**MBALA MUNICIPAL COUNCIL**

**MINUTES OF THE STAKEHOLDERS BUDGET CONSULTATIVE MEETING HELD ON 29TH NOVEMBER 2024 AT THE CIVIC CENTRE CHAMBER AT 09:30HRS.**

**AGENDA**

1. OPENING PRAYER.
2. INTRODUCTION – ALL.
3. OPENING REMARKS – TOWN CLERK.
4. PERFORMANCE OF THE 2024 COUNCIL BUDGET.
5. COUNCIL DEBT STATUS.
6. PRESENTATION ON THE STATUS OF THE INTEGRATED DEVELOPMENT PLAN.
7. CONSTITUENCY DEVELOPMENT FUND UPTAKE AS AT 30TH SEPTEMBER 2024.
8. REVISION OF COUNCIL FEES AND CHARGES FOR THE YEAR 2025.
9. REVENUE ENHANCEMENT MEASURES FOR THE YEAR 2025.
10. 2025 BUDGET ALLOCATIONS.
11. DEBT LIQUIDATION PLAN FOR THE YEAR 2025.
12. CONCLUSION.
13. PLENARY.
14. CLOSING REMARKS – MAYOR.
15. CLOSING PRAYER.

**SH/01/11/24** **OPENING REMARKS**

The meeting was called to order at 10:00hrs and an Opening Prayer was given by a stakeholder, after which all members introduced themselves.

Opening remarks were given by the Town Clerk who welcomed all members present and expressed her gratitude for their attendance despite the bad weather. She stated that stakeholder consultation is an integral part in the process of preparation of the annual institutional budget and as such encouraged them to express themselves during the meeting. She further expressed that the Budget Performance for the year 2024 was below expectation as the Local Authority faced major challenges in the collection of revenue especially in property rates despite offering incentives to rate payers. She further informed the house that the Local Authority would present measures aimed at enhancing revenue collection for the year 2025.

**SH/02/11/24** **PRESENTATION BY THE DIRECTOR FINANCE – COUNCIL'S OVERALL PERFORMANCE OF ITS 2024 BUDGET.**

A detailed presentation of Mbala Municipal Council's 2024 budget performance was presented culminating into the summary below;

| Own Source Revenue | 2024 Budget Jan – Dec | Jan - Oct Actual | Jan - Oct Budgeted Less Actual | Jan - Oct Budgeted Vs Actual % |
|---|---|---|---|---|
| Total | 5,413,656.00 | 3,874,536.25 | 1,539,119.75 | 71.57 |

| National Support | 2024 Budget Jan - Dec | Jan - Oct Actual | Jan - Oct Budgeted Less Actual | Jan - Oct Budgeted Vs Actual % |
|---|---|---|---|---|
| Total | 53,539,815.00 | 18,310,712.84 | 35,229,102.16 | 34.20 |

Devolved Functions budget performance as at 31st October 2024;

| Devolved Sector/ Function | 2024 Budget Jan - Dec | Released Amount as at 31st October 2024 | Balance | Budget Performance (%) |
|---|---|---|---|---|
| Total | 6,806,310.00 | 2,472,697.86 | 4,333,612.14 | 36.33 |

Debt Status Report 2022 – 2024;

| Debt Type | 2022 | 2023 | 2024 |
|---|---|---|---|
| **Suppliers Loans & Contracts, Contributions and Remittances** | | | |
| Totals | 1,103,787.83 | 1,599,703.39 | 2,031,138.99 |

**SH/03/11/24** **PRESENTATION BY THE DISTRICT PLANNING OFFICER – STATUS ON THE FORMULATION OF THE DISTRICT INTEGRATED DEVELOPMENT PLAN.**

The District Planning Officer informed the house that the District's Integrated Development Plan (IDP) had been fully developed and approved by the Minister responsible for the Local Government and Rural Development. He stated that going forward, all District developmental programmes will be guided by the approved IDP. He further notified members to access the IDP on the Council Website, the Planning Office at the Civic Centre or the National Assembly Office.

**SH/04/11/2024** **CDF UPTAKE SUMMARY (2022 - 2024) AS AT 31ST SEPTEMBER 2024.**

The District Planning Officer made a summary presentation on Constituency Development Fund Uptake from 2022 to 2024 as per below table;

| Period | Total Expected | Total released | Total utilized | % Utilized |
|---|---|---|---|---|
| **2022 - 2024** | | | | |
| **Totals** | **84,646,174.29** | **59,010,532.33** | **52,340,725.29** | **62%** |

**SH/05/11/24** **REVISED PLOT APPLICATION FEES AND PLOT PREMIUMS FOR OFFERED PLOTS.**

The District Planning Officer made a presentation on revised Council fees and charges on land services taking effect in 2025 under the 2025 Institutional Budget. He informed members that the revision of Council Fees and Charges are aimed at enhancing the Council's revenue base. Revised fees and charges were presented as follows;

| | | Application Fees | | Plot Premium | |
|---|---|---|---|---|---|
| **S/N** | **Plot Category** | **Current** | **Proposed Revision** | **Current** | **Proposed Revision** |
| 01 | Residential – Low Cost | 500.00 | 1,000.00 | 3,500.00 | 5,000.00 |
| 02 | Residential – Medium Cost | 500.00 | 1,000.00 | 6,400.00 | 8,500.00 |
| 03 | Residential – High Cost | 500.00 | 1,000.00 | 10,000.00 | 12,000.00 |
| 04 | Commercial – Low Cost | 2,000.00 | 2,000.00 | 5,700.00 | 7,000.00 |
| 05 | Commercial – Med. Cost | 2,000.00 | 2,000.00 | 6,900.00 | 8,000.00 |
| 06 | Commercial – High Cost | 2,000.00 | 2,000.00 | 14,500.00 | 15,500.00 |
| 07 | Industrial Plot | 5,000.00 | 5,000.00 | 50,000/Ha | 50,000/Ha |

Application Fees for Conversion of Land Tenure;

- Individuals K500.00
- Corporations (Companies) K1,000.00

The officer reported that K10,000 fee on plot premium dates back to 2012 which is insufficient for the services offered pertaining to land services hence the proposal to adjust upward. He further presented charges for various land services as below, and encouraged members to look through the service charter to know how to access these services and how much it will cost.

| Distance | Amount (ZMK) |
|---|---|
| 0km – 5km | 1,000 |
| 5km – 10km | 1,500 |
| 10km – 25km | 2000 |
| Above 25km | 2,500 |

Consideration Fees for Conversion of Land Tenure;

| Extent of land | Amount (ZMK) |
|---|---|
| 0 - 10Ha | 3,500.00 |
| 11 - 50Ha | 4,500.00 |
| 51 - 70Ha | 5,500.00 |
| 70 - 100Ha | 6000.00 |
| 101 - 150Ha | 7,000.00 |
| 151 - 200Ha | 8,500.00 |
| 201 - 250Ha | 9,500.00 |

**SH/06/11/24** **PRESENTATION BY THE DIRECTOR FINANCE - REVISION OF BUSINESS LEVIES, LICENSES, PERMITS AND PENALTIES.**

The Director Finance informed members that following the revision of the poundage rate from K0.30 to K0.40 per chargeable unit by the Government through the Judicature, various fees and charges levied by the Council on its clients such as Business Levies, Licenses, Permits and Penalties would automatically be adjusted upwards. He then encouraged members to ensure compliance to these lawful taxes.

**SH/07/11/24** **PRESENTATION BY THE DIRECTOR FINANCE - REVENUE ENHANCEMENT MEASURES FOR 2025.**

The Director Finance presented the following proposed revenue enhancement measures under the 2025 Council Budget;

1. Venturing into beverage wholesale business

2. Venturing into block making business

3. Renovating Grasshopper Inn (The Council Guest House)

4. Electronic billing system & POS - for Property Rates, Business Licensing and other fees & Charges.

5. Revision of Valuation Roll

**SH/08/11/24** **FORMULATED 2025 COUNCIL BUDGET**

The Director Finance presented the Council's revenue forecasting as follows;

| | Approved Budget 2024 Revenue | Collected October 2024 Revenue (Actual) | Projection 2024 31st December, 2024 | Projected 2025 Revenue |
|---|---|---|---|---|
| **TOTALS** | **5,413,656.00** | **3,874,536.25** | **4,649,443.50** | **9,923,879.44** |

Projected National Grants;

| No. | Grant Type | Approved 2024 | Projected 2025 |
|---|---|---|---|
| 1 | LGEF | 15,194,583.00 | 15,194,582.53 |
| 2 | Grant in Lieu of Rates | 903,280.00 | 1,200,000.00 |
| 3 | CDF | 30,635,642.00 | 36,058,150.60 |
| | **Total** | **46,733,505.00** | **52,452,733.13** |

Summary of the 2025 budget for Devolved Functions;

| Devolved Sector/ Functions | 2024 Budget | 2024 Released Budget | 2025 Budget |
|---|---|---|---|
| **Totals** | **6,806,310.00** | **2,986,575.02** | **7,420,208.39** |

**SH/09/11/24** **2025 COUNCIL DEBT LIQUIDATION PLAN**

A presentation was made in which the Director Finance tabulated the Council's debt liquidation plan for 2025 as per below table;

| DEBT TYPE | OUTSTANDING BALANCES AS AT SEPTEMBER 2024 | MONTHLY PAYMENTS | ANNUAL |
|---|---|---|---|
| Personal Emoluments | 9,727,912.51 | 5,500.00 | 84,000.00 |
| Statutory Obligations | 23,896,287.45 | 16,000.00 | 192,000.00 |
| Suppliers, loans & Contracts. Contributions & Remittances | 1,861,118.60 | 17,134.75 | 205,617.00 |
| **Grand Total** | **35,485,318.56** | **38,634.45** | **481,617.00** |

**SH/10/11/24** **CHALLENGES FACED BY THE LOCAL AUTHORITY**

The Director Finance further presented the following challenges being factors which have contributed to the poor performance of the Council's Budget from 2022 to date;

1. LOW COMPLIANCE LEVELS AMONG TAX PAYERS

The Director Finance stated that one of the major challenges the Council has faced is low compliance levels to payment of various fees and charges. He lamented that despite conducting sensitization and engagement, many have still shunned their obligation to the Council. He further informed the house that the Council would proceed to follow steps guided by the law in collecting revenue without lenience as it has not yielded results.

2. POOR ROAD NETWORK

Another challenge tabled was poor road network which has continued to inhibit social economic activity in the District.

3. LOW REVENUE BASE

The third challenge raised is the low revenue base in the district being a rural township.

**SH/11/11/24 PLENARY**

1. **A comment was raised in which a stakeholder inquired if the Council collects revenue from Trucks as there are numerous trucks which transit through Mbala District.**

   **Response:** A response was given that currently, Mbala doesn't have a zone allocated to trucks, but the Council would develop such a facility using the Zambia Devolution Support Programme Grant after a zone is allocated.

2. **A comment was raised in which a stakeholder commented that Lake Tanganyika corridor makes millions of dollars in fish levy and asked what the Council is doing to benefit from the same. He reminded members that Chisanza area belongs to Mbala on the map but has been grabbed by Mpulungu District. He also asked what the Council is doing to develop Kaseshya Boarder, insisting that the Chamber of Commerce had been patient for too long and the Council is not responding to their push.**

   **Response:** The Town Clerk responded that the Council has written to the relevant authority and will update the public in due time. She stated that the Council appreciates the effort of the Chamber of Commerce in this regard. She further guided that the boarder is in the hands of the Ministry of Commerce and Ministry of Local Government and would be a game changer once fully operationalized and developed.

3. **A comment was raised in which a stakeholder stated that the warrants of distress issued by the council and engagement of bailiffs would not resolve compliance failure by rate payers. He advised that debtors should be summoned individually and create a payment plan rather than engage in litigation.**

**Response:** The Director Finance responded that the Council began engaging debtors in 2023 and has held four meetings since, but has not executed any warrant for years despite the law enabling the Council to do so. He stated that with a budget line of 3 million, the Council only collected 2% which has subjected the Council to Parliamentary Hearings. He further reminded members that in 2023, the Council gave its debtors discounts not even supported by the law, conducted sensitization, but only a few came through to make payments. He then advised stakeholders that the Council is accountable to the government and will now use the Law to recover what is owed.

**SH/12/11/24 CLOSING REMARKS BY HIS WORSHIP THE MAYOR**

In his closing remarks, the Mayor reiterated appeals made by the Council for rate payers and business owners to comply to the law and pay their dues as the Council cannot provide the much needed public services without revenue. He further thanked all members for responding to the Council's invitation to attend the stakeholders meetings and for their input. The meeting was closed at 12:30 and a closing prayer was given by Director Public Health.

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SIGNED.....

LAURA YUMBA MUNKANTA

**TOWN CLERK**

**Date** 29/11/24.....

REPUBLIC OF ZAMBIA
MBALA MUNICIPAL COUNCIL
19 NOV 2024
OFFICE OF THE TOWN CLERK
P. O. BOX 420057, MBALA

**ATTENDANCE REGISTER FOR STAKEHOLDER'S MEETING HELD ON 29TH NOVEMBER 2024, AT THE CIVIC CENTRE CHAMBER AT 09:00HRS.**

| S/N | NAME | DEPARTMENT | NRC | CONTACT | SIGN |
|---|---|---|---|---|---|
| 1. | SIMFUKWE FRANK | KAMUZWAZI | 227760/42/1 | 0964 269303 | |
| 2. | CHIPUNGU HUMPHERY | KAKONDE | 254001/42/1 | 0968553561 | |
| 3. | David Sikalumbi | Kakonde | 302910/42/1 | 0969365294 | |
| 4. | JUSTIN SIAME | KAKONDE | 213782/42/1 | 0969793480 | |
| 5. | DAVIES SIMWINGA | KAKONDE | 215389/42/1 | 0963328261 | |
| 6. | Anthony H. Sikaumbe | Kamuzwazi | 218161/42/1 | 0977861 | |
| 7. | Jolley Simainza | Kamuzwazi | 256640/42/1 | 0967936612 | |
| 8. | Marcel Mcdemo | Chipolo | 227802/42/1 | 0978023385 | |
| 9. | MICHAEL A Nyanga | Kunuga | 428762/67/1 | 0953910517 | |
| 10. | Simeon Mcuse | Chisitu | 301795/42/1 | 0961375275 | |
| 11. | BERNARD SIKALUMBI | MALANIBA | 214969/42/1 | 0962058063 | |
| 12. | STANLEY KUNDA | KAKONDE | 102158/95/1 | 0968627401 | |
| 13. | AMOS SIAME | KAMUZWAZI | 136563/42/1 | 0962833599 | A. SIAME |
| 14. | peter Sizauwe | Kakonde | 136563/42/1 | 0962833599 | |
| 15. | charles Sikazwe | MULIPE | 184469/42/1 | 0776972605 | |
| 16. | EMMANUEL Sikaumbe | CHISITU | 185050/42/1 | 0772063388 | |
| 17. | GIBBON. C CHIPANTA | MULIPE | 114401/91/1 | 0964903669 | |

| | | | | | |
|---|---|---|---|---|---|
| 18 | CHANTI NICHOLAS | MUTIPE | 284849/42/1 | 0972226008 | |
| 19 | S.NJelu Elustars | Kamuzuwazi | 285399/42/1 | 0966434745 | |
| 20 | SIKAFUNDA KEGLVN | MUTIPE | 260560/16 | 0969630005 | |
| 21 | Ngombe Ideen | Kamuzwazi | 184256/42 | 0761651836 | |
| 22 | CHOBELA DORAS | Kachenyente | 318889/61/1 | 0964457201 | |
| 23 | EVANGELIA KAPWEPWE | Kamuzwazi | ~~209215/42/1~~ | ~~0963998477~~ | |
| 24 | SIWITI OSWARD | KAKONDE | 209215/42/1 | 0963998477 | |
| 25 | MUSUKUMA CONFIDENCE | KACHENYENTE | 299191/42/1 | 0976701186 | |
| 26 | SIMUKOKO moses | KAKONDE | ~~0962046017~~ | 0962046017 | |
| 27 | Nanyangwe GIFT | Mutipe | 218830/42/1 | 0967465589 | |
| 28 | NAMITI KEFELINI | Kamuzwazi | | | |
| 29 | nayamepuleshi | Chipola | | | |
| 30 | Emmanuel Sikalumbi | Kakonde | 157614/42/1 | 0978081641 | |
| 31 | NANYANGWE JANNY | KAMUZWAZI | 168910142/1 | | |
| 32 | Regina Nachula | Kamuzewazi | | | |
| 33 | Namunga Linah | Chipola | | | |
| 34 | Nakazwe Allisty | Kakonde | | | |
| 35 | Namunga Lileen | Kakonde | | | |
| 36 | Nangoma memory | Chipola | 229820/42/1 | | |
| 37 | Namunga Judith | Chipola | 168356/42/1 | | |

| | | | | | |
|---|---|---|---|---|---|
| 38. | Kamuniga Gift | Chipola | | | |
| 39. | Kayame Joyce | Chipola | | | J. Kayame |
| 40. | Kangoma Mary | Kamuzwazi | | | M. Kangoma |
| 41. | Kamukanga Theresa | Chipola | | | T. Kamu |
| 42 | Bwalya Shame | Kachunyenta d/k | 131230/42/1 | 0969 85826 | Shame |
| 43 | Kamfuwe Leny | Kamuzwazi | 346074/11 | 0968506630 | L. Kamfuwe |
| 44 | Joseph Simukoonga | Kamuzwazi | | | |