MBALA MUNICIPAL COUNCIL

MINUTES OF THE CONSTITUENCY DEVELOPMENT FUND COMMITTEE (CDFC) MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE, AK WILOMBE LANE, MBALA, THURSDAY 18TH MAY, 2023 AT 09:00 HOURS.

IN ATTENDANCE:

NAME:	**POSITION / INSTITUTION:**
• GRANT SCHAEFER	: COMMITTEE CHAIRPERSON
• BURTON SIKAUMBWE	: COMMITTEE VICE CHAIRPERSON
• PETER LUNGU	: MP REPRESENTATIVE
• JACKSON SIMBEYE	: AREA COUNCILLOR (MWAMBA WAR)
• AMOS SIMFUKWE	: AREA COUNCILLOR (MWAMBEZI WARD)
• HAWKINS J. FWAMBO	: CHIEF'S REPRESENTATIVE
• STUART SIKAZWE	: COMMUNITY REPRESENTATIVE
• BRIGHT BANDA	: DIRECTOR OF ENGINEERING SERVICES
• JEREMIAH NG'UNI	: DIRECTOR OF FINANCE
• WINZA SIMBAYA	: DISTRICT PLANNING OFFICER
• DAISY K. MUKABAINGA	: SOCIAL ECONOMIC PLANNER

APOLOGIES:

• WILLIAM SINKAMBA	: AREA COUNCILLOR (INTALA WARD)

BY INVITATION:

• MPAZI MPEMBAMOTO	: CHIEF COMMUNITY DEVELOPMENT OFFICER
• FRANCIS MUKOSHA	: CHIEF INTERNAL AUDITOR
• GODFRIDAH M. MOFYA	: PROCUREMENT OFFICER
• JOSEPH C. KANYANTILA	: EDUCATION
• PAXINAH P. MBEWE	: OOP (SD)
• BRIAN MUSONDA	: ACCOUNTANT (ACCESS BANK)
• CHIKUMO M. JANET	:ASS COMMITTEE CLERK (**RECORDER**)

THE MEETING WAS CALLED TO ORDER AT 10:31 HOURS

AGENDA:

1. Opening prayer
2. Apologies
3. Self-introductions
4. Opening remarks
5. Apologies
6. Reading (confirmation and Adoption) of pervious minutes held on 28th March, 2023
7. Matters arising
8. Update on the Community Development Fund Finances
9. Update on Community Projects 2022 and Disaster
10. Water facility at Kasulo Primary School
11. Masumba Health Maternity Annex
12. Site moving for construction of Ndundundu Primary School
13. Update on Loans
14. Update on Grants
15. Update on Community Projects 2023
16. Pricing of tents
17. Desk appraisal of 2023 CDF Bursaries
18. Closing remarks/prayer

PRAYER:

Prior to the commencement of the meeting, a prayer was given by the Committee Vice Chairperson Mr Burton Sikaumbwe.

NOTICE OF MEETING:

The Committee Chairperson read the Notice convening the meeting.

SELF-INTRODUCTIONS:

Self-introductions were given by all the members in attendance.

WELCOMING REMARKS:

The Chairperson welcomed the members present at the meeting and urged them to participate fully on matters regarding the Community Projects, Secondary and Skills Bursaries in order to take development in Mbala Constituency.

CDFC/13/05/23: ADOPTION OF THE AGENDA

Upon a proposal duly seconded, it was

RESOLVED that;

The agenda be adopted as presented to the house.

CDFC/14/05/23: CONFIRMATION AND ADOPTION OF MINUTES OF COMMUNITY DEVELOPMENT FUND COMMITTEE MEETING HELD ON 28TH MARCH, 2023.

On a proposal by Councillor Jackson Simbeye, duly seconded by Mr Hawkins J. Fwambo, it was;

RESOLVED that;

The Minutes of the Community Development Fund Committee Meeting held on 28th March, 2023 be **CONFIRMED** and **ADOPTED** as a true and correct record of the proceedings of the Committee.

CDFC/15/05/23: MATTERS ARISING

The Chairperson requested the Procurement Officer Mrs. Godfridah M Mofya to go through the procedures of procurement process how it was done in the Local Authorities which she explained in detailed to the members present.

Arising from the minutes of meeting held on 28th March, 2023, the Chairperson said, one ward through the WDC submitted for REA program under Community Project and Director of Engineering Services Mr Bright Banda responded that he would do a write-up to ZESCO regarding (REA) Rural Electrification Agency program if at all they had a plan under Mbala District.

The Director of Engineering Services also informed the house that (RDA) Road Development Agency had responded to the Council that they would do the bridge over the Mbulu Stream.

In conclusion from the matters arising, the following were some concerns by the committee;

1. From the 2022 CDF Grant, K1.2 Million would be budgeted for buying a Police vehicle at the sum of K800 hundred thousand and the K400 hundred thousand would be used to repair the President Avenue.
2. All Contractors to ensure that fruit trees are planted at every site given. However, the Director of Engineering and Services stated that, there was an oversight in the BOQ which would be corrected.
3. The Council to ensure that they leave room (funds) for servicing and fuel for the Earth Moving Equipment's in each quarter.

CDFC/16/05/23: UPDATE ON THE COMMUNITY DEVELOPMENT FUND FINANCES

The Director of Finance reported for the information to the Committee on CDF grant, how the funds had been spent and what was left in the accounts.

The table below shows the details of the CDF grant **BALANCES.**

ITEM	2020	2021	2022
Administrative component	K6,573.80	There was in **negative** because more activities were undertaken as to what was budgeted for.	K-358,308.39
Community Projects	K541,021.23	K47, 701.00	K7,235,407.28
Youth /women Empowerment	-	-	K-149,553.90
Skills	-	-	K4,291,069.08
Loans	-	-	Not yet disbursed

He further added that all the funds for CDF Grant 2022 allocation which was K25, 700,000.00 was fully received from the Ministry, less K1.2 Million for the CDF vehicle and K800,000.00 for the Police Vehicle which were both acquired centrally.
The Committee also noted as to how they could overshoot the 2021 Administrative Component when all Projects were in the town. They also questioned the figures for Grants in 2022, and the Director of Finance responded that he would come back with answers in the next meeting.
Thereafter, the Chairperson emphasized on having printed hard copies for financial reports on CDF Grant allocations.
The Committee **NOTED** the report.

For 2023, find attached CDF Budgeted allocations '**Annex 1' (a)** And Financial Statements **Annex 1' (b)**

CDFC/17/05/23: UPDATE ON COMMUNITY PROJECTS 2022 AND DISASTER

The Director of Engineering and Services reported for the information to the Committee regarding the status of the twenty three (23) Community Projects were as follows:

S/N	PROJECT DESCRIPTION	REMARKS
1.	Construction of 1x2 Class Room Block at Kakonde Primary School in Nsunzu Ward	83% and contractor to rectify the defects
2.	Completion of a 1x2 Class Room Block at Chilambwe Primary School in Nsunzu Ward	Completed and was in use
3.	Completion of a 1x2 Class Room Block at Chalele Primary School in Nsunzu Ward	Works Completed awaiting handover
4.	Construction of 1x2 Class Room Block at Chalamanga Primary School in Kalambo Ward	100% Complete
5.	Construction of 1x2 Class Room Block at Chipoma Primary School in Kalambo Ward	Works completed and the Community wanted to turn it into a Secondary School
6.	Completion of Kaluluzi Maternity Annex in Intala ward	The CDF Committee approved extra funding of **K 105,979.68** to successfully complete the project ,Awaiting approval by the Procurement Committee and works were at 15%
7.	Completion of 1x2 Class Room Block and Construction of Staff House at Musende Primary School in Intala Ward	Works Completed awaiting handover
8.	Completion of 1x3 Class Room Block at Kawimbe Secondary School in Kawimbe ward	Works completed but the desks component was not included.

9.	Completion of 1x2 Class Room Block at Lumi Primary School in Kawimbe Ward	Works Completed awaiting handover
10.	Construction of Mulangwa Crossing Point in Kawimbe Ward	Works were at 60% and was extended to 18th June , 2023
11.	Construction of an Ablution Block and Paving Works at the Mortuary in Kazimolwa Ward	100% complete
12.	Construction of 1x2 Class Room Block at Chila Deaf School in Kazimolwa ward	Works were at 90%
13.	Completion of 1x2 Class Room Block at Chila Primary School	100% complete
14.	Completion of 1x4 Class Room Block at Kakungu Day School in Lwandi Ward	The CDF Committee approved an extra funding of **K224,196.94** to successfully complete the project, awaiting approval by the Procurement Committee and works were at 20%
15.	Construction of 1x2 Class Room Block and a VIP Toilet at Chisafwa Primary school in Lwandi ward	Works were at 70%
16.	Electrical Installation works at Mayanga Primary School in MotoMoto Ward	Works were at 100% complete awaiting ZESCO connection
17.	Construction of 1x2 Class Room Block at Mwamba Day Secondary School in Mwamba Ward	Works were 100% complete awaiting handover
18.	Construction of 1x2 Class Room Block at Lushoto Primary School in Mwamba ward	Works were at 40%
19.	Construction of 1x2 Class Room Block at Kasulo Primary School in Mwambezi ward	The works were at finishes level
20.	Construction of 1x3 Class Room Block at Ndundundu Primary School in MotoMoto ward	Site moved from Likoma to Ndundundu Primary School
21.	Drilling of Boreholes in seven (07) Communities 1. Punga Muza Village, 2. Ntenda Village, 3. Chikopo Village, 4. Chimpo Village 5. Katipa Village 6. Musense Village) 7. Chinenke	Two boreholes had been drilled, Contract extended and Works will resume after rain season.
22.	Rehabilitation of President Road- from Chila View to Mpulungu Road junction	The project to be considered under RDA.
23.	Procurement of a Grader	On procurement stage

The committee **NOTED** the report.

CDFC/18/05/23: WATER FACILITY AT KASULO PRIMARY SCHOOL

The Director of Engineering and services reported for consideration to the Committee that the Project was finished at Kasulo Primary School but there were some works added which was putting up a borehole, 5000L water tank and solar panel, which would be gotten from the savings from the Community Projects for 2022 at the cost of about K80,000.00.

Thereafter, a Proposal was made by **Mr. Jackson Simbeya** and was dully seconded by **Mr. Burton Sikaumbwe**, it was,

RESOLVED that;

The item be considered by the committee.

CDFC/19/05/23: MASUMBA HEALTH MATERNITY ANNEX

The Director of Engineering and services reported for consideration of the Committee that Masumba Health Maternity Annex was damaged and that a sum of K26,000.00 was needed to repair the damages from the 5% Disaster Component.

After due deliberation on the matter, there was a proposal by **Mr. Hawkins J. Fwambo** and dully seconded by **Mr Jackson Simbeya**, it was,

RESOLVED that;

The item be considered by the committee for repairing the Maternity at the total cost of **K26, 000.00** using **5%** Disaster Component.

CDFC/20/05/23: SITE MOVING FOR CONSTRUCTION OF NDUNDUNDU PRIMARY SCHOOL

The Director of Engineering and services reported for the consideration of the Committee that they was need to move the location of the school from Likomo to Ndundundu.

After due deliberations on the matter, there was a proposal from **Mr Sikazwe Stuart** and duly seconded by **Mr Hawkins J. Fwambo,** it was,

RESOLVED that;

The site for construction of Ndundundu Primary School be moved as presented.

CDFC/21/05/23: UPDATE ON LOANS

The Chairperson requested for the updates on Loans from Mr Brain Musonda from Access Bank who responded that they were yet to give out loans due to the following concerns;

1. Some businesses were not meeting the check list as provided for in the CDF guidelines.
2. Some business were not having an account with Access bank, therefore, they recommended for the successful applicants to open up accounts with them so that they would monitor and track defaulters.
3. Applicants would be checked to see if they have any outstanding loans with other lending institutions.
4. Projects/ businesses were not viable enough.
5. Those who would be selected/ approved, should undergo a training.
6. Also to reduce the amount applied by an applicant so that many businesses can benefit.

The committee **NOTED** the report.

CDFC/22/05/23: UPDATE ON GRANTS

The District Planning Officer reported for information to the Committee that most youth and women empowerment (clubs) were selected and the applications were then taken to (PLGO) Provincial Local Government Officer in Kasama for approval.
The Chairperson emphasized that those who were not selected, the Planning Unit should write to them as to why that happened.
The committee **NOTED** the report.

CDFC/23/05/23: UPDATE ON COMMUNITY PROJECTS 2023

The Director of Engineering and Services reported for the information that Council was in receipt of a Presidential directive letter dated 19thJanuary, 2023, coming from the Cabinet indicating the several Pronouncements on Developmental Programs made by the Republican President of Zambia Mr Hakainde Hichilema which a Constituency was supposed to include whenever undertaking projects.

The following were the Pronouncements made by the Republican President;

1. All health facilities to have maternity annexes with necessary facilities, to be connected to electricity, to have safe and clean piped drinking water, to have modern sanitation facilities.
2. All incomplete District Hospitals to be completed by the end of December, 2023.
3. Provision of ambulances to all District Health offices and General Hospitals within the Province.
4. All Students to sit on desks in Schools.
5. Provision of Classroom space to resolve the issue of congestion in Schools.
6. All schools to have safe and clean piped drinking water, to be connected to electricity, to have modern sanitation facilities.

7. All markets to have modern sanitation facilities.

He further added that, 2023 Community Projects were still not approved by the Ministry due to some pronouncements stated above not included in the list of Community Projects.
The Committee **NOTED t**he report.

Find attached the letter '**Annex 2**' and list of Community Projects '**Annex 3**'

CDFC/24/05/23: **PRICING OF TENTS**

The Chairperson requested that they procure 03 tents to be using at funerals within the constituency and that the Director of Engineering and Services would come up with the BOQ.
After due deliberation on the matter, there was a proposal from **Mr Jackson Simbeye** and duly seconded by **Mr Burton Sikaumbwe,** it was,

RESOLVED that;
The tents for funerals be bought after the price was availed.

CDFC/25/05/23: **DESK APPRAISAL OF 2023 CDF BURSARIES (SECONDARY AND SKILLS)**

The Socio Economic Planner reported to the committee for consideration that the Planning Unit received **16** Applications for Secondary School and **60** Applications for Skills Bursaries for 2023 first quarter. The appraisal was done for secondary School, **05 pupils** were deferred and for Skills **16 students** were also deferred due to some applicants not attaching the relevant documents according to the checklist provided for in the CDF guidelines.

Thereafter, a Proposal was made by **Mr Burton Sikaumbwe** and was dully seconded by **Mr. Stuart Sikazwe**, it was,

RESOLVED that;
The item be considered by the committee for approval of those selected successfully.

See attached the approved and deferred list of applicants by the CDFC in '**Annex 4**'

CLOSING REMARKS BY THE COMMITTEE CHAIRPERSON

The Chairperson thanked all members for their effort for attending the meeting and urged them to implement whatever had been agreed upon.

With those few remarks he declared the meeting officially closed at 16:30 hours and followed by a prayer from **Daisy K. Mukabainga**.

THE MEETING ENDED AT 16:30 HOURS

CERTIFIED AS A TRUE COPY OF THE CONSTITUENCY DEVELOPMENT FUND COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTER, AK WILLOMBE LANE, MBALA, ON THURSDAY 18TH MAY, 2023.

COMMITTEE CHAIRPERSON
GRANT SCHAEFER

Date ……

SECRETARY
DAISY K. MUKABAINGA

Date ……

ACTION PLAN

S/N	DESCRIPTION	OFFICER RESPONSIBLE	TIMELINE
1.	Financial report for 2021 Why they overshot Administration Component	**DF**	Next Meeting
2.	Financial reports for 2022	**DF**	Next Meeting
3.	How much works will K400,000.00 do on Presidential Avenue	**DE**	Next Meeting
4.	Consultation with ZESCO regards to Mayanga Electrification that would affect variation	**DE**	Next Meeting
5.	Cost of 03 Tents for funerals	**DE**	Next Meeting