MBALA MUNICIPAL COUNCIL

MINUTES OF THE CONSTITUENCY DEVELOPMENT COMMITTEE MEETING HELD ON 14TH NOVEMBER, 2024 IN THE COUNCIL CHAMBER AT 09:20 HOURS.

IN ATTENDANCE:

NAME:	**POSITION / INSTITUTION:**
• CHRISTOPHER MENGO SIAME	: CHIEF'S REPRESENTATIVE
• GREENWELL MWAMBA	: CHIEF'S REPRESENTATIVE
• JACKSON SIMBEYA	: COUNCILLOR (MWAMBA)
• HUSTINGS SINYANGWE	: COUNCILOR (KAZIMOLWA)
• SIKAUMBWE BURTON	: COMMUNITY REPRESENTATIVE
• ADEL NDELEMETI	: CIVIL SOCIETY REPRESENTATIVE
• DESYLVA ZULU	: MP'S REPRESENTATIVE
• JOHN MBAO	: COUNCILLOR (KALAMBO)
• GEORGE A. SICHULA	: COMMUNITY REPRESENTATIVE
• TEMBO LAWRENCE	: DIRECTOR OF ENGINEERING
• MWEWA LIBWESHYA	: DIRECTOR OF PLANNING

BY INVITATION:

• DAISY K. MUKABAINGA	: SOCIAL ECONOMIC PLANNER
• SUWILANJI SIZIYA	: SOCIO-ECONOMIC PLANNER

THE MEETING WAS CALLED TO ORDER AT 09:20 HOURS

AGENDA:

1. Opening Prayer
2. Apologies
3. Self-introductions
4. Opening remarks
5. Reading of Previous Minutes
6. Desk Appraisal of 2025 CDF received applications (Secondary and Skills Development and Empowerment Loans and Grants)

7. Any other Business
8. Closing Remarks
9. Closing Prayer.

OPENING PRAYER:
Prior to the commencement of the meeting, a prayer was given by Pastor Adel at exactly 09:20 hours.

APOLOGIES:
There were no apologies communicated.

OPENING REMARKS:
The Committee Chairperson welcomed and thanked everyone for having made it to the meeting and mentioned that the committee had to hold the meeting as early as possible and that was the reason for the short notice. He urged all to count it a privilege to be part of the committee that was given the mandate to serve the people of Mbala Constituency. He reminded the members that the committee was there by establishment of the Constitution of Zambia hence the need to focus so that nothing derailed the agenda. With these remarks, the Chairperson officially opened the meeting.

REMARKS BY THE TOWN CLERK:
The Town Clerk congratulated the Committee Members for being appointed as CDFC members. She went on to say that the process of reconstituting the Committee was underway as per the directive by the Ministry of Local Government and Rural Development. She further noted that the proposals for names of the new committee had already been received and would be forwarded to PLGO for approval according to the New Guidelines.
The Town Clerk also informed the committee about the communication received during the Virtual Meeting with the Permanent Secretary (Technical Services) She said that during the meeting, emphasis was placed on the need for branding of all Community Projects from 2022 to 2024 with the CDF Logo and therefore, it was cardinal that the CDFC incorporated a budget for branding whenever costings for Community projects were done. She also added that the branding would also be enforced at the handover of selected Community Projects the following week. The other communication was that the CDF Administrative cost had since been apportioned by percentage according to use.
Lastly, the Town Clerk assured the committee that she would be attending the CDFC meetings henceforth so as to as her input was also needed. She mentioned that the desire of everyone should be for the District to stand out as other districts and to work hard towards that goal.

NOTICE OF MEETING:

The Notice convening the meeting was read by the Director Planning and the agenda was adopted as proposed by:

Pastor Grant

And duly seconded by; **Desylva Zulu**

CDCM/01/11/24: READING, CONFIRMATION AND ADOPTION OF PREVIOUS MEETING MINUTES.

The minutes of the previous meeting were read through and corrections were made that mainly included spelling errors. The Minutes of the **previous meeting held on 22nd October, 2024** be **CONFIRMED** and **ADOPTED** as a true and correct record of the proceedings of the Committee.

This was on a proposal by:

Councillor John Mbao

And duly seconded by: **Councillor Jackson Simbeya**

CDCM/02/11/24: MATTERS ARISING

On matters arising, members needed clarity on whether the WDC and CDF members could benefit from CDF. The Chairperson explained that it was only those that were in Formal employment that could not benefit from CDF. The members also asked as to why certain applications were deferred and the Chairperson responded that the applications in question were deferred due to the higher tuition fees that were observed in comparison with the tuition fees from reputable TEVETA affiliated Institutions like Lukashya Trade and Kabwe Trades.

The Director Planning read out the CDF guidelines on how to handle deferred applications and guided that the Secretariat would have to write to all the deferred applicants stating why they were deferred. The Secretariat was also advised to have the applicants well informed about the conditions they had to meet when applying.

The other matter that arose was that of approving applications for the whole course duration. Members felt that due to the possibility of hikes in school fees each year and also the possibility of paying for a student that does not report, it would be better for applications to be approved only for one year. The Director

Planning therefore explained that approving applications for only one year would disadvantage the applicant in an event that the PLGO takes long to approve for the second year and the student had to report for the second year. He added that the payments were only made according to the quotations sent by the schools based on the students that would have reported at the time. He assured the committee that he would table the issue of possible increase in school feel to the town Clerk for guidance.

CDCM/03/11/24: DESK APPRAISAL OF SECONDARY APPLICATIONS

The Chairperson reminded the house that the applications from Nsunzu, Mwambezi, Kalambo and Kawimbe Wards had been appraised in the previous meeting and hence the remaining applications to be appraised were those from Kazimolwa, Lwandi, Moto Moto, Mwamba and Intala Wards. The following Secondary Applications were appraised as follows:

i. **Moto-Moto Ward:**
Secondary Boarding School
Number of applications received:
Number of applications approved:
Number of applications rejected:

ii. **Kazimolwa Ward:**
Secondary Boarding School
Number of applications received:
Number of applications approved:
Number of applications rejected:

iii. **Kalambo Ward:**
Secondary Boarding School
Number of applications received:
Number of applications approved:
Number of applications rejected:

iv. **Mwamba Ward:**
Secondary Boarding School
Number of applications received:
Number of applications approved:
Number of applications rejected:

v. **Intala Ward:**

Secondary Boarding School

Number of applications received:
Number of applications approved:
Number of applications rejected:

THOSE APPROVED IN PRINCIPLE

The committee approved a number of Secondary applicants in principal. The applicants who did not appear in the WDC minutes but whose files were present or vice-versa, were approved subject to the minutes being rectified by the WDC. In addition, those applicants whose applications were not signed by the WDC Chairpersons were also approved subject to the application being signed. The following are Secondary applicants that were approved in principle:

1.Taizya Nampemba from Moto-Moto Ward
2. James Simpemba from Moto-Moto Ward
3. Chila Patrick from Kazimolwa Ward
4. Mary Napanje from Kazimolwa Ward
5. Sungula Mutale from Kazimolwa Ward
6. Maureen Kabai from Kazimolwa Ward
7. Kaitule Esther from Kazimolwa Ward
8. Kabela Jerome from Kazimolwa Ward
9. Chipasha Theresa from Kazimolwa Ward
10. Mwila Kangwa from Kazimolwa Ward

In addition, all applicants from Mbulu Special Unit School were approved subject to their proof of residence verified.

The approval of the Secondary and Skills Development applicants by the committee was proposed by: **Mr. Adel Ndelemeti**

And duly seconded by : Desylva Zulu.

The Director Planning mentioned that the secretariat would contact the WDCs regarding those approved in Principle so that the applications could be sent back to the WDCs for rectifications as per the guidelines.

CDCM/04/11/24: DESK APPRAISAL OF SKILLS DEVELOPEMENT APPLICATIONS

Prior to the appraisal of Skills Development Applications, the Director Planning advised that only Skills programmes and not professional courses

be recommended. He said that despite the TEVETA list of courses having included professional courses, there was need to enquire on the definite list of courses that CDFC could sponsor. In addition, the Director Planning stressed the need for the Committee to seek guidance through secretariat on the acceptable price range for driving courses.
The Chairperson advised that every course was valid for CDF sponsorship as long as the institution offering the course was a reputable Trade Institution and TEVETA affiliated.

The members of the Committee however settled for the decision that only those courses that were definite skills were to be considered. The following Skills Development Applications were appraised as follows:

i. Moto-Moto Ward:
Skills Development
Number of applications received:
Number of applications approved:
Number of applications rejected:

ii. Kazimolwa Ward:
Skills Development
Number of applications received:
Number of applications approved:
Number of applications rejected:

iii. Kalambo Ward:
Skills Development
Number of applications received:
Number of applications approved:
Number of applications rejected:

iv. Mwamba Ward:
Skills Development
Number of applications received:
Number of applications approved:
Number of applications rejected:

v. Intala Ward:
Skills Development
Number of applications received:
Number of applications approved:
Number of applications rejected:

THOSE APPROVED IN PRINCIPLE

The committee approved a number of Skills Development applicants in principal. The applicants who did not appear in the WDC minutes but whose files were present or vice-versa, were approved subject to the minutes being rectified by the WDC. In addition, those applicants whose courses were not clear or specific were approved subject to the courses being specified. Lastly, those applications that were not signed by the WDC Chairpersons were also approved subject to the application being signed. The following are Skills Development applicants that were approved in principle:

1. Mupelwa Nambeye from Mwamba Ward
2. Luckson Muyende from Mwamba Ward
3. Gloria Mwaba from Mwamba Ward
4. Charles Siulapwa from Mwamba Ward

REASONS FOR REJECTIONS

Applications from Nsanje Driving School were rejected due to relatively high Tuition Fees and unclear courses on the acceptance letters. Other applications were rejected as the courses applied for were not Skills Courses. Lastly, applications from those that were above the age of 35 were rejected as guidelines did not allow.

The approval of the Skills Development applicants by the committee was proposed by: **Mr. Adel Ndelemeti**

And duly seconded by : Desylva Zulu.

ADJOURNMENT OF MEETING

Following the Desk Appraisal of Skills Development Applications, the meeting was adjourned to the next day.

THE MEETING RESUMES

The meeting resumed on Friday, 15th August, 2024 as the Director Planning gave the notice convening the meeting at exactly 09:20 hours. This as adopted as proposed by: **Mr. Greenwell Mwamba**

And duly seconded by: Councilor Jackson Simbeya

CDCM/05/11/24: DESK APPRAISAL OF EMPOWERMENT LOAN APPLICATIONS

Prior to the appraisal of Loans, Secretariat brought to the attention of the Committee the 13 Loan applicants from the previous year to which the Chairperson advised that they be looked at after the new applications. On looking at the Loan Applications, Councillor Hasting Sinyangwe declared interest during the appraisal of Intala Ward Applications while Mr. Mengo Siame also declared interest during the appraisal of Jane Kasawa Enterprise.

The following Empowerment Loan Applications were appraised as follows:

i. Moto-Moto Ward:

Loan Applications

Number of applications received:
Number of applications approved:
Number of applications rejected:

ii. Kazimolwa Ward:

Loan Applications

Number of applications received:
Number of applications approved:
Number of applications rejected:

iii. Kalambo Ward:

Loan Applications

Number of applications received:
Number of applications approved:
Number of applications rejected:

iv. Mwamba Ward:

Loan Applications

Number of applications received:
Number of applications approved:
Number of applications rejected:

v. Intala Ward:

Loan Applications

Number of applications received:
Number of applications approved:

Number of applications rejected:

REASONS FOR REJECTIONS

Applications with incomplete information on the application forms or those that were missing some documents such as Business proposals and Vital Information lists were rejected. The Committee however decided that the rejected applications be referred back to the WDC for rectifications within 10 days while the approved applications be sent to the Technical Committee for thorough appraisal.

The above recommendation of the Empowerment Loan applications by the committee was proposed by: **Mr. Adel Ndelemeti**

And duly seconded by : Desylva Zulu.

The members expressed disappointment in the number of contractors who were abandoning project sites as well as the Loan beneficiaries that were not paying back. The Director Planning explained that there was a Procurement Committee that had the power to blacklist a contractor who was performing. The Chairperson added that the Bank was liable to collect the money from Loan beneficiaries on behalf of the Government.

CDCM/06/11/24:DESK APPRAISAL OF EMPOWERMENT GRANT APPLICATIONS

Prior to the appraisal of Empowerment Grants, the Director Planning advised that grant applications had to be seriously scrutinized using business proposals in order to establish viable projects that would be funded without reducing the amount applied for. He said that reducing the amounts applied for in order to cover a huge number would disadvantage genuine applicants. Pastor Grant also added that the more groups are selected by funding smaller amounts, the more difficult and costly the monitoring exercise would be. He continued to say that the Province would question as to the reason for apportioning smaller amount as they did before.

The Chairperson however suggested that it would be in the best interest if a wider scope was empowered even if it meant disbursing smaller amounts.

After a lengthy debate, it was resolved that an amount of K10,000.00 be recommended for grant applicants across the board.

This was proposed by: **Councillor Jackson Simbeya**

And duly seconded by: **Councillor Hastings Sinyangwe**

Pastor Grant then advised that a technical Committee be brought on board to scrutinize the Grant applications as the CDFC Committee may not have the technical know-how. The Director Planning responded that it was actually stipulated in the guidelines for the CDFC to refer applications to the Technical Committee. He read out the CDF guidelines on the procedure to establish the Technical Committee, its composition and functions. The Committee therefore assessed the Grant applications in order to note those applications that needed to be referred back to the WDC's and those that would be taken the Technical Committee.

The Empowerment Grant Applications were appraised as follows:

i. Moto-Moto Ward:

Grant Applications

Number of applications received:

Number of applications approved:

Number of applications rejected:

ii. Moto-Moto Ward:

Grant Applications

Number of applications received:

Number of applications approved:

Number of applications rejected:

iii. Kazimolwa Ward:

Grant Applications

Number of applications received:

Number of applications approved:

Number of applications rejected:

iv. Kalambo Ward:

Grant Applications

Number of applications received:

Number of applications approved:
Number of applications rejected:

v. Intala Ward:

Grant Applications

Number of applications received:
Number of applications approved:
Number of applications rejected:

REASONS FOR REJECTIONS

Applications with incomplete information on the application forms or those that were missing some documents such as Business proposals and Vital Information lists were rejected. The Committee however decided that the rejected applications be referred back to the WDC for rectifications within 10 days while the approved applications be sent to the Technical Committee for thorough appraisal.

According to the calculations made by the Committee based on the decision to disburse K10,000.00 to each group, a total of 270 groups would benefit, translating to 30 groups per Ward. Since there were some Wards that had less than 30 applications altogether, the Committee agreed that all applications be considered in that regard but with Kazimolwa getting the most beneficiaries and thus following would therefore be the distribution per Ward:

Intala – 19, Mwamba – 30, Lwandi – 31, Moto-Moto – 22, Kawimbe – 28, Nsunzu – 15, Kalambo – 12,Mwambezi – 30 and Kazimolwa 91.

The above recommendation of the Grant Applications by the committee was proposed by: **Mr. Adel Ndelemeti**

And duly seconded by : Desylva Zulu.

CLOSING REMARKS

In his closing remarks, the Chairperson elect appreciated everyone for having made it for the meeting and for the taking part in the deliberations. Encouraging everyone to come on time for the next meeting, he wished everyone God's blessings.

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CLOSING PRAYER

A closing prayer was given by Pastor Adel Ndelemeti at 14:15 hours

THE MEETING ENDED AT 14:15 HOURS

CERTIFIED AS A TRUE COPY OF THE CONSTITUENCY DEVELOPMENT FUND COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTER, AK WILLOMBE LANE, MBALA, ON FRIDAY 14TH NOVEMBER, 2024.

……	**…….**
COMMITTEE CHAIRPERSON	**SECRETARY**
CHRISTOPHER MENGO SIAME	**DAISY KABWE**
Date ……	**Date** ……