1. Terrioh M. Chungu - Council Chairperson
2. Councillor Ngosa Milambo - Vice Council Chairperson
3. Councillor Justine Chishala - Member
4. Councillor Otis Kampamba - Member
5. Councillor Christine Ng'andwe - Member
6. Councillor Blaston M. Muonga - Member
7. Councillor Chansa Nelson - Member
8. Councillor Kapya John - Member
9. Councillor Cynthia Makungu - Member
10. Councillor Ngosa Justine - Member
11. Councillor Patson Mwape - Member

**IN-ATTENDANCE**

1. Mathews H. Mulenga - Ag/Council Secretary
2. Lumbwe Kalifungwa - District Planning Officer
3. Aim Kushikila - Director of Works
4. Christopher Mwanza - Chief Human Resource Officer
5. Jestus Simutowe - Deputy Council Treasurer
6. Charles Mulenga - District Forestry Officer
7. Edmond Kampape - Ag/DSWO
8. Martin Siwakwi - Deputy Director of Works

- |                      |   |                                   |
|----------------------|---|-----------------------------------|
| 9. Geoffrey Bwalya   | - | Senior Health Inspector           |
| 10. Rodrick Tembo    | - | Internal Auditor                  |
| 11. Aretha Chisanga  | - | Procurement Officer               |
| 12. Jessy Namukonda  | - | Social Economic Planner           |
| 13. Kabuta Noreen    | - | ESO-SE                            |
| 14. Rev. Fumi Mutale | - | Mayor's Chaplain                  |
| 15. Lewis Farrago    | - | OOP (SD)                          |
| 16. Mailesi Moyo     | - | Administrative Officer (Minuting) |

### **NATIONAL ANTHEM/PRAYER**

Prior to the commencement of the meeting, the National Anthem was sung followed by a prayer from Reverend Fumi Mutale.

### **QUORUM**

Prior to the commencement of the meeting, the quorum was formed.

### **NOTICE OF MEETING**

A notice of meeting was read by the Ag. Council Secretary in accordance with the Standing Order and Section 15(1) of the *Local Government Act No. 2 Of 2019*.

### **ADOPTION OF AGENDA**

Upon a proposal by Cllr, Christine Ng'andwe and duly Seconded Cllr, Otis Kapembwa, it was

### **RESOLVED THAT:**

The agenda be **ADOPTED**

### **APOLOGIES:**

Edgar Mulwanda - Council Secretary

### **DECLARATION OF INTEREST IN WRITING:**

There was no declaration of interests.

## **CHAIRPERSON'S COMMUNICATION**

The Chairperson welcomed everyone to the last Full Council Meeting for the year 2022 and commended members for the good job they had been doing throughout the year. Although they had faced a number of challenges, their goal was to continue going in order to fulfill the mandate to provide a service to the people of Mwanabombwe district and effectively contribute to National Socio-Economic Development.

Furthermore, he urged all heads of departments to critically assess their individual performance; identify areas where they feel they could have done better and incorporate these areas into next year's strategic plan.

The Council Chairperson told Council management, that they had a lot of work ahead of them and the responsibility to deliver was huge. Therefore, he re-emphasized on what he said during the Special Council Meeting that there were a lot of projects under the capital component of the Local Government Equalization Fund (LGEF) and Constituency Development Fund (CDF) that needed to be undertaken." he told members priorities those issues as they enter into the new year. His office was always open to offer advice and guidance whenever possible.

He went on to encouraged his fellow elected leaders to continue to work hand in hand with the Ward Development Committees (WDCS) by ensuring that the community members benefit from the various components of CDF, such as boarding school bursaries, skills training bursaries as well as community projects. It was the right time to proactively identify those from vulnerable families that needed sponsorship and projects for possible consideration. To the members of the community, He assured them of the Council's commitment to serve the better. The Council offices are always open to the community for any engagements.

Lastly, the Council Chairperson wished all members a merry Christmas and a prosperous 2023. He told them to celebrate in an orderly manner and remember that Jesus was the reason for the season.

With those few remarks he declared the meeting officially open 10:20 hours.

**MTC/01/12/2022: CONFIRMATION OF MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 7<sup>TH</sup> OCTOBER, 2022**

Upon a proposal by Cllr. Justine Ngosa and seconded by Cllr. John Kapya

It was **RESOLVED THAT:**

Minutes **MTC/38/10/2022 –MTC/47/10/2022** of the Ordinary Full Council Meeting held on 7<sup>th</sup>, October, 2022 be **CONFIRMED** as a true record of Council proceedings.

**ADOPTION OF MINUTES OF COUNCIL STANDING COMMITTEES**

**MTC/02/12/2022: ADOPTION OF MINUTES OF THE PLANNING, INFORMATION, MANAGEMENT SYSTEM, ENGINEERING AND INFRASTRUCTURE MEETING HELD ON TUESDAY 15<sup>TH</sup> NOVEMBER, 2022**

Upon a proposal by Cllr. Otis Kapembwa and seconded by Cllr. Patson Mwape, It was,

**RESOLVED THAT:**

The minutes **PWDREC/01/12/2022** to **PWDREC/23/12/2022** be **ADOPTED** as part of the Council proceedings.

**MATTERS ARISING FROM THE MINUTES**

- i. Arising from the minute number PWDREC/01/2022 on CDF Structural Projects, one member wanted know when the construction of a 1x3 CRB at Mumbolo secondary school would be completed.

In response, Members were informed that the period for the project had expired and therefore, the contract was

terminated. The project was going to be re-advertised again.

- ii. Another member wanted to know the amount allocated for a 1x2 science laboratory and where it was located. In response, members were informed that the allocated amount was K312, 956.63 and the building was located at Kazembe secondary school.
- iii. Arising from the minute number PWDRE/08/2022 CDF Projects, another member wanted to know when the contractor for Chimpunu water scheme would move on site to execute work. In response, members were informed that the contractor had taken possession of the site and if he fails to complete the works within the given period, the contract would be terminated.

**MTC/02/12/2022:**

**ADOPTION OF MINUTES OF THE FINANCE VALUATION, COMMERCIAL UNDERTAKING AND HUMAN RESOURCE COMMITTEE MEETING HELD ON TUESNDAY, 06<sup>TH</sup> DECEMBER, 2022.**

Upon a proposal by Cllr J. Kapya and seconded by Cllr. N. Chansa

It was **RESOLVED THAT:**

The minutes **FVCUHRC /01/12/2020 – FVCUHRC /14/12/2020** be **ADOPTED** as part of the Council proceedings.

**MTC/03/12/2022:**

**ADOPTION OF MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON WEDNESDAY, 14<sup>TH</sup> DECEMBER, 2022.**

Upon a proposal by Cllr. C. N’gandwe and seconded by Cllr. J. Ngosa

It was **RESOLVED THAT:**

The minutes **AUD/01/12/2022– AUD/03/12/2022** of the Audit Committee Meeting be **ADOPTED** as part of the Council proceedings.

**MTC/04/12/2022:**

**CONFIRMATION OF MINUTES OF THE SPECIAL FULL COUNCIL MEETING HELD ON WEDNESDAY, 7<sup>th</sup> DECEMBER, 2022.**

Upon a proposal by Cllr. John Kapya and seconded by Cllr Justine Kapya,

It was **RESOLVED THAT:**

Minutes **SMTC/01/12/2022** of the Special Full Council meeting held on 7<sup>th</sup> December. 2022 be **CONFIRMED** as a true record of Council proceedings.

## REPORT OF THE COUNCIL SECRETARY

### MTC/05/12/2022: PROPOSED CALENDAR OF MEETINGS FOR THE YEAR 2023

Council was presented with the proposed Civic Calendar of meetings for the year 2023.

MEETING	1 <sup>ST</sup> QUARTER	2 <sup>ND</sup> QUARTER	3 <sup>RD</sup> QUARTER	4 <sup>TH</sup> QUARTER
ORDINARY COUNCIL MEETING	THURSDAY 30 <sup>TH</sup> MARCH	THURSDAY 29 <sup>TH</sup> JUNE	THURSDAY 28 <sup>TH</sup> SEPT	WEDNESDAY 20 <sup>TH</sup> DEC
PLANNING, INFORMATION MANAGEMENT SYSTEMS ENGINEERING AND INFRASTRUCTURE COMMITTEE	TUESDAY 10 <sup>TH</sup> FEBRUARY	THURSDAY 20 <sup>TH</sup> APRIL	THURSDAY 20 <sup>TH</sup> JULY	THURSDAY 19 <sup>TH</sup> OCTOBER
FINANCE VALUATION COMMERCIAL UNDERTAKING HUMAN RESOURCE AND ADMINISTRATION COMMITTEE	TUESDAY 2 <sup>ND</sup> MARCH	THURSDAY 18 <sup>TH</sup> MAY	WEDNESDAY 16 <sup>TH</sup> AUGUST	THURSDAY 9 <sup>TH</sup> NOV
AUDIT COMMITTEE	WEDNESDAY 15 <sup>TH</sup> MARCH	THURSDAY 8 <sup>TH</sup> JUNE	THURSDAY 7 <sup>TH</sup> SEPT	WEDNESDAY 22 <sup>TH</sup> NOV

Upon a proposal by Cllr. Blaston Muonga and duly seconded by Cllr. Justine Kapya it was,

**RESOLVED THAT:**

That the proposed calendar of meetings for the Year 2023 be  
**APPROVED.**

**MTC/06/12/2022: STAFF ATTACHMENT TO ZAMBIA DEVOLUTION SUPPORT PROJECTS**

Following the letter dated 18<sup>th</sup> November, 2022 from Local Government Service Commission acting in the name and on behalf of His Excellency the President, had attached the Council Secretary Mr. Edgar C. Mulwanda to Zambia Devolution Support Project as an Environmental Safeguard Specialist at the Ministry of Local Government and rural Development, for a period of three (3) months. In his absence the Council Treasurer Mr. Mathews H. Mulenga would act in his position.

Thereafter, the report was **NOTED.**

**MTC/07/12/2022: CDF STRUCTURAL PROJECTS**

It was reported to the Council that the contracts for the Construction of 1x 3 at Mumbolo Secondary School and Chipita Rural Health Post had been terminated. Therefore, the Mumbolo project would be re-advised and as for the Chipita project it would be undertaken using labour based.

Thereafter, the report was **NOTED.**

**CLOSING REMARKS**

The Council Chairperson expressed gratitude in the manner in which the meeting was conducted which was a sign of team work.

He further urged them to maintain the same spirit in order to develop Mwansabombwe.

There being no other business to transact the Council Chairperson declared the meeting officially closed at 12:20 hours with a prayer from Pastor Fumi Mutale.

**READ, CONFIRMED AND ADOPTED THIS ..... DAY OF .....2020.**

.....

**CHAIRPERSON**

**MINUTES OF THE PLANNING, INFORMATION MANAGEMENT SYSTEMS ENGINEERING AND INFRASTRUCTURE COMMITTEEMEETING HELD ON 10<sup>TH</sup> FEBRUARY, 2023 AT THE CIVIC CENTRE- ALONG MANSA NCHELENGE ROAD AT 09:32 HOURS.**

**COUNCILLORS PRESENT:**

Blaston M. Mpundu	-	Committee Chairperson
Monica Mbangu	-	Member
Kapembwa Otis	-	Member
Mwape Patson	-	Member
Milambo Ngosa	-	Ex Officio

**OFFICERS IN ATTENDANCE:**

Mathews H. Mulenga	-	Ag. Council Secretary
Aim Kushikila	-	Director of Works
Lumbwe Kalifungwa	-	District Planning Officer
Simutowe Jestus	-	Deputy Council Treasurer
Reggie Kamupila	-	Chief Administrative Officer
Christopher Mwanza	-	Chief Human Resource Officer
Elizabeth Musesa	-	District Community Development Officer
Lwenda Siyeni	-	Forestry Officer
Alfred Kabaso	-	Planner (Education)
Caroline Nyambe	-	Committee Clerk
Mailesi Moyo	-	Administrative Officer (Minuting)

**APOLOGIES:**

Terrioh M. Chungu	-	Council Chairperson
Dr. Bupe Banda	-	District Health Director

**PRAYER:**

Before the commencement of the meeting, the house was led into a prayer by Caroline Nyambe - Committee Clerk.

**ADOPTION OF AGENDA:**

Upon a proposal by Cllr Monica Mbangu and duly seconded by Cllr. Patson Mwape. It was,

**RESOLVED THAT:**

The agenda be **ADOPTED**

**NOTICE OF MEETING:** The Notice of meeting was read in accordance with Section 22 (1) of the **Local Government Act of 2019** by the Ag/ Council Secretary.

### **CHAIRPERSON'S OPENING REMARKS**

In his opening remarks, the Committee Chairperson welcomed Councilors and officers to the meeting, He urged them all to contribute and be free in their deliberation, after that he officially declared the meeting open at 09:36 hours.

### **PWDREC/23/02/2023: 2021 CDF STRUCTURAL PROJECTS**

The committee was informed that Mwanabombwe Town Council had received a total amount of **K1, 600,000.00** under the constituency Development Fund (CDF) in 2021, which was funded by the Ministry of Local Government and Rural Development.

Below were the approved structural projects and their status.

<b>S/N</b>	<b>PROJECT NAME</b>	<b>CONTRACT SUM(K)</b>	<b>CURRENT STATUS</b>
1	Construction of 1x3 CRB at Mumbolo Secondary School	344,823.76	Re-advertisement
2	Completion of 1x3 CRB at Mukamba Secondary School	122,377.83	Completed and handed over to the Local Authority
3	Completion of 1x2 Science Laboratory at Kazembe Secondary School	312,377.73	Commissioned to the general public
4	Construction of Chipita RHP	411,225.45	Finishes stage (Painting)

One member wanted to know if the contractor was on site for the construction of 1x3 CRB at Mumbolo Secondary School. In response, members were informed that the contractor had not yet been identified as they were still waiting for evaluation committee to sit.

Thereafter, the report on 2021 CDF Structural Projects was **NOTED**.

**PWDREC/24/02/2023: 2022 COMMUNITY PROJECTS**

It was reported that the Ministry of Local Government and Rural Development had sent K25, 700,000, under the Constituency Development Fund (CDF) for 2022.

The table below shows the approved community project and their status

<b>S/N</b>	<b>PROJECT NAME</b>	<b>CONTRACT SUM</b>	<b>CURRENT STATUS</b>
1	Installation of solar water kiosk at Nachimpunu	140,432.25	Fabrication of tank stand
2	Installation of solar water kiosk at Mubanda	149,625.00	Complete and under testing
3	Construction of 1x3 CRB, staff house and installation of a water system at Mwatachikonkole		Procurement stage (Sent documents to Attorney General for approval)
4	Construction of RHP, staff house and installation of a water system at		Procurement stage (Sent documents to Attorney General for approval)

	Seesa		
5	Construction of Ablution block at Mununshi market		procurement stage
6	Installation of water pipe system at Mabel Shaw Secondary School		Procurement stage (Bid documents were in awaiting evaluation)
7	Procurement of desks		206 desks had been awarded to a supplier and 1,237 desks project was on procurement stage
8	Procurement of Grader		Procurement stage (Bid documents awaiting evaluation)
9	Rehabilitation of Mwata's Palace		Procurement stage (Awaiting quotations)
10	Procurement of mattresses	130,000	200 mattresses had been handed over to the institution
11	Clearing of water channels	636,291.00	Completed with Chipepa and Mukamba now was moving to Pembe and Seesa

After a brief discussion the report was **NOTED**.

**PWDREC/25/02/2023: CAPITAL PROJECTS**

Members were informed that the constructional works for the capital projects, under 2022 capital funding had begun.

The table below shows capital projects and their status

<b>S/N</b>	<b>PROJECT NAME</b>	<b>CONTRACT SUM(K)</b>	<b>CURRENT STATUS</b>
1	Construction of Community Hall	653,670.26	Works were at slab level
2	Construction of market shelter in Mununshi	213,408.72	Sub-structure level
3	Construction of market shelter at Chinyanta market		Procurement stage (Bid documents were in awaiting evaluation)

After brief discussion, the report was **NOTED**.

**PWDREC/26/02/2023: CLEARING/SLASHING TOWNSHIP ROADS AND MARKETS**

It was reported that during the period under review, the Local Authority engaged casual workers to slash on a stretch of 25km roads in the township as the roads became impassable. Another group of casual workers were engaged to slash the markets in Lufubu, Mukamba, Salanga, Mberesh and Mununshi as the grass grew due to heavy rainfall.

Thereafter, the report was **NOTED**.

**PWDREC/27/02/2023: ROAD PATCHING**

It was reported that during the period under review, the Local Authority carried out road patching exercise from Mununshi barrier to Nachimpunu

area which was still ongoing. Road patching was a temporal measure that helps in alleviating accidents for motorists.

Thereafter, the report was, **NOTED.**

**PWDREC/28/02/2023: TREEPLANTING.**

Members were informed that planting of trees took place in selected institutions in collaboration with Forestry department. The tree planting exercise was an annual event that took place between December and January. The goal of this exercise was to ensure that all the institutions should have trees planted.

*Summary of institutions where trees were planted*

S/n	Name of the institution	Type of trees	
		Pine	Lemon
1	Kapale School	10	5
2	Mukamba Clinic	10	5
3	Citrus School	20	5
4	Lufubu Clinic	20	5
5	Pembe Clinic	20	5
6	Chiilange school	20	5
7	Civic Centre	20	0
8	Salanga Clinic	10	5
9	Chipunka Clinic	10	5
10	Kankoloto school	20	0
11	Trywell school	20	0
12	Chipita school	20	0
<b>Total</b>		<b>200</b>	<b>40</b>

One member wanted to know when tree planting would be done in the remaining schools. In response, members were informed that the exercise of tree planting for this season had been completed, hence the remaining institutions would be considered in the next exercise in December 2023.

**PWDREC/29/02/2023: INSPECTION OF PUBLIC PREMISES AND ISSUANCE OF HEALTH PERMITS**

Members learnt that during the period under review premises and food inspections were conducted and issued with health permits. The exercise was on going.

**Summary of premises inspected.**

<b>S/n</b>	<b>Ward</b>	<b>No of premises issued with health permits</b>
1	Kabalenge	3
2	Mberesh	16
3	Kayo	4
4	Chipita	0
5	Mwansabombwe	29
6	Kazembe	78
7	Lufubu	8
8	Pembe	0
9	Mulele	2
10	Mununshi	17
11	Salanga	14
12	Kakose	0
<b>Total</b>		<b>171</b>

**Summary food seizure**

<b>Type of food inspected</b>	<b>Nº condemned and destroyed</b>	<b>Amount involved (K)</b>	<b>Reason for seizure</b>
Butter	450gx1	55.00	Expired
Lotion	21x200g	260.00	Expired
Assorted drinks	300ml x14bottled	94.00	Expired

Tooth paste	40g x34 dozen	340	Expired
Bathing soap	200gx10 tablets	150.00	Expired
Dettol liquid	250mlx1	49.5	Expired
Glycerin	100ml x12 cases	648.00	Expired
<b>Total cost</b>		<b>1,596.50</b>	

Thereafter, the report was **NOTED**.

#### **PWDREC/30/02/2023: WASTE MANAGEMENT**

It was reported that during the period under review, a total of 120 tonnage of waste was collected from markets in Kayo, Lufubu, Salanga, Civic Centre Mununshi and Kazembe wards by the market cleaners.

After a brief discussion on waste management, it was **NOTED**.

#### **REPORT OF THE DISTRICT PLANNING OFFICER**

#### **PWDREC/31/02/2023: STATUS OF 2022 CDF PROJECTS**

##### **i. Empowerment Grants**

It was reported to the committee that one hundred and twenty (120) groups/ cooperatives were funded with varying amounts according to their project proposals amounting to a total of K1, 923,200. The Groups/ Cooperatives were trained in financial literacy and project management by a combined team of Council Officers and Officers from the Department of Community Development. The Groups/ Cooperatives had since begun implementation of the various projects in their respective areas.

##### **ii. Loan Empowerment**

After orientation and realignment of previous loan applications, a total of hundred (100) loan applications were recommended for further appraisal to the Financial Institution (ZANACO Kawambwa Branch) on the 22<sup>nd</sup> of December 2022. The Local Authority is awaiting feedback on recommendations from the Bank.

**iii. Secondary Boarding**

Members were informed that a total number of one hundred and eighty-six (186) pupils were approved under the 2022 CDF and out of the total approved, only one hundred and sixty-six (166) were paid for and had since reported to schools.

**iv. Skills Development Bursaries**

Members went on to learn that a total of one hundred and sixty-four (164) youths were approved for sponsorship by the Ministry of Local Government and out of the total number approved, only one hundred and nineteen (119) reported for school and were paid for.

**v. Project Applications for 2023**

The Local Authority in conjunction with the CDF committee had been receiving project proposals for 2023. Applications received so far per component are as follows; one hundred and ninety-three (193) applications for secondary Boarding Bursary, one hundred and forty-one (141) applications for Skills Development Bursary, ninety (90) applications for Grant Empowerment, eight (8) applications for Loan Empowerment and one hundred and forty (140) applications for Community Projects.

Thereafter, the report was **NOTED**.

## **REPORT OF THE DISTRICT EDUCATION BOARD SECRETARY**

### **PWDREC/32/02/2023: KABALENGE DAY SECONDARY SCHOOL.**

It was reported that on the current status of constructional works at Kabalenge Day Secondary School which was funded by the Central Government under the Zambia Education Enhancement Program (ZEEP).

#### **I. Construction of Administration Block**

The works on the Administration block were at painting and fitting level and on- going

#### **II. Construction of 2 Semi- Detached Staff Houses**

The works on semi- detached houses were at plastering, electrical tubing and plumbing fittings.

#### **III. Construction of One Girls' Toilet**

The works on Girls' toilet (Ablution Block) were at electrical fitting and remaining works were on- going.

#### **IV. Construction of one Water Tank Stand**

The slab level had been done and what remained was tank installation  
Thereafter, the report was **NOTED**.

### **PWDREC/33/02/2023: SCHOOL INFRASTRUCTURE**

#### **i. Construction of 1×3 CRB At Kashe Primary School**

It was reported that the construction works funded by Disaster Management and Mitigation Unit (DMMU) had stalled due to insufficient funds owing to market price variations of materials

#### **ii. Construction of 1×3 CRB at Chilindi Primary School**

The construction works were commenced by the community under self- help. The works had stalled due to insufficient funds owing to market price variations of materials.

#### **iii. Construction of 1×3 CRB at Kabumbu Primary School**

The construction works were commenced by the community under self- help. The Works had stalled as the project was community driven through self- help because of lack of funds.

**iv. Construction of 1×3 CRB at Makamba Secondary School**

The construction works were commenced by the community under self- help. The works were supported by the Local Authority under the Constituency Development Fund (CDF), which helped with funding for procurement of roofing materials. The project had been completed and handed over.

**v. Construction of 1×3 CRB at Mumbolo Secondary School**

The construction works were commenced by the community under self- help. The works were supported by the Local Authority under the Constituency Development Fund (CDF), which helped with funding for procurement of roofing materials. The construction had since stalled due lack of further funding by the community. The remaining works were at plastering, painting and fittings.

**a) Rehabilitation of blown off roof at Mumbolo School**

The rehabilitation of a 1 x 3 CRB blown off roof was funded by CDF. The works had since been completed and the block handed over to the school.

**vi. Construction of 1×2 CRB at Kankoloto Primary School**

The construction works were commenced by the community under self- help. Works were at plastering, fittings and floor level. The project had stalled due to lack of funds

**vii. Construction of 1×2 CRB at Try well Primary School**

The construction works were commenced by the community under self- help and the works were at box level. The project had stalled due to lack of funds.

**viii. Construction of 1×2laborotary at Chinyanta secondary School**

The construction works were commenced by a Non- Governmental Organization (NGO) called Beit Trust of Zimbabwe and works had been taken over by the Local Authority under the Constituency Development Fund (CDF). The works had been complete.

**a) Construction of 1×2 CRB at Salanga Secondary School**

The construction works were commenced by the community under self- help and the works were at plastering, painting and fittings were yet to be done. The project was community driven under self-help. The project had stalled due to lack of funds.

**b) Construction of feeding Shelter at Salanga School**

The construction works are partially funded by the Presidential Slash Fund and the other by the PTC. It was at window level and the works had since stalled due to lack of further funding.

**ix. Construction of 1×2 CRB at Citrus Primary School**

The construction works were commenced by the community under self- help. Works are at box level. The project had stalled due to lack of funds.

**a) Rehabilitation of 1 x 2 CRB at Chiilange Primary School**

The rehabilitation was funded by the central government and works were at plastering and flooring level. The project was on-going and on course.

**b) Rehabilitation of 2 (two) staff house at Chiilange Primary School**

The rehabilitation projected was funded by central government and works were at plastering level. The project was on course and would be completed soon.

Thereafter, the report was **NOTED**.

**REPORT OF THE DISTRICT COMMUNITY DEVELOPMENT OFFICER**

**PWDREC/34/02/2023: SUPPORTING WOMEN LIVELIHOOD PROGRAMME**

It was reported that a total number of 443 out of 444 beneficiaries in the phase 5 implementation of the SWL program were successfully trained in life and business skills for twenty-one (21) days. Trainers were twenty (20) Communities based volunteers selected from the CWACS implementing SWL phase 5. These were trained by community development assistants at the resource Centre for ten (10) days in the said

life and business modules. Only one was not trained as shown in the table below:

**PHASE 5 BENEFICIARY TRAINING (28<sup>th</sup> Nov– 8<sup>th</sup> Dec, 2022)**

S/n	CWAC	Class Name	Name of CBV	Membership	Trained	Not Trained
01	Mashimbi	Favour	Ireen Musonda	23	23	0
02	Mashimbi	Marvellous	Ireen K Chishala	24	24	0
03	Kaneda Shitima	Clever	Erica Chali Phiri	27	27	0
04	Nakabamba	Chimwemwe	Sarah Chinyama	26	26	0
05	Nakabamba	Luyando	Dorcas Champo	26	26	0
06	Chansongo	Sunrise	Barbra C. Mukabili	15	15	0
07	Chansongo	Sansamukeni	Petronella Musonda	16	16	0
08	Koni	Twikaleka	Grace Kabale	19	19	0
09	Koni	Fikamoneka	RabeccaKafiswe	20	20	0
10	Katotoma	Lesapale	Maureen Chama	18	18	0
11	Katotoma	Good Hope	AgnessMwelwa	18	18	0
12	Kapweshi	Tukasefya	Mary Chola	23	23	0
13	Mukamba	TwendeBwino	Lilian Mwansa	30	30	0
14	Mukamba	Kushuka	GetrudeMwewa	30	29	1
15	Kabalenge	Malango	Lilian Mulenga	22	22	0
16	Kabalenge	Shansha	Stephania M. Kabwe	21	21	0
17	Seesa	Hope	Edina Kaunda	21	21	0
18	Seesa	Try-well	Hellen Mwape	21	21	0
19	Mumbolo	Angels	EverlynChishala	22	22	0
20	Mumbolo	Twashuka	ChishaKabwe	22	22	0
<b>Total</b>				<b>444</b>	<b>443</b>	<b>1</b>

Consequently, 443 beneficiaries were thus enrolled to the payment system in January awaiting payment of grants. Payment Enrolment simply requires that each beneficiary be given a mobile phone and simcard which they register and immediately after that their phone and NRC number was entered in the payment system. The beneficiaries would receive their grants (3,790.00) on the Month end of February if all goes as planned.

Thereafter, the report was **NOTED**.

**PWDREC/35/02/2023: FOOD SECURITY PACK PROGRAMME**

**A. 2021/2022 Paybacks**

The FSP program demands that all beneficiaries of the packs should payback after harvesting. The table below shows the payback position of the district:

S/n	No. Beneficiaries	No. of packs	Monetary @ FRA rate of K150	Actual Payback	Variation
1	2200	4400* 50Kg	K660,000.00	<b>K296,178.00</b>	K363,82 2.00

There was a difference of K15, 141.00 as when last report was made

**B. 2022/2023 FSP INPUTS ALLOCATION AND SEGREGATION BY CRITERIA**

Sub-Centre	CWAC	Allocation	Segregation by gender			FHH	HK O	UY	CHH	TIHH	AHH	DHH	HCUF
			F	M	T								
Kazembe	Chansongo	76	48	28	76	39	22	15					
	Shamende	45	22	23	45	13	12	18	1			1	
	Kasasa	49	33	16	49	27	16	6					
	Nakabamba	48	23	25	48	19	14	13	1			1	
	Koni	35	17	18	35	14	8	12	1				
	<b>Total</b>	<b>253</b>	<b>143</b>	<b>110</b>	<b>253</b>	<b>112</b>	<b>72</b>	<b>64</b>	<b>3</b>			<b>2</b>	
Mbereshi	Kabalenge	38	14	24	38	13	18	5			2		
	Mulalami	36	11	25	36	10	15	7			4		
	Chipete	69	44	25	69	32	25	11			1		
	Mukamba	54	29	25	54	22	27	4			1		
	Lebanese	38	12	26	38	8	25	4			1		
	Kalasa	48	23	25	48	18	25	5					
	<b>Total</b>	<b>283</b>	<b>133</b>	<b>150</b>	<b>283</b>	<b>103</b>	<b>135</b>	<b>36</b>			<b>9</b>		
Lufubu	Mulumbwa	125	40	85	125	25	40	46		7	6	1	
	Nsensema	105	46	59	105	35	17	19		8	18	8	
	Katotoma	74	34	40	74	27	3	17		20		7	
	Kapweshi	45	19	26	45	15	5	12			12	1	
	<b>Total</b>	<b>349</b>	<b>139</b>	<b>210</b>	<b>349</b>	<b>102</b>	<b>65</b>	<b>94</b>		<b>35</b>	<b>36</b>	<b>17</b>	
Salanga	Seesa	83	44	39	83	20	22	15	12		12	2	
	Mumbolo	107	43	64	107	30	39	22	10		5	1	
	Salanga	163	77	86	163	48	51	31	18	4	10	1	
	<b>Total</b>	<b>353</b>	<b>164</b>	<b>189</b>	<b>353</b>	<b>98</b>	<b>112</b>	<b>68</b>	<b>40</b>	<b>4</b>	<b>27</b>	<b>4</b>	
Chipunka	Mashimbi	77	31	46	77	20	34	15	6	2			
	Mununshi	68	29	39	68	18	28	16	1	3	2		
	Kapesa	70	17	53	70	7	30	25	5		3		

K/ Shitima	64	28	36	64	12	25	16	1	6		4	
<b>Total</b>	<b>279</b>	<b>105</b>	<b>174</b>	<b>279</b>	<b>57</b>	<b>87</b>	<b>72</b>	<b>13</b>	<b>11</b>	<b>5</b>	<b>4</b>	

Members were informed that all farming inputs had been distributed to all CWACS by end of November. A germination monitoring exercise was conducted by officers and so far, the germination performance of all the seed types received was very good as compared to last season. This would translate to better harvest if all agronomic factors were favorable.

The officers also took time to monitor a few women groups which benefited under CDF 2022 under farming projects. The performance of their crop is good and indeed they did adhere to the advice of technocrats when it came to spacing, planting, fertilizer application and weeding. The CDF monitored groups were;

- Tukasekelamo Silk Women development group in Pembe ward- grocery business with a field of groundnuts and maize.
- Fwaya- Walasanga women’s group in Lufubu ward- these had a purchased a pump machine for gardening purposes and had a maize field and groundnuts field.
- Tufundane women’s group in Mbereshi ward was into chicken rearing and just bought 150 chicks which were doing okay.

Thereafter, the report was **NOTED**.

**PWDREC/36/02/2023: ALTERNATIVE LIVELIHOOD INTERVENTIONS (ALI)**

It was reported that a total number of sixty-nine (69) goats were procured under ALI and twenty-three (23) beneficiaries in Mulumbwa CWAC of Lufubu-Sub- Centre were empowered with three (3) goats each. This was a pass-on initiative and so these beneficiaries would be required to pass on two (2) goats to deputy beneficiaries who were already known by them.

ALI was an initiative born out of the Food Security Pack Program which also aims at improving the nutrition and incomes of beneficiaries.

Thereafter, the report was **NOTED**.

## **REPORT OF THE DISTRICT SOCIAL WELFARE OFFICER**

### **PWDREC/37/02/2023: PAYING OF TRANSFERS TO SIX HUNDRED ONE (601) SCT BENEFICIARIES**

Members were informed that the department of Social Welfare in Mwanabombwe District was planning to pay six hundred one (601) beneficiaries who were enumerated and validated in December 2022 early January 2023. Unfortunately, the list was not submitted to the district during the period under review. The money to pay the said beneficiaries was sent and officers were waiting for the list to be sent so that the new beneficiaries could be paid.

Thereafter, the report was **NOTED**.

### **PWDREC/38/02/2023: CONSTRUCTION OF THE OFFICE AND SINKING OF THE BOREHOLE**

It was reported that the department planned to construct the office in the township in 2022. The construction of offices in the township had been completed and the officers had since shifted to the new offices. Members were informed that water had been a major challenge at the offices. There was a Presidential instruction that all Government Institutions should have water borne toilets. It was for this reason that, the department was requesting the Council to help them with the tender procedures for drilling a borehole.

Members wanted to know where the funds to sink a borehole would come from.

In response, members were informed the department had had kept some funds for drilling borehole.

After brief discussion and upon a proposal from Cllr. Patson Mwape which was duly seconded by Cllr. Otis Kampamba,

It was,

#### **RESOLVED THAT:**

The Council should help the department of District Social Welfare with the tender procedures for drilling a borehole.

**PWDREC/39/2023: PAYING OF BENEFICIARIES FOR JANUARY/FEBRUARY 2023**

It was reported that the department was planning to pay the Social Cash Transfer beneficiaries for January/February 2023 in February immediately the funds hit the account. The beneficiaries to receive would be 7,142 if the new caseload won't be added. But if the new beneficiaries shall be added, the total number of beneficiaries shall be 7,743.

Thereafter, the report was **NOTED**.

**REPORT OF THE DISTRICT FORESTRY OFFICER**

**PWDREC/40/02/2023: PLANTATION MANAGEMENT**

Members were informed that Silvicultural practices were main key in the management of the pine plantations for health and vigorous growth of the trees. Therefore, I wish to report to the house that a 4ha plantation was stocked with 4,700 Pinus seedlings and in order to protect the young seedlings that were planted in 2021/2022 planting season in a 6.5-hectare compartment, two casual workers were engaged to carry out spot weeding.

Thereafter, the report was **NOTED**.

**PWDREC/40/20/2023: NURSERY MANAGEMENT**

It was reported to the committee that on 16<sup>th</sup> January 2023, Mwansabombwe forestry department in collaboration with Mwansabombwe Town Council conducted a tree planting Programme 2022/2023 under the Theme **“PLANT A TREE AND SAVE MOTHER EARTH”**. The program was led by the Council Chairperson Mr. Terrioh

Mwape Chungu, DEBS Ms. Mary Kanyembo, District Forestry Officer  
Mr. Charles Mulenga and the team and ZANIS.

The table below shows the number of schools, clinics and total number of seedlings planted during the period under review.

<b>NO.</b>	<b>SCHOOLS</b>	<b>CLINICS</b>	<b>PINE/CITRUS SEEDLINGS</b>	<b>TOTAL</b>
1.	-	Lufubu Rural Health Center	20 Pinus/5 Citrus	25 seedlings
2.	Kapale Secondary		20 Pinus	20 seedlings
3.	-	Mukamba Rural Health Center	20 Pinus/5 citrus	25 seedlings
4.	Citrus Primary	-	20 Pinus/5 citrus	25 seedlings
5.	Chiilange Primary	-	20 Pinus/5 citrus	25 seedlings
6.	-	Pembe Clinic	20 Pinus/2 citrus	22 seedlings
7.	-	Chinyanta Clinic	20 Pinus/5 citrus	25 seedlings
8.	Salanga combined School	-	20 Pinus/3 citrus	23 seedlings
9.	Kankoloto	-	20 Pinus	20 seedlings
10.	Chipita	-	20 Pinus	20 seedlings
11.	Mwata Chikonkole	-	20 Pinus	20 seedlings
12.	And Civic	-	20 Pinus	20 seedlings

	Center			
	<b>Total</b>			<b>240 Pinus / 30 citrus= 270 seedlings</b>

Below were the nursery seedlings the department had at the moment.

<b>SPP</b>	<b>TOTAL</b>
Pinus seedlings	800
Moringa seedlings	250
Mangifera Indiga (Mango)	2,100
Citrus (Lemons)	480

Thereafter, the report was **NOTED**.

#### **PWDREC/42/02/203: FOREST PROTECTION AND MANAGEMENT**

It was reported that the department had continued to have Mberesh, Kapweshi, Mubende and Kapoli forest Reserves under its jurisdiction. These forest areas were characterized with encroachment and squatting.

#### **Challenges**

The challenges we are currently facing was the rapid growth of weeds in both the nursery and plantations, which requires man power to maintain but at the moment funds were not yet in for the activity.

After a brief discussion the report was, **NOTED**.

**CLOSING REMARKS AND PRAYER**

In his closing remarks the Chairperson thanked all members of the committee for their contributions and urged them to continue with the same spirit. The closing prayer was blessed by Mr. Mwanza Christopher – Chief Human Resource Officer.

There being no other business to transact the meeting was closed at 11:50 hours

**READ, CONFIRMED AND ADOPTED THIS ..... DAY OF ....., 2023**

.....  
**CHAIRPERSON**

**MINUTES OF THE FINANCE VALUATION, COMMERCIAL, UNDERTAKING AND HUMAN RESOURCE COMMITTEE MEETING HELD AT THE CIVIC CENTRE-LUFUBU ALONG THE MANSA- NCHELENGE ROAD, ON THURSDAY, 9<sup>TH</sup> MARCH, 2023, AT 09:40 HOURS.**

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**COUNCILLORS PRESENT:**

John Kapya	-	Committee Chairperson
Justine Kapya	-	Member
Cynthia Makungu	-	Member
Nelson Chansa	-	Member
Terrioh Mwape Chungu		Ex Officio
Milambo Ngosa	-	Ex Officio

**OFFICERS IN ATTENDANCE:**

Mathews H. Mulenga	-	Ag/Council Secretary
Lumbwe Kalifungwa	-	District Planning Officer
Martin Siwakwi	-	Deputy Director of Works
Charles Mulenga	-	District Forestry Officer
Kamupila Reggie	-	Chief Administrative Officer
Aaron Nkole	-	Human Resource Officer
Edmund Kampape	-	Ag. Social Welfare Officer
Choolwe Himulonga	-	
Dorris chibwe	-	Assistant Community Development Officer
Makoba Chibwe	-	
Mailesi Moyo	-	Administrative Officer - Minuting

**APOLOGIES:**

Aim Kushikila	-	Director of Works
Christopher Mwanza	-	Chief Human Resource Officer

**PRAYER:**

Before the commencement of the meeting, the house was led into the prayer by Mr. Mulenga H. Mathews.

**ADOPTION OF AGENDA:**

Upon a proposal by Cllr, John Kapya and duly Seconded Cllr, Justine Kapya, it was,

**RESOLVED THAT:**

The agenda be **ADOPTED**

**NOTICE OF MEETING:**

The Notice of meeting was read in accordance with Section 22(1) of the *Local Government Act of 2019* by the Acting Council Secretary.

## **CHAIRPERSON'S COMMUNICATION**

In the opening remarks the chairperson welcomed everyone to the meeting and urged them to participate fully during the deliberation. He went to encourage Councilors to ask questions where they needed clarity. Thereafter, he declared the meeting open at 09: 44 hours.

## **REPORT OF THE COUNCIL TREASURER**

### **FVCUHRC 14 /02/2023: PRESENTATION OF A PROPOSAL TO INCREASE MONTHLY WATERBILLINGS/CHARGES FOR USERS CONNECTED TO KAZEMBE WATER SCHEME.**

It was reported that the Kazembe Water Scheme had been using a higher proportion of ZESCO Units ranging from a minimum of K6, 000.00 and more on a monthly basis, an amount which was lower than what the Council collected averaging to K3, 000.00.

Members were informed that in 2022, there was a proposal to increase monthly charges from K40.00 to K60.00 which was not endorsed. Alluding to the prevailing circumstances where the Council was spending more than it realizes, there was a proposal that an increment of K60.00 be considered to help cushion the expenses incurred as the Council render pour services to the community.

One member wanted to know if the K60.00 was going to be increased for users of communal taps or for household's taps. In response, members were informed the charges were going to be increased for both, the users of communal taps and household's taps.

Another member wanted to know if the Council had worked on the capacity of the tank. In response, members were informed that the capacity of the tank was enough to supply water to the community with the current stand but another tank was needed so that a lot of people could be reached.

After a lengthy discussion on the matter and upon a proposal by Cllr Justine Kapya, which was duly seconded by Cllr. Cynthia Makungu, It was,

### **RESOLVED THAT:**

An Increment of Monthly Water Charge from K40.00 to K60.00 for users Connected to Kazembe Water Scheme be **APPROVED**.

**FVCUHRC15/02/2023: APPROVAL OF 2023 BUDGET ESTIMATES FOR MWANSABOMBWE TOWN COUNCIL AMOUNTING TO K42, 390,278.00**

It was reported that the Ministry of Local Government and Rural Development in conjunction with Ministry of Finance approved the 2023 budget estimates which amounted to **K42,390,278.00** (Kwacha Forty-Two Million Three Hundred Ninety-Thousand Two Hundred Seventy-Eight). This comprises of **K28, 313,902.00** (Kwacha Twenty-Eight Million Three Hundred Thirteen Thousand Nine Hundred Two) for the 2023 CDF funding.

Thereafter, the report was **NOTED**.

**FVCUHRC/16/02/2023: CONFIRMATION OF TRANSFER OF INTEREST EARNED ON MWANSABOMBWE CONSTITUENCY DEVELOPMENT FUND MAIN ACCOUNT NUMBER 0359582300121 AMOUNTING TO K246,278.83 TO MINISTRY OF FINANCE REVENUE COLLECTION ACCOUNT NUMBER 0011000371497 AT BANK OF ZAMBIA**

Members were informed that the total interest of K246, 278.83 (Kwacha Two Hundred Forty-Six Thousand Two Hundred Seventy-Eight Eighty-Three Ngwee) earned on the Mwansabombwe Constituency Development Fund Main Account for period from 1<sup>st</sup> January, 2022 to 31<sup>st</sup> December, 2022 was transferred to Ministry of Finance on 17<sup>th</sup> January, 2023 as per Circular Number MLGRD/101/22/157 dated 6<sup>th</sup> January, 2023.

Thereafter, the report was **NOTED**.

**FVCUHRC/ 17/02/2023: RENEWAL OF BANK ACCOUNT MANDATE FORMS FOR YEAR 2023.**

It was reported that we submitted all the Bank Mandate Forms for approval by the Office of the Accountant General, Ministry of Finance and National Planning Provincial Office for renewal of Banking Arrangements for all the Mwansabombwe Accounts held at Zambia National Commercial Bank for year 2023.

Thereafter, the report was **NOTED**.

**FVCUHRC/ 18/02/2023: REQUEST FOR AUTHORITY TO INCREASE BUS STATION**

## **FEES**

Members were informed that Mwansabombwe Town Council was intending to increase bus station fees as follows:

- (i) Big Buses – From K150.00 to K200.00
- (ii) Small Buses – From K50.00 to K70.00
- (iii) Taxis – From K20.00 to K30.00

Therefore, management was seeking the committee's approval to increase bus station fees.

One member wanted to know if Mwansabombwe had a standard bus station

In response, Members were informed that Mwansabombwe only had a lay-by.

After a brief discussion and upon a proposal by Cllr. Justine Kapya and duly seconded by Cllr. Nelson Chansa, it was,

### **RESOLVED THAT:**

The Request for Authority to Increase Bus Station Fees be **APPROVED**.

## **REPORT OF THE CHIEF HUMAN RESOURCE OFFICER**

### **FVCUHRC /19/02/2023: STAFFING LEVELS**

It was reported that the staffing levels for Mwansabombwe Town Council in the period under review were as indicated in the table below:

<b>Division</b>	<b>DIV I</b>	<b>DIV II</b>	<b>DIV III</b>	<b>DIV IV</b>	<b>CONTRAT UAL</b>	<b>TOTAL</b>
<b>Gender</b>						
<b>M</b>	11	4	3	12	8	38
<b>F</b>	4	2	8	1	1	16
<b>TOTAL NO.</b>	<b>15</b>	<b>6</b>	<b>11</b>	<b>13</b>	<b>9</b>	<b>54</b>

Thereafter, the report on Staffing Levels was **NOTED**.

### **FVCUHRC 20/02/2023: RECEIVING OF NEW OFFICERS**

It was reported that the Local Government Service Commission as per its mandate of employing Local Authority officers had employed two officers who had since reported for duty. The table below shows the two officer's details:

<b>NAME</b>	<b>NRC</b>	<b>SEX</b>	<b>DATE OF BIRTH</b>	<b>POSITION</b>	<b>SALARY SCALE</b>	<b>DATE OF FIRST APPOINTMENT</b>
Caroline Nyambe	334702/16/1	F	24.07.1987	Committee Clerk	LGSS/10	06.02.2023
Samson Daka	338746/33/1	M	15.09.1990	Revenue Collector	LGSS/18	04.10.2023

here after, the report was **NOTED**.

### **FVCUHRC 21/02/2023: STAFF TRANSFER**

Members were informed that **Ms. Matilda Under Environmental Planner LGSS/07** was on 31<sup>st</sup> January, 2023 transferred to Kitwe City Council on the same capacity.

Thereafter, the report was, **NOTED**.

### **REPORT OF THE SOCIAL WELFARE OFFICER**

#### **FVCUHC 22/02/2023: SOCIAL CASH TRANSFER PROGRAM**

It was reported that the department received a total amount of K3, 231,600.00 for 7,141 Social Cash Transfer household beneficiaries. The transfers were received on 22<sup>nd</sup> February 2023 and payment was

done by 27<sup>th</sup> February 2023 by Pay Point Managers (PPMs). The payments were meant for January/February 2023 bi-monthly.

The table below shows the amount paid out:

No.	NAME OF THE WARD	AMOUNT PAID OUT (K)
1	MUNUNSHI	395,200.00
2	SALANGA	231,600.00
3	MULELE	204,000.00
4	LUFUBU	273,600.00
5	PEMBE	278,000.00
6	MWANSABOMBWE	243,400.00
7	KAZEMBE	425,000.00
8	KAKOSE	119,600.00
9	KABALENGE	192,400.00
10	MBERESHI	139,600.00
11	KAYO	296,800.00
12	CHIPITA	172,800.00
	<b>TOTAL</b>	<b>2,972,000.00</b>

Members went on to learn that the amount totaling to K259, 600 was not paid out and it remained in the account. The said balance was for the potential beneficiaries who were waiting to be added into Zambia Integrated Social Protection Information System (ZISPIS). At the time of reporting K1, 600.00 were re-deposited by one Pay Point Manager (PPM) for the beneficiaries who were not present from Lubansa CWAC. The PPMs re-deposited the money back into the Government account and brought the re-depositing slips to the office for retirement purposes.

Thereafter, the report was **NOTED**.

**FVCUHR 23/02/2023: PUBLIC WELFARE ASSISTANCE SCHEME (PWAS)**

There was nothing received during the period under review on Public Welfare Assistance Scheme

Thereafter, the report was **NOTED**.

## **REPORT OF THE DISTRICT FORESTRY OFFICER**

### **FVCURHC 24/02/2023: REVENUE GENERATION**

It was reported that the department has the mandate of collecting revenue from the issuance of licenses for various forest produce ranging from charcoal, timber poles charcoal cord, firewood, bamboos and many more other forest produces. A total sum of ten thousand five hundred ninety-seven kwacha fifteen ngwee (K10,597.15) was raised from the issuance of licenses for various forest produce during the period under review. Thereafter, the report was **NOTED**.

### **FVCURHC 25/ 02/2023: STAFF POSTION**

It was reported that Mwanabombwe District Forestry Office had continued to be manned by the following members of staff:

1. Charles Mulenga-District Forestry Officer
2. Ms. Bridget Bwalya- Technician
3. Milner Mwenya - Extension Assistant
4. Siyeni Lwenda – Extension Assistant
5. Alex Kashita - General worker
6. Peter Sikazwe – Office orderly
7. Martin Chileya – Office orderly
8. Chilufya Precious- Office orderly
9. Masenga Chibwe- Driver

Thereafter, the report was **NOTED**.

**CLOSING REMARKS AND PRAYER**

There being nothing more to discuss, the Committee Chairperson thanked everyone for attending the meeting and for their contributions. He encouraged them to continue with the same spirit. The closing prayer was given by Mr. Edmund Kampape at 11: 12 hours.

**READ, CONFIRMED AND ADOPTED THIS.....DAY OF.....2023**

.....

**CHAIRPERSON**

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**MINUTES OF THE AUDIT COMMITTEE MEETING OF WEDNESDAY, 16<sup>TH</sup> MARCH, 2023 HELD AT THE CIVIC CENTRE LUFUBU ALONG MANSA NCHELENGE ROAD AT 09:50 HOURS.**

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**COUNCILLORS PRESENT:**

Chishala Justine	-	Committee Chairperson
Ngosa Justine	-	Member
Ng'andwe Christine	-	Member
Morris Mpundu C	-	Member
Daniel Lumpa M.	-	Member
Milambo Ngosa	-	Ex Officio

**OFFICERS IN ATTENDANCE:**

Lumbwe Kalifungwa	-	Coordinating Officer
Jestus Simutowe	-	Deputy Council Treasurer
Martin Siwakwi	-	Deputy Director of Works
Rodrick Tembo	-	Internal Auditor
Christopher Mwanza	-	Chief Human Resource Officer
Lewis Kunda	-	Town Planner
Reggie Kamupila	-	Chief Administrative Officer
Caroline Nyambe	-	Committee Clerk
Mailesi Moyo	-	Administrative Office - Minuting

**APOLOGIES:**

Terrioh M. Mwape - Council Chairperson  
Mathews H. Mulenga - A/g Council Secretary

**PRAYER:**

Before the commencement of the meeting, the house was led into the prayer by Mr. Martin Siwakwi-Deputy Director of Works.

**NOTICE OF MEETING:**

The Notice of meeting was read in accordance with Section 22(1) of the *Local Government Act of 2019* by the Coordinating Officer – Mr Lumbwe Kalifungwa.

**ADOPTION OF AGENDA**

Upon a proposal by Cllr. Christine Ng'andwe which was duly seconded by Justine Ngosa, it was,

**RESOLVED THAT:**

The agenda be **ADOPTED**

**CHAIRPERSON'S OPENING REMARKS:**

In his opening remarks, the Committee Chairperson welcomed everyone for attending the meeting. He told members to be observing time set for a meeting and urged everyone to participate fully during the deliberation of the meeting. After that he declared the meeting officially open at 09:57 hours.

## **REPORT OF THE INTERNAL AUDITOR**

### **INTRODUCTION**

#### **Mandate**

The function and mandate of the Internal Audit Department was derived from section 7(3) of the Public Finance Act No.1 of 2018 and provides for the maintenance of a system of internal audit.

In accordance with the Annual Internal Audit Plan for the financial year ending 31/12/2022, as approved by Mwanabombwe Town Council Secretary and accepted by the Audit Committee, The Auditor conducted a Compliance audit of CDF for the components of Women and Youth Empowerment and Skills and Boarding Secondary School Bursaries.

#### **Scope**

The scope of the audit was limited to the following:

Two CDF components namely:

1. Women- and Youth empowerment; and
2. Skills and Boarding Secondary School bursaries

His samples for testing and evaluation of the adequacy and effectiveness of controls were selected from the period starting 1 January 2022 to 31 December 2022.

#### **Objectives**

- a) To evaluate/ascertain whether structures such as Ward Development Committees (WDC), Constituency Development Fund Committee (CDFC) were effective and efficient toward management of CDF activities
- b) To ascertain whether guidelines were adhered to in implementing the CDF programme with regard to above components
- c) To ascertain whether school fees for selected students and pupils were paid to respective institutions on time

#### **Approach**

A summary of the Auditor's approach followed for the audit to get to the audit report was set out as an attachment

**Management responsibilities**

Management was responsible for the establishment and maintenance of an effective system of governance to:

1. Establish and communicate organisational goals and values;
2. Monitor the accomplishment of goals; and
3. Ensure accountability and values are preserved.

Management was further responsible for the establishment and maintenance of an effective system of internal control. The objectives of the system of internal control were, inter alia, to provide management with reasonable, but not absolute, assurance that:

4. Risks are properly managed;
5. Assets were safeguarded;
6. Financial and operational information are reliable;
7. Operations are effective and efficient; and
8. Laws, regulations and contracts were complied with.

Management was also responsible to implement the agreed action plans within the agreed timeframe(s). The implementation, adequacy and effectiveness of the actions plans would be followed up, after a suitable time, to ascertain the extent to which they had been implemented according to the agreed action plan.

**Disclaimer**

The principal safeguard against fraud, misstatement and irregularities was an effective system of internal control. It must, however, be recognised that there are inherent limitations in any system of internal control – including management override, human error and circumventions through collusion. The prevention and detection of fraud was therefore management’s responsibility.

**Acknowledgement**

The Auditor recorded his appreciation for the time and co-operation management and staff provided during the course of the review.

**AUDIT/ 04/03/2023: COMPLIANCE AUDIT OF CDF COMPONENTS OF SKILLS AND**

**BOARDING SECONDARY SCHOOL BURSARIES AND WOMEN’S AND YOUTH GRANTS MANagements**

	<b>WP reference</b>	<b>CDF 2022</b>
--	---------------------	-----------------

<b>Heading</b>	<b>Financial year-end</b>	<i>December, 2022</i>
Compliance audit of CDF components of skills and Boarding Secondary School Bursaries and Women's and Youth grants management	<b>Prepared by</b>	IA
<b>System/Process</b>	<b>Date</b>	<i>15<sup>th</sup> March 2022</i>
To establish whether management of Skills and Boarding Secondary School Bursaries and Women's and Youth Empowerment Grants was in compliance with the 2022 guidelines, Public Finance management Act 2018 and the CDF Act 2018	<b>Reviewed by</b>	
	<b>Date</b>	

## 1. Finding

Members were informed that during the period under review the audit unit verified all the documents (WDCs reports/minutes), CDFC minutes, the list of applicants, submitted by the zone representatives via WDC to CDFC also the approving authority Minister of Local Government and Rural Development were availed.

Out of the twelve

(12) Audit procedures that were executed, four (4) of them recorded an adverse outcome. It could be concluded therefore that there was 67% compliance and 33% non-compliance by management in management of these CDF components.

## 2. Root cause

Management's partial adherence to the CDF guidelines

### 3. Potential impact (Risk)

Achievement of the intended social economic development goals might fail or be slowed

### 4. Recommendation

Management should:

1. Continue to adhere to the guidelines and other pieces of legislation fully in order to achieve objectives.
2. engage skills training institutions and Boarding Secondary School to ensure outstanding fees were paid
3. To monitor the works of WDCs to establish whether they were following the laid down procedures from time to time.

### 5. Management comments

Management acknowledged the observation by the Internal Auditor; however, management would like to acknowledge challenges faced in the implementation of CDF guidelines and therefore, gives an assurance to improve implementation.

#### AUDIT/05/03/2023: Management action plans

#	Agreed management action	Position/designation directly responsible for implementation*	Implementation date
1	Joint monitoring team to visit Mansa and Mwense Trades to verify students who had reported in order to facilitate for payments	DPO	17-03-2023
2	Ensure quick payment of all outstanding fees upon receipt of invoices, followed by verification.	DPO	30-03-2023
3	Continuous sensitization of key stakeholders on CDF guidelines	CS/DPO/CDF Chairperson	continuous
4	To empower WDCs through Ward	CS/DPO	30-06-2023

#	Agreed management action	Position/designation directly responsible for implementation*	Implementation date
	Development Fund		
5	To engage WDCs on proper record keeping by management	DPO	30/4/2023

After a brief discussion on the matter and upon a proposal by Cllr. Justine Ngosa which was duly seconded by Cllr. Christine Ng'andwe, It was

**RESOLVED RECOMMEND THAT:**

- i. Monitoring team should do a lot of monitoring in all schools to see students who have not reported to school.
- ii. The monitoring team to monitor institutions and schools where they haven't done the verification for the year 2022.
- iii. Management should make sure that all skills training students must submit their results at the end of the semester.
- iv. Monitoring team to make follow-ups to schools where confirmations or progress reports haven't been submitted for pupils who have succeeded to go to the next grade.

**CLOSING REMARKS/ PRAYER**

The Chairperson thanked everyone for attending the meeting and wished them well as they travel back to their various places. There being no other business to transact, the Chairperson officially closed the meeting at 11:35 hours. The closing prayer was blessed by Mr. Christopher Mwanza- Chief Human Resource Officer.

**READ, CONFIRMED AND ADOPTED THIS .....DAY.....2023**

.....

**CHAIRPERSON**

**MINUTES OF THE ORDINARY FULL COUNCIL MEETING HELD AT DON BOSCO-KAZEMBE ON 6<sup>TH</sup> APRIL, 2023 AT 10:10 HOURS.**

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**PRESENT MEMBERS**

1. Terrioh M. Chungu - Council Chairperson
2. Councillor Ngosa Milambo - Vice Council Chairperson
3. Councillor Justine Chishala - Member
4. Councillor Otis Kapembwa - Member
5. Councillor Christine Ng'andwe - Member
6. Councillor Blaston M. Muonga - Member
7. Councillor Chansa Nelson - Member
8. Councillor Kapya John - Member
9. Councillor Cynthia Makungu - Member
10. Councillor Ngosa Justine - Member
11. Councillor Patson Mwape - Member
12. Councillor Monica Mbangu - Member
13. Councillor Justin Kapya - Member

**IN-ATTENDANCE**

1. Mathews H. Mulenga - Ag/Council Secretary
2. Lumbwe Kalifungwa - District Planning Officer
3. Christopher Mwanza - Chief Human Resource Officer
4. Jestus Simutowa - Deputy Council Treasurer
5. Reggie Kamupila - Chief Administrative Officer
6. Lewis Farao - OOP (SD)
7. Martin Siwakwi - Deputy Director of Works

- |                     |   |                                   |
|---------------------|---|-----------------------------------|
| 8. Aaron Nkole      | - | Human Resource Officer            |
| 9. Rev. Fumi Mutale | - | Mayor's Chaplain                  |
| 10. George Kundu    | - | DACO                              |
| 11. Samson Daka     | - | Revenue Collector                 |
| 12. Mulambia Peter  | - | A.B.O                             |
| 13. Zikita Vincent  | - | S.I                               |
| 14. Caroline Nyambe | - | Committee Clerk                   |
| 15. Mailesi Moyo    | - | Administrative Officer (Minuting) |

### **NATIONAL ANTHEM/PRAYER**

Prior to the commencement of the meeting, the National Anthem was sung followed by a prayer from Rev. Fumi Mutale

### **QUORUM**

Prior to the commencement of the meeting, the quorum was formed.

### **NOTICE OF MEETING**

A notice of meeting was read by the Ag. Council Secretary in accordance with the Standing Orders and Section 15(1) of the *Local Government Act No. 2 Of 2019*.

### **ADOPTION OF AGENDA**

Upon a proposal by Cllr. Justine Chishala and duly Seconded Cllr. John Kapya, it was

### **RESOLVED THAT:**

The Agenda be **ADOPTED**

### **APOLOGIES:**

Dr Mary M. Kanyimbo - District Education Board Secretary

### **DECLARATION OF INTEREST IN WRITING**

There was no declaration of interests.

## **CHAIRPERSON'S COMMUNICATION**

The Council Chairperson welcomed all the members to the first Full Council Meeting in the year 2023. He told members that it was his hope that our good Lord had been keeping us all well. He

began by highlighting some of the major events he had attended since the last Full Council Meeting.

- On the 2<sup>nd</sup> and 3<sup>rd</sup> March, 2023 he attended the Annual General Meeting, Symposium and Admissions Dinner in Lusaka.
- He also attended the Zambia Local Authority Sports Association (ZALASA) in Chipata which started on 29<sup>th</sup> March, 2023 and ended on 31<sup>st</sup> March, 2023.

The Council Chairperson went on to inform members that his Excellency President Hakainde Hichilema had increased the Constituency Development Fund –CDF Allocation for the 2023 to K28 313, 902.1 and that it meant more work for us.

He told members that he was happy to announce that the Ministry of Local Government and Rural Development had approved all the projects that were submitted for approval under the 2023 CDF and that the Council Secretary would give more details on the same. He urged the Council Management to be on top of things to ensure that works begun and that they should not lag behind.

He went on to inform members that Mwansabombwe Town Council was committed to the implementation of the Developmental Agenda of the New Dawn Government closer to the people through the increased allocation of CDF, with a view to addressing all the challenges presented by the residents of Mwansabombwe.

The Council Chairperson commended management for the progress made so far in the implementation of the projects that were running currently under CDF and capital component of the Local Government Equalization Fund (LGEF). He urged his fellow elected leaders to take keen interest in the implementation and disbursement of CDF so that they could be able to give

correct information out to people on the ground. Further, he told members to help people know what CDF was all about and how they could benefit by explaining the various components to them.

He assured members of the community of the Council's commitment to serve them better and that the Council offices were always open to them for any engagements.

In conclusion, the Council Chairperson emphasized on the need for hard work among members and to ensure that everyone do their work diligently so that they could provide quality service to the people of Mwanabombwe.

With those remarks he declared the meeting officially open at 10:15 hours.

**MTC08/04/2023: CONFIRMATION OF MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 22<sup>ND</sup> DECEMBER, 2022**

Upon a proposal by Cllr. Justine Ngosa and seconded by Cllr. John Kapya

It was, **RESOLVED THAT:**

Minutes **MTC/02/12/2022 - MTC/07/12/2022** of the Ordinary Full Council Meeting held on 22<sup>nd</sup> December, 2022 be **CONFIRMED** as a true record of Council proceedings.

**ADOPTION OF MINUTES OF COUNCIL STANDING COMMITTEES**

**MTC/09/04/2023: ADOPTION OF MINUTES OF THE PLANNING, INFORMATION, MANAGEMENT SYSTEM, ENGINEERING AND INFRASTRUCTURE MEETING HELD ON FRIDAY 10<sup>TH</sup> FEBRUARY, 2023**

Upon a proposal by Cllr. Monica Mbangi and seconded by Cllr. Otis Kapembwa, it, It was **RESOLVED THAT:**

The minutes **PWDREC/23/02/2023** to **PWDREC/42/02/2023** be **ADOPTED** as part of the Council proceedings.

**MATTERS ARISING FROM THE MINUTES**

Arising from the minute number **PWDREC/24/02/2023** on the 2022 Community Projects, one member wanted know how far the Council had gone with the procurement of desks and what was being rehabilitated at Mwata's palace, was it the wall fence or the house.

In response, members were informed that the Council had procured desks and they were only waiting for the contractor to start delivering. On the rehabilitation of Mwata's Palace members were informed that the project was to habilitate the Mwata's house.

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**MTC/10/04/2023:**

**ADOPTION OF MINUTES OF THE FINANCE VALUATION, COMMERCIAL UNDERTAKING AND HUMAN RESOURCE COMMITTEE MEETING HELD ON THURSDAY, 9<sup>TH</sup> MARCH, 2023.**

Upon a proposal by Cllr. John Kapya and seconded by Cllr. Justin Kapya

It was, **RESOLVED THAT:**

The minutes **FVCUHRC 14/02/2023 – FVCUHRC /25/02/2023** be **ADOPTED** as part of the Council proceedings.

**MTC/11/04/2023:**

**ADOPTION OF MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON WEDNESDAY, 16<sup>TH</sup> MARCH, 2023.**

Upon a proposal by Cllr. Justine Chishala and seconded by Cllr. Christine Ng'andwe It was,

**RESOLVED THAT:**

The minutes **AUDIT /04/03/2023- AUDIT /05/03/2023** of the Audit Committee meeting be **ADOPTED** as part of the Council proceedings.

## **COUNCIL SECRETARY'S REPORT**

**MTC/12/04/2023: KEEP ZAMBIA CLEAN EXERCISE**

It was reported to Council that the dates for Keep Zambia clean, green and health campaign had been revised. Instead of having the program during the last Friday of every month, the cleaning activity would now be carried out every Friday from **07:00hrs -09:00 hours**. The Government and Rural

Development released a circular dated 23<sup>rd</sup> January, 2023 reference- **MLGRD/101/23/18**.

During this period the local authority had been tasked to ensure full participation from community members at village and ward level

Below was the list of measures to be undertaken every Friday;

1. All schools and health facilities start their preventive maintenances in the morning on every Fridays so that children could start learning in schools over the Keep Zambia Programme.
2. Ward Development Committees and area Councilors to collaborate in each ward and ensure that markets and lay bys could be cleaned.
  - a. All shop owners could be compiled to observe and participate in cleaning exercise by closing their shops till the cleaning was done with the help of Zambia Police and Council Police.

One member wanted to know why the Local Authority had not yet sensitized people on the directive from Ministry that cleaning activities could be carried out **every Friday**. In response, members were informed that the Council had been sticking notices to notify members of the communities over the cleaning activities. The sensitization should not only be done by Council officers, Councilors must also take a leading role in mobilizing the community in participating in the Keep Zambia Clean Programme **every Friday** from **07:00 to 09:00 hours**.

Another member wanted to know when the work suits would be procured for Councilors. In response members were informed that the work suits would be procured within the course of the month.

Thereafter, the report was **NOTED**

**MTC/13/04/23:**

**NOTIFICATION OF APPROVAL OF 2023 COMMUNITY PROJECT UNDER CDF FOR MWANSABOMBWE DISTRICT**

Members were informed that authority had been granted for Mwanabombwe to implement all the community projects under the constituency development fund for the year 2023 at the approved sum of **K15, 331,978.00**. Below were the approved projects and amounts

1. Procurement of desks at K 2,960,000.00
2. Purchase of Ambulance at K 1200,000.00
3. Purchase of vehicle for Zambia Police at K 1000,000.00
4. Electrification of public facilities under public facilities at K 1000,000.00
5. Chief's palaces under tourism at k 1000,000.00
6. Maternity Annex and water under health at K 780,000.00
7. Sundry projects such as road sector and others at K7, 391,997.93

Thereafter the report was, **NOTED**.

**MTC/14/04/2023: DEVOLUTION OF FUNCTIONS FROM NATIONAL GOVERNMENT TO LOCAL AUTHORITIES**

Members of the house were informed that the devolution process was on its course. This followed the receipt of the cabinet circular number 02 of 2023 in which they had indicated that some ministries would then fall under the local authorities. The following were the ministries that would be devolved: -

1. Ministry of transport and logistics
2. Ministry of youth and sports
3. Ministry of tourism
4. Ministry of home affairs and internal security.
5. Ministry of health
6. Ministry of fisheries and livestock

Thereafter, the report was **NOTED**

**MTC/15/04/2023: PAYMENT OF TERMINAL BENEFITS TO THE LATE MS FLORENCE CHILEMBI- TYPIST AND RODWELL MUTOBOLA – REVENUE COLLECTOR.**

It was reported that following the demise of the two mentioned officers, the council had come up with the amounts to be paid to the two officers as terminal benefits. The following were the actual amounts to be paid to officers: -

Ms. Florence Chilembi- K212236.08

Mr Rodwell Mutobola- K28793.08

One member wanted to know whether the terminal benefits of the late Ms. Florence Chilembi and Mr. Rodwell Mutobola would be paid in full or in instalments. In response, members were informed that management had come up with a plan to give payment of benefits to the relatives of the two deceased officers on a monthly basis, but if the Council happened to have enough funds then they would pay all the benefits at once.

Thereafter, the report was **NOTED**

**CLOSING REMARKS**

The Council Chairperson thanked everyone for coming and for their participation. He also expressed gratitude to the Councilors for their deliberations on issues pertaining to the development of Mwansabombwe.

The Council Chairperson emphasized on the issue of keep Zambia Clean and he urged Councilors and all Government workers to be in the forefront to work in the community

There being no other business to transact the Council Chairperson declared the meeting officially closed at 11:34 hours with a prayer from Pastor Fumi Mutale.

**READ, CONFIRMED AND ADOPTED THIS.....DAY OF.....2023**

.....  
**CHAIRPERSON**

**MINUTES OF THE PLANNING, INFORMATION MANAGEMENT SYSTEMS ENGINEERING AND INFRASTRUCTURE COMMITTEE MEETING HELD ON 11<sup>TH</sup> MAY, 2023 AT THE CIVIC CENTRE- ALONG MANSA NCHELENGE ROAD AT 09:42 HOURS.**

**COUNCILLORS PRESENT:**

Blaston M. Mpundu	-	Committee Chairperson
Monica Mbangi	-	Member
Kapembwa Otis	-	Member
Mwape Patson	-	Member
Milambo Ngosa	-	Ex Official
Terrioh M. Chungu	-	Ex Official

**OFFICERS IN ATTENDANCE:**

Mathews H. Mulenga	-	Ag/Council Secretary
Aim Kushikila	-	Director of Works
Lumbwe Kalifungwa	-	District Planning Officer
Simutowe Jestus	-	Deputy Council Treasurer
Reggie Kamupila	-	Chief Administrative Officer
Aaron Nkole	-	Human Resource Officer
Bridget Bwalya	-	Forestry Officer
Elizabeth Musesa	-	District Community Development Officer
Himulonga Choolwe	-	Ag/DACO
Kaluba Noreen	-	ASWO
Dr. Abraham Bupe	-	DOD
John Mutamfu	-	
Mailesi Moyo	-	Administrative Officer
Caroline Nyambe	-	Committee Clerk

**APOLOGIES:**

District Education Board Secretary

**PRAYER:**

Before the commencement of the meeting, the house was led into a prayer by the Director of Works

**ADOPTION OF AGENDA:**

Upon a proposal by Cllr. Otis Kapembwa and duly seconded by Cllr. Patson Mwape. It was,

**RESOLVED THAT:**

The agenda be **ADOPTED**

**NOTICE OF MEETING:** The Notice of meeting was read in accordance with Section 22 (1) of the **Local Government Act of 2019** by the Ag/ Council Secretary.

### **CHAIRPERSON'S OPENING REMARKS**

In his opening remarks, the Committee Chairperson welcomed Councilors and officers to the meeting. He was very humbled and delighted to chair the meeting and asked his colleagues to utilize that opportunity to learn from the technocrats and that the electorates were still expectant of their performance during their mandate. He told members that there was need to deliberate on pertinent developmental issues that affect our good people. The Committee Chairperson urged everyone to participate fully and ask questions and clarification as they represent the people of Mwanabombwe, after that, he officially declared the meeting open at 09:42 hours.

### **REPORT OF THE DIRECTOR OF WORKS**

#### **PWDREC/43/05/2023: CDF STRUCTURAL PROGRESS-2021**

<b>S/N</b>	<b>PROJECT NAME</b>	<b>WARD IN WHICH THE SITE IS LOCATED</b>	<b>CONTRACTOR</b>	<b>CONTRACT SUM</b>	<b>CURRENT STATUS</b>
1	Mumbolo School	Mulele	Contruxus Engineering Services	234,938.71	Plastering/ flooring

#### **1.2. CDF STRUCTURAL PROGRESS -2022**

Members were informed on the progress made on CDF projects for 2022 funding.

Below is a table that shows status of the projects.

<b>S/ N</b>	<b>PROJECT NAME</b>	<b>WARD IN WHICH THE SITE IS LOCATED</b>	<b>CONTRACTOR</b>	<b>CONTRACT SUM</b>	<b>CURRENT STATUS</b>
1	Sesa Health Post, staff house and installation of water system	Salanga	Chikabala General Dealers	1,249,317.02	Ring Beam
2	Mwata Chinkokole 1X3 CRB with Staff house and installation of water system.	Kazembe	Fungala Investment	1,285,377.00	Sub structure
3	Installation of water pipe system at Mabel Shaw	Mbereshi	Chembe Nsofu	973,763.70	Installation of sanitary fittings in the ablution blocks
4	Ablution block	Mununshi	Jounoevic Investment Goal, Objectives, and Strategic Interventions ltd	484,493.63	Ring Beam

5	Procuring of grader	Lufubu	Barloworld Equipment	4,668,170.00	Awaiting Delivery
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One member wanted to know whether Chembe Nsofu was the name of the contractor or the name of the company that had been contracted to install the water pipe system at Mabel Shaw. In Response members were informed that Chembe Nsofu was the name of the company.

Another member wanted to know why the Mwata Chinkonkole structure was at the same level. In response members were informed that the contractor had been running the project at a very low pace and it was the more reason why management had called for a meeting with the Director of the company so as to understand why the project was moving at that pace and whatever response would be given management would be able to share it with members of the committee in the next meeting.

Another member wanted to know why it was not important for councilors to know the contractors who won the contracts. In response members of the committee were informed that when management engage a new contractor they inform the councilor of the ward and it is mandatory that the contractor would be taken to the chairperson's office and would be introduced as the contractor for the company that had been contracted. The contractor would then be taken to relevant authorities to ensure that he can start the works. Management would then report to the council during the committee meetings.

Another member wanted to know if there was an assurance that Mwata Chinkonkole project would be completed according to the time frame. In response members were informed that there was the likelihood that the project would be completed according to the stipulated period of time taking into consideration the time that was remaining.

After a lengthy discussion, the report was **NOTED**.

**PWDREC/44/05/2023: DRILLING OF FORTY SEVEN (47) BOREHOLES.**

It was reported that last year of 2022, China Gansu contractor was awarded to drill 45 boreholes across the district by UNICEF and by December 2022 a total of 41 boreholes were successfully installed and were operational. Additionally, two (2) more boreholes (under COVID 19 funding) were awarded to the same contractor; Salanga School and Chiilange School were the beneficiaries. It was reported that the contractor was still in the district and drilling of boreholes was in progress.

Below is the summary of sites and status on the drilling of boreholes:

<b>S/N</b>	<b>BOREHOLE SITE NAME</b>	<b>WARD</b>	<b>STATUS</b>	<b>REMARKS</b>
1	Nsata village	Kakose	Drilled	Awaiting pump testing
2	Chiilange school	Pembe	Drilled	Awaiting pump testing
3	Salanga school	Salanga	Drilled	Awaiting pump testing
4	Kapesa village	Mununshi	Drilled but dry borehole	Re drilling
5	Mbereshi Hospital	Mbereshi	Undergoing drilling	The site poses a challenge of finding enough water
6	Shitima	Mununshi	Drilled but water tasted salty	Re-drilling

Thereafter, the report was **NOTED**.

**PWDREC/45/05/2023: CAPITAL PROJECTS.**

Members were informed on the progress that had been made on the capital projects for 2022 funding.

The table below shows capital projects and their current status

<b>S/N</b>	<b>PROJECT</b>	<b>WARD</b>	<b>CONTRACTOR</b>	<b>CONTRACT SUM</b>	<b>CURRENT STATUS</b>
1	Community Hall	Kazembe	Chalujuka Enterprises	667,344.77	Flooring
2	Mununshi Market	Mununshi	Comp Stat	213,408.72	Casting of work tops (pillars)

Management informed members that putting tiles and a ceiling board in the community hall was not included in the project. However, they felt it was ideal to have a ceiling board and tiles for it would raise the standards of the district and set up a very good image of the council. Thereafter, there was a request for councilors to go and see the progress on the community hall which they did. Members were also informed that the quantifications of the iron sheets from Mununshi were done and that they would continue with the same contractor so that work could be completed.

Thereafter, the report was **NOTED**.

**PWDREC/46/05/2023: INSPECTION AND ISSUANCE OF HEALTH PERMIT.**

Members were informed that the issuance of health permits and inspection of the trading premises took place and below were categories and number of the premises which were issued with health permit. The process is on going

<b>S/n</b>	<b>Category of business</b>	<b>No issued</b>
1	Hammer Mill	14
2	Groceries	27
3	Pool table	2
4	Hardware	2
5	Bars	24
6	Booths	9
7	Agro shops	2
8	Drug store	4
9	Bakery	1
10	Bonanza	5
11	Bottle store	1
12	Hair salon	3
13	Boutique	4
14	Restaurant	4
15	Barbershop	1
16	Tailoring	3
17	Schools	1
18	Stand	25
19	Stall	1

Total		<b>133</b>
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One member wanted to know about the operation time of bars and if bar owners were sensitized on the time they should open and close bars. In response members were informed that the stipulated time for bars to operate was 10:00 hours to 22:00 hours and that caution had been given to bar owners and there was a letter which was given to the Police officers asking them to go round and inform bar owners on the operating times. If a particular bar would not be closing at the stipulated time, the police are free to take legal action.

After a brief discussion, the report was **NOTED**.

## **REPORT OF THE DISTRICT PLANNING OFFICER**

### **PWDREC/47/05/2023: STATUS OF 2022 LOAN EMPOWERMENT**

It was reported that the Constituency Development Fund Committee made recommendations for approval of Thirty-Six (36) loan applicants at a total amount of K2, 908,830.00. The Provincial Local Government Officer had since approved the recommendations and all processes needed for disbursement of the funds have commenced.

#### **I. STATUS OF 2023 CDF PROJECTS**

##### **a. Grant Empowerment.**

The Constituency Development Fund Committee had made recommendations for Sixty-Six (66) grant applicants at a total amount of K1, 889,000.00. The recommendations had since been submitted to the Provincial Local Government Officer for approval.

##### **b. Loan Empowerment.**

Members were informed that The Local Authority was still receiving applications under 2023 loans. The total amount allocated is K3, 396,000.00.

**c. Secondary Boarding Bursary**

A total of 192 pupils had applied for possible sponsorship under the Secondary Bursary Component of the CDF and 110 were approved and 36 were deferred due to missing information.

**d. Skills Development Bursary**

A total number of 152 youths applied for possible sponsorship under the skills Development Bursary component of the CDF and 125 were approved.

Thereafter, the report was **NOTED**.

**PWDREC/48/05/2023: SECOND QUARTER HIV/AIDS STATISTICS**

It was reported that 72,000 pieces of condoms were collected from Mansa Medical Hub. January, 2023 and 7200 condoms were distributed to social places and offices across the district.

Thereafter, the report was **NOTED**.

**PWDREC/49/05/2023: LAND APPLICANTS**

It was reported to the committee that two (2) clients applied for land in the township area. The applicants have paid all dues to the Local Authority.

<b>S/N</b>	<b>NAME OF APPLICANT</b>	<b>LANDUSE</b>	<b>PLOT NUMBER</b>
1	Mukabe Dorothy	Residential High Cost	19

2	Priscilla Kunda Mwape	Residential High Cost	205
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**PWDREC/50/05/2023: STATUS REPORT ON THE IDP PREPARATION PROCESS**

It was reported that Mwansabombwe Council was in the process of receiving community inputs on the Integrated Development Plan (IDP) following the orientation of all the wards, and so far a draft planning survey and issues report were made. The next phase would be drafting of the Development Framework. The Development Framework would set out the objectives, priorities and strategies to solving issues in a multi-sectoral approach for the Integrated Development Plan area.

One member wanted to know if any additional submissions were expected. In response members were informed that since the document was still in its drafting process there was still a window to make submissions.

Thereafter, the report was **NOTED**.

**REPORT OF THE DISTRICT COMMUNITY DEVELOPMENT OFFICER**

**PWDREC/52/05/2023: SUPPORTING WOMEN’S LIVELIHOOD (SWL)**

**A. PAYMENT ENROLMENT FOR PHASE FIVE**

It was reported to the committee that after phase V beneficiary training in business and life skills, beneficiaries needed to be enrolled in the payment system for them to easily access the grants. The payment enrolment exercise was conducted from 16<sup>th</sup> to 20<sup>th</sup> January, 2023 in all the eleven (11) implementing Community Welfare Assistance Committees (CWACs) of Mwansabombwe District. All the mobile service providers that is; Zamtel, Airtel and MTN were

invited to go and sell their services to the beneficiaries but only MTN showed interest and were part of the payment enrolment exercise.

## **B. RESULTS OF THE PAYMENT ENROLMENT EXERCISE**

<b>CWAC</b>	<b>Beneficiaries Caseload</b>	<b>Enrolled Beneficiaries</b>	<b>Total No. of CBV</b>	<b>Enrolled CBVs</b>
Katotoma	36	36	2	2
Kapweshi	23	23	1	1
Chansongo	31	31	2	2
Nakabamba	52	52	2	2
Kansenda Shitima	27	27	1	1
Mashimbi	47	47	2	2
Seesa	42	42	2	2
Mumbolo	44	44	2	2
Koni	39	39	2	2
Kabalenge	43	43	2	2
Mukamba	59	59	2	2
<b>TOTAL</b>	<b>443</b>	<b>443</b>	<b>20</b>	<b>20</b>

## **C. BICYCLE ASSEMBLING AND DISTRIBUTION**

Members were informed that the department of Community Development received a total of 20 un-assembled bicycles from the ministry HQ which were successfully assembled and distributed to the phase 5 community based volunteer (CBV).

Thereafter, the report was **NOTED**.

## PWDREC/53/05/2023: FOOD SECURITY PACK

The FSP programme recorded the following activities during the reviewing period;

### A. CROP PERFORMANCE ACTIVITY

Between the month of January and February, the district experienced a two to three weeks dry spell and this partially affected the growth of crops in some areas. During the period under review, the District team carried out crop performance monitoring visits to sampled fields in the District. At the time of the visit, 85% growth performance on crops was observed.

### B. CROP PERFORMANCE OUTCOMES

S/N	SUB-CENTRE	MAIZE	BEANS	G/NUTS	COMMENTS
01	Kazembe	Very Good	Fair	Good	•Late application of fertilizer to the crops
02	Lufubu	Very Good and expecting 90% paybacks.	Not good	Fair	•Late Weeding •Very few beneficiaries separate the planting of crops and opt to practice intercropping
03	Chipunka	Very Good only a few fields were affected by the dry	Fairly Well but good in Shitima because the soil type is very	All areas experienced a good performance	•Spacing especially on maize was not impressive from some farmers despite

		spell in some CWACs	good for all crops		training
04	Mbereshi	Good performance though some fields of beneficiaries in Chipete CWAC	Good	48% of fields performed well	
05	Salanga	Very good and expecting a good harvest	Good	Good	

### **C. FSP RECOVERIES-2021/2022 FSP SEASON**

On the same program, a total sum of K341, 883.00 was recovered from the 2021-2022 pay-backs after sales. From the K341, 883.00, 10% amounting to K34, 186.00 was paid to 22 CWACs for administration purposes. In February 2023, the District team held three meetings involving all CWACs on the utilization of 2021/2022 recoveries money.

The district team briefed CWAC members that government was losing a lot of money on renting storage facilities and that storage facilities were limited in the district considering the location of the same facilities.

During the meetings, it was suggested that a storage facility and other apartments be built to allow the storage and security of FSP farming inputs after which agreements were made that the building of storage facility would be a good idea. The storage facility would be built on a government gazetted land at new district government offices site. This meant that after paying off 10% to the CWACs, the remaining balance amounting to K307, 697.00 would be utilized to construct a storage facility in the district. The composition of participants for the meeting included 12 CWAC members (rep), community development, one member from DFSC, council (Engineering Department) and one accountant.

It was discussed that the project would be of full participation of CWACs (bricklayers, stones, sand and other related labour at a cost) and the Local Government would do the drawing, Bill of Quantity (BOQ) and give technical support during the construction of the project.

Thereafter, the report was **NOTED**

## **REPORT OF THE DISTRICT FORESTRY OFFICER**

### **PWDREC/54/05/2023: PLANTATION MANAGEMENT**

It was reported that a number of silvicultural practices were carried out in the pine plantation in order to ensure health and vigorous growth of the tree crop. During the first quarter sport weeding was supposed to have been carried out in all the young stands from 1 to 4 years old but due to lack of resources this could not be achieved. However, we only managed to spot weed in a one year old six hectare pine compartment. This entails that about 20 hectares of young stands were not attended to due to lack of funding.

Thereafter, the report was **NOTED.**

**PWDREC/55/05/2023: NURSERY MANAGEMENT**

It was reported to members that the department had continued to manage 1200 pine, 2200 mangoes, 1300 Moringa and 20 avocados. However, the department had started nursery preparations in order to propagate more pine and other assorted tree seedlings for the 2023/2024 planting seasons.

Thereafter, the report was **NOTED**.

**PWDREC/56/05/2023: FOREST PROTECTION AND MANAGEMENT**

Members were informed that the department had continued to manage four forest reserves in the district i.e. Kapweshi, Mbereshi, Kapoli and Mubende forest reserves with the total of 54,154ha. These forest reserves were characterized with encroachment, squatting and illegal timber harvesting.

Thereafter, the report was **NOTED**.

**PWDREC/57/05/2023: TREE PLANTING**

It was reported that during the period under review the district had a privilege of receiving the Deputy Speaker of the national assembly who conducted tree planting. The tree planting was carried out at the national assembly office area.

Thereafter, the report was **NOTED**.

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

### **PWDREC/58/05/2023: ANIMAL DISEASE CONTROL**

**Pastuerellosis and Worm infestation** remains one of the encountered diseases of livestock mostly affecting goats causing chronic cough, nasal discharge, watery diarrhea, muscle wasting, difficulty in breathing and deaths. However, the department had also continued with the deworming program of small ruminants as well as small animals in all the vet camps. There was a reduction in poultry diseases particularly **Newcastle disease** as compared to the previous quarter due to a continuous vaccination exercise by individual farmers. Rabies vaccination exercise was ongoing. Other routine Disease control programs conducted were, weekly spraying for Ectoparasite control and deworming of large Ruminants. No cases of Tsetse/Trypanosomiasis were reported in the district from the passive surveillance conducted.

Thereafter, the report was **NOTED**.

### **PWDREC/59/05/2023: ANIMAL IDENTIFICATION**

It was reported to the committee that the status of livestock in the district was currently at zero, but the department had continued sensitizing farmers about the importance of having brand marks following the directive from Ministry of Fisheries and Livestock Headquarters.

Thereafter, the report was **NOTED**.

## PWDREC/54/05/2023: CAPTURE FISHERIES

It was reported that the department working in collaboration with the main stake holders and co-management committee carried out a total of eight (8) land and twenty (20) water patrols during the period of fishing ban. However, during this period the department had a number of challenges including lack of fisheries staff under the unit of Fisheries and Aquaculture development. Inadequate resources due to lack of funding meant for facilitation of fishing ban enforcement was also a setback.

**Table 1.0 SUMMARY OF PLANNED ACTIVITIES**

<b>PROGRAMME</b>	<b>INDICATOR OUTPUT</b>	<b>TARGET OUTPUT</b>	<b>ACHIEVED</b>	<b>COMMENT</b>
1.0. Animal Disease Control	# of birds vaccinated against Newcastle Disease (NCD)	1,000	926	Farmers were able to procure the needed vaccine
	# of cattle sprayed against Ectoparasites	400	400	Cooperatives were empowered with motorized sprayers
	# dogs and cats	500	296	The dept. received a

	vaccinated against Rabies			donation of 500 doses of rabies vaccine from World Organization for Animal Health (WOAH)
	# of goats dewormed	900	346	Deworming is on going
2.0.Aquaculture and Fisheries Development	# of fishing ban patrols	32	28	Lack of fisheries staff and funding contributed to low output.
	# fishing licenses issued	50	48	Fishing licensing is on going

Thereafter, the report was **NOTED**.

**PWDREC/55/05/2023: INFRASTRUCTURE**

The District Livestock officer reported as per the table below

Type of Infrastructure	Current Status	Expected Outcome	location	Current Number of infrastructure
Livestock service center	60% completion	Completion of livestock service	Lufubu veterinary	1

		center	camp	
Dip tanks	Currently there are no dip tanks in the district	One dip tank in each veterinary camp	Lufubu, Salanga and Mbereshi vet camps	0
Office block	The department is using a fisheries station office	One office block to be constructed	Chipita fisheries station	0
Camp houses	Three camp houses ,only one is habitable	One camp house in each camp	Lufubu. Salanga and Mbereshi	3

One member wanted to know how many veterinary camps they were in the district. In response, members were informed that there were three (3) veterinary camps namely; Lufubu, Mbereshi and Salanga.

Another member wanted to know why there were three (3) camp houses but only one (1) was habitable. In response members learnt that the department expected to have three (3) camp houses but there was only one camp house in Salanga camp and the other two camp houses were located in Mbereshi camp where it was a tsetse

fly controlled station but it's now inhabitable and is actually being occupied by just some individuals from the local community.

Another member wanted to know why there was no dip tank, and whether it meant that it was not important. In response members were informed that one dip tank could cover about five hundred (500) animals but the population of livestock was small as it was less than five hundred (500) and the medicine required just to manage it was very expensive. Therefore even if the dip tank was to be constructed it could be used for future purposes.

Thereafter, the report was **NOTED**

**CLOSING REMARKS AND PRAYER**

There being nothing more to discuss, the Committee Chairperson thanked everyone for attending the meeting and for their positive contributions during the deliberations. The Committee Chairperson told members that it was his sincere hope and trust that all the developmental issues that were discussed would come into fruition. The closing prayer was given by Dr. Abraham Bupe at 11:55 hours.

**READ, CONFIRMED AND ADOPTED THIS.....DAY OF.....2023**

.....

**CHAIRPERSON**

**MINUTES OF THE FINANCE VALUATION, COMMERCIAL, UNDERTAKING AND HUMAN RESOURCE COMMITTEE MEETING HELD AT THE CIVIC CENTRE- LUFUBU ALONG THE MANSA- NCHELENGE ROAD, ON THURSDAY, 18<sup>TH</sup> MAY, 2023, AT 10:04 HOURS**

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**COUNCILLORS PRESENT:**

John Kapya	-	Committee Chairperson
Justine Kapya	-	Member
Cynthia Makungu	-	Member
Nelson Chansa	-	Member
Terrioh Mwape Chungu	-	Ex Officio
Milambo Ngosa	-	Ex Officio

**OFFICERS IN ATTENDANCE:**

Mathews H. Mulenga	-	Ag/Council Secretary
Aim Kushikila	-	Director of Works
Charles Mulenga	-	District Forestry Officer
Carol Chulu	-	District Accountant
Choolwe Himulonga	-	Ag. DACO
Elizabeth Musesa	-	Community Development Officer
Noreen Kaluba	-	Social Welfare
Dr. Josiah Zimba	-	Ministry of Fisheries and Livestock
Lewis Kunda	-	Town Planner
Mailesi Moyo	-	Administrative Officer
Caroline Nyambe	-	Committee Clerk- Minuting

**APOLOGIES:**

Lumbwe Kalifungwa	-	District Planning Officer
Jestus Simutowe	-	Council Treasurer
Reggie Kamupila	-	Chief Administrative Officer

**PRAYER:**

Before the commencement of the meeting, the house was led into a prayer by Mr. Mulenga H. Mathews.

**ADOPTION OF AGENDA:**

Upon a proposal by Cllr. Nelson Chansa and duly Seconded Cllr. Cynthia Makungu it was,

**RESOLVED THAT:**

The Agenda be **ADOPTED**

## **NOTICE OF MEETING:**

The Notice of meeting was read in accordance with Section 22(1) of the *Local Government Act of 2019* by the Acting Council Secretary.

## **CHAIRPERSON'S COMMUNICATION**

In the opening remarks the Chairperson welcomed everyone to the meeting and encouraged them to participate fully during the deliberation. He told Councilors that it should be the last time they were coming for the meeting late. Thereafter, he declared the meeting open at 10:04 hours.

## **REPORT OF THE COUNCIL TREASURER**

### **FVCUHRC 26/05/2023: PRESENTATION OF THE RECEIPTS AND PAYMENTS FOR THE FOURTH (4<sup>th</sup>) QUARTER 2022**

It was reported that the receipts and payments for the fourth (4<sup>th</sup>) quarter period ended 31<sup>st</sup> December, 2022.

One member wanted to know under local taxes and fees and charges how the local authority budgets for more money than they receive.

In response, members were informed that what was seen under local taxes was mostly personal levy and personal levy was collected from government therefore as long as ministry of finance does not send that amount of money after the assessment of funds it becomes difficult to budget. On fees and charges most of the money was coming from the issues of plots the anticipation was that by this time around this year we could be able to sale some plots but as it stands this was when the local authority was finishing the process of updating the issues with the ministry of lands so that the plots could be advertised and that was the challenge they were facing.

Another member wanted to know whether the balance that remained in the account was preceded to the next year. In response members were informed that when the year ended the account was closed and the money was carried forward.

After a brief discussion on the matter and upon a proposal from Cllr. Justine Kapya which was duly seconded by Cllr. Cynthia Makungu, It was,

**RESOLVED THAT:**

The receipts and payments for the fourth quarter be **APPROVED**.

**FVCUHRC 27/05/2023: RECEIPT OF GRANT IN LIEU OF RATES FROM THE MINISTRY OF LOCAL GOVERNMENT AND RURAL DEVELOPMENT IN CONJUNCTION WITH MINISTRY OF FINANCE – K100,000. 00**

It was reported that the Ministry of Local Government and Rural Development in conjunction with the Ministry of Finance sent us **K100, 000.00** (Kwacha One Hundred Thousand Only) on 13<sup>th</sup> April, 2023. Funds were used to pay Statutory Payment for PAYE for **K60, 000.00** while **K40, 000.00** was paid for Insurance of Vehicles respectively.

Thereafter, the report was **NOTED**.

**FVCUHRC 28/05/2023: RECEIPT OF 2023 CDF FIRST (1<sup>ST</sup>) FUNDING OF K3, 227,784.83 FROM THE MINISTRY OF LOCAL GOVERNMENT AND RURAL DEVELOPMENT IN LINE WITH MINISTRY OF FINANCE**

It was reported that the Ministry of Local Government and Rural Development in conjunction with the Ministry of Finance sent funding of **K3,227,784.83** (Kwacha Three Million Two Hundred Twenty-Seven Seven Hundred Eighty- Four Eighty-Three Ngwee Only) on 11<sup>th</sup>May, 2023. This was the first 2023 Constituency Development Funding (CDF) for Mwansabombwe Constituency.

Thereafter, the report was **NOTED**.

**FVCUHRC 29/05/2023: CONFIRMATION FOR RECEIPT OF AUDITED FINANCIAL STATEMENTS FOR THE YEAR 2021 FROM AUDITOR GENERAL**

It was reported that Mwanabombwe Town Council received Audited Financial Statements for years 2018, 2019, 2020 and 2021 from Auditor General for authentication.

One member wanted to know if there was a report from the Auditor General this year. In response, members were informed that yes there was a report.

Another member wanted to know where the statements for 2018, 2019, 2020 and 2021 were and which receipts were going to be approved. In response, members were informed that 2018 and 2019 receipts were already signed by the Council Chairperson and management were officially reporting to the committee so that the receipt of audited financial statements could be in the minutes of the council therefore, only the 2020 and 2021 receipts were going to be approved.

Another member wanted to know why management brought the receipts for 2018 and 2019 if they were already signed. In response members learnt that it was to formally report to the committee.

After a lengthy discussion and upon a proposal from Cllr. Nelson Chansa which was duly seconded by Cllr. Cynthia Makungu,

It was,

**RESOLVED THAT:**

The receipt of audited financial statements be **APPROVED**

**FVCUHRC 30/05/2023: REVENUE COLLECTION TOWARDS CONTRACTORS/COPERATIVES**

It was reported that according to the **LOCAL GOVERNMENT ACT NUMBER 15 OF 2007**, Local authorities were mandated to collect and impose fees and fine. It was to that cause that in order to increase revenue for the district management had included the charging of business levies to those dealing with construction and supply as well as cooperatives: Below were the fees:

Category	Business Permit	Health Permit	Fire	Total
Construction/Supply	1,250	150	100	K1, 500
Cooperatives	200	75	75	K350

One member wanted to know why the charge for business permits for contractors was K1250 instead of K1000. In response, members were informed that the local authority was using the local government act to apply the charge. Therefore, as Mwansabombwe the charge for business levies for contractors was K1500.

Another member wanted to know if management could consider reducing the charge for cooperatives from K200 to a minimal amount of K50 per annum because the charge was too high.

In response, members were informed that it was mandatory for cooperatives to have these permits and as a district we were being empowered by the government if the cooperatives were not expected to pay anything how could they work hard and what government was

trying to do was to ensure that women take responsibility. It was time we left the culture of giving things for free.

Another member suggested that since the charging of business levies for cooperatives was just starting management could consider starting with a small amount of money and then increases the charge later, thereafter there was a proposal of K100 and a counter proposal of K150. In response, members were asked to vote and the majority of the votes which were cast were for K150.

After deliberations on the matter and upon a proposal from Cllr. Justine Kapya which was duly seconded by Cllr. Cynthia Makungu, It was,

**RESOLVED THAT:**

The charge of K150 from K350 for acquiring business permits for cooperatives be **APPROVED**.

**REPORT OF THE CHIEF HUMAN RESOURCE OFFICER**

**FVCUHRC 31/05/2023: STATUS**

It was reported that the staffing levels for the Local Authority in the period under review are as indicated in the table below:

<b>Gender/Division</b>	<b>DIV I</b>	<b>DIV II</b>	<b>DIV III</b>	<b>DIV IV</b>	<b>CONTRATUAL</b>	<b>TOTAL</b>
<b>M</b>	10	4	4	12	8	38
<b>F</b>	4	3	8	1	1	17
<b>TOTAL NO.</b>	<b>14</b>	<b>7</b>	<b>12</b>	<b>13</b>	<b>9</b>	<b>55</b>

Thereafter, the report was **NOTED**.

## **FVCUHRC 32/05/2023: STAFF TRANSFER**

It was reported to the committee that the Local Government Service Commission as per its mandate of Man Power Planning and Management for Division I and II local authority officers had made some transfers of officers. Officer's details were indicated in the table below:

### **i. Transfer Out**

<b>NAME</b>	<b>NRC</b>	<b>SEX</b>	<b>DATE OF BIRTH</b>	<b>TRANSFERRED TO</b>	<b>POSITION</b>	<b>SALARY SCALE</b>	<b>DATE OF TRANSFER</b>
Christopher Mwanza	231029/24/1	M	20.06.1985	Mansa Municipal Council	Chief Human Resource Officer	LGSS/06	26th April, 2023

### **ii. Transfer In**

<b>NAME</b>	<b>NRC</b>	<b>SEX</b>	<b>DATE OF BIRTH</b>	<b>TRANSFERRED FROM</b>	<b>POSITION</b>	<b>SALARY SCALE</b>	<b>DATE OF TRANSFER</b>
Tsungirai Mebelo M'doma	243743/73/1	F	05.06.1989	Kafue Town Council	Chief Human Resource Officer	LGSS/06	20 <sup>th</sup> March, 2023

Thereafter, the report was **NOTED**.

## **REPORT OF THE DISTRICT FORESTRY OFFICER**

### **FVCUHRC 33/05/2023: REVENUE GENERATION**

It was reported that the department had the mandate of collecting revenue from the issuance of licenses for various forest produce ranging from charcoal, timber poles charcoal cord, firewood, bamboos and many more other forest produce. A total sum of four thousand three hundred eighty kwacha (K4, 380.00) was raised from the issuance of licensees for various forest produce during the period under review.

Thereafter, the report was **NOTED**.

### **FVCUHRC 34/05/2023: APPROPRIATION IN AID ALLOCATION**

It was reported that in order to enhance revenue collection the department had to re enforce the forest act provision by conducting patrols in and outside the forest reserves. A total of twenty five thousand kwacha (K25, 000) was allocated for enhancement of revenue collection.

Thereafter, the report was **NOTED**.

### **FVCUHRC 35/05/2023: STAFF POSTION**

It was reported that Mwanabombwe District Forestry Office had continued to be manned by the following members of staff: -

4 forestry officers

5 support staff

Thereafter, the report was **NOTED**

## **REPORT OF THE DISTRICT AGRICULTURE COORDINATOR**

### **FVCUHRC 36/05/2023: FIELD DAYS**

It was reported that the department carried out 12 field days in all the 12 camps of the district. The field days were aimed at sensitizing farmers on different agronomical practices and climate sensitive agriculture. One major field day was attended by the Deputy Permanent Secretary and collaborating partners from GIZ- FANSER project.

Thereafter, the report was **NOTED**.

**FVCUHRC 37/05/2023: EXTENSION TRAININGS**

It was reported that in a quest to increase production and productivity, the department carried out several extension trainings on different technologies such as rice cultivation and post-harvest handling where over 305 farmers were trained. The other trainings on different crops were also conducted in all the camps

Thereafter, the report was **NOTED**.

**FVCUHRC 38/05/2023: AWARENESS CREATION ON CASSAVA BROWN STREAK VIRUS**

Members of the committee were informed that the district reported an outbreak of cassava brown streak virus in August 2022. A total number of 4082 farmers were affected by the disease in the district. The Ministry through the Zambia Agriculture Research Institute (ZARI) came up with a mitigation measure of distributing cassava disease free cuttings in the affected districts. This program started in Kawambwa, Nchelenge and Chiengi. However, after seeing the intensity of the disease, the ministry extended to Mwansabombwe, Mporokoso and Nsama district. As for Mwansabombwe district awareness creation was done in all the camps.

One member wanted to know when we would receive the cassava cuttings in the district. In response, members were informed that colleagues from ZARI came and were creating awareness on what was causing the disease but if they brought the cuttings today there was not enough rainfall to support the production of the crop however planting would be done from September to November and at the onset of the rain then they will start the distribution.

Another member wanted to know if the cuttings were not going to be affected by the disease. In response, members were informed that the cure for the disease had not yet been discovered however cassava takes a bit of time that is why they were bringing the tolerant varieties so that farmers could at least have food security in their households. However, they were still investigating the disease to find the best possible solution.

Thereafter, the report was **NOTED**.

#### **FVCUHRC 39/05/2023: INPUT DISTRIBUTION**

It was reported that the Ministry of Agriculture carried out input distribution in the first quarter of 2023 under the farmer Input Support Program (FISP). A total of 2000 farmers benefited from the program.

One member wanted to know if the 2000 farmers who benefited from the program were enough and FISP was not going to add more farmers. In response, members of the committee were informed that concerning Farmer Input Support Program (FISP) they were yet to be guided by the ministry.

Thereafter, the report was **NOTED**.

## **FVCUHRC 40/05/2023: FINANCE AND HUMAN RESOURCE**

It was reported that the Ministry of Agriculture received regular funding under the Recurrent Departmental Charges (RDC) in the first quarter of 2023 mainly for operations and utility bills. In the district all the camps were manned which enhanced extension outreach to farmers.

Mbereshi Farmer`s Training Centre (FTC) were last funded in 2015. To that effect the institution was currently dilapidated and needed urgent attention. The institution had no running water and depended on the community borehole and the United Church of Zambia Furrow.

One member wanted to know what the ministry was putting forward concerning the camp houses which were dilapidated. In response, members were informed that this year a number of four (4) houses would be rehabilitated by the ministry.

Thereafter, the report was **NOTED**.

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

### **FVCUHRC 41/05/2023: FINANCIAL POSITION**

It was reported that there were two (2) units of the department of fisheries and livestock that were mandated to collect revenue i.e. veterinary services and Fisheries unit. However, during the period under review, the department`s main source of revenue was the issuance of fishing licenses by the fisheries unit. A total of forty eight (48) fishing licenses amounting to **K7, 990.00** were issued.

Thereafter, the report was **NOTED**.

## REPORT OF THE HUMAN RESOURCE OFFICER

**FVCUHRC 42/05/2023:** The current staffing level was as indicated in the table below:

*Table 1.0 Current Staffing Level*

SN	NAME	POSITION	DISTRICT/VET CAMP
1.	Dr. Josiah Zimba	Ag. District Fisheries and Livestock Coordinator	Mwansabombwe
2.	John Mutamfu	Veterinary Assistant	Lufubu vet camp
3.	Sinkonde Owen	Veterinary Assistant	Mbereshi vet camp
4.	Vernon Muzamai	Veterinary Assistant	Salanga vet camp
5.	Chikonde Moses	Driver	Mwansabombwe
6.	Kalumba	Security Officer	Mwansabombwe

Thereafter, the report was **NOTED**.

### CHALLENGES

- Low staffing levels of extension officers to effectively carryout livestock and fisheries extension service delivery had been one of the major setbacks. The current farmer to extension staff ratio stands at (800: 1) as opposed to the standard ratio of (200: 1).
- The transport situation similarly needed to be bridged up for both the district and extension staff to help in meeting the targets.

Thereafter, the report was **NOTED**.

**CLOSING REMARKS**

The Chairperson thanked everyone for attending the meeting and he went on to say that it was a great meeting because members had participated fully. He urged Councilors to observe time when coming for meetings. The closing prayer was rendered by the Community Development Officer Elizabeth Musea at 11:47 hours.

**READ, CONFIRMED AND ADOPTED THIS.....DAY OF.....2023**

.....  
**CHAIRPERSON**

**MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON THURSDAY 8<sup>TH</sup>  
JUNE, 2023 AT THE CIVIC CENTRE LUFUBU ALONG MANSA NCHELENGE ROAD  
AT 10:04 HOURS.**

**COUNCILLORS PRESENT:**

Chishala Justine	-	Committee Chairperson
Ngosa Justine	-	Member
Ng'andwe Christine	-	Member
Morris C. Mpundu	-	Member
Daniel Lumpa M.	-	Ex- officio
Milambo Ngosa	-	Ex Officio
Terrioh Mwape Chungu	-	Ex Officio

**OFFICERS IN ATTENDANCE:**

Reggie Kamupila	-	Coordinating Officer
Jestus Simutowe.	-	Deputy Council Treasurer
Rodrick Tembo	-	Internal Auditor
Aaron Nkole	-	Human Resource Officer
Caroline Nyambe	-	Committee Clerk

**APOLOGIES:**

Mathews H. Mulenga	-	Ag. Council Secretary
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**PRAYER:**

Before the commencement of the meeting, the house was led into the prayer by Cllr. Justine Ngosa

**ADOPTION OF AGENDA:**

Upon a proposal by Cllr. Christine Ng'andwe and duly seconded by Cllr. Justine Ngosa. It was,

**RESOLVED THAT:**

The agenda be **ADOPTED**

**NOTICE OF MEETING:**

The Notice of meeting was read in accordance with Section 22(1) of the *Local Government Act of 2019* by the Coordinating Officer who was coordinating on behalf the Council Secretary.

## **CHAIRPERSON'S OPENING REMARKS:**

In his opening remarks, the Committee Chairperson welcomed everyone for attending the meeting. He told members to be punctual when coming for meetings and urged them to participate fully during the deliberations. After that he declared the meeting officially open at 10: 11 hours and the opening prayer was given by Cllr. Justine Ngosa

## **REPORT OF THE INTERNAL AUDITOR**

### **1 INTRODUCTION**

#### **1.1 Mandate**

The function and mandate of the Internal Audit Department is derived from Part II section 16 of the Public Finance Management Act No.1 of 2018. The Act provides for the maintenance of a system of internal audit.

In accordance with the Annual Internal Audit Plan for the financial year ending 31 December 2023, as approved by this audit Committee, I conducted Compliance/performance audit of revenue collection, recording and banking.

#### **1.2 Scope**

The scope of the audit was limited to the following:

- Check whether receipt books are recorded in the accountable documents register
- Check whether revenue collected is correctly recorded
- Check whether revenue collected and recorded is promptly banked
- Check whether performance regarding revenue collection is going as per the 2023 budget

My samples for testing and evaluation of the adequacy and effectiveness of controls surrounding revenue collection and management were selected from the period 1<sup>st</sup> December 2022 to 21<sup>st</sup> May 2023.

#### **1.3 Objectives**

The objective of this audit was to evaluate internal controls surrounding collection, recording, keeping and banking of revenue for their adequacy and effectiveness

#### **1.4 Management responsibilities**

Management is responsible for the establishment and maintenance of an effective system of internal control. The objectives of the system of internal control are, inter alia, to provide

management with reasonable, but not absolute, assurance that:

- Risks are properly managed;
- Assets are safeguarded;
- Financial and operational information are reliable;
- Operations are effective and efficient; and
- Laws, regulations and contracts are complied with.

Management is also responsible to implement the agreed action plans within the agreed timeframe(s). The implementation, adequacy and effectiveness of the actions plans will be followed up, after a suitable time, to ascertain the extent to which they have been implemented according to the agreed action plan.

### 1.5 Acknowledgement

I would like to record my appreciation for the time and co-operation management and staff provided during the course of the audit.

### 1.6 Conclusion of the audit review

Based on my audit work performed and subject to my findings detailed in the findings sheet below, I report that the controls relating to the collection, recording and banking of revenue are not operating effectively.

<b>Finding Sheet</b>	<b>WP reference</b>	
<b>Heading:</b>	<b>Financial year-end</b>	<i>1 January 2023 to 21<sup>st</sup> May 2023</i>
Revenue audit	<b>Prepared by</b>	<i>RODRICK TEMBO</i>
<b>System/Process</b>	<b>Date</b>	
Revenue collection, recording and banking	<b>Reviewed by</b>	<i>R . T</i>
	<b>Date</b>	<i>30/05/2023</i>

## **AUDIT/06/06/2023: FAILURE TO BANK REVENUE COLLECTED TO THE BANK WITHIN REASONABLE TIME**

### **(a) Management control**

Financial Regulation Chapter C1 and 2 part III section 19 and subsection 1 states that cash received shall be as soon as possible, but not later than two days after the day of receipt

**(b) Finding**

It was reported that revenue collected was not banked within the specified period as per the above Financial Regulation. On average revenue collected and recorded was not banked until after 4 days.

**(c) Root cause**

Unreliable transport system as there is no bank within the district

**(d) Potential impact (Risk)**

1. Members learnt that the current financial software which was used to produce receipts and payments recognized revenue on the day it was deposited in the bank account and the audit finding was that revenue was banked 34 days late on average.

This meant therefore that all monies collected in the last month of the quarter were banked in the first month of the quarter that followed. For example, revenue collected in December 2022 was deposited in January 2023.

Therefore, the December revenue was reported in the first quarter of 2023 when reviewing performance which meant that the financial performance for fourth quarter of 2022 was understated while the first quarter for the year 2023 was overstated.

2. Failure to bank the revenue on time was unsafe as it could get stolen.
3. When revenue is not deposited on time and is consequently lost, the Local Authority is deprived of the much-needed cash to provide the required services to the community.

**(e) Recommendation**

Management should allocate a vehicle and a day in a week for banking activities.

**(f) Management comments**

Management was in agreement with both the findings and the recommendations of the Internal Auditor.

One member wanted to know if they still go to the bank twice a week on Tuesday and Thursday. In response, members were informed that they still go to the bank twice a week.

However, because of lack of transport there is usually a delay in the collection of some monies in addition some collection points for money are located far apart from each other, hence causing the delay in depositing of money.

Another member wanted to know why money was deposited after 34 days and what the actual problem was because saying that there was no transport was a lame excuse and failure to bank money on time could lead to it being stolen.

In response, members were informed by management that their observations were correct and they could not justify and give a concrete reason as to why money was not deposited on time, it was the problem and relaxation on the part of management however, they would sit with staff from finance section to find a way forward.

Another member wanted to know why revenue collectors don't go round to collect money in some wards could it mean that there was not enough manpower.

In response, members were informed that there were low staffing levels, there was no Accounts Officer and an Assistant accountant and it was because of this shortfall of staff that the two revenue collectors were working at the office however, according to the law the revenue collectors were supposed to be in the field not in the office meaning that the two had created a deficit and that was the challenge the section was facing which management should look into.

Another member wanted to know that since the two revenue collectors were not collecting revenue then who was doing their job. In response, members were informed that the implication was that if those two people were sent in the field to collect revenue then there would be nobody to support the operations of the Ag/Council Treasurer therefore the few of those who were available had to move and cover the whole area.

Another member wanted to know how many times the Auditor takes compliance performance audit in a month to ensure that records are written as they happen. In response, members learnt that the Auditor does the compliance performance once a year and for this year it was already done at the time he covered other areas which needed to be audited.

After a lengthy discussion on the matter the report was, **NOTED**.

**AUDIT/07/06/2023: GENERAL RECEIPT BOOKS NOT RECORDED IN THE ACCOUNTABLE REGISTER**

**(a) Management control**

Financial regulations part VI section 53 requires that an officer responsible for documents keep a register in which the receipt and issue of receipt books shall be promptly entered

**(b) Finding**

Both used and unused receipt books were not recorded in the accountable register

**(c) Root cause**

The accountable documents register in use got worn-out and so a new one was being awaited.

**(d) Potential impact (Risk)**

Receipt books can get stolen to be used for personal gain without realizing it

**(e) Recommendation**

Management should purchase a new register and all accountable documents which were recorded in the worn out register be recorded in the new one to be purchased.

**(f) Management comments**

The action had since been taken as per the above recommendation

One member wanted to know if the register was in place or not, because it was indicated in the report that action had been taken, could it have meant that the register had been bought and the recordings had been done.

In response, members were informed that they did recommend for a new register therefore action had been taken and information was already transferred from the old to the new register.

Another member wanted to know why both used and unused receipt books were not recorded in the accountable register.

In response, members were informed that that management had a sitting after the receipt book got torn and immediately the book was replaced and it was not that information was not recorded it was just a matter of transferring it from the old to the new register.

After a brief discussion the report was, **NOTED.**

**AUDIT/08/06/2023: PERFORMANCE REVIEW**

**(a) Management control**

The Local Authority determines the amount of revenue to be collected in the annual budget.

**(b) Finding**

Receipts and payments report for the first quarter of 2023 was not produced for audit.

**(c) Root cause**

The computer system broke down

**(d) Potential impact (Risk)**

Without the production of such quarterly reports it would be difficult to monitor whether the Council was meeting the budget or not in revenue collection. This could result in under performance as the declining collection of revenue would not be noticed and collected.

(e) **Recommendation**

Management should replace the computer system as soon as possible and the unproduced reports be produced

(f) **Management comments**

The Management agreed that the said report was not in place at the time of the audit due to the root cause given and it was noted at the time of audit that the process to acquire a new computer had already started.

One member wanted to know how many computers they had in the council because it was not agreeable that the reason why the receipts and payments were not produced was because the computer system broke down.

In response, members were informed that when the auditor finds a query he presents it to management and what the auditor writes is what he is told and the report which was presented in the finance meeting was for the final quarter of 2022 therefore the reason why the receipts were not produced was that the computer system broke down.

One member wanted know why it was difficult to present the 2023 receipts to the auditor. In response, members were informed that the finance meeting was held on 9<sup>th</sup> March, 2023 before the end of the first quarter of 2023.

Another member wanted to know how long it took to acquire a new computer and also during the time the computer broke down why didn't they use another one.

In response, members were informed that a new computer had already been purchased. During the time the computer broke down they couldn't use another one because the computers they were using did not have enough storage space.

**RESOLVED RECOMMEND THAT:**

Management was advised to have at least two computers because there was a danger in being dependant only on one; the danger was that the computer could crush or get stolen.

After a brief discussion on the matter the report was, **NOTED.**

**MANAGEMENT ACTION PLAN**

The following action plans represent the agreed management actions to be taken to address the weaknesses and / or areas for improvement, as identified during the internal audit:

#	Agreed management action	Position/designation directly responsible for implementation*	Implementation date
1	Management should allocate a vehicle and a day in a week for banking activities	Chief Administrative Officer	Immediately
2	Management should purchase a new register and record all accountable documents which were not recorded	Deputy Treasurer	Immediately
3	Management should replace the malfunctioning computer system as soon as possible and the unproduced reports be produced	Deputy Treasurer	Immediately

**RESOLVED RECOMMEND THAT:**

1. Management was asked to engage the Commission to look into the issue of employing new officers in finance department.
2. Management was advised to allocate a vehicle to the finance department in order for operations to run smoothly.

**CLOSING REMARKS/PRAAYER**

The chairperson thanked members for their participation and urged them to put more effort on reporting on time when coming for meetings.

Thereafter, the closing prayer was rendered by the Council Chairperson Mr. Terrioh Chungu at 11:46 hours.

**READ, CONFIRMED AND ADOPTED THIS.....DAY OF.....2023**

.....  
**CHAIRPERSON**

**MINUTES OF THE ORDINARY FULL COUNCIL MEETING HELD AT DON BOSCO-KAZEMBE ON 19<sup>TH</sup> JULY, 2023 AT 10:38 HOURS.**

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**PRESENT MEMBERS**

1. Terrioh M. Chungu - Council Chairperson
2. Councillor Ngosa Milambo - Vice Council Chairperson
3. Councillor Justine Chishala - Member
4. Councillor Otis Kapembwa - Member
5. Councillor Christine Ng'andwe - Member
6. Councillor Blaston M. Muonga - Member
7. Councillor Chansa Nelson - Member
8. Councillor Kapya John - Member
9. Councillor Cynthia Makungu - Member
10. Councillor Ngosa Justine - Member
11. Councillor Patson Mwape - Member
12. Councillor Monica Mbangi - Member
13. Councillor Justin Kapya - Member

**IN-ATTENDANCE**

1. Mathews H. Mulenga - Ag/Council Secretary
2. Aaron Nkole - Human Resource Officer
3. Reggie Kamupila - Chief Administrative Officer
4. Jestus Simutowe - Deputy Council Treasurer
5. Aretha Chisenga - Procurement Officer
6. Lewis Farao - OOP (SD)
7. Himulonga Choolwe - Ag/DACO
8. Rev. Fumi Mutale - Mayor's Chaplain

9. Cheela Harrison	-	O/I/C
10. John Mutamfu	-	Ag/LPO
11. Charles Mulenga	-	DFO
12. Jack Tembo	-	Ag/DHD
13. Edmund Kampape	-	Ag/DSWO
14. Elizabeth Musesa	-	DCDO
15. Moses Simukonde	-	SAA
16. Tembo Khondwelani	-	WC
17. Martin Siwakwi	-	Deputy Director of Works
18. Glenda Nachinga	-	Public Relations Officer
19. Geoffrey Bwalya	-	Senior Health Inspector
20. Lewis Kunda	-	Town Planner
21. Mumba Mutebela	-	WDC
22. Morgan Kunda	-	
23. Mailesi Moyo	-	Administrative Officer
24. Caroline Nyambe	-	Committee Clerk

### **NATIONAL ANTHEM/PRAYER**

Prior to the commencement of the meeting, the National Anthem was sung followed by a prayer from Rev. Fumi Mutale

### **QUORUM**

Prior to the commencement of the meeting, the quorum was formed.

### **NOTICE OF MEETING**

A notice of meeting was read by the Ag. Council Secretary in accordance with the Standing Orders and Section 15(1) of the *Local Government Act No. 2 of 2019*

### **ADOPTION OF AGENDA**

Upon a proposal by Cllr. John Kapya and duly Seconded by Cllr. Otis Kapembwa, it was

## **RESOLVED THAT:**

The Agenda be **ADOPTED**

## **APOLOGIES:**

District Health Director

## **DECLARATION OF INTEREST IN WRITING**

There was no declaration of interests.

## **CHAIRPERSON'S COMMUNICATION**

The Council Chairperson welcomed everyone to the second ordinary council meeting in the year 2023. He further welcomed the newly appointed District Commissioner Mrs Rosemary Mwiche. He went on to say that his office and the council at large were looking forward to working closely with the District Commissioner in a bid to develop the district.

The Council Chairperson informed members that as a district they had scored in the implementation of the constituency development fund-CDF and this was seen by the great impact the funds were having in our communities as it could be seen by the increased economic activities being witnessed in our respective areas. The Council Chairperson told members that as it was seen, most schools that did not have desks now had desks and he was optimistic that the numbers would increase as more desks would be manufactured.

Furthermore, the Council Chairperson told members that as a local authority we had also procured a grader which was currently working. This was a pat on the back of the local authority for ensuring the smooth implementation of the constituency development fund. This was as it should be.

The Chairperson encouraged members to remain committed in ensuring that they serve their communities in the best way they knew and to continue working hard so that they could uplift the living standards of the people in Mwanabombwe district. He said that the mutomboko ceremony was upon everyone and they should continue supporting the Lunda royal

establishment in whichever way they could in the spirit of ensuring that they preserve the culture of the land in which they operated.

The Council Chairperson urged the ministry of health and the public health department to be on top of things and ensure that the food stuffs being sold especially on the streets were fit for consumption. He added that we shall also endeavour to make sure the distribution of condoms in public places so that they could be easily accessible. He told members that he was reliably informed that the district had sufficient supply to meet the demand, and more so because there was need to ensure that we reduce the spread of sexually transmitted diseases. He told the security wings to be on high alert to ensure that no unnecessary disturbances would be recorded.

Finally the Council Chairperson commended management and staff of Mwansabombwe town council for their dedication to duty and he urged them to continue proving the much-needed service delivery to the people in the district. Thereafter, he asked the residents of Mwansabombwe district to continue working together so that we could develop the district as one.

With those remarks, he declared the meeting officially open at 10:38 hours.

**MTC/15/07/2023: CONFIRMATION OF MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 6<sup>TH</sup> APRIL, 2023**

Upon a proposal by Cllr. John Kapya and seconded by Cllr. Otis Kapembwa

It was,

**RESOLVED THAT:**

Minutes **MTC/09/04/2023 - MTC/15/04/2023** of the Ordinary Full Council Meeting held on 6<sup>th</sup> April, 2023 be **CONFIRMED** as a true record of Council proceedings.

**MTC16/07/2023: CONFIRMATION OF MINUTES OF THE SPECIAL FULL COUNCIL MEETING HELD ON MONDAY, 24<sup>TH</sup> JULY, 2023.**

Upon proposal by Cllr. Christine Ng'andwe and seconded by Cllr. Otis Kapembwa

It was, **RESOLVED THAT:**

Minutes **SMTC/01/07/2023** of the Special Full Council Meeting held on 24<sup>th</sup> July, 2023 be **CONFIRMED** as a true record of Council proceedings.

**ADOPTION OF MINUTES OF COUNCIL STANDING COMMITTEES**

**MTC/17/07/2023: ADOPTION OF MINUTES OF THE PLANNING, INFORMATION MANAGEMENT SYSTEM, ENGINEERING AND INFRASTRUCTURE COMMITTEE MEETING HELD ON THURSDAY, 11<sup>TH</sup> MAY, 2023.**

Upon a proposal by Cllr. Blaston Muonga and seconded by Cllr. Otis Kapembwa,

It was,

**RESOLVED THAT:**

The minutes **PWDREC/43/05/2023** to **PWDREC/55/05/2023** be **ADOPTED** as part of the Council proceedings.

**MTC/18/07/2023: ADOPTION OF MINUTES OF THE FINANCE VALUATION, COMMERCIAL UNDERTAKING AND HUMAN RESOURCE COMMITTEE MEETING HELD ON THURSDAY, 18<sup>TH</sup> MAY, 2023.**

Upon a proposal by Cllr J. Kapya and seconded by Cllr. N. Chansa  
It was,

**RESOLVED THAT:**

The minutes **FVCUHRC/26/05/2023 – FVCUHRC/42/05/2023** be **ADOPTED** as part of the Council proceedings.

**MATTERS ARISING FROM THE MINUTES**

- i. Arising from the minute number **FVCUHRC/41/05/2023** on fisheries there was a concern on revenue collected. In response, members were informed that the revenue which was recorded was not a true reflection of what was on the ground, because what was recorded in March and April. Therefore the report will be presented in the next meeting.
- ii. Arising from the minute number **FVCUHRC/42/05/2023** on the staffing level one member wanted to know who represented the fisheries department at the district level. In response, members were informed that the officer representing the fisheries department was Dr. Josiah Zimba.

**MTC/19/07/2023: ADOPTION OF MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON THURSDAY, 8<sup>TH</sup> JUNE, 2023.**

Upon a proposal by Cllr. J. Chishala and seconded by Cllr. J. Ngosa  
It was,

**RESOLVED THAT:**

The minutes **AUD/06/06/2023 – AUD/08/06/2023** of the Audit Committee Meeting be **ADOPTED** as part of the Council proceedings.

**COUNCIL SECRETARY’S REPORT**

**MTC/20/07/2023: CREATION OF COUNCIL WEBSITE**

It was reported that the council had created a Website, therefore, it was for that reason that they were calling upon everyone to freely check on the Website to access information about the council.

Thereafter, the report was **NOTED**.

**MTC/21/07/2023: DEVOLUTION CDF CLEARANCE FUNCTIONS TO COUNCIL TREASURERS**

It was reported that the process of CDF clearance had been downgraded to the council and would be handled by the Council Treasurer, and this it was anticipated that the whole process would now be quick.

Thereafter, the report was **NOTED**.

**MTC/22/07/2023: STATUS CALL FOR CDF PROJECTS FOR 2022**

It was reported on the status of the Constituency Development Fund Projects which were currently being implemented under 2022 CDF Allocation. The following were the projects; -

<b>S/N</b>	<b>Project</b>	<b>Current status</b>
1	Construction of the Rural Health post, one staff house and installation of Tank at Seesa	Plumbing Works
2	Installation of water reticulation system at Mabel Shaw in Mbereshi	Completed
3	Construction of an ablution block and installation of a	Completed

	10,000-litre tank at Mununshi	
4	Procurement of Grader	Completed
5	Allocation for Desks 2022	Completed
6	Chipita Health post	Completed
7	Mumbolo 1x3 CRB	Completed

Thereafter, the report was **NOTED**.

**MTC/23/07/2023: TERMINATION OF CONTRACT FOR FUNGALA INVESTMENTS FOR CONSTRUCTION OF CLASS ROOM BLOCK AT MWATA CHIKONKOLE.**

It was reported that the contract for Fungala investments had been terminated. This was because of the time lapse as well as sub-standard works. The project would have to go to the evaluation stage so as to be allocated to another contractor.

Thereafter, the report was **NOTED**

One member wanted to know why the people who were working on this project were not paid.

In response, members were informed that the contract for the people who were working on this project was between the workers and the contractor who was Fungala Investment and not with the local authority therefore, the contractor is the one who was supposed to deal with the people whom he had engaged to do the work.

**MTC/24/07/2023: WARD DEVELOPMENT FUND**

It was reported that the Ward Development Committees from all the twelve wards each sat and resolved to undertake the following projects under Ward Development Fund as listed below;

S/N	NAME OF WARD	PROPOSED PROJECT	AMOUNT ALLOCATED
1.	Mbereshi	Savings	10,000.00
2.	Kabalenge	Printing Services	10,000.00
3.	Pembe	Gardening	10,000.00
4.	Chipita	Fish Trading	10,000.00
5.	Mulele ward	Printing Services	10,000.00
6.	Salanga	Printers	10,000.00
7.	Lufubu	Mobile Money	10,000.00
8.	Kayo	Bottle Store	10,000.00
9.	Kakose	Chainsaw	10,000.00
10.	Mwansabombwe	Motor Bike Transport	10,000.00
11.	Kazembe	Goat Rearing	10,000.00
12.	Mununshi	Motor Bike Transport	10,000.00

Upon a proposal from Cllr. Justine Ngosa which was duly seconded by Cllr. Blaston Muonga,

It was,

**RESOLVED THAT:**

The ward development funds be **APPROVED**.

**MTC/25/07/2023: STAFF TRANSFERS**

It was reported that the Local Government Service Commission had made a number of transfers at Mwansabombwe Town Council as indicated in the tables below

**I. Transfer in**

SN	NAME	NRC	POSITION	DATE OF TRANSFER	TRANSFER FROM
01	Daiman Siame	366776/65/1	Assistant Procurement Officer	16 <sup>th</sup> June, 2023	Mafinga Town Council

## II. Transfer out

SN	NAME	POSITION	DATE OF TRANSFER	TRANSFER TO
01	T'sungarai M. Mdoma	Chief Human Resource Officer	16 <sup>th</sup> June, 2023	Chisamba Town Council
01	Aim Kushikila	Acting Director of Works	16 <sup>th</sup> June, 2023	Masaiti Town Council
02	Caroline Mwanza	Revenue Collector	16 <sup>th</sup> June, 2023	Lumezi Town Council
03	Glenda Nachinga	Public Relations Officer	16 <sup>th</sup> June, 2023	Pemba Town Council

Thereafter, the report was **NOTED**.

**MTC/26/07/2023: RECOMMENDATION OF DEPUTY DIRECTOR OF WORKS TO ACT AS DIRECTOR**

It was reported that following the transfer of Director of works Mr. Aim Kushikila to Masaiti Town Council, there was a recommendation that the Deputy Director of Works Mr. Martin Siwakwi should act as Director of Works until further notice.

Thereafter, the report was **NOTED**.

**CLOSING REMARKS/PRAAYER**

In his closing remarks the council chairperson thanked everyone for attending the second full council meeting and for their contributions towards the development of Mwansabombwe. He emphasized to everyone and especially the Councillors to follow the dress code and to adhere to the conditions and rules of the meeting.

Thereafter, he declared the meeting officially closed at 11:47 hours with a prayer from Pastor Fumi Mutale.

**READ, CONFIRMED AND ADOPTED THIS.....DAY OF.....2023**

.....  
**CHAIRPERSON**

## **MWANSABOMBWE TOWN COUNCIL**

### **MINUTES OF THE SPECIAL FULL COUNCIL MEETING HELD AT THE CIVIC CENTRE ON 24<sup>TH</sup> JULY, 2023 AT 14:52 HOURS.**

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#### **PRESENT MEMBERS**

1. Councillor Terrioh M. Chungu - Council Chairperson
2. Councillor Ngosa Milambo - Vice Council Chairperson
3. Councillor Justine Kapya - Member
4. Councillor Otis Kapembwa - Member
5. Councillor Justine Chishala - Member
6. Councillor Christine Ng'andwe - Member
7. Councillor Blaston M. Muonga - Member
8. Councillor Chansa Nelson - Member
9. Councillor Kapya John - Member
10. Councillor Makungu Cynthia - Member
11. Councillor Monica Mbangu - Member
12. Councillor Ngosa Justine - Member
13. Councillor Patson Mwape - Member

#### **IN-ATTENDANCE.**

1. Mathews H. Mulenga - Ag/Council Secretary
2. Jestus Simutowe - Deputy Council Treasurer
3. Rodrick Tembo - Internal Auditor
4. Reggie Kamupila - Chief Administrative Officer
5. Glenda Nachinga - Public Relations Officer
6. Rev. Mutale Fumi - Mayor's Chaplain
7. Mailesi Moyo - Administrative Officer- (Minuting)
8. Caroline Nyambe - Committee Clerk- (Minuting)

## **NATIONAL ANTHEM/PRAYER**

Prior to the commencement of the meeting, the National Anthem was sung followed by a prayer from Reverend Fumi Mutale.

## **QUORUM**

Prior to the commencement of the meeting, the quorum was formed.

## **ADOPTION OF AGENDA**

Upon a proposal by Cllr. Christine Ng'andwe and duly Seconded by Cllr. Otis Kapembwa, it was

### **RESOLVED THAT:**

The Agenda be **ADOPTED**

## **APOLOGIES:**

Lumbwe Kalifungwa	-	District Planning Officer
Martin Siwakwi	-	Deputy Director of Works

## **NOTICE OF MEETING**

A notice of meeting was read by the Acting Council Secretary in accordance with the Standing Order and Section 15(1) of the *Local Government Act No. 2 Of 2019*

## **CHAIRPERSON'S COMMUNICATION**

The Council Chairperson welcomed all members to the first Special Full Council meeting. He told members to feel free during the deliberations of the meeting. He went on to tell Councillors that the day's agenda was entirely dependent on their combined decision.

With those remarks he declared the meeting open at 14:52 Hours.

## **SMTC/01/07/2023:**

### **REQUEST FOR OFFICE SPACE**

The aforementioned subject was presented before the Council for their decision.

Members were informed that the District Commissioner had written a letter to request for temporal office space the Council.

After a lengthy discussion on the matter,

it was,

**RESOLVED THAT:**

There be a vote to either allow the District Commissioner to be given an office space or not.

Upon the vote, majority voted for the District Commissioner's request to be given an office space at the Council premises in Lufubu.

**CLOSING REMARKS/PRAAYER**

The Council Chairperson thanked members for attending the meeting and wished them well as they go back to their places.

There being no other business to transact, he declared the meeting closed at 15:10 hours with a prayer by Reverand Fumi Mutale.

.....  
**CHAIRPERSON**

.....  
**DATE**

**MINUTES OF THE PLANNING, INFORMATION MANAGEMENT SYSTEMS ENGINEERING AND INFRASTRUCTURE COMMITTEE MEETING HELD ON TUESDAY, 8<sup>TH</sup> AUGUST, 2023 AT THE CIVIC CENTRE - ALONG MANSA NCHELENGE ROAD AT 09:55 HOURS.**

**COUNCILLORS PRESENT:**

1. Blaston M. Mpundu - Committee Chairperson
2. Monica Mbangi - Member
3. Kapembwa Otis - Member
4. Mwape Patson - Member
5. Milambo Ngosa - Ex Official

**OFFICERS IN ATTENDANCE:**

1. Reggie Kamupila - Chief Administrative Officer
2. Lewis Kunda - Town Planner
3. Bridget Bwalya - Forestry Technician
4. Elizabeth Musea - District Community Development Officer
5. Tembo Khondwelani - Water Coordinator
6. Nkhata Blessings - DCO
7. Mulamba Peter - ABO
8. John Mutamfu - Ag/LS
9. Mailesi Moyo - Administrative Officer
10. Caroline Nyambe - Committee Clerk - (Minuting)

**APOLOGIES:**

1. Mathews H. Mulenga - Ag/Council Secretary
2. Lumbwe Kalifungwa - District Planning Officer
3. Martin Siwakwi - Deputy Director of Works
4. Jestus Simutowe - Deputy Council Treasurer

**PRAYER:**

Before the commencement of the meeting, the house was led into a prayer by Mr. Tembo Khondwelani.

**ADOPTION OF AGENDA:**

Upon a proposal by Cllr. Otis Kapembwa and duly seconded by Cllr. Patson Mwape.

It was,

**RESOLVED THAT:**  
The agenda be **ADOPTED**

**NOTICE OF MEETING:** The Notice of meeting was read in accordance with Section 22 (1) of the **Local Government Act of 2019** by the Ag/Council Secretary.

**CHAIRPERSON'S COMMUNICATION**

The Chairperson welcomed everyone to the meeting. He began by telling members that as key stakeholders it was paramount to pay particular attention to all the issues in Government and that development was a process, therefore, there was need to take keen interest in ensuring that whatever developmental issues being tabled could come to fruition. Furthermore, he urged management to continue with their hard work in the implementation of all developmental projects in the district. The Committee Chairperson told members that it was incumbent upon the technocrats to see to it that the contractors who were awarded contracts performed well. Lastly, he urged members to participate fully during the deliberations. Thereafter, he declared the meeting open at 09:55 hours.

## REPORT OF THE DIRECTOR OF WORKS

### PWDREC/55/08/2023: CDF STRUCTURAL PROJECTS 2022

S/N	PROJECT NAME	CONTRACT SUM	CURRENT STATUS
1	Construction of a 1x3 CRB, staff house and installation of a 10,000 litres water tank at Mwatachikonkole Primary School	K1,285,377	Contract terminated awaiting re-advertisement
2	Construction of a RHP, staff house and installation of a 10,000 litres water tank at Seesa	K1,249,317.02	Finishing stage (painting)
3	Construction of an ablution block at Mununshi	K484,493.63	completed
4	Installation of water reticulation system at Mabel Shaw secondary school	K973,763.63	completed

Thereafter, the report was **NOTED**.

### PWDREC/56/08/2023: 2023 CDF STRUCTURAL PROJECTS

1	Procurement of police vehicle	-	To be procured at the ministry
2	Electrification of Government infrastructure	-	To be carried out at the ministry
3	Procurement of desks	-	Procurement stage
4	Procurement of an Ambulance	-	To be procured at the ministry
5	Procurement of TLB	-	Procurement stage
6	Procurement of Roller compactor	-	Procurement stage
7	Construction of 1X3 CRB, Ablution block at Kasao Primary School	-	Procurement stage
8	Construction of 1x3 CRB at Chipita Primary School	-	Procurement stage
9	Construction of 1x2 CRB at Lubansa Primary School	-	Procurement stage
10	Construction of a maternity annex	-	Procurement stage

	and installation of a 10,000 litres tank on a new borehole		
11	Construction of a Rural Health post and drilling of a borehole at Chokwe	-	Procurement stage
12	Rehabilitation of toilet and water system in Male ward at Mbereshi Hospital	-	Procurement stage
13	Procurement of a tipper truck	-	Procurement stage
14	Construction of Chief's Palace	-	Carried out by the Zambia National Correctional Service

One member wanted to know if funds for those projects were available. In response, members were informed that those projects were under CDF which meant that funds were available.

Another member wanted to know if the contractors who were going to construct these projects had been identified.

In response, members were informed that it was difficult to tell at this stage because the projects were still at procurement stage but once the contractor was engaged the committee would be notified.

Thereafter, the report was **NOTED**.

#### **PWDREC/57/08/2023: CAPITAL PROJECTS**

<b>S/N</b>	<b>NAME OF PROJECT</b>	<b>CONTRACT SUM</b>	<b>CURRENT STATUS</b>
1	Construction of a market shelter at Mununshi	K410,880.22	Finishing stage (painting)
2	Construction of a community hall	K745,558.11	Completed
3	Installation of a solar water kiosk on an existing borehole at Masele	-	Procurement stage
4	Installation of a solar water kiosk on an existing borehole at Mulumbwa	-	Procurement stage

One member wanted know what will be done to the drainages which have no free passage of water at Mununshi were a market shelter is being constructed.

In response, members were informed that it was noted and they will find a way of dealing with the matter.

Thereafter, the report was **NOTED**.

**PWDREC/58/08/2023: DRILLING OF BOREHOLES.**

It was reported that the drilling of 10 boreholes funded by the Ministry of Water Development and Environmental Protection was under way and so far, the following was the progress however, the process was still ongoing;

1. Mbereshi (sub chief Chipushi place) was successful
2. Kayo (Kambikambi) was successful
3. Kazembe (Kapale) was not successful but re-drilling will be done
4. Kayo (Kombe) was not successful but re-drilling will be done
5. Pembe (Mbakaya) successful

Thereafter, the report was **NOTED.**

**PWDREC/59/08/2023: CHUBULWA SMALL PIPED WATER SCHEME**

It was reported that the Ministry of Water and Sanitation was in the process of constructing a water scheme in Chipita ward at Chubulwa village and so far, the drilling of a borehole was done and was awaiting the pumping tests and construction of the system.

Thereafter, the report was **NOTED.**

**PWDREC/60/08/2023: TRAINING OF CHILDREN**

It was reported to the committee that UNICEF conducted a training of children on the importance of water management for the two schools of Salanga and Chinyanta where two water schemes would be constructed by KFW through Care on the 20<sup>th</sup> of July, 2023 as we wait for the project to kick off.

Thereafter, the report was **NOTED.**

**PWDREC/61/08/2023: OPERATION AND MAINTENANCE**

It was reported that the collection of funds towards operation and maintenance of boreholes, stand taps, kiosks and small piped water

scheme was very low giving only 30% collection per month. This resulted to challenges in managing the water sources in time.

In view of this, it was recommended that;

1. One (1) revenue agent to be engaged per ward to be collecting funds from V-WASH committees for each ward.
2. Council staffs to be collecting the funds centrally once every month on the date to be agreed upon in each ward and later deposited in the account.
3. The agent be paid 20% from the total collection per month
4. Council staff should organize a meeting in each ward with V-WASH representatives of each committee.

One member suggested that the councilors should propose names of revenue agents who should be engaged because they are the ones who know the people in their wards.

In response, members were informed that all engagements are done by human resource.

After a brief discussion on the matter and upon a proposal by Cllr. Patson Mwape which was duly seconded by Cllr. Monica Mbangi, it was,

**RESOLVED THAT:**

The operation and maintenance of boreholes be **APPROVED.**

**PWDREC/62/08/2023: WASTE MANAGEMENT**

It was reported that during the week of Umutomboko ceremony, there was an increase in waste generation and 30 tonnages of garbage were collected and disposed off. In view of this, additional casuals were engaged to reinforce manpower. The targeted area of cleaning included road ways, roundabouts and drainages. The casuals continued working even after Umutomboko period to clear and clean all the portions where trading took place.

Thereafter, the reported was **NOTED**.

**PWDREC/63/08/2023: INSPECTION OF PUBLIC PREMISES**

The inspections of public premises were carried out in all the wards and below were the findings;

<b>S/n</b>	<b>Category</b>	<b>No inspected</b>	<b>Findings</b>	<b>Recommendations</b>
1	Restaurants	7	None renewal of food handlers' certificate	32 food handlers were sent to the clinic for medical examinations
2	Bars	24	6 bars were operating without toilets	Bars without toilets were temporally closed till toilets were constructed
3	Shops/Groceries	27	Presence of expired products	Seized all the expired products
4	Guest houses	5	Poor lighting and ventilations, no running water in the toilets	Provision of artificial lights and ventilation
<b>Total</b>		<b>63</b>		

**EXPIRED PRODUCTS WHICH WERE SEIZED**

<b>Type of food inspected</b>	<b>No. condemned and destroyed</b>	<b>Remarks</b>
Butter	3	Expired
Lotion	21	Expired
Assorted drinks	50	Expired
Fresh park	6	Expired
Cream products	7	Expired
Drug	6 tablets	Expired
Biscuit	1	Expired
Energy drink	4	Expired
Fruit	1	Expired
Canned product	2	Expired
Bullet soap powder	70	Expired

Bathing soap	11	Expired
Snacks	51 packs	Expired
Toothpaste	34	Expired
Washing paste	9	Expired
Baking powder	34	Expired
Glycerin	72	Expired
White spoon	13	Damaged due to poor storage
Baby powder	18 bottles	Expired
Beer (bottled)	12 bottles	Expired
Spices	24 packs	Expired
Just Drink	5	Expired

Thereafter, the report was **NOTED**.

**PWDREC/63/08/2023: CLEANING OF THE STREETS AND PAINTING OF THE BUILDINGS**

Following the directive from the Permanent Secretary from Ministry of Local Government and Rural Development to all local authorities to fully implement the Markets and Bus Station Act and the Local Government (Street Vending and Nuisances Amendment Regulation of 2018), the enforcement of the said laws had began. All those selling tomatoes, vegetables and other items in undesignated places were being ordered to sell into the market. However, on the painting of structures there was need to agree on the color type to be used by each shop owner, in this regard the colors recommended were of the following type;

1. Sky blue paint
2. Charcoal grey

One member wanted to know if the wards which have no markets and they sell in the streets should also order their people to take what they are selling to the market.

In response, members were informed that this applies only to those who are designated in areas which have markets.

After a brief discussion and upon a proposal by Cllr. Patson Mwape and duly seconded by Cllr. Monica Mbangi, it was,

**RESOLVED THAT:**

- i. Cleaning of streets be **APPROVED**
- ii. Have discussion with shop owners and come up with a colour to be used to paint the buildings.

**REPORT OF THE DISTRICT PLANNING OFFICER**

**PWDREC/64/08/2023: STATUS OF CONSTITUENCY DEVELOPMENT FUND- 2023**

**1.1 Status Of 2023 Loan Empowerment And 2023 Grant**

**Empowerment**

It was reported that Thirty-Three (33) Loan beneficiaries were empowered under 2022 CDF at a total amount of K2,755,470.00. Meanwhile receipt of 2023 loans had since been concluded. It was also reported that within the period under review a total of K1,799,000.00 was disbursed under Grants to Sixty-Three (63) beneficiaries under 2023 Constituency Development Fund.

**1.2 Secondary Boarding Bursary**

Members learnt that a second approval (2023) was granted for an extra 68 out of 76 pupils that had applied for possible sponsorship under the Secondary boarding school Bursary Component of the CDF bringing the cumulative total to 213.

### **1.3 Skills Development Bursary**

The committee was informed that a second approval (2023) was granted for an extra 59 youths out of 62 that applied for possible sponsorship under the skills Development Bursary component bringing the cumulative total to 184.

One member wanted to know if there was room for those who are willing to undergo training under skills development if the skillstraining is offered by the school that is outside the district.

In response, members were informed that skills development is for all TEVETA registered institutions up to diploma level therefore it doesn't matter where the institution is as long as there is an acceptance letter from the school one can be sponsored.

Thereafter, the report was **NOTED**.

### **PWDREC/65/08/2023: SECOND QUARTER HIV/AIDS STATISTICS**

It was reported that 117,000 pieces of condoms were distributed in the period under review while 60kg of dates were also distributed with help from network of people living with HIV and AIDS (NPZ+). Thus, the current stock of condoms stands at 30,000 out of a total of 147,000.

Thereafter, the report was **NOTED**.

### **PWDREC/66/08/2023: LAND ADMINISTRATION**

It was reported to the committee that the following was the progress made on two major areas which had been earmarked for development namely;

- Lufubu upgrading area – the area had been numbered and was awaiting offer and engagement of stakeholders.
- Smallholdings (township) – the area had been surveyed by ministry of lands and was awaiting servicing.

Thereafter, the report was **NOTED**.

## **REPORT OF THE COMMUNITY DEVELOPMENT OFFICER**

### **PWDREC/67/08/2023: A. SUPPORTING WOMEN’S LIVELIHOOD (SWL)**

It was reported to the committee that under this component, 443 phase 5 beneficiaries received their 2<sup>nd</sup> installment grant amounting to K1,895.00 each. It was noted that Mwanabombwe was not implementing phase 6 so only savings monitoring and collection of complaints took place between then and the last reporting period.

### **B. GENDER AND WOMEN DEVELOPMENT**

It was reported that the department of Community Development had continued to assist Women groups and other Development groups with Group formation, Account opening and mentorship support.

The department also monitors the performance of groups that benefitted under CDF.

Thereafter the report was, **NOTED**.

### **PWDREC/68/08/2023: FOOD SECURITY PACK 2022/2023 SEASON**

It was reported that the beneficiaries harvested their crops and were currently paying back to their respective CWACs. The office recently

went to a good number of CWACs to encourage paybacks, but we would need the support of councilors so that we record 100 percent recoveries. This money goes back into the community and assists the vulnerable who are not captured on other social protection programs. The following table shows the status of recoveries in each CWAC:

<b>CONSOLIDATED / ACCUMULATIVE PAYBACK PER CWAC</b>				
<b>NO.</b>	<b>CWAC</b>	<b>EXPECTED AMOUNT</b>	<b>AMOUNT PAID</b>	<b>BALANCE</b>
1	Chansongo	54,720.00	9,840.00	44,880.00
2	Koni	25,200.00	4,580.00	20,620.00
3	Nakabamba	34,560.00	5,000.00	29,560.00
4	Shamende	32,400.00	10,000.00	22,400
5	Kasasa	35,280.00	0	0
6	Katotoma	53,280.00	13,800.00	39,480.00
7	Mulumbwa	90,000.00	20,200.00	69,800.00
8	Kapweshi	32,420.00		0
9	Nsensema	75,600.00	11,000.00	64,600.00
10	Chipete	49,680.00	13,420.00	36,260.00
11	Mulalami	25,920.00	10,900.00	15,020.00
12	Lubansa	27,360.00	14,320.00	13,040.00
13	Kabalenge	27,360.00	5,880.00	21,480.00
14	Kalasa	34,560.00	9,600.00	24,960.00
15	Mukamba	38,880.00	21,280.00	17,600.00
16	Seesa	59,760.00	3,250.00	56,510.00
17	Mumbolo	77,040.00	23,120.00	53,920.00
18	Salanga	117,360.00	23,400.00	93,960.00
19	K/Shitima	46,080.00	4,280.00	41,800.00
20	Kapesa	50,400.00	1,600.00	48,800.00
21	Mashimbi	55,440.00	10,380.00	45,060.00
22	Mununshi	48,960.00	1,895.00	47,065.00
	<b>TOTAL</b>	<b>1,092,260.00</b>	<b>217,745.00</b>	<b>874,515.00</b>

Note: CWACs are expected to deposit the funds in the District Recoveries account by 31<sup>st</sup> August, 2023. Some of them sold to FRA and are waiting for payment from Food Reserve Agency.

One member wanted to know what will be done to CWACS who won't reach the target.

In response, members were informed that those who will not perform well will be removed from the program.

Thereafter the report was, **NOTED.**

**PWDREC/69/08/2023: ALTERNATIVE LIVELIHOOD INTERVENTION**

It was reported that a total of 132 beneficiaries, 33 from each CWAC (Mukamba, Kalasa, Kasasa and Chansongo) were selected to benefit 3 goats each. This was a Pass-on program and so these were expected to pass this on to others once the goats reproduce. The program was at procurement stage.

**1.2 STORAGE/OFFICE BUILDING**

Members were informed that the storage/office building was at back filling stage.

Thereafter the report was, **NOTED.**

**REPORT OF THE DISTRICT FORESTRY OFFICER**

**PWDREC/70/08/2023: PLANTATION MANAGEMENT**

It was reported that silvicultural operation in the management of pine plantation are important in ensuring that we have health and vigorous growth of tree crop. Therefore, prior to the fire danger season fire break maintenance and weeding were carried out to ensure that the trees were protected from fire and a total of 60 casual workers were engaged. Despite the necessary pre-suppression measures that were

carried out, fire started in one of the old trees stand and swept through other compartments bringing to the total of 30ha plantation affected. Fire was believed to have been caused by people collecting resins from the pine stumps or those hunting small wild animals. However, only a 2.5ha pine compartment was more seriously affected as it was barely 4 years old.

Thereafter the report was, **NOTED.**

**PWDREC/71/08/2023: NURSERY MANAGEMENT**

It was reported to the committee that the department was managing five hundred and sixty seedlings of Pinus Oocarpus. This entails that expansion of pine plantation in the year 2023/2024 planting in the district could not be feasible as the office had not been supplied with seeds and other nursery requisites to enable us propagate pine and other assorted seedlings in the nursery. However, the office within its means had managed to raise 552 lemon seedlings, 2,472 mangoes, 550 Moringa and 34 avocado seedlings. Therefore, a total of four thousand one hundred and eighty five (4,185) seedlings were being managed in the nursery.

Thereafter the report was, **NOTED.**

**PWDREC/72/08/2023: FOREST PROTECTION AND MANAGEMENT**

It was reported that the department had continued to manage a total of fifty two thousand three hundred and ninety seven hectares (52,397ha) of forest reserves in the district. However, these forest areas were mainly characterized by encroachment and squatting.

Thereafter the report was, **NOTED.**

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

### **EXECUTIVE SUMMARY**

This report highlights activities that were conducted in the second quarter of the year 2023. During this period, the department carried out a number of activities mainly fish conservation patrols, fishing licensing, livestock and fisheries extension services: such as farmer visitations, trainings and meetings, farmer field schools and agricultural shows. During the quarter under review the department conducted a number of animal disease control activities i.e. Scheduled and non-scheduled diseases.

### **PWDREC/73/08/2023: ANIMAL DISEASE CONTROL**

**Newcastle Disease** remains a major challenge in poultry indicated cases of economic losses through mortalities and morbidities. With the change of weather, fowl pox cases were also on the rise. **Helminthiasis** remains one of the encountered diseases of livestock mostly affecting small ruminants i.e. goats characterized by chronic cough, nasal discharge, difficulty in breathing and deaths. However Vaccinations against Newcastle disease was ongoing. The Department had also continued with the deworming program of small ruminants as well as small animals in all the vet camps. Other routine Disease control program conducted were Spraying of Ectoparasite control and deworming of large Ruminants. **Vaccination of dogs against rabies is ongoing**. No cases of Tsetse/Trypanosomiasis were reported in the District from the passive surveillance conducted.

Thereafter the report was, **NOTED**.

### **PWDREC/74/08/2023: CAPTURE FISHERIES**

It was reported that the department working in collaboration with the main stake holders and co-management committee carried out a total

of twelve (12) land and fifteen (15) water patrols during the period under review. However, during this period the department had a number of challenges including low staffing levels under the Fisheries and Aquaculture development unit. Inadequate resources due to faulty marine engine and the boat used to conduct water patrols were in a poor condition which had adversely affected the operations capture fisheries unit.

One member wanted to know if the fisheries department could get funding to improve immobility for our offices during patrols through Community Development Funds (CDF).

In response, members were informed that they can through CDF using the Ward Development Committees (WDCs)

Thereafter the report was, **NOTED.**

**PWDREC/75/08/2023: LIVESTOCK EXTENSION SERVICES**

It was reported that the performance of livestock had not been affected by diseases of economic importance although the body conductions of ruminants (cattle, sheep and goats) started deteriorating towards the end of the quarter this was attributed to inadequate nutrition. A total number of Ten (10) households received beef cattle heifers through the ongoing pass-on the gift program in collaboration with Enhanced Smallholder Livestock Investment Program (E-slip).

**Table 1.0 SUMMARY OF PLANNED ACTIVITIES**

<b>PROGRAM ME</b>	<b>INDICATOR OUTPUT</b>	<b>TARGET OUTPUT</b>	<b>ACHIEVE D</b>	<b>COMMENT</b>
1.0. Animal Disease Control	# of birds vaccinated against Newcastle Disease (NCD)	1,000	836	Farmers were able to procure the needed

				vaccine
	# of cattle sprayed against Ectoparasites	400	400	Cooperatives were empowered with motorized sprayers
	# dogs and cats vaccinated against Rabies	300	98	The dept. received a donation of 500 doses of rabies vaccine from World Organization for Animal Health. Most of the dogs were vaccinated in the 1 <sup>st</sup> quarter of 2023.
	# of goats dewormed	900	432	De worming is on going
	# of rabies sensitization meeting conducted	6	4	4 community meeting were conducted, to sensitize community members on the importance of dog vaccination

				and dog bite first aid
2.0.Aquaculture and Fisheries Development	# of fish conservation water and land patrols (Luapula fisheries)	30	20	Low staffing levels in the fisheries unit, the department has no reliable marine transport.
	# fishing licenses issued	50	48	Fishing licensing is ongoing
	# fish farmer visited	40	28	Inadequate transport, the unit only has one motorbike which is shared with veterinary extension workers
3.0 Livestock extension services	# of farmers trained	400	324	A total of 324 farmers were in livestock production: a number of topics were covered such as animal welfare and

				animal health.
	# of famers visited	150	120	Individual farmers visited to monitor the livestock conductions; health, production & productivity status
4.0 Livestock stocking and restocking	# of beneficiaries' households	10	10	Cattle livestock farmer households received 10 heifers through the pass-on the gift program. 5 households in Kabalenge ward and 5 in Munshi ward

Thereafter the report was, **NOTED.**

**PWDREC/76/08/2023: INFRASTRUCTURE**

<b>TYPE OF INFRASTRUCTURE</b>	<b>CURRENT STATUS</b>	<b>EXPECTED OUTCOME</b>	<b>LOCATION</b>	<b>CURRENT NUMBER OF INFRASTRUCTURE</b>
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				<b>RUCTUR E</b>
Livestock service centre	60% completion	Completion of livestock service centre	Lufubu veterinary camp	1
Dip tanks	Currently there are no dip tanks in the district	One dip tank in each veterinary camp	Lufubu, Salanga and Mbereshi vet camps	0
Office block	The department was using a fisheries substation office	One office block to be constructed	Chipita fisheries station	0
Camp houses	Three camp houses, only one is habitable	One camp house in each camp	Lufubu. Salanga and Mbereshi	3

Thereafter the report was, **NOTED.**

## **REPORT FROM THE DEPARTMENT OF CULTURE AND TRADITIONAL AFFAIRS**

### **PWDREC/77/08/2023: THE UMUTOMBOKO TRADITIONAL CEREMONY GRANT**

It was reported to the committee that the Umutomboko ceremony grant amounting to **K4,500** from the ministry of tourism was successfully paid to the organizing committee.

Thereafter the report was, **NOTED.**

### **PWDREC/78/08/2023: MUSEUM EXHIBITION**

It was reported that the department of culture and traditional affairs also successfully exhibited at the museum showcasing important

artifacts, traditional foods and crafts during the Umutomboko ceremony.

Thereafter the report was, **NOTED.**

**CLOSING REMARKS/PRAAYER**

The Committee Chairperson thanked everyone for coming and he told them that the meeting was fruitful due to their relevant contributions. Further, He urged members to continue with the same spirit as we forge ahead to develop the district.

With those remarks he declared the meeting closed at 11:40 hours and a closing prayer was given by Ms. Bridget Bwalya.

**READ, CONFIRMED AND ADOPTED THIS.....DAY OF.....2023**

.....  
**CHAIRPERSON**

**MINUTES OF THE FINANCE VALUATION, COMMERCIAL, UNDERTAKING AND HUMAN RESOURCE COMMITTEE MEETING HELD AT THE CIVIC CENTRE- LUFUBU ALONG THE MANSA- NCHELENGE ROAD, ON THURSDAY, 21<sup>st</sup> SEPTEMBER, 2023, AT 10:04 HOURS.**

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**COUNCILLORS PRESENT:**

John Kapya	-	Committee Chairperson
Justine Kapya	-	Member
Cynthia Makungu	-	Member
Nelson Chansa	-	Member
Terrioh Mwape Chungu	-	Ex Officio
Milambo Ngosa	-	Ex Officio

**OFFICERS IN ATTENDANCE:**

Mathews H. Mulenga	-	Ag/Council Secretary
Lumbwe Kalifungwa	-	District Planning Officer
Charles Mulenga	-	District Forestry Officer
Jestus Simutowe	-	Deputy Council Treasurer
Reggie Kamupila	-	Chief Administrative Officer
Elizabeth Museesa	-	Community Development Officer
Noreen Kaluba	-	Social Welfare
Dr. Josiah Zimba	-	Ministry of Fisheries and Livestock
Lewis Kunda	-	Town Planner
Caroline Nyambe	-	Committee Clerk- Minuting

**APOLOGIES:**

Dr. Bupe Banda	-	District Health Director
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**PRAYER:**

Before the commencement of the meeting, the house was led into a prayer by Mr. Mulenga H. Mathews.

**ADOPTION OF AGENDA:**

Upon a proposal by Cllr. Nelson Chansa and duly Seconded Cllr. Cynthia Makungu it was,

**RESOLVED THAT:**

The Agenda be **ADOPTED**

**NOTICE OF MEETING:**

The Notice of meeting was read in accordance with Section 22(1) of the *Local Government Act of 2019* by the Acting Council Secretary.

## **CHAIRPERSON'S COMMUNICATION**

In the opening remarks the Chairperson welcomed everyone to the meeting. He urged members to participate fully during the deliberation. Thereafter, he declared the meeting open at 10:04 hours.

## **REPORT OF THE COUNCIL TREASURER**

### **FVCUHRC/43/09/2023 PRESENTATION OF THE RECEIPTS AND PAYMENTS FOR THE FIRST (1<sup>ST</sup>) QUARTER 2023**

It was reported that the receipts and payments for the first (1<sup>st</sup>) quarter period ended 31<sup>st</sup> March, 2023.

After deliberations on the matter and upon a proposal by Cllr. Justin Kapya, which was duly seconded by Cllr. Nelson Chansa, it was,

#### **RESOLVED THAT:**

Receipts and payments for the first quarter be **APPROVED**.

### **FVCUHRC/44/09/2023: PRESENTATION OF THE RECEIPTS AND PAYMENTS FOR THE SECOND (2<sup>ND</sup>) QUARTER 2023**

It was reported that the receipts and payments for the second (2<sup>nd</sup>) quarter period ended 30<sup>th</sup> June, 2023.

After deliberations on the matter and upon a proposal by Cllr. Justin Kapya, which was duly seconded by Cllr. Nelson Chansa, it was,

#### **RESOLVED THAT:**

Receipts and payments for the second quarter be **APPROVED**.

**FVCUHRC/45/09/2023: RECEIPT OF A SPECIAL GRANT FROM THE MINISTRY OF LOCAL GOVERNMENT IN LINE WITH MINISTRY OF FINANCE – K1,182,327.00**

Members were informed that the Ministry of Local Government and Rural Development in conjunction with the Ministry of Finance sent us **K1,182,327.00** (Kwacha One Million One Hundred Eighty-Two Thousand Three Hundred Twenty-Seven Only) on 19<sup>th</sup> July, 2023. The funds were lobbied from the Ministry to help Mwanabombwe Town Council construct crossing points for Wasalagana Foot Bridge and other crossing points.

After a brief discussion, the report was **NOTED**.

**FVCUHRC/46/09/2023: RECEIPT OF 2023 CDF FUNDING OF K4, 547, 126. 25 FROM THE MINISTRY OF LOCAL GOVERNMENT AND RURAL DEVELOPMENT IN LINE WITH MINISTRY OF FINANCE**

It was reported that the Ministry of Local Government and Rural Development in conjunction with the Ministry of Finance sent funding of **K2,687,126.25** (Kwacha Two Million Six Hundred Eighty-Seven Thousand One Hundred Twenty-Six Twenty-Five Ngwee Only) on 18<sup>th</sup> May, 2023 and **K1,860,000.00** (Kwacha One Million Eight Hundred Sixty Thousand Only) on 28<sup>th</sup> July, 2023 respectively.

One member wanted to know if the CDF funding of **K4, 547, 126. 25** had been utilised.

In response, members were informed that projects were still running and because of that one cannot say all the money had been utilised and even though some of the projects had been approved they were still being paid for which meant that funds were already committed.

Another member wanted to know if other government departments can also push in project proposals for application of CDF funds.

In response members were informed that the key drivers of proposing projects were the WDCs and the feedback that calls the CDFC was dependent on the priority that particular ward sets thus, it's not the department that dictates what projects they want it's the WDCs. Therefore, all government departments were included in project proposals for application of CDF funds provided they work together with the WDCs, and convince them that their projects would be a priority.

After a brief discussion on the matter the report was, **NOTED.**

**FVCUHRC/47/09/2023: RECEIPT OF K579, 970.00 IN CAPITAL ACCOUNT FROM THE MINISTRY OF LOCAL GOVERNMENT AND RURAL DEVELOPMENT IN LINE WITH MINISTRY OF FINANCE**

It was reported that the Ministry of Local Government and Rural Development in conjunction with the Ministry of Finance sent funding of **K579,970.00** (Kwacha Five Hundred Seventy-Nine Thousand Nine Hundred Seventy Only) on 12<sup>th</sup> September, 2023, meant for construction of a water kiosk and ablution block at Chipepa area in Chipita Ward.

Thereafter, the report was **NOTED.**

**FVCUHRC/48/09/2023: REPORT ON THE ORIENTATION EXERCISE ON FUNCTIONS DEVOLVED TO LOCAL AUTHORITIES FOR THE 2024 BUDGETS**

It was reported to the committee that Ministry of Local Government and Rural Development working in association with the Ministry of Finance conducted a workshop in Mpika from 7<sup>th</sup> to 20th August, 2023 where Officers from Muchinga, Luapula and Northern Provinces attended. They were presenting technical and financial guidelines for the devolved functions to Local Authorities as they prepare their 2024-2026 budgets for the devolved functions. This implies additional functions for Local Authorities.

Thereafter, the report was **NOTED**.

**REPORT OF THE CHIEF HUMAN RESOURCE OFFICER**

**FVCUHRC/49/09/2023: STATUS**

It was reported that the staffing levels for the Local Authority in the period under review was as indicated in the table below:

<b>Gender/Division</b>	<b>DIV I</b>	<b>DIV II</b>	<b>DIV III</b>	<b>DIV IV</b>	<b>CONTRATUAL</b>	<b>TOTAL</b>
<b>M</b>	9	5	5	12	9	39
<b>F</b>	4	2	6	1	1	14
<b>TOTAL NO.</b>	<b>13</b>	<b>7</b>	<b>10</b>	<b>13</b>	<b>10</b>	<b>53</b>

Thereafter, the report was **NOTED**.

**REPORT OF THE DISTRICT FORESTRY OFFICER  
FVCUHRC/50/09/2023: STAFF POSTION**

It was reported that Mwanabombwe District Forestry Office continued to be manned by the following members of staff: -

District Forestry Officer .....1

Technician.....1

Extension Assistants.....2

Office Orderlies.....4

Thereafter, the report was **NOTED**.

**FVCUHRC/51/09/2023: PLANTATATION ESTABLISHMENT AND MANAGEMENT**

It was reported that the department continued to manage 87.5 hectare of pine plantation established in Kapweshi national forest and in order to protect young plants from insects and termites attack and ensure health and vigorous growth, a total sum of Thirty-two thousand nine hundred sixty-eight-kwacha thirty ngwee (K32, 968.30) was allocated for silvicultural operations.

Thereafter, the report was **NOTED**.

**FVCUHRC/52/09/2023: NURSERY ESTABLISHMENT AND MANAGEMENT**

It was reported to the committee that the department continued to propagate assorted seedlings in our nursery in order to have sustained supply of plants for plantation establishment and tree planting in the district. The following were the available seedlings in the nursery: -

Pinus Oocarpa -606

Moringa - 255

Lemon – 670

Avocado - 45

Mangoes – 2,400

Jack Fruits - 116

Therefore, a total of four thousand ninety two (4,092) seedlings are being managed in the nursery.

Thereafter, the report was **NOTED**.

### **FVCUHRC/53/09/2023: REVENUE GENERATION**

It was reported that the department had the mandate of collecting revenue from the issuance of licenses for various forest produce ranging from charcoal, timber poles, charcoal cord, firewood, bamboos and many more other forest produce. A total sum of eleven thousand fifty eight kwacha (K11, 058.00) was raised from the issuance of licenses for various forest produce during the period under review. Thereafter, the report was **NOTED**.

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

### **EXECUTIVE SUMMARY**

The livestock department is currently structured administratively into zonal regions prominently called Veterinary camps; each technically manned by a veterinary, livestock and/or fisheries assistant. However, Mwanabombwe district has a total of three veterinary camps; Mbereshi, Lufubu and Salanga veterinary camps.

This report highlights the financial and human resource current status of the department.

### **FVCUHRC/54/09/2023: FINANCIAL POSITION**

It was reported that there had been regular funding to the department under the Recurrent Departmental Charges. This helped the department achieve most of its set targets/standards. The department had two (2) units that were mandated to collect revenue i.e. veterinary services and Fisheries unit. However, during the period under review, the department's main source of revenue was the issuance of fishing licenses by the fisheries unit. A total of fifty (50) fishing licenses amounting to **K8, 325.00** were issued.

Thereafter, the report was **NOTED:**

### **FVCUHRC/55/09/2023: HUMAN RESOURCE**

It was reported to the committee on the current staffing levels in the table below.

**Table 1.0 Current Staffing Levels**

<b>SN</b>	<b>NAME</b>	<b>POSITION</b>	<b>DISTRICT/VET CAMP</b>
<b>1</b>	Dr. Josiah Zimba.	Ag. District Fisheries and Livestock Coordinator	Mwansabombwe
<b>2</b>	John Mutamfu.	Veterinary assistant	Lufubu vet camp
<b>3</b>	Sinkonde Owen	Veterinary assistant	Mbereshi vet camp
<b>4</b>	Justin Kapembwa	Fisheries assistant.	Salanga vet camp
<b>5</b>	Chikonde Moses	Driver	Mwansabombwe
<b>6.</b>	Kalumba	Security officer	Mwansabombwe

As indicated in the table above, the department of Fisheries and Livestock had a challenge of low staffing levels, transport and staff accommodation needs to effectively carryout livestock and fisheries extension service delivery. The current farmer to extension staff ratio was at (800: 1) as opposed to the standard ratio of (200: 1). Therefore, there was need to employ extension officers in the district.

One member wanted know what the procedure of employing officers at the fisheries department was. In response, members were informed that recruitment was done at the ministry.

Management told members that they would look into the issue of employing new officers in the fisheries department.

Thereafter, the report was **NOTED**.

**CLOSING REMARKS/PRAAYER**

The Committee Chairperson thanked everyone for attending the meeting and for their contributions during the deliberations. The closing prayer was given by Elizabeth Musesa-Community Development Officer at 11:31 hours.

**READ, CONFIRMED AND ADOPTED THIS.....DAY OF.....2023**

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**CHAIRPERSON**

**MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON FRIDAY 22<sup>ND</sup> SEPTEMBER, 2023 AT THE CIVIC CENTRE LUFUBU ALONG MANSA NCHELENGE ROAD AT 10:04 HOURS.**

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**COUNCILLORS PRESENT:**

Chishala Justine	-	Committee Chairperson
Ngosa Justine	-	Member
Ng'andwe Christine	-	Member
Morris C. Mpundu	-	Ex- officio
Daniel Lumpa M.	-	Ex- officio
Milambo Ngosa	-	Ex Officio
Terrioh Mwape Chungu	-	Ex Officio

**OFFICERS IN ATTENDANCE:**

Mathews H. Mulenga	-	Ag. Council Secretary
Reggie Kamupila	-	Coordinating Officer
Jestus Simutowe.	-	Deputy Council Treasurer
Aaron Nkole	-	Human Resource Officer
Caroline Nyambe	-	Committee Clerk

**APOLOGIES:**

Rodrick Tembo	-	Internal Auditor
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**PRAYER:**

Before the commencement of the meeting, the house was led into the prayer by Cllr. Justine Ngosa

**ADOPTION OF AGENDA:**

Upon a proposal by Cllr. Christine Ng'andwe and duly seconded by Cllr. Justine Ngosa. It was, RESOLVED THAT: The agenda be ADOPTED

**NOTICE OF MEETING:**

The Notice of meeting was read in accordance with Section 22(1) of the *Local Government Act of 2019* by the Coordinating Officer who was coordinating on behalf the Council Secretary.

**CHAIRPERSON'S OPENING REMARKS:**

In his opening remarks, the Committee Chairperson welcomed everyone for attending the meeting. He urged members to participate fully during the deliberations. After that he declared the meeting officially open at 10: 04 hours and the opening prayer was given by Cllr. Justine Ngosa.

## **REPORT OF THE INTERNAL AUDITOR**

### **1.0. Introduction**

This was an audit of Community based projects (CDF and CAPITAL). It was the audit of the project implementation phase up to handover point of the project.

### **1.1 Scope**

The projects below were selected for this audit

- 1) Construction of ablution block at Mununshi
- 2) Construction of 1x3 classroom block at Mwatachikonkole
- 3) Construction of rural health post at seesa
- 4) Construction of market shelter at Mununshi
- 5) Construction of Community Hall at Kazembe

### **1.7 Audit objectives**

The objective of this audit was to:

- ascertain whether projects are executed within the planned time
- ascertain projects quality
- ascertain whether payments are made for works not done

### **3. Management responsibilities**

Management is responsible for the project management during implementation phase.

Management is also responsible for implementing the agreed action plans within the agreed timeframe(s). The implementation, adequacy and effectiveness of the action plans will be followed up, after a suitable time, to ascertain the extent to which they have been implemented according to the agreed action plan.

### **4. Acknowledgement**

I would like to record my appreciation for the time and co-operation management and staff provided during the course of the audit.

### **5. Conclusion of the audit review**

Based on my audit work performed and subject to my findings detailed in the findings sheet, Projects are rarely completed within the initial agreed time frame. Contractors usually request for an extension period to execute the projects in full.

The quality of projects completed portrayed the required standard of quality despite undesired doors observed at the Community Hall. No evidence came to my attention that payments were made for works which have not been done.

**EXECUTION OF THE AUDIT PROGRAMME**

**AUDIT/09/09/2023: FINDING**

	<b>Risks identified with management and staff that may have a negative effect on the achievement of system/process objectives.</b>	<b>Internal controls implemented by management to manage risks down to acceptable levels.</b>	<b>Audit procedures to be performed to evaluate the current control(s) or reasons why procedures cannot be performed</b>	<b>Findings to audit procedures</b>	<b>Evaluation of the adequacy and effectiveness of the control</b>
<b>A</b>	Contractor may be given works without signing the contract	The contractor is issued with a notification award letter requesting the Contractor to come and sign the Contract signifying acceptance	<b>6.</b> Obtain the contract documents for projects under review to check whether they are signed by the contractor	<b>Finding No.1</b> Signed contract documents for all contracts under review were presented for audit and are signed by the respective contractors.	

<b>B</b>	Failure to deliver the project within the agreed period	The contract agreement states the period within which the project should be executed	<p><b>7.</b> For the completed projects under review compare the agreed completion date in the signed contract documents and the actual date when the contract was signed off</p> <p><b>8.</b> Having the initial completion period for projects under review, take field project inspection to appreciate the level of completion attained so far</p>	<p><b>Finding No.2</b> Construction of ablution at Mununshi was completed within time as per final payment request dated 17<sup>th</sup> July 2023</p> <p><b>Finding No.3</b> The physical project inspection revealed the following:</p> <p><b>(a)</b> Seesa rural health post project</p>	

				<p>was still under construction as at 20<sup>th</sup> August 2023 though the initial completion date showed 15<sup>th</sup> June 2023.</p> <p>The contractor requested for an extension of delivery period in the letter dated 26<sup>th</sup> July 2023, however there was no correspondence from Mwansabombwe Town Council in response</p>	
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				<p>to the request</p> <p><b>(b)</b> The construction of 1x3 classroom block, one staff house and installing water tank at Mwatachi nkokole has stalled. Works of 1x3 classroom block had started but stopped at substructure.</p> <p>There has been exchange of correspondences between the contractor and the project</p>	
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				<p>sponsor about poor quality works by the contractor.</p> <p>Mwansabombwe Town Council terminated the contract in a letter to the contractor dated 26<sup>th</sup> June 2023 citing fundamental breach of contract by the contractor.</p> <p>The contractor accepted the termination of the contract and claimed</p>	
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				<p>Two hundred thirty three thousand three hundred and seventy nine kwacha fifty ngwee <b>(K233,379.50)</b> through the letter dated 14<sup>th</sup> July 2023</p> <p>Mwansab ombwe Town Council has not paid the contractor to date, instead have requested the Provincial Local Government Officer (PLGO) to come and</p>	
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				<p>inspect the works executed by the contractor. This request was made through the letter dated 18<sup>th</sup> July 2023.</p> <p>However, as at 20<sup>th</sup> August 2023 the PLGO had not been to the site to inspect the said works.</p>	
<b>C</b>	Low/poor quality materials used by the contractor resulting in poor project deliverables	BOQ specifies the quality of materials to be used/ Works department carries out inspections as project works are in progress	- Inspect project correspondence files for the projects under review for any communication by the	<p><b>Finding No.4</b></p> <p>No correspondence pointing to poor quality materials having been used on the projects</p>	

			<p>sponsor regarding undesired materials and consider how it was resolved</p>	<p>under review was noticed during the audit</p> <p>However, field project inspection revealed that the doors fixed on both main entrances for the Community Hall are of undesired quality and/or workmanship . The doors have started to disintegrate as can be seen on the attached photos</p>	
<b>D</b>	<p>Some projects components may not be executed</p>	<p>Contract documents shows in detail the scope of works to be done</p>	<p>Compare the completed projects to scope of work contracted for</p>	<p><b>Finding No.5</b></p> <p>The contract signed for the construction of market shelter at Mununshi included a component for ‘demolition</p>	

				<p>of old structure that existed and disposing of the materials, however, audit inspection revealed some amount of debris was un cleared despite the project having been handed over to the Local Authority</p>	
<b>E</b>	<p>Money held as retention might be paid to the contractor even when the completed/handed over projects developed defects during retention period</p>	<p>Payments requests for retention money should be supported by report from engineering department confirming absence of any defect</p>	<p>Review payments made regarding retention to see whether works department's report is attached confirming absence of defects to completed project</p>	<p><b>Finding No.6</b> There was evidence of retention claims being supported by a report from engineering department clearing such projects of any defects during defect liability period</p>	

## 1. Recommendation

Management should consider the following:

- a). Write express permission to extend delivery period for Seesa RHP project
- b). Find a quick solution to Mwatachikonkole stalled project so that the project can be completed
- c). All the main doors to the Community Hall must be replaced not repaired
- d). The un cleared debris at Mununshi market shelter should be disposed of

## 2. Management comments

Management acknowledges the Internal Auditor's findings and appreciate the work done. Management will take corrective measures as shown in the action plan.

### AUDIT/09/09/2023: Management action plans

The following action plans represent the agreed management actions to be taken to address the weaknesses and / or areas for improvement, as identified during the internal audit:

	Agreed management action	Position/designation directly responsible for implementation*	Implementation date
1. No written authority to extend project execution period to Contractor constructing Seesa RHP project	The letter will be written to the contractor and it will be back dated.	Mr Martin Siwakwi	25/09/2023
<ul style="list-style-type: none"> <li>• Mwatachikonkole Project has stalled for long</li> <li>• The main doors at the Community Hall have started to disintegrate</li> </ul>	<p>The project will be re advertised depending on the advice of from the PLGO</p> <p>The shall be replaced</p>	<p>Mr Martin Siwakwi</p> <p>Mr Martin Siwakwi</p> <p>Mr Martin Siwakwi</p>	<p>It will depend on when the report from the PLGO is received</p> <p>By the end of September 2023</p> <p>By the end of September 2023</p>
4.The debris at	The contractor will come and	Mr Martin Siwakwi	By the end of September 2023

	<b>Agreed management action</b>	<b>Position/designation directly responsible for implementation*</b>	<b>Implementation date</b>
Mununshi market shelter was not completely cleared	remove the un cleared debris		

After deliberations on the matter and upon a proposal by Cllr. Justine Ngosa which was duly seconded by Cllr. Christine Ng'andwe,

it was,

**RESOLVED RECOMMENDED THAT:**

- i. All the main doors at the community hall must be replaced with Aluminum doors.
- ii. Members of the committee requested to be given time to go round and see the projects physically.
- iii. Advertisement of a new contractor for the Mwatachinkonkole project to be done soon.
- iv. Management was requested to do some adjustments on the Mununshi market project.

**CLOSING REMARKS AND PRAYER**

The Chairperson thanked everyone for attending the meeting and for participating fully during the deliberations. He urged them to continue with the same spirit and further wished them a safe passage to their various destinations. There being no business to transact, the Chairperson officially closed the meeting at 11:15 hours. The closing prayer was rendered by Mr. Daniel Lumpa.

**READ, CONFIRMED AND ADOPTED THIS.....DAY OF.....2023**

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**CHAIRPERSON**