MBALA MUNICIPAL COUNCIL

MINUTES OF THE CONSTITUENCY DEVELOPMENT COMMITTEE MEETING HELD ON 15th MAY, 2024 IN THE COUNCIL CHAMBER AT 09:30 HOURS.

IN ATTENDANCE:

NAME:	**POSITION / INSTITUTION:**
• BURTON SIKAUMBWE	: COMMITTEE VICE CHAIRPERSON
• PETER LUNGU	: PROFESSIONAL ASSISTANT – (MP REPRESENTATIVE)
• AMOS SIMFUKWE	: AREA COUNCILLOR - (MWAMBEZI WARD)
• WILLIAM SINKAMBA	: AREA COUNCILLOR - (INTALA WARD)
• HAWKINS J. FWAMBO	: CHIEF'S REPRESENTATIVE - (CHIEF FWAMBO)
• ROWLAND BOTHA	: CIVIL ORGANISATION
• STUART SIKAZWE	: COMMUNITY REPRESENTATIVE
• JEREMIAH NG'UNI	: DIRECTOR OF FINANCE

BY INVITATION:

• DAISY K. MUKABAINGA	: SOCIAL ECONOMIC PLANNER
• FRANCIS MUKOSHA	: CHIEF INTERNAL AUDITOR
• GODFRIDAH MOFYA	: PROCUREMENT OFFICER
• CHISHIMBA JANURIUS	:QUANTITY SURVAYOR
• GOODSON BANDA	:CIVIL ENGINEER

APOLOGIES

• GRANT SCHAEFER	: COMMITTEE CHAIRPERSON
• JACKSON SIMBEYE	: AREA COUNCILLOR - (MWAMBA WARD)

THE MEETING WAS CALLED TO ORDER AT 09:30 HOURS

AGENDA:

1. Opening Prayer
2. Apologies
3. Self-introductions
4. Opening remarks by CDFC Chairperson
5. Reading, Confirmation and Adopting of previous meeting minutes.
6. Variations of selected Community Projects.
7. Update on the 2024 Loans

8. Desk Appraisal of additional Secondary School Bursaries.
9. Closing prayer.

OPENING PRAYER:
Prior to the commencement of the meeting, a prayer was given by Madam Daisy K. Mukabainga at exactly 10:00 hours

APOLOGIES:
Apologies were conveyed as indicated above.

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

OPENING REMARKS:
The Committee's Chairperson, represented by the Vice-Chairperson welcomed all members present and expressed gratitude that all could make it at short notice. He noted that despite the committee being dissolved, it was called upon to meet due to pressing issues and since the three months had not yet elapsed since dissolution, it could still meet. He therefore urged all to deliberate freely throughout the meeting. With these remarks, he officially declared the meeting opened.

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

CDCM/01/05/24: READING, CONFIRMATION AND ADOPTION OF PREVIOUS MEETING MINUTES.

During the reading and confirmation of minutes, a few spelling corrections and corrections on meeting times were made and noted. Also, a few concerns arose as to why the CDF Administrative had been overspent in both 2022 and 2023. The Committee demanded for a detailed update of the Administrative expenditure.
On a proposal by Mr. Botha, duly seconded by Mr. Hawkins J. Fwambo, it was;

RESOLVED that;
The Minutes of the **previous meeting held on 15th March, 2024** be **CONFIRMED** and **ADOPTED** as a true and correct record of the proceedings of the Committee Meeting.

CDCM/02/05/24: VARIATIONS OF SELECTED COMMUNITY PROJECTS.

The committee reviewed the Community Projects that were not approved by PLGO on grounds of BoQ underestimates. The following were the projects reviewed and the resolutions made.

1. **Tractor-Loader-Backhoe (TLB)**

The Committee reviewed the quotation for the TLB from Saro Agro Industrial Limited whose total cost came to **K2,470,800.00**. The committee went ahead and resolved that the cost stipulated in the Quotation be used as a premise for the estimate and the price for the TLB therefore be varied from the initial **K2,000,000.00** to **K2,470,800.00.**

This was:
Proposed by Mr. Rowland Botha and duly seconded by Councillor Amos Simfukwe.

2. **Power Upgrade of the Youths Skills Centre**
   For the Youth Skills Centre, the Committee noted that there was no quotation from ZESCO to show the cost for the Power Upgrade from level 1 to level 3. It therefore resolved that the project be submitted to PLGO for approval once the quotation is obtained.

This was:
Proposed by Mr. Hawkins J. Mfwambo and duly seconded by Councillor William Sinkamba.

3. **Itokoto Primary 1X 2 CRB, Ablution and Mechanised Water**

   The Committee went on to review the Bill of Quantity that was redone for the above project and noted that the cost which came to **K2,202,955.75** was too high compared to what was initially recommended as **K1,300,000.00**. After a lengthy deliberation, the Committee resolved **that only the Class Room Block** be considered at **K946,530.80** as per the

Bill of Quantity while the Mechanized Water Reticulation and the Ablution be deferred to the next funding.

This was:
Proposed by Mr. Chishimba Janurius and duly seconded by Mr. Stuart Sikazwe.

4. **Kawimbe Secondary School Ablution and Mechanized Water.**
   The Committee also reviewed the Bill of Quantity that was redone for the Kawimbe Secondary Project and noted that the cost came to **K1,170,952.33** as opposed to the initial recommendation of K600,000.00. Without much debate, the Committee resolved that the amount for the Kawimbe Secondary School Ablution and Mechanized Water be varied from **K600,000.00** to **K1,170,952.33.**

   This was:
   Proposed by Mr. Rowland Botha and duly seconded by Mr. Stuart Sikazwe.

5. **Moto-Moto Road Rehabilitation**
   It was reported during the Committee Meeting that the rehabilitation of 3.4 kilometres of Moto-Moto Road which was initially estimated at K350,000.00 had been taken up by Zambia National Service and that the Contract had already been signed. The Committee therefore resolved that the project be dropped and funds be channelled to other project variations.

   This was:
   Proposed by Councillor William Sinkamba and duly seconded by Mr. Hawkins J. Mfwambo.

6. **Kawimbe- Itokoto Road rehabilitation**
   The Committee went on to review the BoQ for the rehabilitation of the 13 kilometres of the Kawimbe Itokoto Road which came to a total cost of K1,600,104.00. After the Committee deliberated, it resolved the cost for the Kawimbe-Itokoto Road Rehabilitation be varied from the initial K360,000 to **K1,600,104.00** as per the BoQ.

This was:
Proposed by Mr. Stuart Sikazwe and duly seconded by Councillor William Sinkamba.

7. **Rehabilitation of the GrassHopper Inn**
   During the deliberations about the Grasshopper rehabilitation, it was brought to the attention of the Committee by the Quantity Surveyor that the cost estimates for the project, that is **K1,000,000.00**, was too underestimated unless if the rehabilitation was to be done in phases. The Committee therefore deliberated on that and resolved that the inn be rehabilitated with the same amount as first phase rehabilitation.

   This was:
   Proposed by Mr. Stuart Sikazwe and duly seconded by Councillor William Sinkamba.

8. **Construction of Mbulu Modern Market**
   The first measurement of the Modern Market as presented by the Engineers was 20 meters X 30 meters which came to K2,800,000. The Committee members felt that the amount was too high and suggested that the amount be reduced by cutting down on the measurements. The Engineers then came up with an estimate of K1,705,175.45 for a 10 meters X 15 Meters structure. The Committee reviewed the BoQ for the construction of the Mbulu Modern Market Shelter which came **K1,705,175.45** and resolved that the project be funded using savings from 2022 allocations.

   This was:
   Proposed by Mr. Rowland Botha and duly seconded by Councillor William Sinkamba.

9. **Savings from Desks**
   The Procurement Officer brought to the attention of the Committee the issue of some savings realized from the 2023 Desks as most bidders bided lesser prices than the initial estimated amount. The savings amounted to a total of **K450,000.00.**

The Committee then resolved that the savings realized from the 2023 desks be channelled towards the variations of projects for 2024.

This was:
Proposed by Mr. Rowland Botha and duly seconded by Councillor William Sinkamba.

In Addition, the Committee also resolved that the Overspill Clinic Project together with the rest of the projects to be funded using saving from previous years be deliberated on in the next sitting**.**

This was:
Proposed by Mr. Rowland Botha and duly seconded by Councillor William Sinkamba.

The Committee concluded on the Community Projects with the resolution that all the recommended projects as highlighted in **Appendix A** be submitted to PLGO for approval.

This was:
Proposed by Mr. Stuart Sikazwe and duly seconded by Councillor William Sinkamba.

CDCM/ 03/05/24: UPDATE ON 2024 LOANS.

The Vice- Chairperson of the Committee gave the update on the CDF Loans for 2024. He began by informing the Committee that 27 applications were taken to the Bank and that some errors were noted and corrections made by applicants. He went on to inform the house that 10 applications had been approved thus far and that the Bank had communicated that the all 28 would be approved by the following week.

This came for the information of the Committee.

CDCM/ 04/05/24: DESK APPRAISAL OF ADDITIONAL 2024 SECONDARY BURSARY APPLICATIONS.

It was reported for the consideration of the committee that the Department of Planning was in receipt of additional applications from individuals who wished to be sponsored by CDF for Secondary School.

After the scrutiny of the applications received, the following applications were recommended as they met all the requirements.

S/N	NAME OF APPLICANT	WARD	SEX	DATE OF BIRTH	GRADE	NAME OF SCHOOL	LOCATION OF SCHOOL	FEES PER TERM	ANNUAL FEES	GUARDIAN NAME	CONTACT
1.	CHISHIMBA DANIEL	KAZIMOLWA	M	24/12/2007	11	MBALA SECONDARY SCHOOL	MBALA	1000	3000	DEKO MARY	0972510487
2.	CHIBUYE MOSES	KAZIMOLWA	M	29/07/2024	10	MUNGWI BOYS SECONDARY SCHOOL	MUNGWI	1000	3000	JANET CHILUFYA	0978875590
3.	NAMPEMBA SHIPHRAH	KAZIMOLWA	F	26/03/2010	10	LUNTE GIRLS STEM SCHOOL	LUNTE	1000	3000	GIFT NACHIFUTA	0979755759
4.	CHIBALE SHEKINAH	KAZIMOLWA	F	26/07/2011	8	KANYANTA GIRLS STEM SCHOOL	MUNGWI	1000	3000	JOYCE NAMFUKWE	0973395358

The committee therefore resolved that the above recommended list of Boarding Bursary Applicants be submitted to PLGO for approval.

This was:
Proposed by Mr. Stuart Sikazwe and duly seconded by Mr. Hawkins J. Mfwambo.

CDCM/04/05/24: DESK APPRAISAL OF ADDITIONAL 2024 SKILLS BURSARY APPLICATIONS.

It was reported for the consideration of the committee that the Department of Planning was in receipt of appeals from Skills Bursary Beneficiaries who wished to change their programme of study from Trade to Craft due to the nature of their results. Below is the list of the students' details and the craft programmes they wished to change to.

LIST OF CDF SPONSORED STUDENTS WHO WISH TO CHANGE PROGRAMME OF STUDY DUE TO NATURE OF RESULTS

S/N	NAME OF STUDENT	SEX	NRC	INITIAL PROGRAMME OF STUDY/DURATION	PROGRAMME OF CHANGE/DURATION
1.	SICHITALWE DOWELL	M	250436/42/1	BRICKLAYING AND MASONRY (2 YEARS)	BRICKLAYING AND MASONRY (1 YEAR)
2.	MAMBAYA EDINAH	F	402943/43/1	AUTOMOTIVE ENGINEERING (2 YEARS)	AUTOMOTIVE ENGINEERING (1 YEAR)

The Committee had no objection as to the appeals and therefore recommended that the Students be granted their requests and be submitted to PLGO for approval.

This was:
Proposed by Mr. Stuart Sikazwe and duly seconded by Councillor William Sinkamba.

CLOSING REMARKS

The Chairperson thanked everyone present in the meeting and urged all who would continue serving with diligence even in the new Committee. He also acknowledged the presence of the Quantity Surveyor and Civil Engineer and assured the Committee that the workload would then be lighter due to the coming of the engineers. With these remarks, he declared the meeting officially closed at 15:35hours.

CLOSING PRAYER

A closing prayer was given by Mr. Burton Sikaumbwe at 15:37 hours

THE MEETING ENDED AT 15:37 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 THURSDAY 15TH MAY 2024.

COMMITTEE CHAIRPERSON
GRANT SCHAEFER

Date ……

SECRETARY
DAISY K. MUKABAINGA

Date ……

APPENDIX A: LIST OF ADDITIONAL RECOMMENDED 2024 COMMUNITY PROJECTS

NO.	PROJECT NAME	PROJECT DESCRIPTION	TYPE (CONSTRUCTION/ REHABILITATION/ COMPLETION)	WARD	PROJECT SITE/LOCATION	ENGINEERS ESTIMATES (AMOUNT)
1.	TLB	PROCUREMENT	PROCUREMENT	KAZIMOLWA	COUNCIL	2,470,800
2.	ELECTRIFICATION OF YOUTH SKILLS CENTRE	CONSTRUCTION	CONSTRUCTION	KAZIMOLWA	LUCHECHE	55,000.00
3.	ITOKOTO PRIMARY SCHOOL - 1X2 CRB	CONSTRUCTION	CONSTRUCTION	INTALA	ITOKOTO	946,530.80
4.	KAWIMBE SECONDARY SCHOOL - ABLUTION BLOCK AND MECHANISED WATER RETICULATION SYSTEM AT	CONSTRUCTION	CONSTRUCTION	KAWIMBE	KAWIMBE	**1,170,952.33**
5.	REHABILITATION OF 13 KILOMETRES OF KAWIMBE - ITOKOTO ROAD	ROAD WORKS	ROAD WORKS	KAWIMBE	KAWIMBE - ITOKOTO	1,600,104.00
6.	REHABILITATION OF THE GRASSHOPPER INN	REHABILITATION	REHABILITATION	KAZIMOLWA	KAZIMOLWA	1,000,000.00
	SUB TOTAL					**7,243,387.13**
	SAVINGS FROM 2022 CDF ALLOCATION					
1.	MBULU MARKET - MODERN MARKET SHELTER (FROM SAVINGS OF 2022 SECONDARY SCHOOL BURSARIES)	CONSTRUCTION	CONSTRUCTION	KAZIMOLWA		1,705,175.45
	SUB-TOTAL					**1,705,175.45**
	GRAND TOTAL					**8,948,562.58**

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1.	TLB	PROCUREMENT	PROCUREMENT	KAZIMOLWA	COUNCIL	2,470,800
3.	ITOKOTO PRIMARY SCHOOL - 1X2 CRB	CONSTRUCTION	CONSTRUCTION	INTALA	ITOKOTO	1,300,000.00
4.	KAWIMBE SECONDARY SCHOOL - ABLUTION BLOCK AND MECHANISED WATER RETICULATION SYSTEM AT	CONSTRUCTION	CONSTRUCTION	KAWIMBE	KAWIMBE	**1,311,118.96**
5.	REHABILITATION OF 13 KILOMETRES OF KAWIMBE - ITOKOTO ROAD	ROAD WORKS	ROAD WORKS	KAWIMBE	KAWIMBE - ITOKOTO	1,600,104.00
	SUB TOTAL					**6,737,022.96**
	SAVINGS FROM 2022 CDF ALLOCATION					
1.	MBULU MARKET - MODERN MARKET SHELTER (FROM SAVINGS OF 2022 SECONDARY SCHOOL BURSARIES)	CONSTRUCTION	CONSTRUCTION	KAZIMOLWA		1,705,175.45
	SUB-TOTAL					**2,705,175.45**
	GRAND TOTAL					**9,442,198.41**