MBALA MUNICIPAL COUNCIL

MINUTES OF THE CONSTITUENCY DEVELOPMENT COMMITTEE MEETING HELD ON 22nd OCTOBER, 2024 IN THE COUNCIL CHAMBER AT 09:30 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
• PETER LUNGU	: 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
• GOODSON BANDA	: CIVIL ENGINEER
• JANUARIUS CHISHIMBA	: QUANTITY SURVEYOR
• SUWILANJI SIZIYA	: SOCIO-ECONOMIC PLANNER
• NATASHA NAMUKOKO	: TOWN PLANNER

THE MEETING WAS CALLED TO ORDER AT 09:54 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
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 Ndelemeti at exactly 10:03 hours.

APOLOGIES:

There was an apology from Pastor Grant as well as Director Finance, were he stated that an officer from Finance would be sent to represent him as he was committed with other duties.

In view of the above, the Chairperson for CDFC placed emphasis on the need for the appointed CDFC members to attend the meetings and avoid delegating officers to represent them.

SELF-INTRODUCTIONS:

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

OPENING REMARKS:

The CDFC Chairperson welcomed everyone present especially those that came early for the meeting and he apologised for starting the meeting late. He further placed emphasis on time management and he encouraged the Local Authority to be particular with time. The Chairperson made mention that all the members present were appointed by the His Excellency the President of Zambia through the Ministry of Local Government and Rural Development to serve the community and not to meet their own desires but the desires of the community at large. He further stated that the Constitution Development Fund (CDF) is a creation of statutory instrumentals and Acts thus the Committee needs to abide by the set regulations when making decisions.

He emphasised that the Committee should not interfere with the applications from the Ward Development Committees (WDCs) and all the applications should come from them and not any other entity as they are an independent entity and it's their mandate to come up with the applications from the Community. The Chairperson informed the members present that he attended a Workshop for CDF where they were instructed to come up with a list of all the uncompleted Community Projects and forward it to the Ministry for approval. Lastly, he urged the members present that they were there to satisfy the needs of the community and Mbala district at large and he further encouraged the members present to be open minded during the meeting.

NOTICE OF MEETING:

The Notice convening the meeting was read by the Director of Planning and corrections were made on the agenda on item number five (05) which read as status report of Community Projects (2022-2024) by Director Engineering should read as reading of previous meeting. The amendment of the new agenda was proposed by Mr. Jackson Simbeya and seconded by Pastor Adel.

CDCM/01/10/24: READING OF PREVIOUS MINUTES

Secretariat read through the previous minutes and it was noted that on the attendance list the position for Mr. George Sichula was not indicated,

corrections were made and it should have indicated Community Representative. The Chairperson asked the members present if there were any more corrections to be made on the previous minutes before they would be adopted. The Minutes were adopted by the members present upon a proposal by Mr. Burton Sikaumbwe and duly seconded by Mr. Mbao. The Chairperson asked the Director of Planning to go through the components and the allocated amounts/percentages in order for the members present to refresh their minds before they began the Desk appraisals. A question was asked by Pastor Adel if the new guidelines for CDF were been implemented, the Director of Planning responded stating that both the new guidelines and the previous guidelines were both been implemented and that by the end of October the New guidelines would be effective.

CDCM/02/10/24: DESK APPRAISAL OF 2025 CDF RECEIVED APPLICATIONS

The Director of Planning began by mentioning that there has been poor feedback from the Ward Development Committees. He went on to say that despite the Committees being communicated to on the deadline and submission of the project application forms from their respective wards to the secretariat to allow for them to do data entry, as well as the two extension dates, some of the committees have still not being compliant.

He went on to say that out of the nine (9) wards, only four (4) wards had managed to submit. Namely: Kawimbe, Mwambezi, Nsunzu and Kalambo.

The Director of Planning mentioned that Moto Moto, Lwandi, Intala, Mwamba and Kazimolwa wards had brought their application forms the week after the submission deadline and it was for that reason that their wards were not entered into the computer to allow for secretariat to do data entry and that there would be need to call for a second meeting for desk appraisal as well as to give secretariat ample time to do the data entry. He added that there will also be a third meeting specifically meant for community projects and to allow

Engineering department to give a status report of community projects from 2022 CDF to 2024 CDF.

The Chairperson mentioned that the initial advert was open from 6th August 2024 up to 1st September 2024. He further went on to mention that the first extension was done from 1st September 2024 to 25th September 2024 and the second extension up to 11th October, 2024 meaning that already there would be a delay in field appraisal exercises and ultimately late submissions to the Provincial Local Government Office for approvals.

He requested secretariat that going forward, the Ward Development Committees must be given calendars on when to receive applications from the communities as well as their committees making submissions to secretariat.

He further went on to state that the committee needed to move with the high speed of the current government and that if the Ward Development Committees were failing to make submissions on time it would entail that the CDFC isn't able to hold their meetings as well and in the end fail and the government would be blamed at the end of the day because the Local Authority would fail to do what is expected of them.

Kalambo Ward Councillor mentioned that the major reason why the ward development committees seemed to be failing in their duties was because of the lack of support / incentives and that it was made known to the members of the ward development committees that they would be supported in terms of holding their meetings in regards to stationary and refreshments and that the lack of this support resulted in the ward development committees looking for alternative sources to support themselves and hold these said meetings.

The Director of Planning responded by saying that al Local Authorities are still waiting for guidance regarding the incentives of ward development committees from the Ministry and that the council understands the challenges

that the ward development committees are experiencing and that this challenge is being experienced country wide and that other councils have resorted for the construction of ward development committee offices spaces where they can conduct these meetings

The Civil Society Organisation representative suggested that the Local Authority should hold a meeting with the ward development committees to find out what exact challenges it was they were facing in regards to why they are failing to submit applications to the council on time.

The community representative added by saying that that would be an expensive exercise and maybe it would be more cost effective to call just call the executive members of each of the 9 ward development committees in the district which would be about 5 people per committee bringing the total to forty-0fivr (45) people.

The Director of planning responded by saying that it was a workable exercises but he would still need to consult and get back to the CDFC on the matter.
The chairperson also suggested that there was need for a re-orientation of the WDCs in their roles and functions to which the social economic planner responded by saying that this exercises was done during the elections of the committees that took place not so long ago and they were oriented in both their WDC roles as well as matters regarding CDF.

CDCM/03/10/24: SECONDARY BOARDING SCHOOL AND SKILLS DEVELOMENT - DESK APPRAISAL

The Director of Planning brought to the attention of the committee that when approving applicants, it was necessary to make sure that the committee approved for the applicants' entire duration, whether they are a secondary school applicant or a skills development applicant, so as to avoid issues when making payments for invoices that the schools have been sending to the council. He further went on to mention that this was not done in the previous

committee and some challenges were been incurred when it came to having approved a pupil for only one year and then it becomes cumbersome always writing to the PLGO for approval for the following years causing delays in making payments for pupils. He then guided the committee as follows in regards to approvals to be done for secondary boarding school applicants:

- Grade 8 to Grade 9 - approve for two (2) years
- Grade 10 to Grade 12 – approve for three (3) years
- ECE to Grade 7 – approve for eight (8) years

He also added that for anyone who needed funding mid-way should be approved for from up to an examination grade. An example he gave was if a pupil was in Grade 7 or grade 9, they be approved for one (1) year, if they were in grade 11, they be approved for two (2) years, if they were in grades below grade 7, they be approved for up to grade 7.

The socioeconomic planner made mention to the committee that there were applications that they still held on to from the previous committees last meeting that the current committee needed to desk appraise of which guidance was given that secretariat needed to communicate with the respective applicants to find out as to whether they were still interested in applying for the program or not because the concern of the committee was that enough time had passed and they would end up approving applications for applicants that were no longer interested and in turn disadvantage the new applicants who were now applying.

RESOLUTION:

This was proposed by Kazimolwa Councillor and seconded by Mwamba Councillor

i. **Nsunzu 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: 48
Number of applications approved: 09
Number of applications rejected: 39

ii. Mwambezi 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: 30
Number of applications approved: 11
Number of applications rejected: 19

iii. Kalambo 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: 00
Number of applications approved: 00
Number of applications rejected: 00

iv. 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: 08

Number of applications approved: 05

Number of applications rejected: 03

REASONS FOR REJECTIONS

Applications from Nsanje Driving School were rejected due to the fact that their fees were too high and their acceptance letters were not clear.

Applications from Broken Hill were rejected because the socioeconomic planner had brought it to the attention of the committee that in the previous CDF, challenges with the same institution were being experienced such as them changing fees by increasing them, which caused problems went it came to making payments to the schools because the schools would complain that the council was paying fees that they did not issue on their invoices. She further went on to state that payments that were been made were those that were approved by the Committee as well as PLGO and this had caused issues with the institution.

Applications from Family Pillar were rejected due to the fact that their fees were too high.

Applications from Northern Driving School were rejected due to the fact that their fees were too high.

CDCM/04/10/24: GRANT EMPOWERMENT - DESK APPRAISAL

The chairperson guided that in regards to looking at the amounts applied by the grant applicants and the committee deciding on what amounts to approve, the committee would need to come back later to revisit the matter once all the wards have been looked at. He further went on to say that the committee needed to first look at the applications that were received to see if the necessary documentations were attached.

i. **Nsunzu Ward:**

Number of applications received: 15
Number of applications approved: 14
Number of applications rejected: 01

ii. Mwambezi Ward:

Number of applications received: 31
Number of applications approved: 28
Number of applications rejected: 03

iii. Kalambo Ward:

Number of applications received: 12
Number of applications approved: 12
Number of applications rejected: 00

iv. Kawimbe Ward:

Number of applications received: 28
Number of applications approved: 28
Number of applications rejected: 00

CDCM/05/10/24: LOAN EMPOWERMENT - DESK APPRAISAL

Socioeconomic Planner had brought to the attention of the committee that there were applications from 2024 CDF that the previous committee had decided should be given first priority when it came to 2025 CDF.

The chairperson wanted to find out what exactly it was the previous committee had decided to which the socioeconomic planner responded by saying that the previous committee decided that due to the entire loan allocation being utilised, the remaining applicants were to be funded under the loan repayments from the interest gained from the revolving fund account from 2022 and 2023 CDF but that instructions/ guidance from the Ministry had not yet been provided on the utilisation of the loan repayments.

The chairperson then made mention that if that were the case, those applicants under 2024 CDF would then need to re-apply under 2025 CDF if they were to be considered by the new committee.

RESOLUTION:

This was proposed by Kazimolwa councillor and seconded by Mwamba councillor.

The socioeconomic planner also brought it to the attention of the committee that there were applications received from businesses/companies who had been awarded contracts under CDF Community projects and that the committee needed to decide on how they would treat those.

A member of the committee also raised concern on whether civic leaders were also allowed to apply for loans and be considered, Constituency development fund members as well as Ward development committee members.

The Director of planning guided that the above two matters raised would need for him to consult and get back to the committee

The Chairperson wanted to find out how the approved loan beneficiaries from the previous CDF funding's were doing in regards to their repayments to which the socioeconomic planner responded by saying that a minoring and evacuation exercises of 2022 ad 2023 CDF grant and loan beneficiaries was done where it was realised that there was poor response in regards to repayments and that the beneficiaries were communicated to and some have since started paying back together with the penalties for delayments in repaying. She also mentioned that the matter was actually an audit queries and the local authority was doing what they could to see to it that repayments are being made.

i. **Nsunzu Ward:**

   Number of applications received: 05
   Number of applications approved: 04
   Number of applications rejected: 01

ii. Mwambezi Ward:

Number of applications received: 13

Number of applications approved: 12

Number of applications rejected: 01

iii. Kalambo Ward:

Number of applications received: 04

Number of applications approved: 03

Number of applications rejected: 01

iv. Kawimbe Ward:

Number of applications received: 10

Number of applications approved: 02

Number of applications rejected: 08

REASONS FOR REJECTIONS

i. One of the reasons why some applications were rejected was because of missing documentation such as the tpins, certificates, letters of recommendations, project proposals, tax clearances, minutes, constitutions

ii. Another reason why some were rejected were issues of missing pages in the project application form

iii. Another reason for rejections were some recommendation letters were not authentic.

iv. Another reason why some were rejected was because of issues of minutes, project proposals, constitutions or board resolutions not being signed

v. Another reason for rejection was because some applications did not have a form that needed the applicants to provide demographics of their groups. Information which the ministry requires of council to provide of all applications received, number of males, females, youths, disabled and their registration numbers and registration bodies.

CLOSING REMARKS

The chairperson thanked the committee for having attended the meeting throughout the course of the day and actively participating in it. He went on to say the committee was called to serve the masses.

He made mention that the next meeting would be held on Tuesday the following week so as to allow secretariat to do data entry in readiness for the next meeting and that secretariat should remember to send out notices.

CLOSING PRAYERS

A closing prayer was given at 18:00.

AUTHENTICATION OF MINUTES

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