



MWANSABOMBWE TOWN COUNCIL

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P.O. Box 750002
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MWANSABOMBWE

17th October, 2024

All Stakeholders,
MWANSABOMBWE

Dear Sir/Madam,

NOTICE FOR 2025 BUDGETARY STAKEHOLDERS MEETING

We refer to the above subject and humbly request you to attend the budgetary meeting on **Tuesday, 22nd October, 2024** to be held at the **Community Hall near the main Arena**, at **09:00 hrs.** We encourage you to come with submissions from the local community for selected projects outlined in the **Integrated Development Plan (IDP)** for **each ward** where you are coming from. Our intention is to get your proposals which will be included in the budget for 2025. The Council will provide transport refund.

You are all invited to attend.
MWANSABOMBWE TOWN COUNCIL

Felix Mwila Mwila
α **FELIX MWILA MWILA**
AG/COUNCIL SECRETARY



**MINUTES OF THE FINANCE VALUATION, COMMERCIAL, UNDERTAKING AND HUMAN
PRESOURCE COMMITTEE MEETING HELD AT THE CIVIC CENTRE- LUFUBU ALONG
THE MANSA- NCHELENGE ROAD, ON THURSDAY, 21ST NOVEMBER, 2024 AT 09:31 HOURS**

COUNCILLORS PRESENT:

Ngosa Milambo	-	Committee Chairperson
John Kapyia	-	Member
Otis Kapembwa	-	Member
Nelson Chansa	-	Member
Justine Chishala	-	Ex Officio

OFFICERS IN ATTENDANCE:

Felix Mwila Mwila	-	Ag/Council Secretary
Lumbwe Kalifungwa	-	Director Planning
Martin Siwakwi	-	DES
Reggie Kamupila	-	DHRA
Jestus Simutowe	-	Director Finance
David Siwale	-	Human Resource Officer
Francis Muyemba	-	Senior Procurement Officer
Mooya Nakuweza	-	Assistant Internal Auditor
Charles Mulenga	-	District Forestry Officer
Matomola Masiliso	-	Assistant Accountant
Caroline Nyambe	-	Committee Clerk- Minuting

APOLOGIES:

Terrioh M. Chungu	-	Council Chairperson
Dr. Abraham Bupe	-	Director Health

PRAYER:

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

ADOPTION OF AGENDA:

Upon a proposal by Cllr. John Kapyia and duly Seconded by Cllr. Otis Kapembwa 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:

The Committee Chairperson welcomed everyone who had come to attend the meeting. He urged members to feel free and contribute as they deliberated on issues concerning the development of the district. Thereafter, he declared the meeting officially open at 09:33 hours.

REPORT OF THE DIRECTOR FINANCE

FVCUHRC/61/11/24: PRESENTATION OF THE RECEIPTS AND PAYMENTS FOR THE THIRD QUARTER OF 2024

Members of the committee were presented with receipts and payments for the Third Quarter ended **30th September, 2024**.

One member wanted to know whether the local authority would receive the balance of the Local Development Funds before the end of the year.

In response, members were informed that the local authority request according to the project they want to implement then the ministry sends the funds therefore, the local authority was not restricted to say they might not receive funds they may receive depending on the projects that were lying ahead of them.

Another member wanted to know if funds were available at the ministry why didn't the local authority request funding for projects which were on going in the district.

In response, members were informed that management write to the ministry and attach a request and as long as projects were on going the local authority would be funded. However, those who would do

shoddy works funds would be returned because the local authority would not pay for substandard works.

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

RESOLVED THAT:

Receipts and payments for the (3rd) Third Quarter of 2024 be **ADOPTED.**

FVCUHRC/62/11/24:

PREPARATION OF 2025 BUDGET ESTIMATES

It was reported that the 3rd Quarter 2024 Budget performance review and 2025 Budget estimates were done in Kawambwa during the period 4th to 8th November, 2024 as per guidance by the Ministry of Local Government and Rural Development and the Office of the Provincial Local Government Officer as well as the Provincial Local Government Auditor.

After deliberations on the matter and upon a proposal by Cllr. Nelson Chansa and duly seconded by Cllr. Otis Kapembwa, it was,

RESOLVED THAT:

The Budget Estimates for the year 2025 be **ADOPTED.**

FVCUHRC/63/11/24:

RECEIPT OF GRANTS FOR DEVOLVED MINISTRIES (MINISTRY OF HEALTH) – K362,352.96

It was reported that Mwanabombwe Town Council had received total funding of **K362,352.96** (Kwacha Three Hundred Sixty-Two Thousand Three Hundred Fifty-Two Ninety-Six Ngwee Only) being **July, August and September, 2024** funding for Ministry of Health through **MWANSABOMBWE COUNCIL SECTOR GRANT**

Account held with Zambia National Commercial Bank, Kawambwa Branch. The monthly grants were K120,784.32 per month.

Thereafter the report was, **NOTED.**

FVCUHRC/64/11/24:

PRESENTATION OF A LIST OF PROPOSED 2025 CDF PROJECTS DURING THE STAKEHOLDERS MEETING HELD ON 22ND OCTOBER, 2024

It was reported that Mwanabombwe Town Council successfully held the 2025 Budget for stakeholders on 22nd October, 2024 and received submissions for Projects for possible consideration in each ward. The selection was based on the projects contained in the Integrated Development Plan (IDP) which was being implemented from year 2024 to 2034.

Thereafter the report was, **NOTED.**

REPORT OF THE CHIEF HUMAN RESOURCE OFFICER

FVCUHRC/65/11/24:

STAFFING LEVELS (STAFF STRENGTH) AS AT 30TH OCTOBER, 2024

It was reported to the Committee that the staffing levels for Mwanabombwe Town Council stood at 56 broken down as follows; 11 officers in Division I, with 11 officers in Division II, 15 officers in Division III and 19 employees under Division IV as at 30th October, 2024 while part time workers were 22.

1.2 SUMMARY OF PERMANENT AND PENSIONABLE STAFF

S/n	Category	Male	Female	Total
1	DIVISION I	9	2	11
2	DIVISION II	8	3	11
3	DIVISION III	8	7	15
4	DIVISION IV	16	3	19
	OVERALL STAFF	41	15	56

Thereafter the report was, **NOTED.**

FVCUHRC/66/11/24:

TRANSFERS OUT

It was reported that during the period under review, the Local Government Service Commission transferred Mr Rodrick Tembo – Internal Auditor from Mwansabombwe Town Council to Ikelenge Town Councils as listed in the attached table below:

Sn	Name	From	To	Position
1	Mr Rodrick Tembo	Mwansabombwe Town Council	Ikelenge Town Council	Internal Auditor

Thereafter the report was, **NOTED.**

FVCUHRC/67/11/24:

STAFF CONFIRMATIONS ON FIRST APPOINTMENT

The committee was informed that management through the Human Resource Management Committee confirmed staff from various Departments on first appointment in their respective positions following their engagement by the HRMC in 2024. The Committee may wish to note that the officers listed below successfully completed their probation period and they met all the requisites for admitting them to the permanent and pensionable establishment.

Details as indicated below:

S/N	NAME/FIL E NO	POSITIO N	DEPT	SALAR Y /SCALE	EFFECTIV E DATE	Recommendatio n
1	Samuel Kafwimbi	Council Police	HRA	G3	11.06.2024	Confirmation
2	Robert Banda	Council Police	HRA	G3	11.06.2024	Confirmation
3	Fetscher Kapasa	Council Police	HRA	G3	13.06.2024	Confirmation

4	Baldwin Mutuna	Office Orderly	HRA	G3	11.06.2024	Confirmation
5	Mwansa David Kasewe	Revenue Collector	FINANCE	LGSS17	11.06.2024	Confirmation
6	Debora Inambao	Revenue Collector	FINANCE	LGSS17	18.06.2024	Confirmation
7	Zondani Kwimbwa	Revenue Collector	FINANCE	LGSS17	11.06.2024	Confirmation

One member urged the local authority to assist the community by prioritizing employment for people within the district.

In response, members were informed that it was noted and the locals would be given preference.

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

REPORT OF THE DISTRICT FORESTRY OFFICER

FVCUHRC/68/11/24:

ESTABLISHMENT AND PLANTATION MANAGEMENT

It was reported that the department continued to manage 87.5 hectare of pie plantation established in Kapweshi National Forest. A total of Nine thousand two hundred and seventy-five kwacha (K9, 275.00) was allocated for silvicultural operations and land preparation.

Six thousand (6500) meters of internal and external breaks were maintained. The sum of five thousand kwacha (K5, 000.00) was allocated for implementation of this activity.

Thereafter the report was, **NOTED**.

FVCUHRC/69/11/24:

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 one

thousand eight hundred forty two (K1, 842.00) was raised from the issuance of licenses for various forest produce during the period under review.

One member wanted to know the cost for charcoal, firewood and timber poles.

In response, members were informed that charcoal cost K54 per 50kg bag, firewood cost K360 per 3cubic meters and the timber poles ranged from K5 to K50 depending on the size of the pole

Thereafter the report was, **NOTED.**

FVCUHRC/70/11/24:

STAFF POSTION

It was reported to the committee that the District Forestry Office was manned by the following members staff: -

District forestry Officer - 1
Senior Extension - 1
Extension Assistant - 2
Office Orderlies - 4

Thereafter the report was, **NOTED.**

REPORT OF THE DISTRICT CULTURE AND TRADITIONAL AFFAIRS OFFICER

FVCUHRC/71/11/24:

GENERAL ADMINISTRATION

1.1. STAFFING

Members were informed that there was need for support staff

NAME OFFICER	LOCATION	POSITION
Nkhata Blessings	District office	DCTAO

1.2. OFFICE ADMINISTRATION

Members of the committee were further informed that there was no funding since January as shown in the table below.

S/n	Program	Receipts (K)	Expenditure	Balance
01	Office Administration (3 rd and 4 th Quarter)	0	0	0

Thereafter the report was, **NOTED.**

FVCUHRC/72/11/24:

EXHIBITIONS DURING MUTOMBOKO TRADITIONAL CEREMONY

It was reported to the committee that the office of the Council Secretary assisted with a K2000 which was used to host the crafts and traditional foods exhibition during the Mutomboko ceremony on the 27th of July, 2024.

S/n	Program	Receipts (K)	Expenditure	Balance
01	Crafts and Traditional foods exhibitions	K2000	K2000	0

Thereafter the report was, **NOTED.**

FVCUHRC/73/11/24:

INVENTORYING OF TWO ICH ELEMENTS THIS YEAR.

It was reported that the department planned to inventory two ICH elements this year but no funding received since January to date.

S/n	Program/Activity	Receipts (K)	Expenditure	Balance
01	Inventorying of two ICH	0	0	0

	elements in the District.			

Thereafter the report was, **NOTED.**

REPORT OF THE DISTRICT HEALTH DIRECTOR

FVCUHRC/74/11/24:

HUMAN RESOURCE

Members of the committee were updated on the following:

3.0. Ten officers were recommended for promotion. 5 nurses, 3 enrolled nurses, 1 dental technologist and 1 CO

4.0. 4 cases were submitted for confirmation

Thereafter the report was, **NOTED.**

CLOSING REMARKS/PRAYER

The Committee Chairperson extended thanks to all who attended and participated in the fruitful discussion on the development of the district. He cautioned members against disclosing the meeting's discussion until they had formally addressed in the Full Council Meeting. Thereafter, he declared the meeting closed at 11:25 hours after a prayer from Mr. Martin Siwakwi.

READ, CONFIRMED AND ADOPTED THIS 21ST DAY OF NOVEMBER.....2024

NGOAMILAMBO
CHAIRPERSON