MBALA DISTRICT

MINUTES OF THE CONSTITUENCY DEVELOPMENT FUND COMMITTEE (CDFC) HELD ON TUESDAY 28TH MARCH, 2023 IN THE COUNCIL CHAMBER AT 09:00 HOURS.

NAME	**POSITION/ INSTITUTION**
1. GRANT SCHAEFER	CDF CHAIRPERSON
2. BURTON SIKAUMBWE	CDF VICE- CHAIRPERSON
3. WILLIAM SINKAMBA	COUNCILLOR - INTALA WARD
4. JACKSON SIMBEYA	COUNCILLOR - MWAMBA WARD
5. AMOS SIMFUKWE	COUNCILLOR - MWAMBEZI WARD
6. STUART SIKAZWE	COMMUNITY REPRESENTATIVE
7. HAWKINS J. FWAMBO	CHIEF REPRESENTATIVE - CHIEF MFWAMBO
8. ALEX SICHILIMA	CHIEF REPRESENTATIVE - CHIEF MWAMBA
9. BOTHA ROWLAND	CIVIL ORGANISATION
10. BRIGHT BANDA	DIRECTOR OF ENGINERING SERVICES
11. DESYLVA D. ZULU	PROFFESSIONAL ASSISTANT

BY INVITATION:

12. JOSEPH KAYANTILA	DEBS
13. DAVIES MULENGA	INFRASTRUCTURE DEPT
14. JAMES MUTALE	SENIOR PLANNING ASSISTANT
15. ELA NAKAONA	ASSISTANT PROCUREMENT OFFICER
16. KENNEDY NSAMA	INTERNAL AUDITOR
17. SHADDERECK MWANZA	ACCOUNTANT
18. STEPHEN SAKALA	BUILDINGS INSPECTOR
19. NATASHA NAMUKOKO	TOWN PLANER
20. SUWILANJI SIZIYA	SOCIOECONOMIC PLANNER

AGENDA

1. OPENING PRAYER
2. SELF INTRODUCTIONS
3. OPENING REMARKS
4. READING, CORRECTIONS AND CONFIRMATION OF PREVIOUS MEETING MINUTES
5. MATTERS ARISING
6. WDC AND COUNCILLORS DISCUSSION AND SUBMISSION OF PRIORITY COMMUNITY PROJECTS FOR 2023 CDF
7. UPDATE ON 2022 CDF PROJECTS
8. FINAL SELECTION OF 2023 CDF COMMUNITY PROJECTS FOR SUBMISSION
9. CLOSING REMARKS
10. CLOSING PRAYER

OPENING PRAYER

The meeting was called to order at 10:00 hours and the opening prayer was given by the Vice Chairperson

SELF INTRODUCTIONS

Self-introductions were given by members who were present during the meeting.

CDF/07/28/03/2023: OPENING REMARKS

The opening remarks were given by the Constituency Development Fund Committee (CDF) Chairperson. He then thanked everyone for coming to attend such an important meeting. He made mention that the meeting had been called for to discuss very important matters regarding the community projects that the technical committee had conducted field appraisals on and were going to present BOQs of the same and explained the importance of why the Ward Development Chairpersons together with Area Councilors who did not constitute the CDFC had been called for to attend the important meeting. He encouraged everyone to feel free and participate and ask questions where clarity was needed and it would be provided for by the Technocrats.

CDF/07/28/03/2023: READING, CORRECTIONS AND CONFIRMATION OF PREVIOUS MEETING MINUTES

The Chairperson read the minutes from the last two previous meetings. Confirmation of minutes of the meeting that took place on 24th February, 2023 were proposed by Stuart Sikazwe and duly seconded by Jackson Simbeya.

From the minutes of the meeting that took place on 1st February, 2023, it was realized that there was an omission of the explanation given by the Town Clerk regarding the committee seeking approval of the Province for the variations of transfer of funds from the bursary component towards the disaster projects. It was clarified by the Chairperson that the Town Clerk in that particular meeting had made mention that the approval would not go through because it needed to be sent as a unit and not an individual project i.e. for Mbala Boarding School.

Confirmation of the minutes of the meeting were then proposed by Mr. Burton Sikaumbwe and duly seconded by Mr. Fwambo Hawkins

CDF/07/28/03/2023: MATTERS ARISING

Arising from the meeting minutes held on 24th February, 2023, it was made mention by Mr. Sikazwe that in that meeting, Finance dept. was requested to share the financial report of CDF from 2020 to 2023 of which they had only given a report for 2022 CDF on the funds released, spent as well as the balances leaving out 2022 CDF to 2021 CDF.

Area Councillor from Mwambezi made a comment to say regarding the Finance dept. giving a report, it has dragged on for too long and so the house should be informed on whether certain information such as the finances of CDF were not supposed to be shared with the committee because meeting after meeting, they were not been given the report. From the meeting held on 1st February, 2023 to the current meeting 28th March, 2023, no report had been availed to the committee yet.

Arising from the meeting minutes held on 1st February, 2023, the Area Councillor for Intala Ward had made mention that the issue of electrification had not yet been sorted out by the Technical team in regards to consulting with Rural Electrification Agency (REA) on the plans the institution had with regards to electricity in the said ward. It was a matter of interest to the Councillor because he made mention that according to the new guidelines that had been released by the Ministry, there was an instruction to reserve funds amounting to K1, 000, 000.00 towards electrification and with the community project application that his ward had made, the issue had not yet been looked into.

The Chairperson wanted to find out the progress regarding the President Avenue road project that had been cancelled on the basis that RDA had given feedback regarding the said road been in their plans to which he Director of Engineering made mention that a team from RDA had visited the district to hold a meeting over the same road project though he was not part of the meeting.

He made mention that the Town Clerk had guided that RDA had advised the Local Authority to put it in writing and that the letter had already been drafted and awaiting the Town Clerk to append her signature.

CDF/07/28/03/2023: WDC AND COUNCILLORS DISCUSSION AND SUBMISSION OF PRIORITY COMMUNITY PROJECTS FOR 2023 CDF

The Director of Engineering made a presentation of the projects that each ward had submitted to the committee for approval together with the BOQ amounts that the Technical team had come up with after conducting field appraisals of each project.

Each Ward Chairperson together with their Area Ward Councilors were then asked to give priority projects from the list of projects that were submitted to which this was

done by every ward represented. Eight out of the nine wards were present during the said meeting.

Nsunzu ward representatives were not in attendance but there was a resolution to contact the Area Councillor as well as the WDC Chairperson to guide on which particular projects were priority in their respective ward.

Below is a list of the projects that were chosen as priority:

1. **Kazimolwa Ward:**
    i. Desks
    ii. Overspill Health Post – construction
    iii. Modern Market at Mbulu - construction
    iv. Construction of a Storm Water Drain – from overspill to Mbulu Community
    v. Celeste Primary School Completion of 1x2 CRB
    vi. Kasenga Market – installation of 1 flood light
    vii. Mbulu Market - installation of 1 flood light
    viii. Luswepo School – construction of 1x2 CRB
    ix. Construction of a Foot Bridge between general hospital and old location

2. **Kawimbe Ward:**
    I. Desks
    II. Mulefu Health Post - construction
    III. Mwandwizi Community School – Mechanized Water and Rehabilitation

3. **Kalambo Ward:**

    i. Desks
    ii. Chilipula Community - Mechanized water
    iii. Nsizye Health Post – construction and mechanized water

iv. Kalambo Health Post – construction

4. **Intala Ward:**
   i. Desks
   ii. Itokoto Community School 1x2 CRB construction
   iii. Itokoto Community School - Mechanized Water
   iv. Chipoko Crossing Point construction
   v. Chizombwe Village - Mechanized Water

5. **Mwamba Ward:**
   i. Desks
   ii. Chipasi Primary School – 1x2 CRB construction
   iii. Yona Community School – construction of 1x2 CRB, ablution block and mechanized water
   iv. Ivuna Makungu Health post – construction

6. **Mwambezi Ward:**
   i. Desks
   ii. Uningi Health Post – construction of Staff house
   iii. Katito Health Post - construction of Staff house
   iv. Kasulo Community School - Mechanized Water

7. **Moto Moto Ward:**
   i. Desks
   ii. Isanya Health Post
   iii. Mwambezi Chilino 1x3 CRB
   iv. Isanya Primary School

8. **Lwandi Ward:**

i. Desks
ii. Kaka Mechanized Water/ Maternity Annex
iii. Chipoka Day Secondary School 1x3 CRB Completion
iv. Kacheche Primary School - 1x2 CRB construction
v. Chisenga Primary School - 1x2 CRB completion
vi. Kaka Maternity Annex

9. Nsunzu Ward:

Note: there was guidance provided by the technical team and the other councilors on the projects that were of urgency in the said ward and that secretariat should still get clarity from the Ward representatives.

i. Desks
ii. Kamuzwazi Sec School 1x3 CRB
iii. Kamuzwazi Sec School construction of two (2) Staff Houses

CDF/07/28/03/2023: UPDATE ON 2022 CDF PROJECTS

The Director of Engineering gave a detailed presentation on the update of 2022 CDF projects. He made mention of the projects that were doing exceptionally well as well as those that were behind schedules and doing very badly as well as reasons to why that was the case such as issues of no access to proper road networks, poor standard of structure that were first started by the community and them been awarded contracts to complete the said structures, others were asked to re-do paint jobs, others were requesting for extensions because of falling behind schedule.

He also made mention during his presentation that there were projects that needed variations and therefore he was seeking approval of the committee over the same. Before approvals, he gave status reports as well of the projects that needed variations. It was made mention that some of the BOQs that were prepared by some Technocrats were under budgeted and hence the reason for the variations. Mr.

Sikazwe then made a comment to say such matters going forward will not be tolerated and the officers should not be allowed to make BOQs going forward.

Intala Ward Councillor also expressed his disappointment over the under budgeted BOQs. Mwambezi ward Councillor also made a comment saying that it is best to over budget than under budget with regards to the BOQs because next time the committee would not take heed of approving any variation requests that would be made in future by the Department for reasons of under budgeting that was done by Technocrats.

Below is a list of Projects that needed approval of variations:

1. **Kaluluzi Maternity Annex – K105, 979.68**
   Approval of the variation was proposed by Mwambezi Area Councillor and seconded by Community Representative.

2. **Kakungu Day Secondary School – K224, 000.00**
   Approval of the variation was proposed by Intala Area Councillor and seconded by Civil Society Organisation.

3. **Mayanga Primary School (electrification) – K68, 000.00**
   Approval of the variation was proposed by National Assembly Representative and seconded by Community Representative. However, this approval would be submitted only once the Local Authority engages Zesco on the way forward.

Total savings from 2020 CDF came to **K444, 749.75**

He also made mention that there were some projects that were appearing in the Auditors report that the committee needed to address in this current CDF.

Below is a list of the said projects:

1. Mwambezi Chilino Community School Completion – K450, 000.00
2. Kakozya Secondary School 1x3 CRB – K333,681.45
3. Chisenga Secondary School 1x2 CRB Completion- K351,631.00
4. Chisenga Health Post Staff House Completion three bedroomed - K550,000.00

The mount that was needed to sort out the audit queries came to total of **K1, 685, 312.45.**

CDF/07/28/03/2023: FINAL SELECTION OF 2023 CDF COMMUNITY PROJECTS FOR SUBMISSION

The Chairperson then led the committee through all the final projects that had been selected by each ward. He then went on to mention that the committee had to take into consideration the Grader that needed top up under 2022 CDF, the TLB, Tipper, and the Compactor as well as budget for the fuel and the servicing of the heavy equipment as well as the CDF vehicle.

He further went on to mention that we needed to also take into consideration under 2023 CDF the four projects that were appearing under the Auditors report and the projects that CDFC were instructed to take into account as stated in the guidelines that were circulated in the month of January/ February 2023 regarding the police/ambulance vehicle, electrification as well as the chiefs palace.

Upon realizing that majority of the funds would be taken up by earth moving equipment, and that all the 9 wards would only have abit of money to be shared equally amongst them which could not cover majority of the projects they had chosen as priority.

It was then unanimously agreed to forgo the priority projects that were selected and submitted by the Ward Development Chairpersons and their Ward Councilors and instead divert all the funds towards earth moving equipment, maintenance/servicing

of them as well as the CDF Vehicle, completion of uncompleted projects from 2020 CDF allocation, chiefs palace, police/ambulance vehicle and electrification.

Below is a list of the proposed projects together with their cost implications:

S/N	PROJECT DESCRIPTION	AMOUNT (ZMW)
1	GRADER TOP UP TO 2022 CDF FOR GRADER	K800, 000.00
2	TLB	K1,700,000.00
3	TIPPER (ONE)	K1,300,000.00
4	FUEL AND MAINTENANCE FOR GRADER	K4, 500, 000.0
5	DESKS FOR ALL NINE WARDS (136 DESKS PER WARD)	K205,185.05
	CDF VEHICLE (MAINTENANCE AND SECURITY CENTRAL LOCK SYSTEM AND BOOBER AND SERVICING	K500,000.00
6	FOUR (4) PROJECTS UNDER AUDITORS REPORT i. Mwambezi Chilino ii. Chisenga Secondary School iii. Chisenga Health Post Staff House iv. Kakozya Primary School	K1, 685,312.45
7	CHIEFS PALACE – CHIEF MWAMBA	K1,000,000.00
8	POLICE/ AMBULANCE VEHICLE	K1,000,000.00
9	ELECTRICITY	K1,000,000.00
	GRAND TOTAL	**13,690,497.50**

CLOSING REMARKS

The chairperson thanked everyone for coming as well as for their time and effort to attend such a short notice meeting.

CLOSING PRAYER

A closing prayer was given at 16:53 hours by the Procurement officer and a meeting was called to a close.

ACTION PLAN

S/N	DESCRIPTION	RESPONSIBLE	TIMELINE
1	FINANCIAL REPORT OF 2020 – 2023 CDF	FINANCE DEPT	NEXT MEETING
2	PRESENTATION ON PROCUREMENT PROCESS (WITH FOCUS ON EVALUATION/BIDDING PROCESSES)	PROCUREMENT DEPT	NEXT MEETING
3	CONSULTING REA FOR ELECTRIFICATION WITHIN THE WARD	ENGINEERING DEPT	NEXT MEETING
4	UPDATING THE COMMITTEE ON RDA PLANS – PRESIDENT AVENUE ROAD AND BRIDGE SECTION	ENGINEERING DEPT	NEXT MEETING
5	CONSULTING ZESCO ON MAYANGA PRIMARY SCHOOL ELECTRIFICATION	ENGINEERING DEPT	NEXT MEETING

6	CONSULTING/ MAKING A FOLLOW UP ON THE TYPES OF TREES TO BE PLANTED UNDER 2022 PROJECTS	ENGINEERING / PROCUREMENT DEPT	NEXT MEETING
7	SERVICE PLAN FOR THE EQUIPEMNT	ENGINEERING / PROCUREMENT DEPT	NEXT MEETING

AUTHENTICATION OF MINUTES

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CDFC CHAIRPERSON **CDFC SECRETARIAT**

…… ……

DATE **DATE**