MBALA MUNICIPAL COUNCIL

MINUTES OF THE CONSTITUENCY DEVELOPMENT COMMITTEE MEETING HELD ON 30th AUGUST, 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)
• GRANT SCHAEFER	: RELIGIOUS ORGANIZATION REPRESENTATIVE
• HUSTINGS SINYANGWE	: COUNCILOR (KAZIMOLWA)
• SIKAUMBWE BURTON	: COMMUNITY REPRESENTATIVE
• ADEL NDELEMETI	: CIVIL SOCIETY REPRESENTATIVE
• DESYLVA D. ZULU	: MP'S REPRESENTATIVE
• JOHN MBAO	: COUNCILLOR (KALAMBO)
• GEORGE A. SICHULA	: COMMUNITY REPRESENTATIVE
• JEREMIAH NGUNI	: DIRECTOR OF FINANCE
• MWEWA LIBWESHYA	: DIRECTOR OF PLANNING

BY INVITATION:

- DAISY K. MUKABAINGA : SOCIAL ECONOMIC PLANNER
- FRANCIS MUKOSHA : CHIEF INTERNAL AUDITOR
- KASONKOMONA WINSTONE: DIRECTOR OF HOUSING AND SOCIAL SERVICES
- SIMPAMBA SOLOMON : CIVIL ENGINEER
- MPEMBAMOTO MPAZI : CHIEF COMMUNITY DEVELOPMENT OFFICER
- GRACE NKOMESHA : ASSISTANT PUBLIC RELATIONS OFFICER
- JAMES MUTALE : ASSISTANT TOWN PLANNER
- SUWILANJI SIZIYA : SOCIO-ECONOMIC PLANNER
- WINZA SIMBAYA :DISTRICT PLANNING OFFICER
- NATASHA NAMUKOKO : TOWN PLANNER

THE MEETING WAS CALLED TO ORDER AT 09:40 HOURS

AGENDA:

1. Opening Prayer
2. Apologies
3. Self-introductions

4. Opening remarks by the Town Clerk.
5. Orientation of newly appointed CDFC Members.
6. Election of Chairperson and Vice-Chairperson.
7. Selection of New Signatories of CDF Accounts.
8. Closing Remarks
9. Closing Prayer.

OPENING PRAYER:
Prior to the commencement of the meeting, a prayer was given by Pastor Adel at exactly 09:40 hours.

APOLOGIES:
There were no apologies communicated.

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

OPENING REMARKS:
The representative of the Town Clerk thanked everyone for having made it to the meeting and mentioned that the main agenda was to orient the newly appointed CDFC members as well as to elect the Committee Chair and Vice-Chair. He urged the Committee to work hard to turn things around for the District. Encouraging all to freely participate, he officially opened the meeting.

NOTICE OF MEETING:
The Notice convening the meeting was read by the District Planning Officer and the agenda was adopted.

CDCM/01/08/24: ORIENTATION OF NEWLY APPOINTED CDFC MEMBERS.

The orientation of the committee was centred on the CDF guidelines as presented by different officers. The first presentation was on the concept of CDF as presented by the Director of Planning. In his preamble, he mentioned in that the CDF Act of 2018 had been repealed and that a new was in place but that until the new guidelines were given, the old guidelines would be used for three months. The different presentations were as outlined below.

1. **Presentation on the Background of CDF**
   In his first presentation he explained the background of CDF as well as importance of the CDF guidelines. He went on to highlight the

Legal and Policy Instruments that govern the management, Disbursement, Utilization and Accountability of CDF.

2. **Presentation on Scope of CDF**

The second presentation was on the Scope of CDF and was presented by the Director of Planning. During this presentation he explained the CDF Components namely;

a) Community Based Projects
b) Youth, Women and Community Empowerment Loans and Grants.
c) Secondary Boarding School and Skills Development Bursaries.

The Director of Planning went on to outline the percentage allocation of the CDF funds as follows:

Community Projects……60%

Youth, Women and Community Empowerment……20%

of which 40% was allocated for Grants while 60% for Loans.

Secondary Boarding and Skills Bursary ……20%

Lastly, the Director of Planning added that 5% of the total amount was to be reserved for administrative use.

3. **Presentation on the Management of CDF**

The third presentation was on the Management Structures of CDF as presented by the Socio-Economic Planner (SEP). During this session, the SEP mentioned that the CDFC was established under the CDF Act No.11 of 2018. She went further to outline the composition of the CDFC, including the Member of Parliament, Councillors, Chief Representatives, Civil Society Representatives, Religious Organization Representatives as well as the Council Directors. The SEP also explained their functions and tenure of office.

Additionally, the SEP also outlined the Roles and Responsibilities of Stakeholders including the Minister of Local Government, Member of Parliament, the Provincial Local Government Office, the Ministry of Finance, Office of the Auditor General, the District Sector Departments and the Ward Development Committee.

4. **Presentation on the Disbursement, Payment and Banking** Arrangements of CDF.

The Director of Finance ran the Committee through the presentation on the Disbursement, Payment and Banking Arrangements of CDF. He explained that the Local Authority makes payments from the CDF and the Revolving Account based on invoices, certificates of work done and other required

supporting documents. He further outlined the Signatories to the CDF Accounts.

5. **Presentation on Procurement Arrangement, Monitoring and Evaluation and Corruption.**
   The presentation was done by the DPO who highlighted the principles of procurement and the Procurement Process including Activities and Approvals, Contract Management and Project Supervision.

   Under Monitoring and Evaluation, the DPO explained the Monitoring and Evaluation Responsibilities for CDF projects at different levels, that is, National Level, Provincial Level, District and Ward Level.

   The last part of the presentation was on Corruption where the DPO gave the definition of Corruption. He then ran the Committee through the different types of Corruption including Bribery, Extortion, Embezzlement, Fraud and many more. Lastly, he gave the different effects of Corruption including National Insecurity, Crime and loss of confidence in the Law Enforcement. Lastly, he stressed the need to avoid corruption at all levels of CDF management.

CDCM/02/08/24: ELECTION OF COMMITTEE CHAIRPERSON AND VICE-CHAIRPERSON.

The election of the Committee Chairperson and the Vice-Chairperson was conducted through casting of ballots following the proposal and secondment of names for the particular position.

Election of the Chairperson

The first name that was proposed for the position of Chairperson was **Sikaumbwe Burton** as proposed by **Pastor Grant Schaeffer** and duly seconded by **Mr. Jeremiah Nguni**.

The Second name to be proposed was that of **Mr. Mengo Siame** as proposed by **Councillor Jackson Simbeya** and duly seconded by **Councillor John Mbao**.

Thirdly, Pastor Grant Schaefer was also proposed for the position of Chairperson by Mr. Adel and duly seconded by Madam Desylvia Zulu.

Votes were cast for the Committee Chairperson and the following were the results:

1. **Siame Mengo …… 5 Votes**
2. **Grant Schaeffer…… 4 Votes**
3. **Sikaumbwe Burton …… 4 Votes**

Mr. Mengo Siame was therefore declared the Committee Chairperson.

Election of the Vice- Chairperson

The first name that was proposed for the position of Vice-Chairperson was **Sikaumbwe Burton** as proposed by **Pastor Grant Schaeffer** and duly seconded by **Mr. Jeremiah Nguni.**

The Second name to be proposed was that of **Mr. Greenwell Mwamba** as proposed by **Councillor Jackson Simbeya** and duly seconded by **Mr. Sichula George.**

Thirdly, **Pastor Adel Ndelemeti** was also proposed for the position of Vice-Chairperson by **Madam Desylvia Zulu** and duly seconded by **Councillor Hasting Sinyangwe.**

Votes were cast for the Committee Vice-Chairperson and the following were the results:

1. **Greenwell Mwamba …… 6Votes**
2. **Sikaumbwe Burton ……..…… 5 Votes**
3. **Adel Ndelemeti …… 2 Votes**

Mr. Greenwell Mwamba was therefore declared the Committee Vice-Chairperson.

CDCM/ 03/08/24: SELECTION OF NEW SIGNATORIES OF CDF ACCOUNTS

The Director of Finance guided that by virtue of being elected, the Committee Chairperson was already a signatory to the CDF Accounts and that there was need to appoint three more names to complete the panels of signatories. The selection of signatories was done by way of proposing and seconding names.

The first name that was proposed was that of **Mr. Sikaumbwe Burton as proposed by Madam Desylva Zulu** and duly seconded by **Mr. Adel Ndelemeti.**

The second name to be proposed was that of **Pastor Grant Schaeffer** as **proposed by Councillor Jackson Simbeya** and duly seconded by **Councillor Hastings Sinyangwe**.

Thirdly, **Mr. Adel Ndelemeti** was proposed as a third signatory by **Pastor Grant Schaeffer** and **duly seconded by Mr. Sikaumbwe Burton.**

The three members namely: **Mr. Sikaumbwe Burton**, **Pastor Grant Schaeffer** and **Mr. Adel Ndelemeti** were therefore selected as additional signatories to the CDF Accounts.

VOTE OF THANKS

The Committee Chairperson thanked the Committee Members for the confidence they expressed in him by voting for him. He mentioned that since the CDFC derived its mandate from the Republican President, he would always be available and be eager for development. Secondly, he thanked the previous committee for the job well done and lastly, he thanked the Local Authority also for the resilience.

The Committee Vice-Chairperson also expressed gratitude to the members for voting for him. He went on to thank the Local Authority and members of the public for the opportunity to serve. He went on to appeal to the committee to seek guidance from God.

CLOSING REMARKS

In his closing remarks, the Chairperson elect emphasized on the need for punctuality whenever meetings were held. He urged the secretariat to ensure all things were in place in readiness for meetings. Thanking everyone for coming, the Committee Chairperson stressed the need for hard work to take the Constituency to a higher level. He officially closed the meeting with these remarks.

CLOSING PRAYER

A closing prayer was given by Pastor Grant Schaeffer at 15:50 hours

THE MEETING ENDED AT 15:50 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 30TH AUGUST, 2024.

……
COMMITTEE CHAIRPERSON
CHRISTOPHER MENGO SIAME

Date ……

……
SECRETARY
DAISY KABWE

Date ……