MBALA MUNICIPAL COUNCIL

MINUTES OF THE CONSTITUENCY DEVELOPMENT COMMITTEE MEETING HELD ON 7th MARCH, 2024 IN THE COUNCIL CHAMBER AT 14:30 HOURS.

IN ATTENDANCE:

NAME:	**POSITION / INSTITUTION:**
• GRANT SCHAEFER	: COMMITTEE CHAIRPERSON
• BURTON SIKAUMBWE	: COMMITTEE VICE CHAIRPERSON
• DESYLVA D. ZULU	: PROFESSIONAL ASSISTANT – (MP REPRESENTATIVE)
• JACKSON SIMBEYE	: AREA COUNCILLOR - (MWAMBA WARD)
• 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
• WINZA SIMBAYA	: DISTRICT PLANNING OFFICER
• JEREMIAH NG'UNI	: DIRECTOR OF FINANCE

BY INVITATION:

• HARVEY MULENGA	: OFFICE OF THE PRESIDENT (SD)
• DAVIES MULENGA	: INFRASTRUCTURE OFFICER
• DAISY K. MUKABAINGA	: SOCIAL ECONOMIC PLANNER
• CHITI LOMBE	: ACCOUNTANT
• CHRISTOPHER SIWILA	: CHIEF ACCOUNTANT
• JAMES MUTALE	: SENIOR PLANNING OFFICER
• FRANCIS MUKOSHA	: CHIEF INTERNAL AUDITOR
• GODFRIDAH MOFYA	: PROCUREMENT OFFICER

THE MEETING WAS CALLED TO ORDER AT 14:30 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. Financial Update for 2020, 2021, 2022, and 2023 CDF.
7. Variation on School Desks.
8. Update on Loans.
9. Finalization on projects.
10. Closing prayer.

OPENING PRAYER:

Prior to the commencement of the meeting, a prayer was given by Mr. Winza Simbaya at exactly 09:35 hours

APOLOGIES:

No apologies were received.

SELF-INTRODUCTIONS:

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

OPENING REMARKS:

The Chairperson welcomed all members present and expressed gratitude that all could make it at short notice. He reminded the committee that the meeting was a continuation of the previous meeting but that the previous meeting's minutes had already been submitted to Provincial Local Government Office so that the recommended bursary applications could be approved. 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/01/03/24: READING, CONFIRMATION AND ADOPTION OF PREVIOUS MEETING MINUTES.

On a proposal by Councillor Jackson Simbeye, duly seconded by Mr. Botha, it was;

RESOLVED that;
The Minutes of the **previous meeting held on 16th February, 2024** be **CONFIRMED** and **ADOPTED** as a true and correct record of the proceedings of the Committee.

CDCM/02/03/24: FINANCIAL UPDATE FOR 2020, 2021, 2022 AND 2023 CDF.

The Financial report for **2020, 2021, 2022 and 2023** CDF was given by the Director Finance who first of all informed the Committee that any variations that were made during the period under review were not captured in the report apart from the one on Disaster.

He went ahead to elaborate that the **2021 CDF** had an allocation of **K1,600,000.00** and that the committed funds to the implementation of the identified projects amounted to **K1,520,000.00** with administrative component allocated with **K80,000.00.** He alluded to the fact that the **2021 CDF** Allocation only had three (3) projects, namely:

i) Installation of seventy-two (72) solar powered street lights;
ii) Installation of two (2) solar powered flood lights; and
iii) Installation of five (5) metal gates at the Town Centre Market.

For **2022 CDF**, the Director of Finance reported that the year had an allocation of **K25,700,000.00** and that the committed funds to the implementation of the identified projects including disaster projects amounted to **K14,706,109.44.** He continued that the varied amounts towards Community Projects came to **K2,579,519.76** from 2022 Bursaries Component and that under this allocation the administrative component was allocated **K1,285,000.00.**

Lastly, the Director of Finance alluded that the **2023 CDF** had an allocation of **K28,310,532.33** and that the committed funds towards the identified projects including disaster projects amounted to **K16,141,532.23**.

In addition, he explained that under this allocation there were twenty-two (22) community projects and the disaster projects had an allocation of **K806,550.00** while the administrative component was allocated with **K1,415,000.00.**

The Tabulated Financial Report was presented as shown in **Appendix A.**

Reacting to the report by Director Finance, the Committee Chairperson mentioned that the funds lying in the account for 2022 was due to the fact that there was still a number of uncompleted Community Projects for 2022.

The Director Finance also reported for the information of the Committee that Central Government had carried out an exercise that mopped all public funds that was laying unused in all Government Institutions' Accounts and that the CDF accounts had since been mopped and left with a balance of K3,000,000. He however clarified that the funds still belonged to the District and only had to be accessed upon request according to the need. The Director Finance urged the Committee to utilize the administrative funds ahead more prudently as the same for 2022 and 2023 were overspent.

CDCM/03/03/24: VARIATION ON SCHOOL DESKS.

The Chairperson alluded that the variation on desks having been discussed in the previous meeting to be increased from **K1,200** per desk to **K1,500** per, there was need to finalize on the total figures for Desk Variation. He then went ahead to clarify that the total variation amount for the procurement of desks for 2023 came to **K1,253,852.43** as an addition to the initial **K5,046,147.55.**

Without much deliberation, **the Committee resolved that:**
The above amount be varied for desks.

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

CDCM/ 04/03/24: UPDATE ON LOANS.

The Vice- Chairperson of the Committee gave the update on the CDF Loans for 2022, 2023 and 2024. He began by informing the Committee that out of the 64 Loan Beneficiaries for 2022 and 2023 combined, 55 had been paid, one was awaiting correction

of bank details while one had withdrawn. The remaining 7 had been deferred to 2024 funding. He added that since a total of 7 beneficiaries had been deferred to 2024, the implication was that 10 beneficiaries initially recommended for 2024 funding had to be differed to 2025 funding.

CDCM/ 05/03/24: FINALIZATION ON 2024 COMMUNITY PROJECTS

The Committee Chairperson explained that the list of 2024 Community projects that had been recommended by the Committee had no accompanying Bill of Quantities initially. He alluded that since the Bill of Quantities had been prepared, there was need for finalization on Community Projects so that they too could be submitted for approval. He therefore presented the list of projects alongside their estimated costs as shown in **Appendix B**.

Still on the subject of Community Projects, the Committee expressed serious concerns about the poor progress of 2022 projects like Kasulo Ablution, Mulangwa Bridge, Kakonde Primary as well as Chisafwa Primary. Members therefore requested that the Engineering Department conduct a thorough assessment of the above projects to produce a status report that could inform the Committee's decision.

Additionally, the Committee Chairperson brought to the attention of the Committee, the issue of the Front End Loader repair. He informed the members that after the machine was recommended for repair and costs were given, it was later discovered that it had neither hydraulics nor brakes for which the quotation obtained amounted to K173,000.00. The Chairperson noted that there was need for the committee to find a solution.

After a lengthy debate the, **the Committee resolved that:**
The procurement of additional spares and service for the Front End Loader at the stated contract price be directly procured from the same contractor due to compatibility and uniformity of service. The Committee further resolved that all shortlisted Community Projects be submitted to PLGO for approval.

This was proposed by Councillor William Sinkamba and duly seconded by Councillor Amos Simfukwe.

CLOSING REMARKS

The Chairperson thanked everyone present in the meeting and urged all who would continue serving in the newly formed Committee to continue with the same spirit of hard work. He went on to inform the members that the Committee was henceforth dissolved as it had completed its term of office. With these remarks, he declared the meeting officially closed at 16:35hours.

CLOSING PRAYER

A closing prayer was given by Winza Simbaya at 16:37 hours

THE MEETING ENDED AT 16:35 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 7TH MARCH 2024.

COMMITTEE CHAIRPERSON
GRANT SCHAEFER

Date ……

SECRETARY
DAISY K. MUKABAINGA

Date ……

APPENDIX A: UPDATE ON 2020,2021,2022 AND 2023 CDF

2020 CDF Summary of Performance Allocation:

Category/Component	Total Funds Available	Expenditure As At 31.12.2023	Unspent Funds
Community Projects	1,520,000.00	1,444,136.72	75,863.28
Administrative Costs Component	80,000.00	102,389.15	-(22,389.15)
Cash Balance As At 31.12.2023	**1,600,000.00**	**1,546,525.87**	**53,474.13**

2021 CDF Summary of Performance:

Category/Component	Total Allocation	Expenditure As At 31.12.2023	Unspent Funds
Community Projects	1,520,000.00	1,002,646.86	517,353.14
Administrative costs	80,000.00	150,458.00	- (70,458.00)
Cash Balance As At 31.12.2023	**1,600,000.00**	**1,153,104.86**	**446,895.14**

2022 CDF Summary of Performance

Category/Component	Total Allocation	Variation Made to or (From)	Total Allocation (B + C)	Expenditure As At 05.03.2024	Unspent Funds
Community Projects	13,916,550.00	-	13,916,550.00	12,166,201.99	1,750,348.01
Disaster Contingency	732,450.00	2,579,519.76	3,311,969.76	2,539,907.45	772,062.31
Secondary Boarding Schools Bursary	2,441,500.00	-1,289,759.88	1,151,740.12	50,250.00	1,101,490.12
Skills Development Bursary	2,441,500.00	-1,289,759.88	1,151,740.12	160,825.00	990,915.12
Youth/Women Empowerment Grants	1,953,200.00	-	1,953,200.00	1,950,000.00	3,200.00
Youth/Women Empowerment loans	2,929,800.00	-	2,929,800.00	2,229,290.00	700,510.00
Administrative costs	1,285,000.00	-	1,285,000.00	1,441,563.63	-(156,563.63
CASH BALANCE	**25,700,000.00**	**-**	**25,700,000.00**	**20,538,038.07**	**5,161,961.93**

2023 CDF Summary of Performance

Category/Component	Total Allocation	Total Allocation (B + C)	Expenditure As At 05.03.2024	Unspent Funds
Community Projects	15,334,982.33	15,334,982.33	2,366,803.60	12,968,178.73
Disaster Contingency	806,550.00	806,550.00	-	806,550.00
Secondary Boarding Schools Bursary	2,688,500.00	2,688,500.00	254,572.00	2,433,928.00
Skills Development Bursary	2,688,500.00	2,688,500.00	1,388,945.00	1,299,555.00
Youth/Women Empowerment Grants	2,150,800.00	2,150,800.00	2,121,856.00	28,944.00
Youth/Women Empowerment loans	3,226,200.00	3,226,200.00	3,164,965.00	61,235.00
Administrative costs	1,415,000.00	1,415,000.00	1,568,396.21	- (153,396.21)
CASH BALANCE	**28,310,532.33**	**28,310,532.33**	**10,865,537.81**	**17,444,994.52**

APPENDIX B: LIST OF RECOMMENDED 2024 COMMUNITY PROJECTS

		2024 CDF FUNDED PROJECTS					
1	AMBULANCE (TOP-UP FUNDS)	PROCUREMENT	NORTHERN	MBALA	KAZIMOLWA	1,700,000.00	CENTRALLY PROCURED
2	CHIEF RETAINERS MOTORBIKES	PROCUREMENT	NORTHERN	MBALA	KAZIMOLWA	220,000.00	CENTRALLY PROCURED
3	DESKS - 5, 000	PROCUREMENT	NORTHERN	MBALA	ALL 9 WARDS	7,500,000.00	@ 1500 PER DESK.
4	TLB	PROCUREMENT	NORTHERN	MBALA	KAZIMOLWA	2,000,000.00	
5	ELECTRIFICATION OF YOUTH SKILLS CENTRE	PROCUREMENT	NORTHERN	MBALA	KAZIMOLWA	55,000.00	
6	HEALTH CLINIC AT OVERSPILL	PROCUREMENT	NORTHERN	MBALA	KAZIMOLWA	1,200,000.00	ZK 600 FOR CLINIC, ZK 300 FOR ABLUTIONS, ZK 300 FOR MECH WATER.
7	ITOKOTO PRIMARY SCHOOL - 1X2 CRB WITH MECHANISED WATER RETICULATION SYSTEM AND WATER BORNE ABLUTION BLOCK	CONSTRUCTION	NORTHERN	MBALA		1,300,000.00	
8	KAWIMBE SECONDARY SCHOOL - ABLUTION BLOCK AND MECHANISED WATER RETICULATION SYSTEM AT	CONSTRUCTION	NORTHERN	MBALA	KAWIMBE	600,000.00	

9	CHIPOMA PRIMARY SCHOOL - MECHANISED BOREHOLE	CONSTRUCTION	NORTHERN	MBALA		300,000.00	
10	REHABILITATION OF 3.4 KILOMETRES ROAD IN MOTO MOTO WARD	ROAD WORKS	NORTHERN	MBALA	MOTO MOTO	250,000.00	
11	REHABILITATION OF 13 KILOMETRES OF KAWIMBE - ITOKOTO ROAD	ROAD WORKS	NORTHERN	MBALA	KAWIMBE	360,000.00	
12	5 X TENTS FOR COMMUNITY USE.	PROCUREMENT	NORTHERN	MBALA	KAZIMOLWA	100,000.00	
13	GRASS HOPPER INN	CONSTRUCTION	NORTHERN	MBALA	KAZIMOLWA	1,000,000.00	
	SUB TOTAL					**16,585,000.00**	
	PROJECTS TO BE FUNDED FROM PREVIOUS YEARS' SAVINGS						
	SAVINGS FROM 2022 CDF B/F					**2,078,676.77**	
1	MBULU MARKET - MODERN MARKET SHELTER	CONSTRUCTION	NORTHERN	MBALA	KAZIMOLWA	1,500,000.00	
2	INSTALLATION OF RADIO LUSWEPO TRANSMITTER					120,559.99	DMMU FOR 2023
3	FRONT END LOADER VARIATION FOR 2023					173,800.00	VARIATION FOR WORK DONE FOR 2023
	SUB TOTAL					**1,794,359.99**	
	SAVINGS FROM 2021 CDF B/F					**446,895.14**	
1	KAWIMBE STAFF HOUSE DISASTER.					368,970.00	DMMU FOR 2023 TO BE DONE IN 2024

2	MAINTENANCE OF 5 SOLAR STREET LIGHTS	REHABILITATION	NORTHERN	MBALA	KAZIMOLWA	75,000.00	
	TOTAL					**368,970.00**	
	SAVINGS FROM 2020 CDF B/F					**53,474.13**	
1	PROCUREMENT OF GENSET FOR GENERAL HOSPITAL(FROM SAVINGS OF 2020 COMM PROJECTS)	PROCUREMENT	NORTHERN	MBALA	KAZIMOLWA	51,000.00	
	SUB TOTAL					**51,000.00**	
	2024 DISASTER PROJECTS						
	DMMU FOR 2024						
1	VACCINES FOR DOGS					86,470.00	
2	KAWIMBE PRIMARY SCHOOL ROOF					186,687.50	
	TOTAL FOR DMMU 2024					**273,157.50**	