MBALA MUNICIPAL COUNCIL

MINUTES OF THE CONSTITUENCY DEVELOPMENT COMMITTEE MEETING HELD ON 16th JANUARY 2025 IN THE COUNCIL CHAMBER AT 09:30 HOURS.

IN ATTENDANCE:

NAME:	**POSITION / INSTITUTION:**
• NJAVWA SIMUTOWE	: MEMBER OF PARLIAMENT
• JESTUS SIKAZWE	: DISTRICT COMMISSIONER
• BRIAN MUSUKUMA	: WDC REPRESENTATIVE
• VICTORIA C. PAMBA	: WOMEN 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:

- DESYLVA D. ZULU : MP'S REPRESENTATIVE
- FAUSTINA MANJOMBI : DIRECTOR OF PLANNING
- CHRISFORD SIWILA : CHIEF ACCOUNTANT
- MAINZA N. MOOYA : OFFICE OF THE PRESIDENT
- SIMPAMBA SOLOMON : CIVIL ENGINEER
- CHISHIMBA JANUARIUS : QUANTITY SURVAYOR
- GOODSON BANDA : CIVIL ENGINEER
- CHITI LOMBE : GROUP ACCOUNTANT
- SUWILANJI SIZIYA : SOCIO-ECONOMIC PLANNER
- DAISY KABWE : SOCIO-ECONOMIC PLANNER
- WINZA SIMBAYA : DISTRICT PLANNING OFFICER
- NATASHA NAMUKOKO : TOWN PLANNER
- JAMES MUTALE : ASSISTANT 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 Ndelemeti 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.

WELCOMING REMARKS:

The Director of Planning acknowledged the Member of Parliament, the District Commissioner, the Town Clerk's Representative as well as all members that were present. He guided the house that the main agenda was the orientation and elections of the Committee Chairperson and Vice Chairperson.

OPENING REMARKS:

The representative of the Town Clerk begun by Acknowledging the presence of the Area Member of Parliament, the District Commissioner as well as all members that were present. She went on to thank and welcome everyone to the then newly reconstituted Committee as per the then new Act. She congratulated all the appointed members and urged them to work hard. With these remarks, she officially opened the meeting and called upon the Member of Parliament for his remarks.

THE MEMBER OF PARLIAMENT'S REMARKS:

The Member of Parliament, in his remarks mentioned that the development of the District was in the hands of the Committee and urged all Committee Members to

move in the same direction. He assured the members that despite the fact that he may not always be available for the meetings, he would be attending every time he would be available in the District.

NOTICE OF MEETING:

The Notice convening the meeting was read by the Director Planning and the agenda was adopted.

CDCM/01/01/25: ORIENTATION OF NEWLY APPOINTED CDFC MEMBERS.

The orientation of the committee was centred on the CDF guidelines as presented by Director of Planning and District Planning Officer. The first presentation was on the concept of CDF as presented by the Director of Planning. 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**

During this session, the DP mentioned about the CDF Act No.1 of 2024. He went further to outline the composition of the CDFC, including the Member of Parliament, Councillors, Chief Representatives, Civil Society Representatives, Religious Organization Representatives, Youth Representative, Women Representative, the differently-abled as well as the Council Directors. The DP also explained their functions and tenure of office.

Additionally, the DP 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 DP 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.

   After the presentation, a number concerns were raised. One member reminded the committee that the CDF Vehicle had to be serviced using Community Projects funds instead of Administrative Funds. He also added that the expenditure should be according to approvals and that for the 15%

allowance to expend was better expended downwards to avoid resubmitting.

The other concern was that of the way forward with project contractors who had defaulted. The officer from engineering explained that the contractors would get warned and after that, termination is initiated but that the conditions of termination were lengthy and required the contractor to pay back. The Committee members emphasized the need to choose contractors that were able to deliver based on their past performance and that non-performing contractors had to be blacklisted.

The officer from engineering then explained the two bidding methods, that is Open Bidding and Closed Bidding. When asked if the Committee was privy to the information on the list of bidders, the procurement officer mentioned that there was a window period for the public to check successful and unsuccessful bidders and air out their grievances to ZPPA.

CDCM/02/01/25: 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 **Grant Schaefer** as proposed by **Madam Bertha Nambeya** and duly seconded by **Madam Victoria C. Pamba**.

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

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

1. **Grant Schaeffer…… 12 Votes**
2. **Siame Mengo …… 06 Votes**

Pastor Grant Schaefer was therefore declared the Committee Chairperson.

Election of the Vice- Chairperson

The first name that was proposed for the position of Vice-Chairperson was **Mr. Sikaumbwe Burton** as proposed by **Pastor Adel Ndelemeti** and duly seconded by **Mr. Brian Musukuma.**
The Second name to be proposed was that of **Mengo Siame** as proposed by **Councillor Jackson Simbeya** and duly seconded by **Mr. Peter Sichula.**

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

1. **Sikaumbwe Burton …….. 13 Votes**
2. **Mengo Siame …….. 05 Votes**

Mr. Sikaumbwe Burton was therefore declared the Committee Vice-Chairperson.

CDCM/ 03/01/25: SELECTION OF NEW SIGNATORIES OF CDF ACCOUNTS

The Director of Planning 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 **Adel Ndelemeti as proposed by Mr. Brian Musukuma** and duly seconded by **Councilor Hastings Sinyangwe.**

The second name to be proposed was that of **Peter Sichilima** as **proposed by Mr. Greenwell Mwamba** and duly seconded by **Mr**. **Musukuma Brian.**

Thirdly, **Victoria C. Pamba** was proposed as a third signatory by **Madam Bertha Nambeya** and **duly seconded by Mr. Jestus Sikazwe.**

The three members namely: Pastor Adel Ndelemeti, **Mr. Peter Sichilima**, and **Madam Victoria C. Pamba** were therefore selected as additional signatories to the CDF Accounts.

VOTE OF THANKS

The Committee Chairperson elect thanked the Committee Members for the confidence they expressed in him by voting for him. He also went on to thank the then outgoing Committee Chairperson and Vice for the job well done. He urged all to freely express the themselves and to thrive for the development of the community.

The Committee Vice-Chairperson elect also expressed gratitude to the members for voting for him. He added that unity was cardinal as each person was important and had a role to play. He also acknowledged the job well done by the previous committee.

The then out-going Committee Chairperson was given an opportunity and he thanked the Committee and for having worked with him for the three months he was Committee Chairperson. He mentioned that the Committee needed to continue to serve the District.

Lastly, the then out-going Vice Chairperson also appreciated all for having worked well with him and also thanked for being respectful.

CLOSING REMARKS

In her closing remark, the Town Clerk's representative congratulated the Chairperson and the Vice-Chairperson elect for being elected. She mentioned the need to endeavour to work better as a team and speed up project implementation

CLOSING PRAYER

A closing prayer was given by Pastor Adel Ndelemeti at 17:20 hours

THE MEETING ENDED AT 17:20 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 18th JANUARY, 2025.

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

Date …… **Date** ……