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

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 to 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 Prayers.

OPENING PRAYER:

Prior to the commencement of the meeting, a prayer was given by Pastor Grant at exactly 10:06 hours.

APOLOGIES:

There was an apology from Mrs Pamba - Women's representative as she was committed with other duties.

SELF-INTRODUCTIONS:

Self-introductions were done by the members present as per the attendance list above.

OPENING REMARKS: The CDFC Chairperson welcomed everyone present and apologized for change in dates of the meeting at short notice and that it was due to unforeseen circumstances.

He emphasized on the need for confidentiality to exist within the committee as well as members of the committee declaring interest to allow for the matter to be minuted by secretariat. He further went on to speak on matters of corruption by stating that there were a lot of eyes on the committee and that members needed to refrain from such matters to avoid tarnishing the committee and the Government.

The Chairperson then gave the Member of Parliament an opportunity to say a few words. The Member of Parliament spoke on the bible verse that the Chairperson had shared on in regards to being truthful and he emphasized on the need for the committee to be one that upholds integrity and be honest in all their dong as people who were appointed to sit on the committee and see to it that development came to the district and that all in all they were answerable as a committee.

He further went on to thank the members present for their support in line with him having being appointed as the new Minister for Muchinga Province.

The Chairperson then gave the Town Clerk the floor to make an announcement. The Town Clerk recognized the presence of the Member of Parliament and welcomed everyone present to the meeting. She went on to say that she would be attending the current meeting as well as those to be held in future in order to guide the committee in their functions.

She further went on to mention that on Friday, 7th March, 2025, there was a virtual meeting chaired by the Permanent

Secretary in which all Council Secretaries/ Town clerks from all 156 councils together with some of their officers were in attendance and that the agenda of the meeting was on the implementation of 2025 Constituency Development Fund.

The Town Clerk stated that it was mentioned that the loan component would not be disbursed in the manner that it had been always done in the past few years and that the funds would instead be channelled towards the purchasing of Rigs for those councils that did not have the machinery. This was so as to aide in provision of water and sanitation services within particular constituencies especially to help in cutting down costs of how much the water projects were been quoted by contractors.

She further went on to explain that for those councils that already had the machines, the funds would instead be channelled towards agricultural loans and that further guidance would be given over the same.

She stated that another important part of the agenda of the meeting was that of Branding and the emphasis by the Permanent Secretary on the need for councils to take the matter very seriously as it was realised that a lot of councils have not done any branding at all.

The last part of the agenda was that of the emphasis on the completion of existing projects that had not yet being completed and became white elephants. She went on to state that the PS had guided that such projects should be given priority in the current 2025 CDF to help get rid of white elephants and wastage of government resources.

NOTICE OF MEETING:
The Notice convening the meeting was read by the Committee Chairperson and the agenda was adopted.

CDCM/01/03/25: READING, CORRECTION AND COMFIRMATION OF PREVIOUS MEETING MINUTES.

The Chairperson read out the Previous Meeting Minutes. The meeting proceeded as there were no errors noted in the minutes.

On a proposal by **Pastor Adel Ndelemeti**, duly seconded by **Councillor John Mbao**, it was;

RESOLVED that;
The Minutes of the **previous meeting held on 12th February, 2025** be **CONFIRMED** and **ADOPTED** as a true and correct record of the proceedings of the Committee Meeting.

CDCM/ 02/03/2025: DESK APPRAISAL OF ADDITIONAL SECONDARY BOARDING SCHOOL BURSARY APPLICATIONS.

It was reported for the consideration of the Committee that the Department of Planning was in receipt of additional Secondary Boarding Bursary applications from WDCs. After the scrutiny of the applications received, the applications were approved as shown in **Appendix A**.

The Committee therefore resolved that:
The recommended Secondary Bursary applications be considered for approval.

This was proposed by Jackson Simbeya, and duly seconded by Mr. Greenwell Mwamba.

CDCM/ 03/03/2025: DESK APPRAISAL OF ADDITIONAL SKILLS DEVELOPMENT BURSARY APPLICATIONS.

It was also reported for the consideration of the Committee that the Department of Planning was in receipt of additional Skills Development Bursary applications from WDCs. After the scrutiny of

the applications received, the applications were approved as shown in **Appendix B**.

The Committee therefore resolved that:
The recommended Skills Development Bursary applications be considered for approval.

This was proposed by Mr. Sikaumbwe Burton and duly seconded by Mr. Peter Sichilima.

The applications for Secondary and Skills were received and recommended per ward as follows:

i. Moto Moto Ward:

Secondary Boarding School

Number of applications received: 02

Number of applications approved: 02

Number of applications rejected: 00

Skills Development

Number of applications received: 00

Number of applications approved: 00

Number of applications rejected: 00

ii. Kalambo Ward:

Secondary Boarding School

Number of applications received: 01

Number of applications approved: 01

Number of applications rejected: 00

Skills Development

Number of applications received: 30

Number of applications approved: 11

Number of applications rejected: 19

iii. Kazimolwa Ward:

Secondary Boarding School

Number of applications received: 07

Number of applications approved: 07

Number of applications rejected: 00

Skills Development

Number of applications received: 15

Number of applications approved: 13

Number of applications rejected: 02

iv. Mwamba Ward:

Secondary Boarding School

Number of applications received: 02

Number of applications approved: 02

Number of applications rejected: 00

Skills Development

Number of applications received: 8

Number of applications approved: 05

Number of applications rejected: 03

v. Mwambezi Ward:

Secondary Boarding School

Number of applications received: 01

Number of applications approved: 01

Number of applications rejected: 00

Skills Development

Number of applications received: 03

Number of applications approved: 03

Number of applications rejected: 00

vi. Kawimbe Ward:

Secondary Boarding School

Number of applications received: 00

Number of applications approved: 00

Number of applications rejected: 00

Skills Development

Number of applications received: 01

Number of applications approved: 01

Number of applications rejected: 00

vii. Nsunzu Ward

Secondary Boarding School

Number of applications received: 00

Number of applications approved: 00

Number of applications rejected: 00

Skills Development

Number of applications received: 32

Number of applications approved: 32

Number of applications rejected: 00

CDCM/03/03/25: UPDATE ON 2022 TO 2024 CDF COMMUNITY PROJECTS.

The Civil Engineer gave an update on the 2022 to 2024 Community Projects as highlighted in **Appendix C**.

The following Incomplete projects from previous years were considered to be funded using savings from previous years in the following priority:

1. Chisafwa Primary School.

2. Kasulo Primary School Ablution.
3. Kaka Maternity Annex.

There was also a proposal by the Honourable Member of Parliament that Chipoka – Chisafwa-Itokoto Road be put on hold and not be submitted to PLGO until Isofu-Kakungu Road is assessed by the Engineers for consideration because the area was said to have a lot of farmers in that community that had no access to proper road network to transport their produce once it was harvest season.

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

CDCM/04/03/25: SELECTION OF EMPOWERMENT GRANTS APPLICATIONS FOR APPROVAL.

The lists of Empowerment Grants applications that were successfully Field Appraised were presented as per **Appendix C**.

After assessing the lists of Grants and aligning the amounts according to the allocation, **the Committee therefore resolved that:**

The successfully field appraised Grants applications be considered for approval.

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

The Town Clerk then advised that the grant beneficiaries be written to in order to consent with the reduced amounts before disbursements.

CLOSING REMARKS

The chairperson thanked the committee for having attended the meeting and encouraged all that their opinions were valid.

THE DISTRICT COMMISSIONER'S CLOSING REMARKS

The District Commissioner also thanked everyone for attending the meeting and emphasized on the need for confidentiality.

THE HONOURABLE MINISTER'S CLOSING REMARKS

The Honourable Minister encouraged all to continue the hard work and urged all departments involved in the implementation of CDF not to compromise.

CLOSING PRAYERS

A closing prayer was given at 18:00.

AUTHENTICATION OF MINUTES

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COMMITTEE CHAIRPERSON	**SECRETARY**
GRANT SCHAEFER	**DAISY KABWE**
Date ……	**Date** ……