MBALA MUNCPAL COUNCL

MINUTES OF MANAGEMENT MEETNG HELD IN THE COUNCIL CHAMBER ON THE 31ST MARCH, 2025 AT 09:30 HOURS.

MEMBERS PRESENT

Laura Y Munkanta	- Town Clerk
Boyd Mboyi	- Director of Housing and Social Services
Jeremah Nguni	- Director of Finance
James Libweshya	- Director of Development Planning
Shinga Maramwidze	- Director of Public Health
Dr.Fredrick Chimanga	- District Health Director
Dr.Kabaso Jones	- Livestock and Fisheries Coordinator
Francis Mukosha	- Chief Internal Auditor
Clive Matengu	- District Agriculture Coordinator
Simon Chimba	- Social Welfare Officer
Solomon Simpamba	- Civil Engineer
Goodson Banda	- Civil Engineer
Bupe Musonda	- Planning Officer education
Kennedy Nsama	- Group Accountant
Chrisford Siwila	- Chief Accountant
Eneless .N. Polela	- Senior Legal Assistant
Mpazi Mpembamoto	- Community Development Officer
Winza Simbaya	- District Planning Officer
Godfridah Musonda	- Procurement Officer
Paul Chipulu	- Chief Administrative Officer **(Recorder)**

OPENING REMARKKS

The meeting was called to order at 09:30 Hours and thereafter graced with an opening prayer offered by Mrs.Godfridah Musonda.The Town Clerk welcomed members of Management and emphasized on the need to observe time for the meetings.

CONCERNS AND ACTION POINTS FROM THE OFICE OF THE TOWN CLERK.

MMC/MGT/98/03/25: IMPLEMENTATON AND BRANDING OF CDF PROJECTS.

The Town Clerk informed members of Management that she attended the Procurement meeting in Chalimbana on guiding principles on the Procurement of goods and Services.

Apart from that she also attended another meeting in Kasama on the communication strategies regarding Presidential deliverables on the CDF activities, implementation, branding of the CDF projects and the aspect of informing the general public on the activities being undertaken. She further indicated that billboards are supposed to be mounted in strategic points carrying messages of CDF activities within two months. In that regard, Engineering, Planning and Assistant Public Relations Manager should action. She also encouraged members of Management to attend a virtual meeting on the guidelines regarding devolution on the link that would be provided.

Furthermore, she urged members of Management to be reading correspondences posted on Management group that needs action by responsible departments and that Officers should learn to acknowledge on matters concerns them.

MMC/MGT/99/03/25: PAYMENT OF ARREAS TO ILGAZ THROUGH DEDUCTIONS AT SOURCE.

The Town Clerk informed members of Management that ILGAZ had been given authority by the Ministry of Local Government and Rural Development to deduct from the source with regard to arrears council was owing them. Additionally, she indicated that all chief officers shall be required to pay to solace legal fees and Social funds amounting to k100 respectively whereas affiliation fees was at K750 which was to be paid at once.

After deliberations it was **RESOLVED THAT** the Director of Finance should effect the deductions for Solace locally for Chief Officers whereas he takes note of the deductions that would be effected at source for ILGAZ arrears.

The Town Clerk further informed members of Management that engagement letter was received from the office of the Auditor general to look at the financial statements for the year 2024 she encouraged everyone to be responsive to matters concerning their departments when the Auditors come to Mbala Municipal Council. She further guided that Sports activities shall be coordinated by the officer from Ministry of Sports and Youth development for Mbala District. Whereas Department of Housing and Social Services shall be liaising with the officer on the sports activities.

MMC/MGT/100/03/25: CORRECTON AND CONFRMATION OF THE MANAGEMENT MEETING MINUTES - 27/02/25

On the proposal by Goodson Banda seconded by Francis Mukosha it was

RESOLVED THAT the minutes for Management meeting held on the 27th February, 2025. **(Minute NO. S MMC/MGT/01/02/25 -MMC/MGT/97/02/25**) be confirmed as a true and correct record of the proceedings with amendments.

MATTERS ARISING FROM THE PREVIOUS MINUTES - 27/02/25

MMC/MGT/101/03/25 : CREATION OF A COMPANY TO RUN A LIQUOR DISTRIBUTION CENTRE

Following the report and the discussions of the previous Management meeting on the creation of the commercial ventures for the Council under minute Number **MMC/MGT/02/02/25 Management had unanimously resolved that** all formalities for actualization of the commercial ventures be concluded forthwith.

MMC/MGT/102/03/25: ADMINISTRATION OF PROPERTY RATES - Request for the valuation officer.

A request for the Valuation Officer should be done forthwith and the Local Government Service Commission should be informed on the need to fill up the existing critical vacant position hence the Director of Human Resource and Administration should write to the Commission on the aspect of filling up the position.

MMC/MGT/103/03/25: STAKEHOLDERS ENGAGEMENT MEETING

Arising from the report of the Director of Finance under minute number **MMC/MGT/04/02/25** wherein it was **RESOLVED THAT** the first quarter stakeholder's engagement meeting should be held forthwith therefore APRM, FINANCE and Administration to liaise and come up with the date of the meeting.

MMC/MGT/104/03/25: RENOVATION OF KASENGA MARKET

Following the report of the Director of Housing and Social Services wherein he reported to Management that the shelter needed attention of carpentry works and painting of the interior and exterior surfaces of the shelter so as Street vendors could be relocated. After deliberations it was **RESOLVED THAT** a meeting should be scheduled to meet the Mayor and the Councilor to talk about removing of street vendors along Cairo to Kasenga Market after the plans standing committee meeting.

MMC/MGT/105/03/25: **REHABILITATION OF GRASSHOPPER INN RECEPTION BUILDING**

Following the report of the Director of Engineering services on the utilization of the allocated K1, 000,000.00 under CDF. Management **resolved** that the allocated funds be used to renovate the conference hall.

MMC/MGT/106/03/25: PURCHASE OF CHAIRS FOR COUNCIIL CHAMBER

Tabulations on CDF administrative component be availed to the office of the Town Clerk on Wednesday 2nd April, 2025 by the Director of Finance so that consideration could be made regarding the procurement of chairs for the council chamber.

MMC/MGT/107/03/25: STATUS OF THE SEPTIC TANK AT THE MAIN BUS STATION

The department of engineering reported to Management that they had engaged Chambeshi water and sewerage to connect bus station toilets to the main chambeshi sewer system and yet to receive the quotation.

After deliberations it was **Resolved** that Engineering department should update Management on how much it will cost the council to have the toilet connected to chambeshi sewer system in the next Management briefing.

MMC/MGT/108/03/25: CONSTRUCTON OF AN ABLUSION BLOCK AT ZOMBE BOARDER.

During the deliberations Management was informed that there was no land where to construct the ablution block at Zombe boarder thereafter it was **RESOLVED THAT** a meeting should be scheduled with the traditional leadership in that area in a quest to find an area for construction of the ablution block.

MMC/MGT/109/03/25: VEGETATION CONTROL

Following the report from engineering department regarding vegetation control which was conducted by the correctional services earlier this year. Management thought it prudent to re-engage them for the second time using locally generated revenue as opposed in waiting for the road funds since grass has overgrown in the District.

MMC/MGT/110/03/25: STATION FOR MOTORBIKES AT TVMI BE STOP.

Following numerous thefts being recorded at the Library and activities conducted by motor bikers operating near the facility Management **RESOLVED THAT** State Police should be engaged so as to stop the illegal station for motor bikes.

MMC/MGT/111/03/25: PROCUREMENT OF 10,000 CAPACITY TANK FOR TOWN CENTRE

The Director of Housing and Social Services reported for the decision of Management that there was a need to procure a 10,000 capacity tank at Town Centre since the current tank was worn out. During deliberations it was **RESOLVED THAT** a 5,000 tank be procured and the stand be reinforced.

REPORT OF THE DIRECTOR HOUSING AND SOCIAL SERVICES

MMC/MGT/112/03/25: UPDATE ON THE REGULARISATION OF MAKESHIFT STANDS TO MINISHOPS FOR MBULU AND TOWN MARKET (REFER TO COUNCIL RESOLUTION UNDER MINUTE NUMBER

The Director of Housing and Social Service reported for the information of Management that the payment of regularization fees for minishops at Mbulu market and town market had commenced. Where 65 traders had paid the regularisation fee of K2, 000(Two thousand Kwacha Only) making an income of K130, 000(One Hundred and Thirty Thousand Kwacha Only). Whereas Town market minishops, 30 traders had since paid the regularization fee of K3, 000 each, making a total of K 90,000. The expected total income of the exercise was **K350, 000**(Three Hundred and Fifty Thousand Kwacha Only).

The report was noted

MMC/MGT/113/03/25: ESTABLISHMENT OF A LOCAL ORGANISATION COMMITTEE TO DELIBERATE ON ZALASA AFFAIRS

The Director of Housing and Social Services informed Management that it was a requirement that there shall be a Local Organizing Committee to spearhead ZALASA activities and decision making. He then recommended and submitted the following names to sit as members of the Local Organising Committee under ZALASA affairs.

1. Director Housing and Social Services- Secretariate

2. Chief Community Development Officer/CDOs- Secretariate

3. Cllr-Jackson Simbeya- Mwamba Ward

4. Cllr- Sinyangwe-Kazimolwa Ward

5. Cllr-Amos Sinfukwe-Mwambezi Ward

6. Chief Administrative Officer- Member
7. One representative from Finance, Planning, Public Health, Public Relations Office and Engineering- Members

After deliberations it was resolved that the Mayor shall be consulted on the recommended councilors to sit on the local organizing committee and letters be done for the appointed members of staff.

MMC/MGT/114/03/25: UPGRADING OF MAROUND COMPOUND

The Director of Housing and Social Services reported to Management that Maround Compound should be upgraded which would ultimately enhance the provision of social services and also enhance council revenue base through issuance of occupancy certificates. The initial activities would include, picking of co-ordinates of the unplanned area and preparing a block plan. It also involves holding stakeholder sensitization meeting through engagement of Ward Development Committees and Headmen on registration of housing units and households. The expected income per Household was one Thousand and Two Hundred Kwacha (K1, 200). He further indicated that the exercise would attract a cost of K41, 346.60 and then proposed that the program commences in April, 2025. After deliberations it was **RESOLVED THAT**

(i) A lay out plan be concluded by 1st week of May,2025
(ii) Sensitization be enhanced on the activities.

MMC/MGT/115/03/25: RECOMMENDATION TO APPOINT MR. KABALA MARTIN TO ASSUME THE RLOES AND RESPONSIBILTIES OF A CUTURAL OFFICER UNDER THE LOCAL AUTHOLITY FOR THE ADMINISTRATIVE CONVENIENCE.

The Director of Housing and Social Services reported for the decision of Management that Martin Kabala should be appointed as a cultural officer to replace Mr. Kaonde Patrick who had been redesigned to Senior Human Resource Officer. The recommended officer shall assume the roles and responsibility as enshrined in the standard operating procedure documents for the devolved cultural functions. After deliberations it was **RESOLVED THAT** more information be gathered regarding the responsibility of the cultural officer and that of the District youth and sports coordinator.

REPORT OF THE DIRECTOR OF HUMAN RESOURCE AND ADMINISTRATION

MMC/MGT/116/03/25: PROCUREMENT OF BLINDERS - COUNCIL CHAMBER

The Chief Administrative Officer reported for the consideration of Management that blinders be procured for the Council Chamber as it was an important place for holding meetings and not only for Council meetings but also being used by other Stakeholders.

The Council Chamber curtains were worn out. After deliberations was resolved that blinders be procured for the chamber and the office of the Town Clerk.

MMC/MGT/11703/25: INSURANCE – TIPPER TRUCK.

The Chief Administrative Officer informed Management that the insurance for Tipper Truck Registration No. GRZ 466 DB was due.

The reminder was sent from Zambia State Insurance Corporation, General Insurance amounting to Fifty-Eight Thousand Five Hundred and Ninety Kwacha **(K58, 590.00).**

The report was noted

MMC/MGT/118/03/25: STAFF STATUS.

The Chief Administrative Officer reported for the information of Management that the Staff status for Mbala Municipal Council as at 25th March, 2025 was shown below;

S/N	DIVISION	FEMALES	MALES	TOTAL
1	DIVISION I	11	18	29
2	DIVISION II	07	18	25
3	DIVISION III	13	36	49
4	DIVISION IV	12	42	54
		43	**114**	**157**

Additionally, Two Hundred and Ninety-nine (299) officers have reported to the council from the devolved departments as at 25th March, 2025 in line with the devolution policy.

The report was noted

MMC/MGT/119/03/25: NATIONAL ARCHIEVES VISITATION TO MBALA MUNICIPAL COUNCIL.

The Chief Administrative Officer reported for the decision of Management that an officer from National archives Kasama office visited Mbala Municipal council on Friday 28th March, 2025 in a quest to check on how inactive records were managed. Following the devolution policy mbala municipal council would be hosting all the inactive files from all government institutions. In that regard she therefore indicated that a structure was required, Human Resource to management the facility. From time to time she would be coming to check how the archives Centre was being managed. After deliberations it was **RESOLVED THAT** a space to stall inactive files be found.

MMC/MGT/120/03/25: STAFF TRANSFER

The Chief Administrative Officer informed Management that the Local Government Service Commission transferred Officers out of Mbala Municipal Council whereas the Director of Human Resource had been promoted and moved to chipangali Town Council as council Secretary and the Senior Legal Assistant was transferred to Lusaka City Council in the same capacity.

The report was noted

MMC/MGT/1121/03/25: INTRODUCTION OF STUDENTS FOR INDUSTRAL ATTACHMENTS

The Chief Administrative Office reported for the decision of Management that the department was in receipt of the request to do industrial attachment from Queensland College of excellence for two students studying a certificate in excavator operation with mbala Municipal council for a period of two (02) months. After deliberations it was **resolved** that the request to do industrial attachments be **approved**

REPORT OF THE DIRECTOR DEVELOPMENT PLANNING

MMC/MGT/122/03/25: DELAYED BEACONING OF RIVERSIDE PLOTS DUE TO DELAY IN MATERIAL SUPPLY

The Director of Development Planning reported to management that the beaconing exercise of the riverside plots, initially planned to commence earlier that week. The delay had been caused by the supplier's late delivery of materials, which were only provided on Friday, 28th March 2025.

The beaconing process requires those materials for accurate and efficient completion. Unfortunately, the initial delivery timeline was not adhered to, leading to a disruption in our planned schedule. With the materials now on hand, the beaconing exercise was rescheduled to start on Wednesday, **2nd April 2025.The report was noted**. However there was a need to quicken the beckoning exercise.

MMC/MGT/123/03/25: REQUEST TO SURVEY MBALA DAY SECONDARY SCHOOL AND PREPARE A SITE PLAN

The Planning Department acknowledges receipt of a request to conduct a survey of Mbala Day Secondary School and to prepare a site plan for the parcel of land. The exercise aims to facilitate the issuance of a title for the land, in line with the government's directive to ensure that all public infrastructure was placed on title to secure public assets effectively.

The Director of Development Planning further requests that Mbala Day Secondary School provides all the necessary logistics to support that exercise, including transport, refreshments, and any other required resources to ensure the smooth and timely completion of the survey and site plan preparation. After deliberations and on the proposal by Mr Mpembamoto seconded by Dr Kabaso Jones it was **resolved** that a quotation be issued to Mbala day Secretary on the logistics needed to carry out the survey.

MMC/MGT/124/03/25: NOTIFICATION OF A SITE VERIFICATION VISIT OF LAND MEANT FOR THE CONSTRUCTION OF MENTAL HEALTH REHABILITATION HOSPITAL BY A TEAM OF DOCOTORS FROM LUSAKA CHAINAMA MENTAL REHABILITATION HOSPITAL

The Director of Development Planning reported for the information of management that a team from Lusaka would be visiting Mbala District next week on the day to be communicated later to conduct a site verification exercise for the land designated for the construction of the Mental Health Rehabilitation Hospital in Kawimbe.

The visit had been scheduled as part of the preliminary activities to ensure that all necessary site assessments and verifications were completed effectively. The exercise would help to ascertain the suitability of the identified land for the planned construction and ensure alignment with the project requirements.

The Lusaka team would collaborate with local stakeholders in Mbala District during the process. He therefore urged members of management to kindly support to facilitate smooth coordination and assist in any arrangements required to ensure the success of the exercise.

The report was noted

MMC/MGT/125/03/25: RATIIFICATION OF ADDITIONAL PLOTS AT RIVERSIDE.

The Director of Development Planning reported for the decision of Management to ratify additional plots that council allocated to the general public on the first come basis. The plots that were advertised were 48 residential plots and it was observed that on the ground that there were additional 20 residential plots and that they were all allocated. After deliberations and on the proposal by Mr Simpamba Solomon seconded by Kennedy Nsama it was RESOLVED THAT ratification of additional plots at river side be approved.

REPORT OF THE DEPARTMENT OF COMMUNITY DEVELOPMENT AND SOCIAL SERVICES

MMC/MGT/126/03/25: STATUTORY SERVICES

The Social Welfare Officer reported for the information of Management that during the period under review, the office handled One (1) male Juvenile case of assault and disposed off through probation with counselling sessions carried out by the Social Welfare Department.

The report was noted

MMC/MGT/127/03/25: UPDATE ON SOCIAL CASH TRANSFER PROGRAMME

During the period under review, the Department conducted two activities concerning the Social Cash Transfer Programme as follows;

Digital Migration of Social Cash Transfer beneficiaries

The District currently has a total of 11,627 active beneficiaries. The Office has been conducting continuous migration of beneficiaries from Rural to Urban of digital form of payment. So far the district has reached **84.6%** and only remaining with **15.4%** unmigrated as at the time of reporting.

The table below shows the migration status as per payment service provider (PSP);

SN	PSP	NO. OF BENEFICIARIES
1	AIRTEL	4,701
2	MTN	3,961
3	ZAMTEL	1,133
4	ZOONA	41
5	ZANACO	04
6	RURAL	1,787
7	**TOTAL**	**11,627**

The report was noted

MMC/MGT/128/03/25: ORIENTATION OF NEW CWAC MEMBERS

The Social Welfare Officer informed Management that the activity was conducted immediately after the elections were concluded. Elected CWAC members were clustered in various venues and were trained in their roles and responsibilities. In addition, the members were also taken through Prevention of Sexual Exploitation and Abuse (PSEA).

It was during these trainings that each respective CWAC put in place their executive positions and the term of office was expected to run for three years starting 2025.

The report was noted

REPORT OF DIRECTOR PUBLIC HEALTH

MMC/MGT/129/03/25: PREVENTION OF COMMUNICABLE DISEASES

The Director of Public Health reported for the information of Management that Mbala Municipal Council, in collaboration with the Ministry of Health, had intensified disease preventive measures. Key initiatives included

- **Water Quality Monitoring:** The department had continued to monitor Chambeshi water supply and other private owned water source and about 6 samples from different water sources and locations were collected and taken to the food and drugs lab at Mbala general Hospital for biological analysis, waiting for results. (Water-points sampled included All-pass academy school, Chila primary school, Lucheche chambeshi water water source, old location residential water point, Luswepo primary school.)
- **Enhanced Inspections:** the department visited two residential premises that had their toilets filled up and were practicing open defection in old location. Warning and cation was given not forgetting Education on the importance of having a toilet at ones premise. 3 days was given for them to construct a toilet and a follow up will be done this week Tuesday 1 April 2025.
- **Improved Waste Management:** Daily garbage collection in markets and residential areas to mitigate potential sources of contamination.

Those measures were aimed at safeguarding Public Health and preventing further outbreaks.

The report was noted however the Town Clerk guided on the need to streamline functions with the devolved departments in the area of inspections.

MMC/MGT/130/03/25: PUBLIC HEALTH INSPECTION REPORT ON FOOD PREMISES

A summary of food premises inspections revealed the following key findings:

- **General cleanliness of Premises:** Several businesses maintained high hygiene standards, including valid medical certificates for food handlers.
- **Areas of Concern:** Some establishments still failed to meet the minimum public health standards, such as:
  - Sale of expired food products.
  - Lack of personal protective equipment (PPE) for food handlers.
  - Poor waste management and unclean premises.
- **Enforcement Actions Taken:** Business owners received formal warnings and were instructed to implement corrective measures, including providing PPE, ensuring proper sanitation, and undergoing medical examinations.

The Public Health Department would continue monitoring compliance and enforcing food safety regulations.

The report was noted

MMC/MGT/131/03/25: COMPLAINTS FROM THE GENERAL PUBLIC

- **Noise pollution** from Mbulu market

Action taken - the offenders had their speakers seized and were told to pay a penalty fee in accordance with SI NO 12 of 2018.

- **Air pollution** from makanta area.

Officers visited the area and found that someone made a charcoal kiln. The offender was warned and cautioned and immediately told to put out the fire.

- **Discharge of waste water on open ground:** waste water from the inspection chambers discharged into the open ground thereby causing offensive smell and pollution.
- **Action taken**: The said individual was engaged and complied with the directive of disinfecting the affected area with chlorine and unblocking of his sewer pipe to allow waste to flow into the septic tanks.

The report was noted

MMC/MGT/132/03/25: INSPECTION OF SCHOOLS

Five schools were inspected to ascertain compliance with the Public Health Act Chapter 295 of the laws of Zambia

The following were the schools inspected and the defects found:

- Unkempt surrounding and dirty classrooms.
- Dirty toilets.
- Food handlers not medically examined.

The report was noted

MMC/MGT/133/03/25: OPERATIONAL CHALLENGES.

- Unpaid salaries for casual workers (January, Feb and March 2025). The Director of Finance was requested to facilitate payment of wages to contractual workers.
- Non-functional red tractor, limiting solid waste collection capacity.
- The refuse bay at the town market was waterlogged, leading to unsanitary conditions and improper waste disposal. The department was requesting to construct an elevated concrete slab with seepage holes for drainage. Engineering department to work on the concerned area.
- The septic tank at the bus station was undersized, necessitating frequent emptying, which poses a sanitation risk. Engineering department yet to connect to chambeshi main sewer system.

- Wheelbarrows being used for garbage collection in markets were in poor condition. Four new wheelbarrows were procured.
- The high price of food handler's certification K300 being charge by the General Hospital. The Director of Public health was requested to engage Hospital Administration in that regard.

REPORT OF PROCUREMENT OFFICER

MMC/MGT/134/03/25: PROCUREMENT OF GOODS FOR COUNCIL OPERATIONS

The Procurement Officer reported for the information of Management that the section managed to raise orders and procured various goods and works as indicated below:

Name of Procurement	**Allocation**	**Quotations Received**	**Status**
Stationary for all committees	Operations	3	Done
Fuel for Council Operations	Operations	Running Contract with SGC	Done
Fuel for Fire Tender Emergency	Operations	Running Contract with SGC	Done
Food stuff for TVMI	Operations	1	Done
Zesco units for various council departments//blocks	Operations	1	Done
Refreshments for Human Resource Committee Meeting	Operations	1	Done
Lunch for Human Recourse meeting	Operations	3	Done
Refreshments for first Quarter DDC Meeting	Operations	3	Done
Beverages for Grasshopper Inn	Grasshopper	3	Done
Mbulu Market Water Units	Operations	1	Done
Purchase Bundles for the finance department	Operations	1	Done
Emptying of Soakaway at Bus station	Operations	3	Done
Cleaning Materials for Grasshopper Inn	Grasshopper	3	Done
Protective clothing for Revenue Collectors	Operations	1	Done
Cleaning materials for institutional cleanliness	Operations	3	Done

Refreshments for Ordinary Council Meeting	Operations	3	Done
Stationary for all Committees	Operations	3	Done
Basin tap for the men's rest room	Operations	3	Done
Electrical materials for the works yard	Operations	3	Done
Lunch for audit meeting	Operations	1	Done
Printing of fire certificates	Operations	1	Done
Master kit clutch plate for rescue tender	Operations	1	Done
Battery for 888CN	Operations	1	Done
Internet bundles for the town Clerks office	Operations	1	Done
Stationary for finance department	Operations	3	Done
Refreshments for the Town Clerk and Mayor's office	Operations	1	Done

The report was noted

MMC/MGT/135/03/25: PROCUREMENT OF GOODS UNDER CDF ALLOCATION AND SECTOR GRANT.

The Procurement Officer informed management that the section managed to raise orders and procured various goods/services such as:

Name of Procurement	**Allocation**	**Quotations Received**	**Status**
Lunch for district sports advisory committee	Sector Grant	1	Done
Stationary for Livestock and fisheries	Sector grant	3	Done
Fuel for livestock and fisheries	Sector grant	1	Done
Insurance cover for Livestock and fisheries	Sector grant	1	Done
Stationary for planning department	Sector Grant	1	Done
Pvc valve for livestock and fisheries	Sector grant	1	Done
Procurement of stationery for planning	CDF	1	Done
Refreshments for the main procurement committee	Cdf	1	Done

The report was noted

MMC/MGT/136/03/25: AWARDED CONTRACTS

The Procurement Officer reported for the information of Management that the following contracts were awarded under CDF projects:

- Supply of 10 unit's security Lights /**Falcon Industries Limited**
- Supply and installation of 4 flood lights the contract had been awarded to **Kuchimwenzi General Dealers.**

The report was noted

MMC/MGT/137/03/25: CONTRACTS TERMINATED

Management was informed that the following Contracts were terminated by the Mbala municipal council procurement Committee that sat on 13th March, 2025:

- Seafwe General Dealers – Supply and delivery of **300** double seater school desks.
- Nitila General Dealers– Supply and delivery of **300** double seater school desks.
- Hytech Agrovet General Company – Construction of a Maternity Annex at Kaka health post.

MMC/MGT/138/03/25: CONTRACTS EXTENDED

The Procurement Officer informed Management that the following Contracts were extended by the Mbala municipal council procurement Committee that sat on 13th March, 2025:

- Contraction of a 1x2 classroom block at **Itokoto Primary School** /Simsch Construction Company **2months** Extension due to weather
- Mechanized Water Reticulation system at **Chipoma Primary School** /Benrox Engineering Limited **2 months** Extension due to weather.

The report was noted

MMC/MGT/139/03/25: PENDING PROCUREMENTS AWAITING PAYMENTS

Management was informed that the following procurements were processed by the section and were awaiting payment and consideration by finance department. She further reminded Management that they consider attending to some of the requests so that the quoted items the more price variation was affecting the section.

- Fire Extinguisher for Council Buildings
- Tyres for the Fire Rescue Truck
- Transportation of household goods for the legal and Housing Directors
- Fire uniforms
- 3 Newly Employed council police uniforms
- Audit and Procurement Laptops

After deliberations it was **RESOLVED THAT** Finance Department, Engineering and Chief Fire Officer should strategize and come up with ways to raise money for the pending procurements for fire brigade.

MMC/MGT/140/03/25: SECTIONAL CHALLENGES

- The Procurement Officer informed Management that one of the challenges the section was facing was on an off of the E-gP system /the system had been on and off making it very difficult to upload and manage tenders.

- Memo request without Purchase Requisition. All departments were reminded to be preparing purchase requisition orders as required by the law.
- Request coming late and on the actual meeting for example refreshments and stationary.
- Some Requisition not having the full required specifications and estimates of the procurement. All details were expected to be put up or filled up when preparing the Purchase requisition orders.

The report was noted

REPORT OF DEPARTMENT OF FISHERIES AND LIVESTOCK

Ministry of Fisheries and Livestock has four main technical departments namely; Veterinary services (DVS), Livestock Development (DLD), Fisheries (DoF) and Fisheries and Livestock Marketing Department. Management and support was the only administrative department.

MMC/MGT/141/03/25: MANAGEMENT AND SUPPORT

The District Fisheries and Livestock Coordinator reported for the information of management on the activities undertaken the period under review as indicated below,

- Prepared the audit of the year 2024
- Conducted departmental meetings weekly
- corrected Attachment letters for the Devolved departments
- Attend training in Field Epidemiology for Frontline Staff as a trainer
- Facilitation of payments for acquisition of goods and services
- Monitored and backstopping
- Participated in National events

S/N	AREA (CAMP)	ACTIVITY	TARGET	OUTPUT
01	All camps	Monitoring and backstopping	3/Camp	01
02	District	Audit-Auditor General- Kasama	2024-Audit preparation	2024- Audit preparation carried out
03	District	Audit-Auditor General - Kasama	2024- Audit responses- Kasama	2024- Audit responses preparation yet to present them in Kasama
4	District	Departmental management meetings	Once/week	Once/week
5	District	Facilitation of acquisition of goods and services	All	All

6	District	Facilitation of collection of corrected attachment letters-Kasama	All	All
7	Mazabuka	Attend field epidemiology training as a trainer	One	Postponed due to withdraw of USAID funding
8	District	Participate in National Events	Participate in Youth Day and Women's Day Celebrations	Participated in Youth Day and Women's Day Celebrations

The report was noted

MMC/MGT/142/03/25: VETERINARY SERVICES

Management was informed that the Department of Veterinary Services undertook the following activities during the period under review;

A. Disease control

The major activities carried out included; vaccinations of against Rabies and Newcastle Disease (NCD) and Tick-Borne Disease (TBD) prevention via dipping/spraying.

S/N	AREA	ACTIVITY	TARGET	OUTPUT
01	Central Camp	Rabies Vaccinations	126	108 (On going)
02	All camps	NCD Vaccination	10, 000	10, 080
03	All camps	TBD control through dipping/spraying	5, 400	4, 242 (On going)

B. Extension Services

Training was the major activity carried out under extension services;

S/N	AREA	ACTIVITY	TARGET	OUTPUT
01	All camps	Framer training programmes in disease control activities	900 (M 540 : F360)	973 (M 601: F 372)

C. Public Health and Disease Surveillance

Furthermore, the main activities conducted under public health and surveillance were; meat inspection and disease surveillance for Foot and Mouth Disease (FMD), Contagious Bovine Plueralpnuemonia (CBPP) and Rabies.

S/N	AREA	ACTIVITY	TARGET	OUTPUT
01	All camps	Meat Inspection	All presented carcasses	19
02	All Camps	FMD, CBPP and Rabies disease surveillance	All	All

D. Regulation and Control

Issuing of Stock Movement Permits and mounting of check points were carried out under regulation and control

S/N	AREA	ACTIVITY	TARGET	OUTPUT
01	All Camps	Stock Movement Permits Issued	All Presented Cases	16
02	Kasesya Camp	Check Point Mounting	3	8

E. Research and Diagnostic

Laboratory diagnosis of Tick Borne Diseases in cattle was carried out

S/N	AREA	ACTIVITY	TARGET	OUTPUT
01	All Camps	Percent of blood Samples Presented	30%	69%

The report was noted

MMC/MGT/143/03/25: LIVESTOCK DEVELOPMENT

The District Fisheries and Livestock coordinator reported to Management that the major activities implemented under Livestock department included extension service provision, farmer trainings in livestock production, nutrition, pasture management and Livestock restocking under **TRALARD.**

S/N	AREA	ACTIVITY	TARGET	OUTPUT
01	All camps	Farm visits	255 Farmers	213 Farmers
02	All camps	Farmer trainings (Promotion of Market days)	120 Farmers	98 Farmers
03	All camps	Farmer trainings (Livestock production, nutrition and pasture management)	140 Farmers	118 Farmers
4	All camps	Distribution of pasture seeds for rangelands and establishment of pasture nurseries.	All camps	All camps
5	Kawimbe, Central	Restocking of poultry (Improved village chickens)	All	567
6	All camps	Monitoring of farmer beneficiary groups.	14 Farmers	14 Farmers
7	Kaseshya, Kawimbe,	Monitoring of Livestock Infrastructure	5	5

	Mwamba, Kaka and Kakungu.			

The report was noted

MMC/MGT/144/03/25: FISHERIES

Management was informed that under the department of Fisheries the following activities were conducted, fish pond construction and management, brood stock collection and distribution.

S/N	AREA (CAMP)	ACTIVITY	TARGET	OUTPUT
01	Central	Pond construction	3	Three ponds under construction
02	Central	Brood stock stocking	All	Stocked 24 males and 44 females
03	Kawimbe	Follow up on pond management	5	4 (Farmers are using local feed to feed the fish and cattle manure)
04	Central	Farmer Extension Follow-up Visits	65	60
05	Central, Kaka	Sensitization meeting in good aquaculture practices	1	1

The report was noted

MMC/MGT/145/03/25: FISHERIES AND LIVESTOCK MARKETING DEVELOPMENT

Activities conducted under Department of Fisheries and Livestock Marketing included; Market data collection, inspection of Livestock and Fisheries Market Infrastructure, Monitoring of TRALARD beneficiary livestock groups and dissemination of Marketing Grant Application forms to Farmer Cooperatives in Mbala (ZATP II).

S/N	AREA	ACTIVITY	TARGET	OUTPUT
01	Central (Mbala CBD and Old Location market)	Market data collection, collation, analysis and dissemination	Monthly Fish and Livestock bulletins consolidated	Monthly Fish and Livestock bulletins consolidated and disseminated.

02	Central	Inspection of market infrastructure	3 inspections of marketing infrastructure undertaken	3 inspection rounds were undertaken at the milk processing centre.
03	All the camps	Monitoring of TRALARD beneficiary livestock groups	14 beneficiary livestock groups monitored	14 beneficiary livestock groups were monitored
04	Central	Dissemination of Marketing Grant Application form to Farmer Cooperatives in Mbala (ZATP II)	Marketing Grant Application form disseminated to 5 Livestock Cooperatives	3 Livestock Cooperatives were reached.

The report was noted

REPORT OF THE DIRECTOR OF FINANCE

MMC/MGT/146/03/25: STATUS ON THE EXECUTION OF WARRANTS OF DISTRESS BY THE BAILIFFS

The Director of Finance reported for the information of Management that on 7th January 2025, the Council issued warrants of distress on commercial property rates defaulters for execution by the Bailiffs. The total value of issued warrants amount **K3,258,219.78** comprising interest and legal costs amounting to **K326,494.04** and **K6,748.80,** respectively.

An interview with the Bailiffs indicated that they had been in the field executing the warrants for two (2) weeks being last week of February 2025 and first week of March 2025 and only managed to touch on fourteen (14) commercial property owners. However, they would be able to inform the Council on what had been collected so far in few days from now.

The exercise was put on hold by the Undersheriffs who wanted to include an officer from the Kasama Office on the team of bailiffs. However, due to the delays in having that done, the team would resume the exercise by Wednesday. After deliberation it was RESOLVED THAT the Director of Finance should give a detailed report in the next Management meeting regarding the execution of warrant of Distress by Bailiff.

MMC/MGT/147/03/25: COUNCIL INDEBTEDNESS AS AT 28TH FEBRUARY 2025

Management was informed by the Director of Finance that as at 28th February 2025, the Council owed statutory bodies, suppliers of goods and services and its employees (both retired and those still serving) to a tune of K41, 740,804.77 as tabulated below:
After deliberations it was **RESOLVED THAT** enhancement on revenue collection and all departments should get involved.

MMC/MGT/148/03/25: PERFORMANCE OF THE SECTOR GRANT ACCOUNT AS AT 28TH MARCH 2025

The Director of Finance highlighted on how the sector grant account faired the period under review as shown below.

S/No	Sector	Opening Balance as at 01/01/2025	Funding	Local Revenue	Total	Expenditure	Closing Balance as at 28/03/2025
1	Health Services	515,851.78	451,669.20		967,520.98	867,319.02	100,201.96
2	Motor Vehicle Licensing	-33,573.75	-		-33,573.75	128,330.79	-161,904.54
3	Fisheries and Livestock Services	80,308.24	121,540.10	2,804.00	204,652.34	132,294.80	72,357.54
4	Community Sports	104,131.20	64,277.20		168,408.40	66,048.00	102,360.40
5	District Archives	25,794.67	-		25,794.67	-	25,794.67
6	Cultural Services	4,512.06	7,353.46		11,865.52	2,220.00	9,645.52
7	Agricultural Services				-		-
8	Community Development				-		-
9	Social Welfare Services				-		-
	Total	**697,024.20**	**644,839.96**	**2,804.00**	**1,344,668.16**	**1,196,212.61**	**148,455.55**

The report was noted

MMC/MGT/149/03/25: LIQUIDITY POSITION FOR THE PERIOD FROM 10TH MARCH 2025 31ST MARCH 2025.

The Director of Finance reported for the information of Management that during the period under review the Council generated revenue from different sources of revenue amounting to **K354, 728.00** and at that time there was an opening balance of **K52, 312.27** thereby giving the total figure of **K407, 040.27**. Nonetheless, the Council incurred expenditure amounting to **K361, 082.75**.

The report was noted

REPORT OF THE DISTRICT HEALTH DRECTOR

MMC/MGT/150/03/25: USAID PARTIAL LIFTING OF FUNDING SUSPENSION

The District Health Director reported for the information of Management that following the suspension of USAID funding world-wide in January, 2025, there had been a partial lifting of the suspension on some aspects of funding in the Ministry of health. Mbala district initially hosted 4 USAID supported organizations; Right to Care, TB-Lon, MOMENTUM and ECAP 1, with some of the health services being delivered under programme areas such as VMMC, TB and HIV sample courier, as well as HIV counselling in the district. The lifting of the suspension had seen the return of 2 of the 4 organizations; Right to Care and TB-Lon. That was a welcome development as it would improve the aforementioned services which had been affected.

The report was noted

MMC/MGT/151/03/25: NEW HEALTH WORKERS RECEIVED

Management was informed that the district received 22 new health workers from the recent nationwide recruitment of 4,000 health workers. Those were of different cadres; Nurses, Midwives, Clinical Officers, Environmental Health Technologists (EHT) and Community Health Assistants (CHA). They have since been allocated where to go, and deployed to those places.

The report was noted

MMC/MGT/152/03/25: SUSPECTED MONKEY POX AND ANTHRAX

Management was informed that the district reported 1 suspected M-Pox case as well as 2 suspected Anthrax cases involving a mother and a 1 and half year-old baby. Both cases came out negative after laboratory culture test. The elderly anthrax suspect was also diagnosed with Malaria. They had all been responding well to treatment.

The report was noted

MMC/MGT/153/03/25: HUMAN RESOURCE NEW STAFF INDUCTION

The district conducted an induction of staff that were newly recruited in a 3-day meeting held from March 3-5, 2025. The staff were oriented in all the major programmes of the district such as HR conditions of service and disciplinary code, Planning, Financial Management, Information, Clinical, Nursing, MCH, Public Health, Pharmacy, among others. The district received 22 new health workers, who have since been sent to their respective health facilities to report and commence work.

The report was noted

REPORT OF THE DIRECTOR OF ENGINEERNG SERVICES

MMC/MGT/154/03/25: ROADS SECTION

The Civil Engineer reported for the decision of Management that, The Engineering Department had been working on the roads within the district and the status to date was as tabulated below:

S/N	DESCRIPTION	METHOD OF EXECUTION	PROJECT COST (ZMW)	SPENT TO DATE (ZMW)	STATUS
1	Patched potholes	Done by MMC as False account Project	52 drums of bitumen 60tns of crashed stones 300 bags of cement	TBA	17.8m^2 out 28m^2 successfully patched (pep area, ucz road and TVMI). A review of the ledger shows that funds amounting to **ZMW 421,000** have been borrowed. That had caused the works to slow down as the crushed stones and fuel have depleted.
2	Drainage maintenance	Tanganyika land cooperation	Performance based contract	K 26,040.00 Awaiting payment	The contractor started working (Mpulungu junction, corner bar, general hospital, and town). The contractor had however, stated that he was unable to continue with the work due to financial constraints. To that effect, the department recommended that works continue using a cash for work method or engage correctional services.

After deliberations it was RESOLVED THAT

(i) 20 casuals be engaged to work on the drainages and do vegetation control within the District.

MMC/MGT/155/03/25: UPDATE ON THE STATUS OF COMMUNITY PROJECTS

The Civil engineer reported for the information of Management on the status of community projects and progress made as indicated below.

S/N	ITEM/PROJECT	CONTRACT AMOUNT	STATUS	REMARKS
	2022 CDF			

01	CHISAFWA PRIMARY SCHOOL 1X2 CRB AND ABLUTION BLOCK	K 819,554.12	0%	Contract had been awarded to a new contractor and awaiting contract signing and mobilisation
02	KAKUNGU SECONDARY SCHOOL 1X4 CRB	K598,203.6	100%	The project had been completed and ready to be handed over to the user Department.
	2023 CDF			
01	KAKA HEALTH POST MATERNITY ANNEX	K882,543.45	45%	The contract had been terminated and was submitted to the CDF committee for additional funding.
02	MWAMBEZI CHILINO PRIMARY SCHOOL 1X2 CRB	K450,000.00	30%	The contract had been terminated and was submitted to the CDFC for consideration of additional funds.
03	CONSTRUCTION OF CHIPOKA-CHISAFWA ROAD	K 402,250.00	0%	Allocation of fuel was added to the project and would commence after the rainy season and once funds are received.
04	UNINGI HEALTH POST WATER RETICULATION SYSTEM	K 319,869.68	70%	The contractor had requested for an extension of the contract duration and was awarded.
05	KAKA HEALTH POST WATER RETICULATION SYSTEM	K 319,869.68	30%	The contractor had requested for an extension of the contract duration and was awarded.
06	Rehabilitation of 4.6Km for Chulungoma Road	k197,000.00	50%	Dumping of gravel, spreading and compacting were the works being carried out but slow due to rains.

	2024 CDF			
01	KAWIMBE PRIMARY 1X2 CRB BLOWN OFF ROOF	K186,687.50	Terminated	The contract had been terminated and was submitted to the CDFC for consideration of additional funds.
02	ITOKOTO PRIMARY SCHOOL 1X2CRB	K851,884.02	70%	Works were still ongoing and expected to be handed over within the next month. The contract due date had been extended.
03	KAWIMBE SECONDARY SCHOOL WATER BOURNE ABLUTION AND MECHANIZED WATER RETICULATION SYSTEM	k1,058,557.10	50%	Works were still ongoing and expected to be handed over to the user department as the had a few works remaining on the building and drilling of a borehole. Contract due date had been extended to 7th may 2025.
04	MBULU MODERN MARKET SHELTER	TBA	Awaiting for approval from the PLGO	Was sent back to the CDF committee for additional funding after the change of the scope of work and awaiting approval from the provincial local government office.
05	SUPPLY AND DELIVARY OF 4700 DESKS	k7,540,000.00	100%	4700 desks have been delivered
06	REHABILITATION OF 13KM KAWIMBE-ITOKOTO ROAD	k1,600,081.45	25%	Implementation of the project had started
07	ELECTRIFICATION OF YOUTH SKILLS CENTER	k55,690.00	100%	The project had been completed and ready to be handed over to the user department.
08	PURCHASE AND DELIVERY OF A TLB	K2,470,800.00	100%	The piece of equipment had been delivered, was in perfect working condition and under warranty period.
09	SUPPLY, DELIVERY, AND INSTALLTION OF FLOOD LIGHTS	K314,900.00	0%	Contract had been awarded to a new contractor and awaiting contract signing and mobilisation
10	MECHANIZATION OF A BOREHOLE AT CHIPOMA PRIMARY SCHOOL	k312,756.00	0%	The contractor had requested for an extension of the contract period due to unforeseen challenges.
11	MAINTENANCE OF ALLAN NCHELEM ROAD STREETLIGHTS	k55,000.00	0%	Under procurement processes.

The Report was noted

MMC/MGT/156/03/25: RECOMMENDATION FOR LEGAL ACTION

The Civil Engineer reported for the information of Management that following the Constituency Development Fund Committee (CDFC) Meeting held on 12th February 2025, the CDF committee resolved not to top up funds for CDF projects whose contracts have been terminated. That was due to the fact that the Council had not recovered any money from the contractors as provided for in the signed contracts. The committee further resolved that; such addition of funds would be considered after recovery was done. However, the effect of that decision was that all such projects would not be completed as the funds were not sufficient. To that effect, he further reported to the committee that the department had recommended that legal action was taken against the contracts that have been terminated under community projects. The projects and contractors that need such legal action were as tabulated below:

S/N	DETAILS	PAID TO DATE	PROPOSED RECOVERY
01	Mwambezi chilino community school Brigs Business Enterprise Limited P.O. Box 410, Kasama The contract has been terminated.	k143,807.8	K81,000.00
02	Kaka maternity annex Hytech Agrovet P.O. Box 42000073, Mbala The contractor was written to and no response from the contractor. The project has been terminated.	k 294,392.77	K227,647.11
03	Seafwe General Dealers Delivery of desks	K101,250.00	K101,250.00
04	Nitila General Dears Delivery of desks	K0.00	K0.00

After deliberations it was **Resolved** that Procurement Officer, Engineering Department, Finance and Legal services departments should meet after Plans Committee meeting to look at the grounds of appeal and prepare appropriate action.

MMC/MGT/157/03/25: FIRE SECTION

The Civil Engineer reported for the information of Management that the Fire Brigade was in a serious crisis in terms of building maintenance, Uniforms, and Motor Vehicles. That was mostly due to the failure to adhere to the instruction given to all Local Authorities in a letter dated 18th June, 2018 and 18th November, 2022 and now emphasized in another letter dated 28th February, 2025, which was speaking to remitting 50% of the Fire certification fees to a fire account and funds be used to meet the challenges faced by the officers. The department was therefore recommending that the instruction of the letter was followed. After deliberations Finance Department was requested to be consistently remitting 50% to the fire account.

MMC/MGT/158/03/25: UPGRADES OF 04 WATER POINTS TO MECHANISATION

The Civil Engineer informed Management that world vision was currently conducting assessment in some selected schools in order for them to choose which four schools' boreholes would be upgraded to mechanized water schemes. The following were the schools picked.

1. Ndundundu Primary School - Passed the test and will be mechanised
2. Landula Primary School- Passed the test and will be mechanised
3. Mulefu Primary School - Yet to undergo Pump testing
4. Kakozya primary School - Yet to undergo Pump testing
5. Lumi Primary School - Failed the test
6. Chilambwe Primary School - Failed the test
7. Musende Primary School - Failed the test
8. Itokoto Primary School - Failed on the basis low enrolment

The report was noted

REPORT OF THE DIRECTOR OF LEGAL SERVICES

MMC/MGT/159/03/25: PROCUREMENT OF OFFICE FURNITURE AND EQUIPMENT

The Senior Legal Assistant reported for the consideration of Management on the urgent items needed by the Department as indicated below;

- Chair
- Laptop
- Office table
- Printer that is able to copy and scan
- 1000 paper folders

The request was forwarded to Finance for consideration upon the availability of funds

MMC/MGT/160/03/25: LAND AUDIT

The Legal Department in conjunction with Planning Department were conducting a Land Audit in the District to ensure compliance levels by Land Owners, thereafter undeveloped plots would be advertised for repossession as resolved in the Council meeting.

The Report was noted

CLOSING REMARKS

The Town Clerk thanked Members of Management for endurance and urged them to work on Management **RESOLUTONS** as quickly as possible. She further reminded them to hold departmental meetings in their respective departments. She further guided that Finance standing committee would be held on Wednesday 9th April2025 whereas ordinary Council meeting would be held on the 14th April2025.

There being no further business to transact the meeting was declared closed at 18:34 hours with the closing prayer from Mr. Winza Simbaya.

Chairperson …….. Secretary……..

Signature …… Signature ……..

Date …… Date ……

MBALA MUNCPAL COUNCL

MINUTES OF MANAGEMENT MEETNG HELD IN THE COUNCIL CHAMBER ON THE 15th APRIL, 2025 AT 09:30 HOURS.

MEMBERS PRESENT

Laura Y Munkanta - Town Clerk

Boyd Mboyi - Director of Housing and Social Services

Jeremah Nguni - Director of Finance

James Libweshya - Director of Development Planning

Shinga Maramwidze - Director of Public Health

Dr.Fredrick Chimanga - District Health Director

Dr.Kabaso Jones - Livestock and Fisheries Coordinator

Francis Mukosha - Chief Internal Auditor

Clive Matengu - District Agriculture Coordinator

Simon Chimba - Social Welfare Officer

Solomon Simpamba - Civil Engineer

Goodson Banda - Civil Engineer

Bupe Musonda - Planning Officer education

Kennedy Nsama - Group Accountant

Chrisford Siwila - Chief Accountant

Eneless .N. Polela - Senior Legal Assistant

Mpazi Mpembamoto - Community Development Officer

Winza Simbaya - District Planning Officer

Godfridah Musonda - Procurement Officer

Paul Chipulu - Chief Administrative Officer **(Recorder)**

OPENING REMARKKS

The meeting was called to order at 09:30 Hours and thereafter graced with an opening prayer offered by Mrs.Godfridah Musonda.The Town Clerk welcomed members of Management and emphasized on the need to observe time for the meetings.

CONCERNS AND ACTION POINTS FROM THE OFICE OF THE TOWN CLERK.

MMC/MGT/98/04/25: IMPLEMENTATON AND BRANDING OF CDF PROJECTS.

The Town Clerk informed members of Management that she attended the Procurement meeting in Chalimbana on guiding principles on the Procurement of goods and Services.

Apart from that she also attended another meeting in Kasama on the communication strategies regarding Presidential deliverables on the CDF activities, implementation, branding of the CDF projects and the aspect of informing the general public on the activities being undertaken. She further indicated that billboards are supposed to be mounted in strategic points carrying messages of CDF activities within two months. In that regard, Engineering, Planning and Assistant Public Relations Manager should action. She also encouraged members of Management to attend a virtual meeting on the guidelines regarding devolution on the link that would be provided.

Furthermore, she urged members of Management to be reading correspondences posted on Management group that needs action by responsible departments and that Officers should learn to acknowledge on matters concerns them.

MMC/MGT/99/04/25: PAYMENT OF ARREAS TO ILGAZ THROUGH DEDUCTIONS AT SOURCE.

The Town Clerk informed members of Management that ILGAZ had been given authority by the Ministry of Local Government and Rural Development to deduct from the source with regard to arrears council was owing them. Additionally, she indicated that all chief officers shall be required to pay to solace legal fees and Social funds amounting to k100 respectively whereas affiliation fees was at K750 which was to be paid at once.

After deliberations it was **RESOLVED THAT** the Director of Finance should effect the deductions for Solace locally for Chief Officers whereas he takes note of the deductions that would be effected at source for ILGAZ arrears.

The Town Clerk further informed members of Management that engagement letter was received from the office of the Auditor general to look at the financial statements for the year 2024 she encouraged everyone to be responsive to matters concerning their departments when the Auditors come to Mbala Municipal Council. She further guided that Sports activities shall be coordinated by the officer from Ministry of Sports and Youth development for Mbala District. Whereas Department of Housing and Social Services shall be liaising with the officer on the sports activities.

MMC/MGT/100/04/25: CORRECTON AND CONFRMATION OF THE MANAGEMENT MEETING MINUTES - 27/02/25

On the proposal by Goodson Banda seconded by Francis Mukosha it was

RESOLVED THAT the minutes for Management meeting held on the 27th February, 2025. **(Minute NO. S MMC/MGT/01/02/25 - MMC/MGT/97/02/25**) be confirmed as a true and correct record of the proceedings with amendments.

MATTERS ARISING FROM THE PREVIOUS MINUTES - 27/02/25

MMC/MGT/101/04/25 : CREATION OF A COMPANY TO RUN A LIQUOR DISTRIBUTION CENTRE

Following the report and the discussions of the previous Management meeting on the creation of the commercial ventures for the Council under minute Number **MMC/MGT/02/02/25 Management had unanimously resolved that** all formalities for actualization of the commercial ventures be concluded forthwith.

MMC/MGT/102/04/25: ADMINISTRATION OF PROPERTY RATES - Request for the valuation officer.

A request for the Valuation Officer should be done forthwith and the Local Government Service Commission should be informed on the need to fill up the existing critical vacant position hence the Director of Human Resource and Administration should write to the Commission on the aspect of filling up the position.

MMC/MGT/103/04/25: STAKEHOLDERS ENGAGEMENT MEETING

Arising from the report of the Director of Finance under minute number **MMC/MGT/04/02/25** wherein it was **RESOLVED THAT** the first quarter stakeholder's engagement meeting should be held forthwith therefore APRM, FINANCE and Administration to liaise and come up with the date of the meeting.

MMC/MGT/104/04/25: RENOVATION OF KASENGA MARKET

Following the report of the Director of Housing and Social Services wherein he reported to Management that the shelter needed attention of

carpentry works and painting of the interior and exterior surfaces of the shelter so as Street vendors could be relocated. After deliberations it was **RESOLVED THAT** a meeting should be scheduled to meet the Mayor and the Councilor to talk about removing of street vendors along Cairo to Kasenga Market after the plans standing committee meeting.

MMC/MGT/105/04/25: **REHABILITATION OF GRASSHOPPER INN RECEPTION BUILDING**

Following the report of the Director of Engineering services on the utilization of the allocated K1, 000,000.00 under CDF. Management **resolved** that the allocated funds be used to renovate the conference hall.

MMC/MGT/106/04/25: **PURCHASE OF CHAIRS FOR COUNCIIL CHAMBER**

Tabulations on CDF administrative component be availed to the office of the Town Clerk on Wednesday 2nd April, 2025 by the Director of Finance so that consideration could be made regarding the procurement of chairs for the council chamber.

MMC/MGT/107/04/25: **STATUS OF THE SEPTIC TANK AT THE MAIN BUS STATION**

The department of engineering reported to Management that they had engaged Chambeshi water and sewerage to connect bus station toilets to the main chambeshi sewer system and yet to receive the quotation.

After deliberations it was **Resolved** that Engineering department should update Management on how much it will cost the council to have the toilet connected to chambeshi sewer system in the next Management briefing.

MMC/MGT/108/04/25: **CONSTRUCTON OF AN ABLUSION BLOCK AT ZOMBE BOARDER.**

During the deliberations Management was informed that there was no land where to construct the ablution block at Zombe boarder thereafter it was **RESOLVED THAT** a meeting should be scheduled with the traditional leadership in that area in a quest to find an area for construction of the ablution block.

REPORT OF THE DIRECTOR HOUSING AND SOCIAL SERVICES

MMC/MGT/112/04/25: **UPDATE ON THE REGULARISATION OF MAKESHIFT STANDS TO MINISHOPS FOR MBULU AND TOWN MARKET (REFER TO COUNCIL RESOLUTION UNDER MINUTE NUMBER**

The Director of Housing and Social Service reported for the information of Management that the payment of regularization fees for minishops at Mbulu market and town market had commenced. Where 65 traders had paid the regularisation fee of K2, 000(Two thousand Kwacha Only)

making an income of K130, 000(One Hundred and Thirty Thousand Kwacha Only). Whereas Town market minishops, 30 traders had since paid the regularization fee of K3, 000 each, making a total of K 90,000. The expected total income of the exercise was **K350, 000**(Three Hundred and Fifty Thousand Kwacha Only).

The report was noted

MMC/MGT/113/04/25: ESTABLISHMENT OF A LOCAL ORGANISATION COMMITTEE TO DELIBERATE ON ZALASA AFFAIRS

The Director of Housing and Social Services informed Management that it was a requirement that there shall be a Local Organizing Committee to spearhead ZALASA activities and decision making. He then recommended and submitted the following names to sit as members of the Local Organising Committee under ZALASA affairs.

1. Director Housing and Social Services- Secretariate
2. Chief Community Development Officer/CDOs- Secretariate
3. Cllr-Jackson Simbeya- Mwamba Ward
4. Cllr- Sinyangwe-Kazimolwa Ward
5. Cllr-Amos Sinfukwe-Mwambezi Ward
6. Chief Administrative Officer- Member
7. One representative from Finance, Planning, Public Health, Public Relations Office and Engineering- Members

After deliberations it was resolved that the Mayor shall be consulted on the recommended councilors to sit on the local organizing committee and letters be done for the appointed members of staff.

MMC/MGT/114/04/25: UPGRADING OF MAROUND COMPOUND

The Director of Housing and Social Services reported to Management that Maround Compound should be upgraded which would ultimately enhance the provision of social services and also enhance council revenue base through issuance of occupancy certificates. The initial activities would include, picking of co-ordinates of the unplanned area and preparing a block plan. It also involves holding stakeholder sensitization meeting through engagement of Ward Development Committees and Headmen on registration of housing units and households. The expected income per Household was one Thousand and Two Hundred Kwacha (K1, 200). He further indicated that the exercise would attract a cost of K41, 346.60 and then proposed that the program commences in April, 2025. After deliberations it was **RESOLVED THAT**

(i) A lay out plan be concluded by 1st week of May,2025
(ii) Sensitization be enhanced on the activities.

REPORT OF THE DIRECTOR OF HUMAN RESOURCE AND ADMINISTRATION

MMC/MGT/117/04/25: INSURANCE – TIPPER TRUCK.

The Chief Administrative Officer informed Management that the insurance for Tipper Truck Registration No. GRZ 466 DB was due.

The reminder was sent from Zambia State Insurance Corporation, General Insurance amounting to Fifty-Eight Thousand Five Hundred and Ninety Kwacha **(K58, 590.00).**

The report was noted

MMC/MGT/118/04/25: STAFF STATUS.

The Chief Administrative Officer reported for the information of Management that the Staff status for Mbala Municipal Council as at 25th March, 2025 was shown below;

S/N	DIVISION	FEMALES	MALES	TOTAL
1	DIVISION I	11	18	29
2	DIVISION II	07	18	25
3	DIVISION III	13	36	49
4	DIVISION IV	12	42	54
		43	**114**	**157**

Additionally, Two Hundred and Ninety-nine (299) officers have reported to the council from the devolved departments as at 25th March, 2025 in line with the devolution policy.

The report was noted

MMC/MGT/119/04/25: LABOUR DAY AWARD

The Chief Administrative Officer reported for the information of Management that 10 labour day receipts were nominated for the labour day awards scheduled to take place on 1st May 2025 at the District Administration as tabulated below;

S/N	NAME	POSITION	DEPARTMENT	INSTITUTION	CATEGORY
01	CHIPULU PAUL	CHIEF ADMINISTRATIVE OFFICER	HUMAN RESOURCE & ADMINISTRATION	MBALA MUNICIPAL COUNCIL	MOST DISCIPLINED AND HARD WORKING
02	CHRISTINA PHIRI	HEALTH INSPECTOR	PUBLIC HEALTH	MBALA MUNICIPAL COUNCIL	MOST DISCIPLINED AND HARDWORKNG
03	CHITI LOMBE	GROUP ACCOUNTANT	FINANCE	MBALA MUNICIPAL COUNCIL	MOST IMPROVED EMPLOYEE
04	ANDREW SICHILIMA	REVENUE COLLECTOR	FINANCE	MBALA MUNICIPAL COUNCIL	MOST DISCIPLINED

05	RICHARD KAJILO	DRIVER	HUMAN RESOURCE AND ADMINISTRATION	MBALA MUNICIPAL COUNCIL	MOST DISCIPLINED
06	KACHINGWE GIVERS	COUNCIL POLICE	HUMAN RESOURCE AND ADMINISTRATION	MBALA MUNICIPAL COUNCIL	MOST IMPROVED EMPLOYEE
07	MWEWA CHRISPIN	ASSISTANT CIVIL ENGINEER	ENGINEERING SERVICES	MBALA MUNICIPAL COUNCIL	HARDWORKING AND DEDICATED TO DUTY
08	CHARLES SIAME	SUB OFFICER(FIRE)	ENGINEERING SERVICES	MBALA MUNICIPAL COUNCIL	MOST DISCIPLINED OFFICER
09	JAMES MUTALE	ASSISTANT PLANNER	PLANNING	MBALA MUNICIPAL COUNCIL	MOST CONSISTENT EMPLOYEE
10	CHIRISTINE KALULU	ASSISTANT LIBRALIAN	HOUSING AND SOCIAL SERVICES	MBALA MUNICIPAL COUNCIL	MOST COMMITTED EMPLOYEE

MMC/MGT/120/04/25: STAFF TRANSFER

The Chief Administrative Officer informed Management that the Local Government Service Commission transferred Officers out of Mbala Municipal Council whereas the Director of Human Resource had been promoted and moved to chipangali Town Council as council Secretary and the Senior Legal Assistant was transferred to Lusaka City Council in the same capacity.

The report was noted

MMC/MGT/1121/04/25: INTRODUCTION OF STUDENTS FOR INDUSTRAL ATTACHMENTS

The Chief Administrative Office reported for the decision of Management that the department was in receipt of the request to do industrial attachment from Queensland College of excellence for two students studying a certificate in excavator operation with mbala Municipal council for a period of two (02) months. After deliberations it was **resolved** that the request to do industrial attachments be **approved.**

REPORT OF THE DIRECTOR DEVELOPMENT PLANNING

MMC/MGT/122/04/25: DELAYED BEACONING OF RIVERSIDE PLOTS DUE TO DELAY IN MATERIAL SUPPLY

The Director of Development Planning reported to management that the beaconing exercise of the riverside plots, initially planned to commence earlier that week. The delay had been caused by the supplier's late delivery of materials, which were only provided on Friday, 28th March 2025.

The beaconing process requires those materials for accurate and efficient completion. Unfortunately, the initial delivery timeline was not adhered to, leading to a disruption in our planned schedule. With the materials now on hand, the beaconing exercise was rescheduled to start on Wednesday, **2nd April 2025.The report was noted**. However there was a need to quicken the beckoning exercise.

MMC/MGT/123/04/25: REQUEST TO SURVEY MBALA DAY SECONDARY SCHOOL AND PREPARE A SITE PLAN

The Planning Department acknowledges receipt of a request to conduct a survey of Mbala Day Secondary School and to prepare a site plan for the parcel of land. The exercise aims to facilitate the issuance of a title for the land, in line with the government's directive to ensure that all public infrastructure was placed on title to secure public assets effectively.

The Director of Development Planning further requests that Mbala Day Secondary School provides all the necessary logistics to support that exercise, including transport, refreshments, and any other required resources to ensure the smooth and timely completion of the survey and site plan preparation. After deliberations and on the proposal by Mr Mpembamoto seconded by Dr Kabaso Jones it was **resolved** that a quotation be issued to Mbala day Secretary on the logistics needed to carry out the survey.

MMC/MGT/124/04/25: NOTIFICATION OF A SITE VERIFICATION VISIT OF LAND MEANT FOR THE CONSTRUCTION OF MENTAL HEALTH REHABILITATION HOSPITAL BY A TEAM OF DOCOTORS FROM LUSAKA CHAINAMA MENTAL REHABILITATION HOSPITAL

The Director of Development Planning reported for the information of management that a team from Lusaka would be visiting Mbala District next week on the day to be communicated later to conduct a site verification exercise for the land designated for the construction of the Mental Health Rehabilitation Hospital in Kawimbe.

The visit had been scheduled as part of the preliminary activities to ensure that all necessary site assessments and verifications were completed effectively. The exercise would help to ascertain the suitability of the identified land for the planned construction and ensure alignment with the project requirements.

The Lusaka team would collaborate with local stakeholders in Mbala District during the process. He therefore urged members of management to kindly support to facilitate smooth coordination and assist in any arrangements required to ensure the success of the exercise.

The report was noted

MMC/MGT/125/04/25: RATIIFICATION OF ADDITIONAL PLOTS AT RIVERSIDE.

The Director of Development Planning reported for the decision of Management to ratify additional plots that council allocated to the general public on the first come basis. The plots that were advertised were 48 residential plots and it was observed that on the ground that there were additional 20 residential plots and that they were all allocated. After deliberations and on the proposal by Mr Simpamba Solomon seconded by Kennedy Nsama it was RESOLVED THAT ratification of additional plots at river side be approved.

REPORT OF DIRECTOR PUBLIC HEALTH

MMC/MGT/126/04/25: PREVENTION OF COMMUNICABLE DISEASES

The Director of Public Health reported for the information of Management that Mbala Municipal Council, in collaboration with the Ministry of Health, had intensified disease preventive measures. Key initiatives included

- **Water Quality Monitoring:** The department had continued to monitor Chambeshi water supply and other private owned water source and about 6 samples from different water sources and locations were collected and taken to the food and drugs lab at Mbala general Hospital for biological analysis, waiting for results. (Water-points sampled included All-pass academy school, Chila primary school, Lucheche chambeshi water water source, old location residential water point, Luswepo primary school.)
- **Enhanced Inspections:** the department visited two residential premises that had their toilets filled up and were practicing open defection in old location. Warning and cation was given not forgetting Education on the importance of having a toilet at ones premise. 3 days was given for them to construct a toilet and a follow up will be done this week Tuesday 1 April 2025.
- **Improved Waste Management:** Daily garbage collection in markets and residential areas to mitigate potential sources of contamination.

Those measures were aimed at safeguarding Public Health and preventing further outbreaks.

The report was noted however the Town Clerk guided on the need to streamline functions with the devolved departments in the area of inspections.

MMC/MGT/127/04/25: PUBLIC HEALTH INSPECTION REPORT ON FOOD PREMISES

A summary of food premises inspections revealed the following key findings:

- **General cleanliness of Premises:** Several businesses maintained high hygiene standards, including valid medical certificates for food handlers.
- **Areas of Concern:** Some establishments still failed to meet the minimum public health standards, such as:
  - Sale of expired food products.
  - Lack of personal protective equipment (PPE) for food handlers.
  - Poor waste management and unclean premises.
- **Enforcement Actions Taken:** Business owners received formal warnings and were instructed to implement corrective measures, including providing PPE, ensuring proper sanitation, and undergoing medical examinations.

The Public Health Department would continue monitoring compliance and enforcing food safety regulations.

The report was noted

MMC/MGT/128/04/25: COMPLAINTS FROM THE GENERAL PUBLIC

- **Noise pollution** from Mbulu market

Action taken - the offenders had their speakers seized and were told to pay a penalty fee in accordance with SI NO 12 of 2018.

- **Air pollution** from makanta area.

  Officers visited the area and found that someone made a charcoal kiln. The offender was warned and cautioned and immediately told to put out the fire.
- **Discharge of waste water on open ground:** waste water from the inspection chambers discharged into the open ground thereby causing offensive smell and pollution.
- **Action taken**: The said individual was engaged and complied with the directive of disinfecting the affected area with chlorine and unblocking of his sewer pipe to allow waste to flow into the septic tanks.

The report was noted

MMC/MGT/132/03/25: INSPECTION OF SCHOOLS

Five schools were inspected to ascertain compliance with the Public Health Act Chapter 295 of the laws of Zambia

The following were the schools inspected and the defects found:

- Unkempt surrounding and dirty classrooms.
- Dirty toilets.
- Food handlers not medically examined.

The report was noted

MMC/MGT/133/03/25: OPERATIONAL CHALLENGES.

- Unpaid salaries for casual workers (January, Feb and March 2025). The Director of Finance was requested to facilitate payment of wages to contractual workers.
- Non-functional red tractor, limiting solid waste collection capacity.
- The refuse bay at the town market was waterlogged, leading to unsanitary conditions and improper waste disposal. The department was requesting to construct an elevated concrete

slab with seepage holes for drainage. Engineering department to work on the concerned area.

- The septic tank at the bus station was undersized, necessitating frequent emptying, which poses a sanitation risk. Engineering department yet to connect to chambeshi main sewer system.
- Wheelbarrows being used for garbage collection in markets were in poor condition. Four new wheelbarrows were procured.
- The high price of food handler's certification K300 being charge by the General Hospital. The Director of Public health was requested to engage Hospital Administration in that regard.

REPORT OF PROCUREMENT OFFICER

MMC/MGT/134/03/25: PROCUREMENT OF GOODS FOR COUNCIL OPERATIONS

The Procurement Officer reported for the information of Management that the section managed to raise orders and procured various goods and works as indicated below:

Name of Procurement	**Allocation**	**Quotations Received**	**Status**
Stationary for all committees	Operations	3	Done
Fuel for Council Operations	Operations	Running Contract with SGC	Done
Fuel for Fire Tender Emergency	Operations	Running Contract with SGC	Done
Food stuff for TVMI	Operations	1	Done
Zesco units for various council departments//blocks	Operations	1	Done
Refreshments for Human Resource Committee Meeting	Operations	1	Done
Lunch for Human Recourse meeting	Operations	3	Done
Refreshments for first Quarter DDC Meeting	Operations	3	Done
Beverages for Grasshopper Inn	Grasshopper	3	Done
Mbulu Market Water Units	Operations	1	Done

Purchase Bundles for the finance department	Operations	1	Done
Emptying of Soakaway at Bus station	Operations	3	Done
Cleaning Materials for Grasshopper Inn	Grasshopper	3	Done
Protective clothing for Revenue Collectors	Operations	1	Done
Cleaning materials for institutional cleanliness	Operations	3	Done
Refreshments for Ordinary Council Meeting	Operations	3	Done
Stationary for all Committees	Operations	3	Done
Basin tap for the men's rest room	Operations	3	Done
Electrical materials for the works yard	Operations	3	Done
Lunch for audit meeting	Operations	1	Done
Printing of fire certificates	Operations	1	Done
Master kit clutch plate for rescue tender	Operations	1	Done
Battery for 888CN	Operations	1	Done
Internet bundles for the town Clerks office	Operations	1	Done
Stationary for finance department	Operations	3	Done
Refreshments for the Town Clerk and Mayor's office	Operations	1	Done

The report was noted

MMC/MGT/135/03/25: PROCUREMENT OF GOODS UNDER CDF ALLOCATION AND SECTOR GRANT.

The Procurement Officer informed management that the section managed to raise orders and procured various goods/services such as:

Name of Procurement	**Allocation**	**Quotations Received**	**Status**
Lunch for district sports advisory committee	Sector Grant	1	Done
Stationary for Livestock and fisheries	Sector grant	3	Done
Fuel for livestock and fisheries	Sector grant	1	Done
Insurance cover for Livestock and fisheries	Sector grant	1	Done
Stationary for planning department	Sector Grant	1	Done

Pvc valve for livestock and fisheries	Sector grant	1	Done
Procurement of stationery for planning	CDF	1	Done
Refreshments for the main procurement committee	Cdf	1	Done

The report was noted

MMC/MGT/136/03/25: AWARDED CONTRACTS

The Procurement Officer reported for the information of Management that the following contracts were awarded under CDF projects:

- Supply of 10 unit's security Lights /**Falcon Industries Limited**
- Supply and installation of 4 flood lights the contract had been awarded to **Kuchimwenzi General Dealers.**

The report was noted

MMC/MGT/137/03/25: CONTRACTS TERMINATED

Management was informed that the following Contracts were terminated by the Mbala municipal council procurement Committee that sat on 13th March, 2025:

- Seafwe General Dealers – Supply and delivery of **300** double seater school desks.
- Nitila General Dealers– Supply and delivery of **300** double seater school desks.
- Hytech Agrovet General Company – Construction of a Maternity Annex at Kaka health post.

MMC/MGT/138/03/25: CONTRACTS EXTENDED

The Procurement Officer informed Management that the following Contracts were extended by the Mbala municipal council procurement Committee that sat on 13th March, 2025:

- Contraction of a 1x2 classroom block at **Itokoto Primary School** /Simsch Construction Company **2months** Extension due to weather
- Mechanized Water Reticulation system at **Chipoma Primary School** /Benrox Engineering Limited **2 months** Extension due to weather.

The report was noted

MMC/MGT/139/03/25: PENDING PROCUREMENTS AWAITING PAYMENTS

Management was informed that the following procurements were processed by the section and were awaiting payment and consideration by finance department. She further reminded Management that they consider

attending to some of the requests so that the quoted items the more price variation was affecting the section.

- Fire Extinguisher for Council Buildings
- Tyres for the Fire Rescue Truck
- Transportation of household goods for the legal and Housing Directors
- Fire uniforms
- 3 Newly Employed council police uniforms
- Audit and Procurement Laptops

After deliberations it was **RESOLVED THAT** Finance Department, Engineering and Chief Fire Officer should strategize and come up with ways to raise money for the pending procurements for fire brigade.

MMC/MGT/140/03/25: SECTIONAL CHALLENGES

- The Procurement Officer informed Management that one of the challenges the section was facing was on an off of the E-gP system /the system had been on and off making it very difficult to upload and manage tenders.
- Memo request without Purchase Requisition. All departments were reminded to be preparing purchase requisition orders as required by the law.
- Request coming late and on the actual meeting for example refreshments and stationary.
- Some Requisition not having the full required specifications and estimates of the procurement. All details were expected to be put up or filled up when preparing the Purchase requisition orders.

The report was noted

REPORT OF DEPARTMENT OF FISHERIES AND LIVESTOCK

Ministry of Fisheries and Livestock has four main technical departments namely; Veterinary services (DVS), Livestock Development (DLD), Fisheries (DoF) and Fisheries and Livestock Marketing Department. Management and support was the only administrative department.

MMC/MGT/141/03/25: MANAGEMENT AND SUPPORT

The District Fisheries and Livestock Coordinator reported for the information of management on the activities undertaken the period under review as indicated below,

- Prepared the audit of the year 2024
- Conducted departmental meetings weekly
- corrected Attachment letters for the Devolved departments
- Attend training in Field Epidemiology for Frontline Staff as a trainer
- Facilitation of payments for acquisition of goods and services

- Monitored and backstopping
- Participated in National events

S/N	AREA (CAMP)	ACTIVITY	TARGET	OUTPUT
01	All camps	Monitoring and backstopping	3/Camp	01
02	District	Audit-Auditor General- Kasama	2024-Audit preparation	2024- Audit preparation carried out
03	District	Audit-Auditor General - Kasama	2024- Audit responses-Kasama	2024- Audit responses preparation yet to present them in Kasama
4	District	Departmental management meetings	Once/week	Once/week
5	District	Facilitation of acquisition of goods and services	All	All
6	District	Facilitation of collection of corrected attachment letters-Kasama	All	All
7	Mazabuka	Attend field epidemiology training as a trainer	One	Postponed due to withdraw of USAID funding
8	District	Participate in National Events	Participate in Youth Day and Women's Day Celebrations	Participated in Youth Day and Women's Day Celebrations

The report was noted

MMC/MGT/142/03/25: VETERINARY SERVICES

Management was informed that the Department of Veterinary Services undertook the following activities during the period under review;

A. Disease control

The major activities carried out included; vaccinations of against Rabies and Newcastle Disease (NCD) and Tick-Borne Disease (TBD) prevention via dipping/spraying.

S/N	AREA	ACTIVITY	TARGET	OUTPUT

01	Central Camp	Rabies Vaccinations	126	108 (On going)
02	All camps	NCD Vaccination	10, 000	10, 080
03	All camps	TBD control through dipping/spraying	5, 400	4, 242 (On going)

B. Extension Services

Training was the major activity carried out under extension services;

S/N	AREA	ACTIVITY	TARGET	OUTPUT
01	All camps	Framer training programmes in disease control activities	900 (M 540 : F360)	973 (M 601: F 372)

C. Public Health and Disease Surveillance

Furthermore, the main activities conducted under public health and surveillance were; meat inspection and disease surveillance for Foot and Mouth Disease (FMD), Contagious Bovine Plueralpnuemonia (CBPP) and Rabies.

S/N	AREA	ACTIVITY	TARGET	OUTPUT
01	All camps	Meat Inspection	All presented carcasses	19
02	All Camps	FMD, CBPP and Rabies disease surveillance	All	All

D. Regulation and Control

Issuing of Stock Movement Permits and mounting of check points were carried out under regulation and control

S/N	AREA	ACTIVITY	TARGET	OUTPUT
01	All Camps	Stock Movement Permits Issued	All Presented Cases	16
02	Kasesya Camp	Check Point Mounting	3	8

E. Research and Diagnostic

Laboratory diagnosis of Tick Borne Diseases in cattle was carried out

S/N	AREA	ACTIVITY	TARGET	OUTPUT
01	All Camps	Percent of blood Samples Presented	30%	69%

The report was noted

MMC/MGT/143/03/25: LIVESTOCK DEVELOPMENT

The District Fisheries and Livestock coordinator reported to Management that the major activities implemented under Livestock department included extension service provision, farmer trainings in livestock production, nutrition, pasture management and Livestock restocking under **TRALARD.**

S/N	AREA	ACTIVITY	TARGET	OUTPUT
01	All camps	Farm visits	255 Farmers	213 Farmers
02	All camps	Farmer trainings (Promotion of Market days)	120 Farmers	98 Farmers
03	All camps	Farmer trainings (Livestock production, nutrition and pasture management)	140 Farmers	118 Farmers
4	All camps	Distribution of pasture seeds for rangelands and establishment of pasture nurseries.	All camps	All camps
5	Kawimbe, Central	Restocking of poultry (Improved village chickens)	All	567
6	All camps	Monitoring of farmer beneficiary groups.	14 Farmers	14 Farmers
7	Kaseshya, Kawimbe, Mwamba, Kaka and Kakungu.	Monitoring of Livestock Infrastructure	5	5

The report was noted

MMC/MGT/144/03/25: FISHERIES

Management was informed that under the department of Fisheries the following activities were conducted, fish pond construction and management, brood stock collection and distribution.

S/N	AREA (CAMP)	ACTIVITY	TARGET	OUTPUT
01	Central	Pond construction	3	Three ponds under construction
02	Central	Brood stock stocking	All	Stocked 24 males and 44 females
03	Kawimbe	Follow up on pond management	5	4 (Farmers are using local feed to feed the fish and cattle manure)
04	Central	Farmer Extension Follow-up Visits	65	60
05	Central, Kaka	Sensitization meeting in good aquaculture practices	1	1

The report was noted

MMC/MGT/145/03/25: FISHERIES AND LIVESTOCK MARKETING DEVELOPMENT

Activities conducted under Department of Fisheries and Livestock Marketing included; Market data collection, inspection of Livestock and Fisheries Market Infrastructure, Monitoring of TRALARD beneficiary livestock groups and dissemination of Marketing Grant Application forms to Farmer Cooperatives in Mbala (ZATP II).

S/N	AREA	ACTIVITY	TARGET	OUTPUT
01	Central (Mbala CBD and Old Location market)	Market data collection, collation, analysis and dissemination	Monthly Fish and Livestock bulletins consolidated	Monthly Fish and Livestock bulletins consolidated and disseminated.
02	Central	Inspection of market infrastructure	3 inspections of marketing infrastructure undertaken	3 inspection rounds were undertaken at the milk processing centre.

03	All the camps	Monitoring of TRALARD beneficiary livestock groups	14 beneficiary livestock groups monitored	14 beneficiary livestock groups were monitored
04	Central	Dissemination of Marketing Grant Application form to Farmer Cooperatives in Mbala (ZATP II)	Marketing Grant Application form disseminated to 5 Livestock Cooperatives	3 Livestock Cooperatives were reached.

The report was noted

REPORT OF THE DIRECTOR OF FINANCE

MMC/MGT/146/03/25: STATUS ON THE EXECUTION OF WARRANTS OF DISTRESS BY THE BAILIFFS

The Director of Finance reported for the information of Management that on 7th January 2025, the Council issued warrants of distress on commercial property rates defaulters for execution by the Bailiffs. The total value of issued warrants amount **K3,258,219.78** comprising interest and legal costs amounting to **K326,494.04** and **K6,748.80,** respectively.

An interview with the Bailiffs indicated that they had been in the field executing the warrants for two (2) weeks being last week of February 2025 and first week of March 2025 and only managed to touch on fourteen (14) commercial property owners. However, they would be able to inform the Council on what had been collected so far in few days from now.

The exercise was put on hold by the Undersheriffs who wanted to include an officer from the Kasama Office on the team of bailiffs. However, due to the delays in having that done, the team would resume the exercise by Wednesday. After deliberation it was RESOLVED THAT the Director of Finance should give a detailed report in the next Management meeting regarding the execution of warrant of Distress by Bailiff.

MMC/MGT/147/03/25: COUNCIL INDEBTEDNESS AS AT 28TH FEBRUARY 2025

Management was informed by the Director of Finance that as at 28th February 2025, the Council owed statutory bodies, suppliers of goods and services and its employees (both retired and those still serving) to a tune of K41, 740,804.77 as tabulated below:

After deliberations it was **RESOLVED THAT** enhancement on revenue collection and all departments should get involved.

MMC/MGT/148/03/25: PERFORMANCE OF THE SECTOR GRANT ACCOUNT AS AT 28TH MARCH 2025

The Director of Finance highlighted on how the sector grant account faired the period under review as shown below.

S/No	Sector	Opening Balance as at 01/01/2025	Funding	Local Revenue	Total	Expenditure	Closing Balance as at 28/03/2025
1	Health Services	515,851.78	451,669.20		967,520.98	867,319.02	100,201.96
2	Motor Vehicle Licensing	-33,573.75	-		-33,573.75	128,330.79	-161,904.54
3	Fisheries and Livestock Services	80,308.24	121,540.10	2,804.00	204,652.34	132,294.80	72,357.54
4	Community Sports	104,131.20	64,277.20		168,408.40	66,048.00	102,360.40
5	District Archives	25,794.67	-		25,794.67	-	25,794.67
6	Cultural Services	4,512.06	7,353.46		11,865.52	2,220.00	9,645.52
7	Agricultural Services				-		-
8	Community Development				-		-
9	Social Welfare Services				-		-
	Total	**697,024.20**	**644,839.96**	**2,804.00**	**1,344,668.16**	**1,196,212.61**	**148,455.55**

The report was noted

MMC/MGT/149/03/25: LIQUIDITY POSITION FOR THE PERIOD FROM 10TH MARCH 2025 31ST MARCH 2025.

The Director of Finance reported for the information of Management that during the period under review the Council generated revenue from different sources of revenue amounting to **K354, 728.00** and at that time

there was an opening balance of **K52, 312.27** thereby giving the total figure of **K407, 040.27**. Nonetheless, the Council incurred expenditure amounting to **K361, 082.75**.

The report was noted

REPORT OF THE DISTRICT HEALTH DRECTOR

MMC/MGT/150/03/25: USAID PARTIAL LIFTING OF FUNDING SUSPENSION

The District Health Director reported for the information of Management that following the suspension of USAID funding world-wide in January, 2025, there had been a partial lifting of the suspension on some aspects of funding in the Ministry of health. Mbala district initially hosted 4 USAID supported organizations; Right to Care, TB-Lon, MOMENTUM and ECAP 1, with some of the health services being delivered under programme areas such as VMMC, TB and HIV sample courier, as well as HIV counselling in the district. The lifting of the suspension had seen the return of 2 of the 4 organizations; Right to Care and TB-Lon. That was a welcome development as it would improve the aforementioned services which had been affected.

The report was noted

MMC/MGT/151/03/25: NEW HEALTH WORKERS RECEIVED

Management was informed that the district received 22 new health workers from the recent nationwide recruitment of 4,000 health workers. Those were of different cadres; Nurses, Midwives, Clinical Officers, Environmental Health Technologists (EHT) and Community Health Assistants (CHA). They have since been allocated where to go, and deployed to those places.

The report was noted

MMC/MGT/152/03/25: SUSPECTED MONKEY POX AND ANTHRAX

Management was informed that the district reported 1 suspected M-Pox case as well as 2 suspected Anthrax cases involving a mother and a 1 and half year-old baby. Both cases came out negative after laboratory culture test. The elderly anthrax suspect was also diagnosed with Malaria. They had all been responding well to treatment.

The report was noted

MMC/MGT/153/03/25: HUMAN RESOURCE NEW STAFF INDUCTION

The district conducted an induction of staff that were newly recruited in a 3-day meeting held from March 3-5, 2025. The staff were oriented in all the major programmes of the district such as HR conditions of service and disciplinary code, Planning, Financial Management, Information, Clinical, Nursing, MCH, Public Health, Pharmacy, among others. The district

received 22 new health workers, who have since been sent to their respective health facilities to report and commence work.

The report was noted

REPORT OF THE DIRECTOR OF ENGINEERNG SERVICES

MMC/MGT/154/03/25: ROADS SECTION

The Civil Engineer reported for the decision of Management that, The Engineering Department had been working on the roads within the district and the status to date was as tabulated below:

S/N	DESCRIPTION	METHOD OF EXECUTION	PROJECT COST (ZMW)	SPENT TO DATE (ZMW)	STATUS
1	Patched potholes	Done by MMC as False account Project	52 drums of bitumen 60tns of crashed stones 300 bags of cement	TBA	17.8m^2 out 28m^2 successfully patched (pep area, ucz road and TVMI). A review of the ledger shows that funds amounting to **ZMW 421,000** have been borrowed. That had caused the works to slow down as the crushed stones and fuel have depleted.
2	Drainage maintenance	Tanganyika land cooperation	Performance based contract	K 26,040.00 Awaiting payment	The contractor started working (Mpulungu junction, corner bar, general hospital, and town). The contractor had however, stated that he was unable to continue with the work due to financial constraints. To that effect, the department recommended that works continue using a cash for work method or engage correctional services.

After deliberations it was RESOLVED THAT

(i) 20 casuals be engaged to work on the drainages and do vegetation control within the District.

MMC/MGT/155/03/25: UPDATE ON THE STATUS OF COMMUNITY PROJECTS

The Civil engineer reported for the information of Management on the status of community projects and progress made as indicated below.

S/N	ITEM/PROJECT	CONTRACT AMOUNT	STATUS	REMARKS
	2022 CDF			
01	CHISAFWA PRIMARY SCHOOL 1X2 CRB AND ABLUTION BLOCK	K 819,554.12	0%	Contract had been awarded to a new contractor and awaiting contract signing and mobilisation
02	KAKUNGU SECONDARY SCHOOL 1X4 CRB	K598,203.6	100%	The project had been completed and ready to be handed over to the user Department.
	2023 CDF			
01	KAKA HEALTH POST MATERNITY ANNEX	K882,543.45	45%	The contract had been terminated and was submitted to the CDF committee for additional funding.
02	MWAMBEZI CHILINO PRIMARY SCHOOL 1X2 CRB	K450,000.00	30%	The contract had been terminated and was submitted to the CDFC for consideration of additional funds.
03	CONSTRUCTION OF CHIPOKA-CHISAFWA ROAD	K 402,250.00	0%	Allocation of fuel was added to the project and would commence after the rainy season and once funds are received.
04	UNINGI HEALTH POST WATER RETICULATION SYSTEM	K 319,869.68	70%	The contractor had requested for an extension of the contract duration and was awarded.

05	KAKA HEALTH POST WATER RETICULATION SYSTEM	K 319,869.68	30%	The contractor had requested for an extension of the contract duration and was awarded.
06	Rehabilitation of 4.6Km for Chulungoma Road	k197,000.00	50%	Dumping of gravel, spreading and compacting were the works being carried out but slow due to rains.
	2024 CDF			
01	KAWIMBE PRIMARY 1X2 CRB BLOWN OFF ROOF	K186,687.50	Terminated	The contract had been terminated and was submitted to the CDFC for consideration of additional funds.
02	ITOKOTO PRIMARY SCHOOL 1X2CRB	K851,884.02	70%	Works were still ongoing and expected to be handed over within the next month. The contract due date had been extended.
03	KAWIMBE SECONDARY SCHOOL WATER BOURNE ABLUTION AND MECHANIZED WATER RETICULATION SYSTEM	k1,058,557.10	50%	Works were still ongoing and expected to be handed over to the user department as the had a few works remaining on the building and drilling of a borehole. Contract due date had been extended to 7th may 2025.
04	MBULU MODERN MARKET SHELTER	TBA	Awaiting for approval from the PLGO	Was sent back to the CDF committee for additional funding after the change of the scope of work and awaiting approval from the provincial local government office.
05	SUPPLY AND DELIVARY OF 4700 DESKS	k7,540,000.00	100%	4700 desks have been delivered
06	REHABILITATION OF 13KM KAWIMBE-ITOKOTO ROAD	k1,600,081.45	25%	Implementation of the project had started
07	ELECTRIFICATION OF YOUTH SKILLS CENTER	k55,690.00	100%	The project had been completed and ready to be handed over to the user department.
08	PURCHASE AND DELIVERY OF A TLB	K2,470,800.00	100%	The piece of equipment had been delivered, was in perfect working condition and under warranty period.
09	SUPPLY, DELIVERY, AND INSTALLTION OF FLOOD LIGHTS	K314,900.00	0%	Contract had been awarded to a new contractor and awaiting contract signing and mobilisation

10	MECHANIZATION OF A BOREHOLE AT CHIPOMA PRIMARY SCHOOL	k312,756.00	0%	The contractor had requested for an extension of the contract period due to unforeseen challenges.
11	MAINTENANCE OF ALLAN NCHELEM ROAD STREETLIGHTS	k55,000.00	0%	Under procurement processes.

The Report was noted

MMC/MGT/156/03/25: RECOMMENDATION FOR LEGAL ACTION

The Civil Engineer reported for the information of Management that following the Constituency Development Fund Committee (CDFC) Meeting held on 12th February 2025, the CDF committee resolved not to top up funds for CDF projects whose contracts have been terminated. That was due to the fact that the Council had not recovered any money from the contractors as provided for in the signed contracts. The committee further resolved that; such addition of funds would be considered after recovery was done. However, the effect of that decision was that all such projects would not be completed as the funds were not sufficient. To that effect, he further reported to the committee that the department had recommended that legal action was taken against the contracts that have been terminated under community projects. The projects and contractors that need such legal action were as tabulated below:

S/N	DETAILS	PAID TO DATE	PROPOSED RECOVERY
01	Mwambezi chilino community school Brigs Business Enterprise Limited P.O. Box 410, Kasama The contract has been terminated.	k143,807.8	K81,000.00
02	Kaka maternity annex Hytech Agrovet P.O. Box 42000073, Mbala The contractor was written to and no response from the contractor. The project has been terminated.	k 294,392.77	K227,647.11
03	Seafwe General Dealers Delivery of desks	K101,250.00	K101,250.00
04	Nitila General Dears Delivery of desks	K0.00	K0.00

After deliberations it was **Resolved** that Procurement Officer, Engineering Department, Finance and Legal services departments should meet after Plans Committee meeting to look at the grounds of appeal and prepare appropriate action.

MMC/MGT/157/03/25: FIRE SECTION

The Civil Engineer reported for the information of Management that the Fire Brigade was in a serious crisis in terms of building maintenance, Uniforms, and Motor Vehicles. That was mostly due to the failure to adhere to the instruction given to all Local Authorities in a letter dated 18th June, 2018 and 18th November, 2022 and now emphasized in another letter dated 28th February, 2025, which was speaking to remitting 50% of the Fire certification fees to a fire account and funds be used to meet the challenges faced by the officers. The department was therefore recommending that the instruction of the letter was followed. After deliberations Finance Department was requested to be consistently remitting 50% to the fire account.

MMC/MGT/158/03/25: UPGRADES OF 04 WATER POINTS TO MECHANISATION

The Civil Engineer informed Management that world vision was currently conducting assessment in some selected schools in order for them to choose which four schools' boreholes would be upgraded to mechanized water schemes. The following were the schools picked.

1. Ndundundu Primary School - Passed the test and will be mechanised
2. Landula Primary School - Passed the test and will be mechanised
3. Mulefu Primary School - Yet to undergo Pump testing
4. Kakozya primary School - Yet to undergo Pump testing
5. Lumi Primary School - Failed the test
6. Chilambwe Primary School - Failed the test
7. Musende Primary School - Failed the test
8. Itokoto Primary School - Failed on the basis low enrolment

The report was noted

REPORT OF THE DIRECTOR OF LEGAL SERVICES

MMC/MGT/159/03/25: PROCUREMENT OF OFFICE FURNITURE AND EQUIPMENT

The Senior Legal Assistant reported for the consideration of Management on the urgent items needed by the Department as indicated below;

- Chair
- Laptop
- Office table

- Printer that is able to copy and scan
- 1000 paper folders

The request was forwarded to Finance for consideration upon the availability of funds

MMC/MGT/160/03/25: LAND AUDIT

The Legal Department in conjunction with Planning Department were conducting a Land Audit in the District to ensure compliance levels by Land Owners, thereafter undeveloped plots would be advertised for repossession as resolved in the Council meeting.

The Report was noted

CLOSING REMARKS

The Town Clerk thanked Members of Management for endurance and urged them to work on Management **RESOLUTONS** as quickly as possible. She further reminded them to hold departmental meetings in their respective departments. She further guided that Finance standing committee would be held on Wednesday 9th April2025 whereas ordinary Council meeting would be held on the 14th April2025.

There being no further business to transact the meeting was declared closed at 18:34 hours with the closing prayer from Mr. Winza Simbaya.

Chairperson …….. Secretary……..

Date …….Date…….

Signature…….Signature……

MBALA MUNICIPAL COUNCIL

MINUTES OF MANAGEMENT MEETING HELD IN THE COUNCIL CHAMBER ON 20TH AUGUST, 2024 at 09:44 HOURS.

MEMBERS PRESENT

Laura Yumba Munkaknta	-	Town Clerk
Clive Matengu	-	District Agriculture Coordinator
Kasonkomona Winstone	-	Director of Housing and Social Services
Jeremiah Nguni	-	Director of Finance
Mwewa Libweshya	-	Director of Development Planning
Shinga Maramwidze	-	Director of Public Health
Faustina Manjombi	-	Director of Human Resource & Administration
Dr. Fredrick Chimanga	-	District Health Director
Godfridah M Mofya	-	Procurement Officer
Simpamba Solomon	-	Civil Engineer
Banda Goodson	-	Civil Engineer
Chishimba Januarius	-	Quantity Surveyor
Kapepo Joseph	-	District Education Standard Officer
Daisy Kabwe	-	Social Economic Planner
Kangwa Kampinda	-	Water Sanitation Coordinator
Felistus Bwalya Mulenga	-	Valuation Officer
Winza Simbaya	-	District Planning Officer
Bertha Kumwenda	-	Senior Legal Assistant
Chiti Lombe	-	Group Accountant
Natasha Namukoko	-	Town Planner
Siwilanji Siziya	-	Social Economic Planner
Mulasu Brian	-	Livestock Officer

Mpembamoto Mpazi - Chief Community Development Officer

Chrisford Siwila - Chief Accountant

The meeting was called to order at 09:44 Hours with a prayer offered by Godfridah Musonda

AGENDA

- Opening prayer
- Introductions
- Opening remarks – Town Clerk
- Correction and confirmation of previous minutes
- Action taken report
- Presentation of Departmental reports
- Closing remarks/prayer

OPENING REMARKS

The Chairperson welcomed members of Management and urged them to make good decisions that would benefit the District. Hence improved service delivery was highly expected from everyone in order to serve the Community of Mbala as required.

She also talked about the revision of the Departmental and Institutional work plans therefore the Finance Department shall be the first one to be reviewed then other Departments would follow thereafter. Further Individual work plans should be formulated hence supervisors should ensure that each employee had an individual work plan.

The Chairperson further informed Management that she attended the Institute of Local Government Association of Zambia (ILGAZ) Annual Conference in Lusaka together with the Chief Administrative Officer. One of the issues discussed was the actualization of decentralization and devolution. Therefore, she urged the devolved Departments to continue coming for Management and Committee meetings and those Departments fully devolved should start formally using the Council logo. Further duo reporting system being to the District Commissioner and Office of the Town Clerk should continue at the moment until timely guidance from Cabinet office was communicated.

She also talked about working as a team, effective communication be enhanced and the need to consult each other when faced with challenges.

MMC/MGT/190/08/20 - CORRECTION AND CONFIRMATION OF THE MANAGEMENT MEETING MINUTES – 24/06/2024

On the proposal by Mr. Kangwa Kampinda, seconded by Mr. Kasonkomona Winstone it was RESOLVED that the Minutes for Management meeting held on the 24th June, 2024 (MMC/MGT/152/24 - MMC/MGT/190/24) be Confirmed as a true and correct record of the proceedings with amendements.

MATTERS ARISING FROM THE PREVIOUS MINUTES - 24TH JUNE, 2024

MMC/MGT/191/08/24: (i) CREDITORS POSITION AS AT 31ST MARCH, 2024

Arising from the report of the Director of Finance under Minute number MMC/MGT/153/06/24 the Director of Finance reported to Management

that Council owed statutory Institutions, staff creditor's contributions to Union bodies, remittances to funeral and medical schemes, supplies of goods and services, Zambia State Insurance Corporation, Zampost to a tune of K31, 791.36 in terms of principle amounts for the period under review. After deliberations it was Resolved;

That the Director of Finance should set up targets on revenue collection points in all Council jurisdictions and give a report on the progress made in the next Management meeting.

(ii) **NON REMITTANCE OF NAPSA FOR CONTRACTUAL WORKERS**

Arising from the report of the Director of Finance on non-remittance of NAPSA for contractual workers, the Director of Finance reported to Management that, the Council was up-to-date in terms of submitting returns but not remittance of the funds.

After deliberations it was resolved that,

(i) The Director of Finance should update Management on how much Council owes NAPSA for contractual workers.

(ii) To come up with a payment plan on how to remit the monies to

NAPSA.

(iii) **RELOCATION OF THE TAP AT MBULU MARKET**

Arising from the Report of the Director of Public Health under minute number MMC/MGT/153/06/24 - wherein the Director of Public Health reported to Management that there was a need to relocate a tap at Mbulu Market to an appropriate site within the Market.

After deliberations it was RESOLVED THAT Engineering Department should action and give an update in the next Management meeting.

(iv) **PAYMENT PLAN FOR INSURANCE COVERS FOR MOTOR VEHICLES**

Arising from the report of the Director of Human Resource and Administration under Minute No .MMC/MGT/160/06/24 on the payment

plan for insurance cover and in a quest to insure Institutional fleet and machinery as most of the vehicles were not insured which was a risk on the part of the Council.

After deliberations on the matter it was Resolved that Finance Department should come up with a payment plan and give an update in the next Management meeting.

(v) **STATUS ON TOWN MARKET AND BUS STATION SEPTIC TANKS**

Arising from the report of the Director of Public Health under minute Number MMC/MGT/173/06/24 wherein she informed Management that Public Health Department observed with concern that the capacity in terms of size of the Town Center and bus station septic tanks were too small to service the market and Bus station population looking at the number of times the septic tanks were being emptied in a year. It was for that reason the Department suggested redesigning of the septic tanks and soak away by Engineering Department or have the waste water system connected to Chambeshi Sewerage system.

After deliberations it was resolved that Engineering Department should study the concerns raised and conduct an assessment and give an update in the next Management meeting.

(vi) **TOWN MARKET REFUSE BAY**

Arising from the report of the Director of Public Health under minute Number MMC/MGT/174/06/24 wherein she reported to Management that the refuse bay had it frontage water-logged forcing the users to dump refuse far from the refuse bay. After deliberations it was resolved that Engineering Department should action and update Management on the progress made.

(vii) **MAKE ZAMBIA CLEAN ACTIVITIES**

Arising from the report of the Director of Public Health under minute number MMC/MGT/182/06/24 wherein she reported to Management that Council had continued to undertake Keep Zambia clean, green and health activities every Friday of the week from 07:00hours to 09:00hours. Reports have been compiled on weekly and monthly basis and submitted to Ministry of Local Government and Rural Development through the office of the Town Clerk.

She further reported that the some Council Management Officers had stopped to participate in Keep Zambia Clean activities which had led unionized workers to feel like activities was targeted at them.

After deliberations it was resolved that everyone should be taking part in the cleaning exercise and the devolved Departments should be brought on board and start taking part fully and that roll call be conducted in that regard.

REPORT OF THE DISTRICT EDUCATION BOARD SECRETARY

MMC/MGT/192/08/24: ZAMBIA EDUCATION ENHANCEMENT PROJECT

The District Education Standard Officer (DESO) reported for the information of Management that on 19th July, 2024 Officials from the Province and District Administration attended the validation meeting for the new ZEEP site at Chiungu primary school. The entourage comprised of Mr Nawa Mulambwa ,Provincial Education Officer, Mrs Simfukwe ZEEP project Coordinator ,Mr Haide Haaguta ZEEP project ICT specialist ,Mrs Gift Mushili Provincial Engineer , Mr Choota Architercure ZEEP, Mr Franshi Kennedy Senior Planning Officer , Mr Eric Kuluza Senior Buildings Officer , Mr Davies Mulenga Mbala District infrastructure officer .Mr Wilfred Chilala District Education Board Secretary and Mr Bupe Musonda Planning officer Mbala DEBs office . The objective of the meeting was as follows

- Ascertain the availability of the land of the new ZEEP site at Nsizye and commitment of the community.
- Inspect the suitability of land and extent for the proposed works.
- Interact with the community to ascertain the level of commitment.

THE REPORT WAS NOTED

MMC/MGT/193/08/24: REFORMED OPEN FOR COMMUNITY SCHOOLS -ROCS

The District Education Standard Officer reported to management that the Provincial ROCs team and the Education Standards officer for Open and Distance learning visited 24 schools to check on the progress of ECE shelters. The field visit was conducted from 7th July to 10th July 2024. The objectives of the visit was as follows

- Scaling up access to age appropriate in Early Learning Education
- Enhance competency of ECE and grade 1 teachers.
- Establish processes of joints responsibilities for early leaners to carry out inspection of schools and teachers to ensure that quality learning and teaching is taking place.

THE REPORT WAS NOTED

MMC/MGT/194/08/24: **GLOBAL FUND**

The District Education Standard Officer reported to Management that the Ministry of Education with support from Global Funds was spearheading formation of clubs in schools in with the following objectives:

- Delivering condensed Comprehensive Sexuality Education;

Providing support for alternative learning to learners who cannot access CSE information through subjects that integrate CSE topics; and

S/N	SCHOOL
1	CHALELE PRIMARY SCHOOL
2	CHISENGA PRIMARY SCHOOL
3	CHIYUNGU PRIMARY SCHOOL
4	ISANYA PRIMARY SCHOOL
5	KAMUZWAZI SECONDARY
6	KAZIWE PRIMARY SCHOOL
7	LUCHECHE SECONDARY
8	LUMI PRIMARY SCHOOL
9	MASAMBA PRIMARY SCHOOL
10	MBALA BOARDING SECONDARY SCH
11	MFWAMBO PRIMARY SCHOOL
12	MULEFU PRIMARY SCHOOL
13	MUSOMBIZI DAY SECONDARY SCHOOL
14	MWAMBA DAY SEC SCHOOL
15	MWENDA PRIMARY SCHOOL
16	ZOMBE SECONDARY

- Providing alternative mode of learning to learners through their peers and sharing experiences that influence life changing positive decision making.

On 2nd August 2024 the following selected schools received 16 projectors and 16 tablets to equip clubs with ICT materials to enhance the teaching and the learning process.

In addition Global fund had been constructing a weekly boarding facility at Kawama secondary the school was provided with 48 mattresses for the weekly boarders.

THE REPORT WAS NOTED

MMC/MGT/195/08/24: GRADE 9 EXTERNAL AND GENERAL CERTIFICATE EXAMINATIONS

The District Education Standard Officer reported to Management that the grade nine external examinations in all the 17 centres and the GCE examinations in two centres Lucheche secondary and Mbala Boarding secondary was conducted in a malpractice free atmosphere.

THE REPORT WAS NOTED

MMC/MGT/196/08/24: JUNIOR ENGINEERING, TECHNICIAN AND SCIENTISTS-JETS

The District Education Standard Officer reported to Management that Mbala District ,participated in inter District competition in JETS where 7 participants were selected to participate in the national competition to be held from 11th to 17th August 2024 in Lusaka.

Of the selected participants the following was the break down

- 1 Leaner from Little Poland Academy school
- 1 Leaner from Mbala Boarding secondary
- 1 Leaner from Chila Deaf Primary school
- 4Leaners from St Marys College of Education

The District scoped 3rd position behind Mungwi and Kasama

THE REPORT WAS NOTED

MMC/MGT/197/ 08/24: CATCH UP MIDLINE ASSESSMENT

The District Education Standard Officer reported to Management that the Provincial Catch Up midline assessment review was conducted at Mbala View Lodge.

The following were highlighted during the review.

- There was still a higher percentage of non-readers in the district – (5958 leaners) out of 11543 leaners who were tested were unable to read that translated into 52% of non-readers.
- Over 1558 parents (male=850, female=708) where reached as part of parental engagement program.
- The goal of the district was to be the best performing district in catch. The district had a goal to attain a minimum of 70% in both Literacy and Numeracy by end of 2024 of learners who could read and perform operations (subtract) respectively.

THE REPORT WAS NOTED

REPORT OF THE DIRECTOR ENGINEERING SERVICES

MMC/MGT/198/08/24: UPDATE ON THE STATUS OF COMMUNITY PROJECTS

The Civil Engineer gave an update on the Status of all community projects under Constituency Development Funds and council operations projects to Management as tabulated below;

S/N	ITEM/ PROJECT	CONTRACT AMOUNT	STATUS	GALLERY	REMARKS

O1	UNINGI WATER BOURNE ABLUTION BLOCK	K350,000.00	98%		Remaining ramp, toilet pan covers, squat pan cisterns and clearing of the site.
02	KAKA HEALTH POST MATERNITY ANNEX	K900,000.00	45%		Contractor has abandoned the site. A verbal warning has been issued to make the contractor speed up the works.
03	MWAMBEZI CHILINO PRIMARY SCHOOL 1X2 CRB	K450,000.00	30%		Contractor had abandoned the site. The project was recommended for termination and additional funds.
04	KAKOZYA PRIMARY SCHOOL 1X3 CRB	K333,681.45	90%		Remaining, painting, shelves and pinboard to completion.

05	CHISENGA PRIMARY SCHOOL 1X2CRB	K351,631.00	98%		Remaining shelves, facial board to be funded from contingency and pin board to completion
06	CHISENGA HEALTH POST STUFF HOUSE	K550,000.00	80%		Only painting and glazing was remaining to completion
07	REHABILITATION OF 3KM CAIRO ROAD	K216,730.00	95%		Remaining humps and water drainages /water crossing points.
08	REHABILITATION OF 400M LUNGU AVENUE	K120,440.00	75%		Remaining spreading, compacting and
09	REHABILITATION OF 4.6KM CHULUNGOMA ROAD	K197,000.00	30%		Awaiting for repair of Front-end loader to commence the works as there was no other means of loading gravel at the moment.
10	OPENNING UP OF 9KM TOWNSHIP ROADS (LAND DEVELOPMENT FUND)	K2,534,335.00	100%		Works had been completed.
11	SUPPLY OF 4200 DESKS	K5,046,147.55	55%		2000 plus desks had been delivered and flagged off.

12	UNINGI HEALTH POST WATER RETICULATION SYSTEM	K250,000.00	30%		Drilling, casing and flashing had been done remaining civil works (installation of a water tank, solar, water pump).
13	KAKA HEALTH POST WATER RETICULATION SYSTEM	K250,000.00	0%		The contractor had not yet mobilised.
2024 community projects					
01	KAWIMBE PRIMARY 1X2 CRB BLOWN OFF ROOF	K186,687.50	On halt		Recommended for termination and resubmitted to CDFC for additional funding.
02	ITOKOTO PRIMARY SCHOOL 1X2CRB	TBA	Procurement		Tender running on e-gp.
03	KAWIMBE SECONDARY SCHOOL WATER BOURNE ABLUTION AND MECHANIZED WATER RETICULATION SYSTEM	TBA	Procurement		Tender running on e-gp.
04	MBULU MODERN MARKET SHELTER	TBA	Procurement		Tender running on e-gp.
05	SUPPLY AND DELIVARY OF 5000 DESKS	TBA	Procurement		Awarding of contracts.
06	REHABILITATION OF 13KM KAWIMBE-ITOKOTO ROAD	TBA			To be resubmitted to CDFC for additional funding.

07	ELECTRIFICATION OF YOUTH SKILLS CENTER	TBA	25%		Submitted application to ZESCO and waiting for the quotation.
08	PURCHASE AND DELIVERY OF A TLB	TBA	Procurement		Tender has been closed on e-gp and awaiting evaluation and award.
09	REHABILITATION OF GRASSHOPPER INN	TBA			The bill of quantities had been prepared and would be requested.
10	SUPPLY, DELIVERY, INSTALLTION AND OF FLOOD LIGHTS	TBA	procurement		Submitted to procurement.
11	MECHANIZATION OF A BOREHOLE AT CHIPOMA PRIMARY SCHOOL	TBA	Procurement		Submitted to procurement.
12	MAINTENANCE OF ALLANNCHELEM ROAD STREETLIGHTS	TBA	Procurement		Submitted to procurement.
13	KAWIMBE HEALTH POST BLOWN OFF ROOF -STUFF HOUSES		98%		The project was in its final stages and would be handed over to Ministry of health soon.
2022					

01	KAKUNGU SECONDARY SCHOOL 1X4 CRB		98%		The project was in its final stages and would be handed over to education soon.
02	CHILAMBWE PRIMARY SCHOOL 1X2 CRB		To be resolved in CDFC		The project was completed and was being used. However, the contractor demanded for more funds which were not part of the contract to be paid. A report had been done and awaiting Management consideration.

The report was noted

MMC/MGT/199/08/24: PROPOSAL FOR CDFC MEETING - CONSIDERATION

The Civil Engineer reported for the decision of Management that following the advertisement of the 2025 CDF allocation to the community while the Local Authority was still having unutilized funds from the 2024 bursary component, he recommended to Management that the following projects should be reported to the CDFC for consideration and funding:

S/N	PROJECT	ENGINEERS ESTIMATE(ZMW)
1	ADDITION OF FUNDS FOR ITOKOTO ROAD	1,229,551.14
2	ADDITION OF FUNDS FOR KAWIMBE 1X2 CRB	1,029,853.80
3	ADDITION OF FUNDS FOR MWAMBEZI CHILINO 1X3CRB	903,009.48
	SUBTOTAL CONSTRUCTION PROJECTS	3,162,414.42
REFURBISHMENT OF EQUIPMENT AND VEHICLES		
4	CAT GRADER 135H	1,520,000.00
5	CAT FRONT-END LOADER	350,000.00
6	INTERNATIONAL TIPPER TRUCK	320,000.00
7	LAND CRUISER (PACKED AT THE WORKS YARD)	250,000.00
	SUBTOTAL REFURBISHMENT OF EQUIPMENT AND VEHICLES	2,440,000.00

	TOTAL	5,602,414.42

After deliberations it was **resolved** to recommend that,

(i) Addition of funds for Itokoto road, Kawimbe 1x2 CRB and Mwambezi chilino 1x 3CRB be reported to CDFC for consideration and that a detailed report on the additional funds to be presented to CDFC be concluded by end of August, 2024.

(ii) Refurbishment of equipment and repair of the Land cruiser parked at the works yard be approved and reported to CDFC for consideration.

(iii) Equipment that were not repairable should be disposed off hence authority should be sought from the Ministry to have them auctioned**.**

MMC/MGT/200/08/24 - 2025 CDF PROJECT PROPOSAL

The Civil Engineer reported for the decision of Management that Mbala Municipal Council had a fully-fledged Fire Brigade and officers work on 24-hour shifts which was a requirement as they carry out their duties. Management was further informed that despite the Brigade offices being in a deplorable state and makeshift arrangement, officers had no separate dormitories for male or female and share the same toilets. It was for that reason that Management should consider making an application to CDFC that funds be made available under the 2025 CDF allocation for the construction of Fire Brigade offices which would bring dignity and motivation to the Fire officers.

After deliberations it was **RESOLVED THAT**;

Construction of offices for fire offices be approved and that Management should lobby funds from CDFC for creating of a broke making machine Company.

MMC/MGT/201/08/24: REQUEST FOR EQUIPMENT OPERATORS

The Civil Engineer reported to Management that following the procurement of various pieces of road construction equipment, the Engineering Department was carrying out road maintenance works around the district. However, the department does not have the staff specifically employed as operators and now depends on some drivers and fire officers to carry out the work when they were expected to do their substantive work as well. That brings about many inefficiencies he therefore recommended that management considers employing and/or attaching people to work as equipment operators. That would help the department work smoothly where road maintenance was concerned.

Management noted the report and informed the meeting that Human Resource Department was in the process of employing three operators.

MMC/MGT/202/08/24: ROAD FUND

The Civil Engineer reported to Management that Engineering Services Department was aware of the road fund that had been received by the Local Authority. To that end, the department was requesting for guidance on how the funds were supposed to be utilised, whether there were guidelines from the ministry.

After deliberations it was resolved that Engineering Department should come up with a budget as well as utilization plan and update Management in that regard.

MMC/MGT/203/08/24: RENOVATION OF GRASSHOPPER CONFERENCE HALL

The Civil Engineer reported to Management that the Local Authority engaged a contractor to renovate the Grasshopper Conference Hall as funded by the Local Government equalisation Fund. The project had halted and the contractor was not on site. Request for payment for the value of works done was done in May 2024 with hope of having the contractor back on site. The payment had not been made and no clear reason had been given. The department was requesting for a clear road map that needed to be taken in order to expedite the project.

After deliberations it was RESOLVED THAT money be found to finance the project and Finance Department to update Management on the progress in that regard.

MMC/MGT/204/08/24: CONTRACTS TO BE SHARED WITH ENGINEERING

The Civil Engineer informed Management that the Department does not receive copies of contracts for CDF projects even when it makes up the Project Management Team. That possess a challenge in implementing and enforcing the contract. He requested that Management considers giving copies of the contract documents to the department in the coming projects.

The report was noted and Procurement Unit was requested to be providing copies to Engineering Department.

REPORT MBALA DISTRICT HEALTH OFFICE

MMC/MGT/205/08/24: DISTRICT INTEGRATED MEETING (DIM)

The District Health Director informed Management that the district successfully conducted the DIM, where representatives of all the health facilities attended and made presentations that reviewed the performance of their respective health facilities, covering the comparative period of quarter 2, 2023 and quarter 2, 2024.

THE REPORT WAS NOTED

MMC/MGT/206/08/24: VMMC

The District Health Director reported to Management that the district had a VMMC campaign going on with a target of 1645 surgeries by end of June. At the end of the campaign the District achieved 1045, representing

an achievement of 63.5%. He further reported that, the major challenges included; inadequate transport for outreach activities; inadequate support (only minimal support from Right to Care); there were no mobilisers due to lack of resources; the campaign started one month late (it was done in 2 months instead of 3).

THE REPORT WAS NOTED

MMC/MGT/207/08/24: FIRST ROUND CHILD HEALTH WEEK CAMPAIGN

The District Health Director informed Management that the district conducted the first round Child Health Week campaign from June 24 to 30, 2023. The results indicated that the District did not meet the target for the campaign. Vitamin A supplementation was at 75% while deworming was at 78%. Some of the challenges included inadequate commodities; inadequate fuel; as well as the Mutomolo traditional ceremony where some people shifted to and camped (this meant that the children whose parents came to the ceremony were not captured.

THE REPORT WAS NOTED.

MMC/MGT/209/08/24: TYPHOID CASES

The District Health Director informed Management that the district had recorded two cases of typhoid from a total of 14 suspected cases that were tested at the hospital in the month of June.

THE REPORT WAS NOTED

MMC/MGT/210/08/24: DYSENTERY CASES

The District Health Director reported to Management that the district had recorded 3 confirmed cases of dysentery from a total of 10 suspected cases that were tested at Tulemane laboratory in the month of July. Those 3 cases were coming from Zambia Compound and Overspill. He further informed Management that even if that number (3) falls below the threshold of an outbreak, which was 5, it was still a concerning situation that was receiving the utmost attention from all concerned.

THE REPORT WAS NOTED

MMC/MGT/211/08/24: WATER SAMPLING

The District Health Director informed Management that the district conducted water sampling in which 49 water samples were collected and sent to the lab for examination. 7 samples had faecal coliform. Communication had been sent to the affected health facilities for onward communication to the contaminated places.

After deliberations it was resolved that water sample programs be done in conjunction with public Health Department in order to be having one report in that regard.

MMC/MGT/212/08/24: 2025-2027 MEDIUM TERM EXPENDITURE FRAMEWORK (MTEF) PLANNING

The District Health Director informed Management that the district successfully participated in the 2025-2027 MTEF planning, a meeting which was called to develop district plans and budgets for all the 12 districts, training institutions and district and general hospitals in the province. The plans and budgets were successfully developed.

THE REPORT WAS NOTED

MMC/MGT/213/08/24: INFRASTRUCTURE

The District Health Director reported to Management that the Wiring of Masamba Rural Health Centre was successfully done in readiness for Rural Electrification Authority (REA) moving on site to connect the facility. Construction of ablution block at Kamyanga Rural Health Post, with support from World Vision, had been completed. The district was just waiting for handover from World Vision.

He further reported that a Maternity annexes still under construction on window level at Katito Rural Health Post, Mutwizi Rural Health Post, both with World Vision support and Kaka Rural Health Centre, with UNICEF support.

THE REPORT WAS NOTED

MMC/MGT/214/08/24: PHARMACY

The District Health Director informed Management that the Health facilities received Rural Health Centre (RHC) kits from Zambia Medicines and Medical Supplies Agency (ZAMMSA). All health facilities now had in their stock the contents of at least 1 RHC kit with the exception of Lunzua which was yet to be added to the eLMIS system. It had, however, been supplied with essential medicines from DHO Pharmacy. A kit may last for a minimum of 1 month, depending on consumption per health facility.

Other commodities including Coartem and Malaria RDT were received under DHO, which had since begun the supplementary distribution to health facilities.

THE REPORT WAS NOTED

REPORT OF THE DIRECTOR OF PUBLIC HEALTH

MMC/MGT/215/08/24: PUBLIC HEALTH INSPECTION OF LODGES

The Director of Public Health reported to Management that 21 lodges were inspected and several improvements were noticed.However major findings observed were indiscriminate disposal of waste, infestation (rodents and cockroaches), one lodge was observed discharging waste

water directly onto the ground, posing potential environmental and health hazards. Additionally the Director of public health informed Management that the Department would ensure that follow up visits were made to ascertain compliance and thereafter address any ongoing issues.

THE REPORT WAS NOTED

MMC/MGT/216/08/24: FOOD HANDLERS TRAINING

The Director of Public Health informed Management that the department undertook a food handlers training which targeted all lodges and restaurants and 14 premises were represented. The contents covered during the training were hygienic practices and proper food handling techniques, food safety regulations and prevention of foodborne diseases among others. It was necessitated to enhance the overall safety and well-being of the public and the participants were grateful for coming up with such trainings.

THE REPORT WAS NOTED

MMC/MGT/217/08/24: DOG CROPPING

The Director of Public Health reported to Management that Public Health Department recently undertook a two-day dog cropping exercise, during which 45 dogs were cropped. The initiative followed a massive rabies vaccination campaign which was conducted during the second quarter, which was aimed at curbing the spread of the disease within the community. The operations were successful; however, there remains a critical needed for extensive sensitization, particularly concerning dogs that were not confirmed during the cropping exercise.

The Director further reported that Massive sensitization campaigns were recommended for immediate action with the help of APR manager, which included launching a comprehensive public awareness campaign to educate the community on the importance of rabies vaccination, confirming dogs, and number of dogs to be kept in residential premises

and the cropping initiative. After deliberations it was resolved that sensitization campaign on rabies vaccination be intensified.

MMC/MGT/218/08/24: TRAINING OF V-WASHE COMMITTEES

The Director of Public Health reported to Management that the department was involved in training of the V-WASHE (Village Water, Sanitation, Hygiene and Education) committees in 27 locations with new water points. The training was comprehensive as it covered not only the management of the water points but also the sanitation practices important for the community. The following key components were covered during the training:

- Water Point Management

1. Proper operation and maintenance of the new water points.
2. Record-keeping of water usage and maintenance schedules.
3. Procedures for reporting and addressing technical issues promptly.

- Community Sanitation Practices:

1. Importance of hygiene practices such as hand washing, safe water storage and waste disposal.

2 Promotion of household latrine construction and usage.

3. Education on preventing waterborne diseases through proper sanitation.

The report was noted

MMC/MGT/219/08/24: SOLID WASTE MANAGEMENT

The Director of Public Health informed Management that to outline the current challenges faced in the solid waste management operations which required immediate attention in order to maintain effective waste

management practices and ensure compliance with Public health and safety regulations. The following concerns were presented to Management;

2. Few workers engaged to clean the markets.
3. Non-payment of wages for the contractual workers. Staffs were demotivated and opting to resign.
4. Workers involved in waste collection lack adequate PPE. This exposes them to significant health risks, including exposure to hazardous materials.
5. Lack of waste collection equipment which included waste bins, wheelbarrows and tools.
6. There was no provision for regular medical examinations for the workers involved in waste management. That was a critical oversight as they were regularly exposed to hazardous waste, which could lead to various health issues.
7. The current tractor used in waste management operations was non-tipping, which significantly reduces its load capacity and operational efficiency.
8. The allocation of fuel for the operation of waste management had been inconsistent, leading to interruptions in waste collection and delays in service delivery.
9. All the four (4) tyres on the tipping red tractor were worn out and needed immediate replacement
10. Lack of regular maintenance to the machinery creates several breakdowns on the equipment.

    After deliberations it was RESOLVED THAT

    (i) Public Health Department should indicate the outlets complying or not adhering to waste management subscription and update Management on the numbers and measures to be implored in enforcing the regulations.

    (iI) Debt on solid waste management be introduced in schools hence Public health Department in collaborations with Ministry of Health and Education should look into activities to be carried out and schools be identified that should take part in debts.

MMC/MGT/220/08/24: DISTRIBUTION OF LETTERS TO SHOP OWNERS IN PREPARATION FOR GOLDEN JUBILEE CELEBRATION

The Director of Public Health informed Management that as Zambia approaches the Golden Jubilee@ 60 Independence celebrations, letters have been written to all shop owners and were successfully dispatched (80%) within the CBD i.e. Kasenga, Town Centre, Mbulu markets and Junction. The communication emphasized on

1. Painting of buildings.
2. Maintenance of surroundings.
3. Provision of waste receptacles.
4. Maintenance of high levels of cleanliness.

She further reported that the department of Public Health would continue to monitor compliance with those directives and take necessary actions where required.

After deliberations it was resolved that Civic Centre building should also be painted hence Engineering Department to action.

MMC/MGT/221/08/24: FOOD SAFETY INSPECTIONS

The Director of Public Health reported to Management that the department conducted a series of food safety inspections in various establishments. Those inspections were in full compliance with the Food Safety Act No 7 of 2019 and Public Health Act cap 295 of the laws of Zambia. The majority of establishments adhered to the required standards, with corrective actions implemented where necessary. However, despite the overall success, there were notable setbacks, particularly:

Obstruction: Some establishment owners deliberately obstructed officers from performing their duties.

Harassment: There had been ongoing instances of harassment directed at officers during those inspections. Which included verbal threats and attempts to intimidate the team. She further reported that;

Given the continuous harassment and obstruction faced by the officers, they were urgently requesting intervention from the legal section. Which included pursuing legal action against individuals or establishments that had obstructed or harassed officers, in accordance with the relevant laws.

After deliberations it was resolved that, Public Health inspectors being authorized officers they should as well institute criminal proceedings against the would be offenders through the Courts by using the applicable laws.

MMC/MGT/222/08/24: KEEP ZAMBIA CLEAN, GREEN AND HEALTH CAMPAIGN

The Director of Public Health reported to Management that the keep Zambia clean, green and health campaign had faced challenges in achieving widespread participation. One significant challenge was the non-participation of heads of department and civic leaders which had led to low turnout in campaign activities. That had resulted in inadequate leadership and poor mobilization of resources and personnel. Many traders had also been reluctant to participate in the campaign that had led to uneven participation and challenges in achieving the goals.

Without a clear enforcement mechanism, non-compliant traders face no consequences, leading to continued disregard for the campaign's objectives. To address that, she proposed that management comes up with a penalty fee for non-compliant traders. The penalty fee would serve as a deterrent against non-compliance and encourage traders to actively participate in keeping their surroundings clean, green, and healthy.

After deliberations it was resolved that;

(i) The Director of Public Health should do the letter on penalties and another write up to all organization informing them on the need to keep their surroundings clean.

(ii) All employees and the devolved should be participating fully in the cleaning activities.

REPORT OF THE DIRECTOR OF PLANNING

MMC/MGT/223/08/24: APPLICATIONS FOR CONVERSION OF CUSTOMARY TENURE INTO LEASEHOLD

The Director of Planning reported to Management that Planning Department was in receipt of five (05) applications for Conversion of Customary tenure into leasehold tenure. As per requirement provided in the Land Administration and Allocation Circulars, Number 1 of 1985 and Number 1 of 2015, the Plans Committee of Mbala Municipal Council was yet to conduct physical inspections and consultations to confirm that the parcels of land applied for had no disputes, encroachment or any infringements on other people's rights before processing recommendations to Commissioner of Lands. The details and status of applications were provided in the table below.

ID	Applicants Name	NRC	Size of Land	Use of Land	Location of Land	Status
1	Oliver Kunda Bwalya	159563/63/1	85.8Hectares	Farm	Kawama Village (Chief Mfwambo)	Yet to inspect the Site. However, the Client has already paid for Site Inspection.
2	Ramit Willia	260513/67/1	750 Hectares	Farm	Chifula village (Chief Tafuna)	Yet to inspect the Site. However, the Client had already paid for Site Inspection.

3	Mainza Kachelo	262809/13/1		Commercial	Kaluluzi Village (Chief Tafuna)	Yet to inspect the Site. However, the Client had already paid for Site Inspection.
4	Willie Sinkamba	135497/42/1		Residential	Kaluluzi Village (Chief Tafuna)	Yet to inspect the Site.
5	William Sinkamba	268669/42/1		Residential	Kaluluzi Village (Chief Tafuna)	Yet to inspect the Site.

He therefore, recommended that the applications for change of land tenure be APPROVED.

After deliberations it was **RESOLVED THAT;**

(i) Application for Mr Oliver Kunda Bwalya an area situated in Kawama Village Chief Mfwambo should not be approved due to court issues in the chiefdom the rest of the applications be approved.

MMC/MGT/224/08/24: APPLICATION FOR SUBDIVISION

The Director of Planning reported to Management that Planning Department was in receipt of two (02) applications for subdivision. The property in question was on Title. The Site was inspected, and the proposed subdivisions were ascertained to be ideal, non-encumbrance and in harmony with the existing surrounding land uses.

The details and status of applications were provided in the table below.

ID	Applicants Name	NRC	Size of Land for Sub-division	Use of Land	Location of Land	Status
1	Mumba Patrick		70 Hectares	Farm	Uningi Village (Chief Tafuna)	Inspected by Planning Department
2	Lungu Matildah		40 Hectares	Farm	Uningi village (Chief Tafuna)	Inspected by Planning Department

He therefore recommended that the application be considered. After deliberations it was **resolved** that the applications for subdivision be approved.

MMC/MGT/225/08/24: UPDATE ON THE FORMULATION OF THE INTERGRATED DEVELOPMENT PLAN

The Director of Planning reported for the decision of Management that the formulation of the Integrated Development Plan had reached an advanced stage and that there was a need for the departments to understand and embrace that very important document. The Planning Survey and issues reported had been finalized and the Implementation Plan was being formulated whilst receiving comments after an advert was published on 22nd July, 2024.

After deliberations it was **resolved** that submission of pillars by Heads of Department be done by Friday 23rd August, 2024 for purposes of compilation by Planning Department.

MMC/MGT/226/08/24: APPOINTMENT AND APPROVAL OF THE CONSTITUENCY DEVELOPMENT FUND COMMITTEE (CDFC)

The Director of Planning reported to Management that the Constituency Development Fund Committee (CDFC) had been approved as per Ministerial Letter dated 31st July, 2024. That followed the submission of the recommended list in the letter dated 23rd July, 2024.
After deliberations it was observed that the composition of the CDFC would only run for six months thereafter new guidance shall be applied.

THE REPORT WAS NOTED

MMC/MGT/227/08/24: ADVERTS ON THE CONSTITUENCY DEVELOPMENT FUND (CDF) BURSARIES, GRANT EMPOWERMENT BURSARIES AND COMMUNITY PROJECTS.

The Director of Planning reported for the information of Management that the advert of invitation for 2025 CDF applications was currently running and the Department had already started receiving applications in that regard.

THE REPORT WAS NOTED

MMC/MGT/228/08/24: UPDATE ON PAYMENTS FOR 2024 CDF GRANTS AND LOANS

The Director of Planning reported to Management that all 2024 CDF loan applicant beneficiaries had since had funds disbursed to their individual accounts while for 2024 CDF grants applicant beneficiaries, out of the 151 approved applicants about 5 groups were yet to receive funds due to them providing wrong Bank details. The applicants were currently working on providing the correct Bank details.

THE REPORT WAS NOTED

MMC/MGT/229/08/24: UPDATE ON THE OPENING OF A LIQOUR DISTRIBUTION CENTER

The Director of Development Planning reported to Management that following the resolution made in the last management meeting to inquire from Zambia Breweries PLC on the necessary documentation to enable the Council to venture into the business of distribution. He stated that the following was given as the checklist.

- Working Capital of ZMW 500,000 for rural areas and ZMW 750,000 for urban areas for customers on cash basis, or a bank guarantee of a minimum ZMW 1,000,000 for customers on a 7-day credit
- Distribution Infrastructure & Tools comprising 2 x 10 ton delivery vehicles, secure and accessible warehouse of minimum 500 square meters and a motivated staff
- Experience in FMCG distribution
- A local resident of the particular area of interest
- Relevant documentation comprising copies of company profile, certificate of incorporation, tax clearance certificates, bank statements for last 6months and valid wholesale/trading & liquor license
- A brief business plan outlining how the objective of driving affordability& availability will be achieved
- A feasibility study accompanied by relevant demographic statistics for the area of interest.

After deliberations it was resolved that

(i) There was a need to study the liquor distribution venture and source of income to finance it and provide update in the next Management meeting.

(II) Creation of the Company to run it

REPORT OF THE DIRECTOR OF FINANCE

MMC/MGT/230/08/24: RECEIPTS AND PAYMENTS ACCOUNT AS AT 30TH JUNE 2024

The Director of Finance reported for the decision of Management that during the period under review the Council received a total of K8, 090,334.01 from different revenue sources out of the K54, 224,858.00 revenue budget during the period under review. That represents 13.72% revenue collection performance.

It was important to note that the Council had not received anything yet as at 30th June 2024 under the bigger budget votes like CDF, Health Grant, Grant in lieu of rates, and other grants for other devolved Government functions.

He further reported that out of the K54, 224,858.00 Council's expenditure budget, the Council incurred expenditure in amounts totalling of K18, 590,828.43 representing 31.53% of the budget.

It was worth noting that in excess of 17.81% of the expenditure incurred fell under execution of the Constituency Development Fund (CDF) activities using carried forward funds from previous years under CDF.

Refer to the table presented here below:

	JANUARY - DECEMBER	JANUARY - JUNE	JANUARY- JUNE	JANUARY - JUNE	JANUARY - DECEMBER	JANU - JU
	Budget	Flexed Budget	Actual To Date	Flexed Performance %	Budgeted Less Actual	Act Perfor %
RECEIPTS						
Local taxes	1,314,338.00	657,169.00	169,812.23	25.84	1,144,525.77	12.
Fees and Charges	2,040,361.00	1,020,180.50	745,492.96	73.07	1,294,868.04	36.

Licences	60,716.00	30,358.00	500.00	1.65	60,216.00	0.8
Levies	416,351.00	208,175.50	203,995.00	97.99	212,356.00	49.
Permits	427,990.00	213,995.00	174,262.00	81.43	253,728.00	40.
Charges	1,110,400.00	555,200.00	171,080.55	30.81	939,319.45	15.
Other Income	43,500.00	21,750.00	-	0.00	43,500.00	0.0
Constituency Development Fund	30,635,642.00	15,317,821.00	-	0.00	30,635,642.00	0.0
Roads Grant	3,742,847.00	1,871,423.50	623,807.84	33.33	3,119,039.16	16.
Recurrent Grant	15,194,583.00	7,597,291.50	6,001,383.43	78.99	9,193,199.57	39.
Health Grant	2,649,393.00	1,324,696.50	-	0.00	2,649,393.00	0.0
Grant-Grant In Lieu of Rates	903,280.00	451,640.00	-	0.00	903,280.00	0.0
Contribution From Commercial Venture			-			
Other Grants	414,070.00	207,035.00	-	0.00	414,070.00	0.0
TOTAL RECEIPTS	58,953,471.00	29,476,735.50	8,090,334.01	27.45	50,863,136.99	13.
PAYMENTS						
Personnel Emoluments	18,896,927.00	9,448,463.50	7,395,176.64	78.27	11,501,750.36	39.
Use of goods and services	10,696,832.00	5,348,416.00	3,719,329.75	69.54	6,977,502.25	34.
Financial Charges	-	-	-	0.00	-	0.0
Social benefits	-	-	-	0.00	-	0.0
Non-financial assets acquisition	29,053,712.00	14,526,856.00	7,217,611.80	49.68	21,836,100.20	24.
Financial Assets	-	-	-	0.00	-	0.0
Loan Repayments	-	-	-	0.00	-	0.0
Other payments	306,000.00	153,000.00	258,710.24	169.09	47,289.76	84.
TOTAL PAYMENTS	58,953,471.00	29,476,735.50	18,590,828.43	63.07	40,362,642.57	31.

After deliberations it was Resolved that Finance Department should sit with Planning Department to look at the planning account and do some

reconciliation and ascertain how much had been realised under development control as well as other planning charges.

MMC/MGT/230/08/24: **GRASSHOPPER INN INCOME AND EXPENDITURE STATEMENT FOR THE FIRST SIX MONTHS PERIOD ENDING 30TH JUNE 2024.**

The Director of Finance reported to Management that the Guest House generated income amounting to K101, 671.00 during the first six months of 2024. In the same vein, the Guest House spent a total of K96, 554.00 out of the first six months.

He further reported that during the first six months, the facility generated an excess income (over its expenditure) of K10, 845.06.

Refer to the appended Receipts and Payments Account as at 30th June 2024.

INCOME

DESCRIPTION	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTALS
BOTTLED BEER/SPIRITS	180.00	409.00	1,083.00	2,481.00	-	3,003.00	7,156.00
ACCOMMODATION	8,905.00	3,650.00	7,900.00	8,910.00	6,050.00	15,080.00	50,495.00
FOODSTUFFS	1,800.00	8,510.00	11,310.00	5,650.00	9,150.00	3,700.00	40,120.00
HIRE OF HALL	-	300.00	1,200.00	600.00	300.00	1,500.00	3,900.00
TOTALS	10,885.00	12,869.00	21,493.00	17,641.00	15,500.00	23,283.00	101,671.00

EXPENDITURE

DESCRIPTION	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTALS
ELECTRICITY	2,500.00	2,500.00	2,500.00	2,500.00	-	2,500.00	12,500.00
CLEANING MATERIALS	3,590.00	-	-	2,540.00	-	3,640.00	9,770.00
PRINTING AND STATIONERY	-	-	-	-	-	-	-
BOTTLED BEER	-	3,555.00	3,020.00	3,480.00	-	5,760.00	15,815.00
OTHER PURCHASES	1,570.00	-	-	-	-	2,300.00	3,870.00
GENERAL EXPESES	350.00	600.00	100.00	4,480.00	7,100.00	100.00	12,730.00

STOCK PURCHASES - FOODSTUFF	2,470.00	8,260.00	9,620.00	11,860.00	5,310.00	3,754.00	41,274.00
MISCELLANEOUS EXPENSES(COUNCIL BORROWINGS)	345.00	100.00	150.00	-	-	-	595.00
TOTALS	10,825.00	15,015.00	15,390.00	24,860.00	12,410.00	18,054.00	96,554.00

RESULTS

OPENING BANK BALANCE	5728.06	5,788.06	3,642.06	9,745.06	2,526.06	5,616.06	5,728.06
SURPLUS/DEFICIT	60.00	(2,146.00)	6,103.00	(7,219.00)	3,090.00	5,229.00	5,117.00
CLOSING BANK BALANCE	5,788.06	3,642.06	9,745.06	2,526.06	5,616.06	10,845.06	10,845.06

THE REPORT WAS NOTED

MMC/MGT/231/08/24: UPDATE ON THE REVENUE REALISED FROM THE FLOATED KASENGA MARKET STALL PLOTS AS AT 19TH AUGUST 2024

The Director of Finance reported to Management that the Council had so far realised a total of K82, 000.00 from the floated Kasenga Markets Stall plots. The expenditure incurred on the funds so far realised from the same activity were as tabulated hereunder:

Date	Developer	Amount Directly Deposited**
25.07.2024	Bwalya Chisanga Mukosha	500.00
29.07.2024	Mwaba Joseph	5,500.00
29.07.2024	Kombe Mwape	5,500.00
29.07.2024	Mukuka Constance	5,500.00
30.07.2024	Yvone Mbita	5,500.00

30.07.2024	Yvone Mbita	5,500.00
30.07.2024	Yvone Mbita	5,500.00
01.08.2024	Nakazwe Roidah	2,000.00
01.08.2024	Kangwa Mwila	10,500.00
06.08.2024	Simumba Blias	22,000.00
06.08.2024	Percy Simfukwe	5,500.00
06.08.2024	Joyce Namfukwe	5,500.00
08.08.2024	Frank Goddard	3,000.00
	Total	82,000.00

.

THE REPORT WAS NOTED

MMC/MGT/232/08/24: COUNCIL'S INDEBTEDNESS AS AT 30TH JUNE, 2024

The Director of Finance reported to Management that as at 30th June 2024, the Council owed statutory bodies, suppliers of goods and service and its employees (retired and those still serving) a total of K33, 962,593.49 as outlined here below:

S/N	Creditor	Amount Due (ZMK)
A	Statutory Bodies	
01	LASF	2,428,639.88
02	NAPSA	9,013,537.16
03	ZRA	11,382,488.36
04	PSPF	25,365.94
05	MADISON	447,509.56
06	NHIMA	571,985.46
07	ZSIC – Employees' Life Assurance Schemes	294,741.07
08	ZSIC (Motor vehicles, heavy equipment and firefighters)	219,354.72
09	ZAMPOST	32,875.00
10	Suppliers of Goods and Services	347,882.17
	Sub-total	24,764,379.32

B	Unsettled Employees's Dues	
01	Long Service	1,221,449.27
02	Leave travel benefits	13,500.00
03	Salaries arrears	5,511,904.93
04	Settling in allowance	842782.49
05	Councillors' arrears	46,580.00
06	Terminal benefits	1,293,383.15
07	Unpaid subsistence allowances	63,411.00
	Sub-total	8,993,010.84
C	Union Dues	
01	ZCTU	80,957.14
02	ZULAWU	89,136.87
03	FIRESUZ	35,109.32
	Sub-total	205,203.33
	Grand-total	33,962,593.56

After deliberations it was resolved that NHIMA be given a priority hence some money be paid to towards the servicing of the scheme.

MMC/MGT/233/08/24: PERFOMANCE OF THE SECTOR GRANT ACCOUNT

The Director of Finance reported to Management that, as you may be aware the Council, working under the directive of the Central Government, opened a Sector Grant Account with Access Bank Limited, Mbala Branch. The opened Sector Grant Account was opened with a view of receiving funds from the Central Government to be used financing programmes and activities of Government functions that had devolved to the Local Authority which were:

i) District Health Services;
2. Community Sport;
3. Veterinary Services;
4. Cultural Matters;
5. Motor Vehicle Licencing (Township Roads Maintenance); and
6. District Archives.

From the date the bank account was opened in May 2024, it had received and expended a total of K1, 110,704.60 and K378, 857.24, respectively.

All expenditures were incurred under District Health Services function as stated here below:

S/N	DEVOLVED FUNCTION	RECEIPTS		PAYMENTS	BALANCE
		OWN SOURCE REVENUE	GRANT		
		ZMW	ZMW	ZMW	ZMW
1	DISTRICT HEALTH SERVICES	-	485,442.76	378,857.24	106,585.52
2	MOTOR VEHICLE LICENSING (ROADS MTCE)	-	623,807.84	-	623,807.84
3	VETERINARY SERVICES	1,454.00	-	-	1,454.00
4	COMMUNITY SPORT	-	-	-	-
5	DISTRICT ARCHIVES	-	-	-	-
6	CULTURAL AFFAIRS	-	-	-	-
	TOTAL	1,454.00	1,109,250.60	378,857.24	731,847.36

THE REPORT WAS NOTED

MMC/MGT/234/08/24: DISTRIBUTION OF PROPERTY RATES BILLS

The Director of Finance reported to Management that the distribution of the property rates bills was under way using Council personnel. He also stated that the rate at which the distribution was moving was very slow with some officers pulling out of the exercise stating that it was not their responsibility to distribute the rates bills.

Since the rates bill distribution exercise commenced, only 321 bills had been distributed out of the 4,000 plus bills that were printed and were earmarked distribution. The distribution of the 321 bills had been as follows;

S/N	AREA	BILLS RAISED	BILLS DISTRIBUTED	BILLS REMAINING
01	Townn Centre	182	98	84
02	Medium Compound	114	92	22
03	New Messenger	85	48	37
04	Old Messenger	93	59	34

05	Old Location	390	24	366
	Total	864	321	543

However, other areas yet to be touched whose bill had been printed and ready for distribution were

- Little Poland
- Makanta
- Ronald Penza
- Old Kampompo
- New Kampompo
- Chilungoma
- Hill Top
- Lucheche
- Old Mbulu
- ZESCO Compound

Arising from the aforesaid scenario, he proposed that Management calls back the previously outsourced manpower to assist in distributing the bills. Now that it was dry season the teams could be very efficient and effective in undertaking the exercise otherwise the Council was losing on time to follow up on all stages of pursuing property rates collection before bailiffs could be called upon to pursue the defaulters.
After deliberations it was **resolved t**hat eight (08) contractual workers be engaged to assist in distribution of bills.

REPORT OF THE DISTRICT AGRICULTURE COORDINATOR

MMC/MGT/235/08/24: MAIZE MARKETING

The District Agriculture Coordinator informed Management that following the declaration of the drought situation in the country as a National Disaster, the Food Reserve Agency (FRA) opened the maize marketing season in June to address the situation. The agency was buying a 50kg bag of Maize at K330. About 22 satellite depots had been opened across the district. As of August 7th 2024, a total of 533,448 x 50 kg bags of maize (26,672.40) were purchased in the district at a total cost of K64, 717,620.

Additionally, private buyers purchased a total of 380,260 x 50kg translating to 19,013 MT. the substantial volume highlights the active

participation of private entities in the maize market within the district.The District target was 18,240 MT

Challenges

Most of the satellite depots had run out of empty grain bags and storage space for maize. That shortage had caused panic among farmers, allowing private buyers to exploit the situation by offering low prices for maize from local farmers.

THE REPORT WAS NOTED.

MMC/MGT/236/08/24: MECHANIZE 360

The District Agriculture Coordinator reported for the information of Management that the Ministry had received equipment to improve mechanization of the district. The District had received

- Tractor
- Walking tractor
- Disc plough
- Disc Harrow
- Sub soiler
- Ripper
- Cultivator
- Maize planter
- Fertiliser distributor

- Boom sprayer
- Genset 2.5Kva

The equipment was at Lunzua Farmers Training Centre (FTC) waiting for guidelines

THE REPORT WAS NOTED

MMC/MGT/237/08/24: TRAINING ON PEST AND DISEASE IDENTIFICATION

The District Agriculture Coordinator informed Management that following the importation of 650,000 Mt of maize from Tanzania, 2 officers the Crops Husbandly Officer and Block Extension officers were trained. The officers were even helping the inspection of Maize and beans in Mpulungu that was donated to Zambia by the Burundian Government

THE REPORT WAS NOTED

MMC/MGT/237/08/24: SUSTAINABLE AGRICULTURE FINANCE FACILITY (SAFF)

The District Agriculture Coordinator reported to Management that the government would continue with the facility during the 2024/2025 farming season. The maximum amount of SAFF loan any Zambian whether in employment or not can get was ZMK 500, 000.00. The loan would be in form of agricultural inputs. He further reported that no collateral was needed however, the applicant should have property to show before contracting the loan.

THE REPORT WAS NOTED

CLOSING REMARKS:

The Town Clerk thanked members of Management for the great contributions during the meeting. She urged everyone to work extra hard and meet the set targets. The meeting was declared closed at 18:21 hours with a closing prayer offered by Mr Wina Simbaya.

Chairperson …… Secretary……

Signature …….. Signature……...

Date …….. Date ……