MBALA MUNICIPAL COUNCIL

MINUTES OF THE CONSTITUENCY DEVELOPMENT COMMITTEE MEETING HELD ON 10TH MARCH, 2025 IN THE COUNCIL CHAMBER AT 10:00 HOURS.

IN ATTENDANCE:

NAME:	**POSITION / INSTITUTION:**
• NJAVWA SIMUTOWE	: MEMBER OF PARLIAMENT
• JESTUS SIKAZWE	: DISTRICT COMMISSIONER
• BRIAN MUSUKUMA	: WDC REPRESENTATIVE
• NAMBEYA BERTHA	: YOUTH REPRESENTATIVE
• PETER SICHILIMA	: WDC REPRESENTATIVE
• ADEL NDELEMETI	: CIVIL SOCIETY REPRESENTATIVE
• CHRISTOPHER MENGO SIAME	: CHIEF'S REPRESENTATIVE
• SINYANGWE HUSTINGS	: AREA COUNCILOR (KAZIMOLWA)
• GRANT SCHAEFER	: RELIGIOUS REPRESENTATIVE
• JOHN MBAO	: WARD COUNCILOR (KALAMBO)
• JACKSON SIMBEYA	: WARD COUNCILOR (MWAMBA)
• BURTON SIKAUMBWE	: COMMUNITY EXPERT
• GEOFREY BWALYA	: DISABILITY REPRESENTATIVE
• MWEWA LIBWESHYA	: DIRECTOR PLANNING
• GREENWELL MWAMBA	: COMMUNITY REPRESENTATIVE

BY INVITATION:

• LAURA Y. MUNKANTA	: TOWN CLERK
• DESYLVA D. ZULU	: MP'S REPRESENTATIVE
• CHISHIMBA JANUARIUS	: QUANTITY SURVAYOR
• GOODSON BANDA	: CIVIL ENGINEER
• SUWILANJI SIZIYA	: SOCIO-ECONOMIC PLANNER
• DAISY KABWE	: SOCIO-ECONOMIC PLANNER

- WINZA SIMBAYA : DISTRICT PLANNING OFFICER
- GODFRIDAH MUSONDA : PROCUREMENT OFFICER

Minutes of the Meeting

Date:10th March, 2025.
Time: The meeting was called to order at 10:05 hours

AGENDA:

1. Opening Prayer
2. Apologies
3. Self-Introductions
4. Chairperson's Opening Remarks
5. Town Clerk's Communication
6. Reading, Corrections, and Adoption of Previous Meeting Minutes
7. Desk Appraisal of Additional Secondary Boarding and Skills Development Bursary Applications
8. Selection of Empowerment Grant and Loan Applications for Approval
9. Update on 2022-2024 CDF Community Projects
10. Way Forward on Incomplete Projects: Kaka Maternity Annex, Kasulo Ablution Block, Chisafwa and Kawimbe 1x2 Blown-off Roof
11. CDFC Chairperson's Closing Remarks
12. Closing Prayer

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1. Opening Prayer

The meeting commenced with a prayer led by Pastor Grant at precisely 10:06 hours.

2. Apologies

An apology was received from Mrs Pamba, the Women's Representative, who was unable to attend due to prior commitments.

3. Self-Introductions

Attendees introduced themselves in accordance with the attendance register.

4. Opening Remarks

The CDFC Chairperson welcomed all attendees and apologised for the short-notice change of meeting dates, which was due to unforeseen circumstances.

He stressed the importance of confidentiality within the committee and reminded members to declare any conflicts of interest so that such matters could be duly recorded. He also warned against corruption, highlighting the scrutiny the committee was under and urging members to act with integrity to safeguard both the committee's and the Government's reputation.

The Chairperson then invited the Honourable Member of Parliament to speak. The MP referenced a Bible verse on truthfulness, stressing the need for the committee to uphold integrity and honesty. He reminded members that they had been appointed to facilitate district development and were accountable for their actions.

The MP also expressed gratitude for the committee's support in light of his recent appointment as Minister for Muchinga Province.

5. Town Clerk's Communication The Chairperson then invited the Town Clerk to speak. She acknowledged the presence of the Member of Parliament and welcomed all attendees. She indicated that she would be attending future meetings to provide guidance on committee functions.

She reported on a virtual meeting held on Friday, 7th March 2025, chaired by the Permanent Secretary Technical Services. The meeting was attended by Council Secretaries/Town Clerks from all 116 Councils, focused on the proposals made to the implementation of the 2025 Constituency Development Fund (CDF). She indicated that a formal write up was going to be issued once further engagements are made with Members of Parliament.

Key points included:

- A change in the loan disbursement process, with funds being restructured and applied on the purchase of Drilling Rigs aiming to enhance water and sanitation services. This action has an objective of supporting the Presidential Irrigation Initiative aimed at creating communities that are resilient and prepared to respond to the climatic shock. Provision of Water and Sanitation is one of the lined up immediate measure, together with other activities such as rehabilitation of dams, provision of agriculture support services among others.
- For councils already in possession of drilling machinery, funds would be allocated to agricultural loans, with further guidance to follow.
- Emphasis on the importance of branding of CDF projects, as many councils were yet to undertake such initiatives.

She also took an opportunity to advise the CDFC members on the prioritisation of incomplete projects from previous years to be included on the 2025 CDF to prevent wastage of government resources.

She also informed the members that the Council was audited by Auditors from the Ministry of Local Government and Rural Development. One of the queries was the giving of less amounts of empowerment grants than applied for, making the beneficiaries not to implement the intended programmes, leading to wastage of resources. She encouraged members to ensure that scrutiny is done to applications and funds allocated accordingly in order to have meaningful activities and also avoid beneficiaries diverting from the intended plans.

She then echoed the remarks of the CDF Chairperson on the need to have confidentiality to avoid giving information that is not official. She mentioned that there was a lot of misinformation going on in communities on CDF which was creating a wrong impression on the district.

Lastly, she requested members to be objective during deliberations and have the interest of the community at heart.

6. Reading, Corrections, and Confirmation of Previous Meeting Minutes

The Chairperson read the previous meeting's minutes. No errors were noted.

On a motion proposed by Pastor Adel Ndelemeti and seconded by Councillor John Mbao, it was **RESOLVED** that the minutes of the meeting held on 12th February 2025 be **CONFIRMED and ADOPTED** as a true and accurate record.

7. Desk Appraisal of Additional Secondary Boarding and Skills Development Bursary Applications

The Department of Planning presented additional applications from WDCs for consideration. Upon review, the committee approved the applications as outlined in **Appendix A.**

On a motion proposed by Mr. Jackson Simbeya and seconded by Mr Greenwell Mwamba, it was **RESOLVED** that the recommended Secondary Boarding School Bursary applications be **APPROVED**.

Similarly, the additional Skills Development Bursary applications were reviewed and approved, as detailed in **Appendix B.**

On a motion proposed by Mr Sikaumbwe Burton and seconded by Mr Peter Sichilima, it was **RESOLVED** that the recommended Skills Development Bursary applications be **APPROVED**.

[Detailed breakdown of approved/ unsuccessful applications per ward is listed in the **appendix**.]

8. Update on 2022-2024 CDF Community Projects

The Civil Engineer provided an update on ongoing community projects **(Appendix C).**

For Chisafwa Primary School 1X2 CRB, a 2022 project with available funds amounting to K133,023, the additional funds would be derived from the following projects that were terminated:

S/N	Name of Project	Year of Funding	Available funds
01	Mwambezi Chilino 1X3 CRB	2023	306,192.2
02	Kawimbe Secondary 1X2 CRB	2024	140,015.00
03	Desk Contracts	2024	708,750.00

It was agreed that once savings from previous years were found, they would be allocated to prioritizing the completion of:

1. Kasulo Primary School Ablution
2. 6.3km kawimbe-itokonto road
3. 1×2 CRB Kawimbe secondary school
4. Kaka Maternity Annex
5. Kawimbe

A proposal was made by the Honourable MP to defer the Chipoka–Chisafwa–Itokoto Road project until the Isofu-Kakungu Road could be assessed by engineers, given its importance to local farmers requiring better transport networks.

This motion was proposed by Mr Sikaumbwe Burton and seconded by Mr Jackson Simbeya.

9. Selection of Empowerment Grant Applications for Approval

A list of successfully field-appraised applications was presented **(Appendix C).**

Following an assessment and alignment of funding allocations, it was **RESOLVED** that the successfully appraised grant applications be **APPROVED**.

This motion was proposed by Mr Brian Musukuma and seconded by Mr Husting Sinyangwe.

The Town Clerk advised that grant beneficiaries should be formally notified to confirm their acceptance of any revised amounts before disbursement.

10. Closing Remarks

The Chairperson thanked the committee for their participation and encouraged open dialogue.

The District Commissioner also extended gratitude to attendees and reiterated the importance of confidentiality.

The Honourable Minister concluded by encouraging members to continue their hard work and reminded all departments involved in CDF implementation to maintain high standards and accountability.

11. Closing Prayer

The meeting was closed with a prayer at 18:00 hours.