MBALA MUNICIPAL COUNCIL

MINUTES FOR CONSTITUENCY DEVELOPMENT FUND COMMITTEE MEETING (CDFC) HELD ON THURSDAY 21ST FEBRUARY,2024 HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE, MBALA AT 10:26 HOURS

MEMBERS PRESENT:

Grant Schaefer	-	Religious Representative (Chairperson)
Sikaumbwe Burton	-	Community Representative (Vice Chairperson)
Desyiva D Zulu	-	Professional Assistant (MP Office)
Amos Simfukwe	-	Mwambezi Ward Councilor
Jackson Simbeya	-	Mwamba Ward Councilor
William Sinkamba	-	Intala Ward Councilor
Stuart Sikazwe	-	Com-Representative
Rowland Botha	-	Civil Society Organisation Representative

APOLOGIES:

Mr Hawkins J. Fwambo	-	Chief Representative

IN ATTENDACE:

Susan	-	Office of the President
Winza Simbaya	-	District Planning Officer
Siwila	-	Chief Accountant
Chiti Lombe	-	Finance
Winza Simbaya	-	Planning
James Mutale	-	Planning
Natasha Namukoko	-	Planning
Daisy Kabwe	-	Planning
Suwilanji Siziya	-	Planning

AGENDA

1. Opening Prayers
2. Self introductions
3. Apologies
4. Opening Remarks
5. Reading, Correction and Confirmation of Previous Meeting Minutes
6. Financial Report from 2020 – 2023 CDF
7. Update on Desks
8. Update on Loans 2020-2024
9. Desk Appraisal for Additional Bursaries

OPENING PRAYER

An opening prayers was given by the Chairperson at 10:27 hours.

SELF INTRODUCTIONS

Self-introductions were done by all the members who were present to the meeting.

APOLOGIES

Apologies were received from the following members:

Mr. Hawkins Mfwambo

OPENING REMARKS

The Chairperson introduced all members present to the meeting and went on to say that the meeting was a special meeting that was called for because as at 15th February, 2024, following a letter from the Ministry, all Constituency Development Fund Committees were to be dissolved. He further went on to say that the main reason why the meeting was called for was because of the pressure members of the Committee were receiving from the community regarding the bursaries, especially the Secondary Boarding school seeing as the results of pupils who had written exams last year were released and they were given acceptance

letters and had applied for bursaries and could not attend classes without confirmation from the councils that the pupils had applied and had been shortlisted under 2024 CDF bursaries component.

READING, CORRECTIONS AND CONFIRMATION OF PREVIOUS MEETING MINUTES

The reading of previous meetings was not done because minutes were not made available to which the Chairperson made mention to secretariat to see to it that the minutes that were taken during the last meeting by Committee clerks be availed to the committee in the next meeting.

FINANCIAL REPORT FROM FINANCE DEPARTMENT

The report from Finance department was not considered by the Committee because it did not have the exact information required by the committee regarding specific breakdowns on each project and other components on the approved amounts, spent amounts as well as the savings broken down by year from 2020 to 2023.

UPDATE ON DESKS

The chairperson asked the District Planning Officer (DPO) to explain to the committee what had happened regarding the Procurement of the desks.

The DPO made mention that under 2023 CDF, a total of 4,200 desks were budgeted to be purchased while under 2024 CDF, a total of 5, 000 desks were budgeted for. He further went on to say that there unfortunately had been some hiccups in regards to the procurement of the desks under 2023 due to the amount that the desks were set at which was an amount of K1, 200 which brought the amount to K5.1 million.

The DPO made mention that the council in the past week had been visited by officers from ZPPA regarding the same and were advised that there needed to be a variation of the desks by setting the price of the desks at the current price

index which was that of K1,500 there by bringing the new total amount for desks to K6.3 million which was over K1 million more than the initially approved amount.

The chairperson went on to say that the community projects under 2024 CDF would need to be reduced in their amounts so as to cover the variations that were needed to be done without fail for the desks for both 2023 and 2024. He further explained that the community projects under 2024 needed to go with BOQs as attachments and that was the reason why they had not yet been submitted to PLGO for approval and that an officer from Infrastructure under District Administration was currently working on that assignment.

RESOLUTION:

The decision to have a variation of the desks done at the current price index was proposed by Mr. Sikazwe and seconded by Mr. Simfukwe.

UPDATE ON LOANS OF 2022 – 2024 CDF

The chairperson handed over the floor to the vice chairperson to explain the current status of the Loans under 2022 and 2023 CDF.

The vice chairperson read a report as attached under appendix 2 containing a list of names of shortlisted candidates that had been approved by PLGO from 2022 CDF that had two batches as well as a list from 2023 CDF.

He then went on to explain that an error had been realized by the socioeconomic planner on the approved amounts under 2023 CDF when she was trying to update some information on the CDF Dashboard regarding the loans. He went on to say that the error that was noticed was on the total amount of the second batch that consisted of twenty-five (25) applicants who were to be funded under 2023 CDF.

He went on to explain that instead of having an approved amount of K2,619,965.00 , the excel sheet had a total amount of K2, 049, 965 due to some faults made by the officer when adding up the figures in excel which meant the committee had approved and submitted an amount higher than the allocation for loans.

The vice chairperson explained that under 2023 CDF, the allocated amount for loans came to K3,227,784.83 and that a total of twelve (12) applicants who were approved had an approved amount of K1, 130, 000 and the 2022 CDF loan applicants under batch two who were to be funded under 2023 CDF amounted to K2,619,965.00 bringing the total to K3,749,965.00 meaning the committed had over budgeted by K522, 180.17.

The socioeconomic planner had apologized to the committee for having made this error and had assured the committee that it would not happen again going forward.

The chairperson made emphasis to finance department on why it was important that they see to it that they always attended the CDFC meetings whenever called upon and further explaining that had they been there during that meeting, such errors would not have occurred because them been the finance people would have picked up on the error in the amount instead of the socioeconomic planner herself being the one to do the summations as well as pick up on the error.

The vice chairperson made mention that there were twelve (12) applicants under both 2022 and 2023 CDF who had been approved by PLGO who were currently waiting to receive payments but because it was made known by the CDF Desk officer from finance department on the balance remaining in the loan account amounting to K1, 063, 000.00 (minus the interest and loan repayments) thereby stating that it could not cater to pay for all the twelve applicants that amounted

to K1, 340, 000.00. He further went on to explain that there was need for the committee to figure out where they could source this amount of money to pay for the twelve and that the remaining applicants who were yet to be funded would be pushed to be funded under 2024 CDF allocation.

The chairperson once again emphasized on the urgency for the financial reports to be given to the committee by finance department to allow for them to make informed decisions and avoid making continuous errors in the future that would cost them. He went on to say that from the K1, 063, 000.00, there was a shortage of K277,000.00 to pay for all the twelve applicants who had just been approved.

The socioeconomic planner then guided the members on which applicants were still under review at the Bank and yet to be approved by PLGO as well as those who had been reviewed by the Bank, approved by PLGO but yet to be funded as well as those who had been approved by the Bank and PLGO and had been funded.

The applicants remaining to be funded were as follows:

1. Intulo – K50, 000.00
2. Mwachibe – K100, 000.00
3. Ivintu – K50, 000.00
4. Saise – K100, 000.00
5. Machengwa – K100, 000.00 (approved but not yet funded due to challenges with their bank account)

The chairperson made it known to the committee that he was in receipt of a letter from Saise Enterprises stating that they wished to withdraw their application because they had been approved for another loan elsewhere and that because of this, the remaining amount to be funded under both 2022 and 2023 CDF was a 400, 000.00 and by deducting Saise Enterprises, the amount came to K300, 000.00 there by bringing the total shortfall amount to K577, 000.00 but that what was

currently needed which was approved and needed to be funded was K277, 000 + K100, 000 (Machengwa who had been approved) to a K377, 000.00.

There was a suggestion by the chairperson to say that the financing for the remaining four (4) applicants who were yet to be approved amounting to K300, 000 would come from 2024 CDF Loans as priority.

RESOLUTION: This was proposed by Mr. Sikazwe and seconded by Rowland Botha.

When it came to paying the balance of the twelve applicants, the suggestion was to vary funds from 2023 community projects to pay them off.

RESOLUTION: This was proposed by Ms. Zulu and seconded by Mr. Simbeya

DESK APPRAISAL FOR BURSARIES

The chairperson made mention that the committee needed to look at additional applications that had come under bursaries.

He made mention that in the last meeting, a total of 218 skills applicants had applied of which the total came to over a K2 million whilst for secondary, a total of 90 pupils came to about K280, 000 thereby stating that the amount for skills had almost run out. There was a question by Mr. Sikazwe who wanted to find out if the Bursaries allocation was a 50 50 or it was to the discretion of the committee to which it was made known that in the CDF Guidelines, the bursaries allocation was 50 50 meaning that the committee could only consider a few skills applicants.

There was also a concern that majority of the students amounting to approximately 190 applicants out of the 218 wanted to do driving to which the committee agreed that because of the same, they should look at other important courses away from driving that they could shortlist.

RESOLUTION: This was proposed by Mr. Botha and seconded by Mr. Sikaumbwe Please see appendix 1 for the shortlisted bursary applicants.

ELECTION OF NEW CDFC

The chairperson made mention that they understood the letter from the ministry in regards to dissolving of the committee but that there was need for the committee to see to it that even as they stepped down, they did so by leaving a clean slate and handing over everything to the new committee in a manner that would allow for the new committee to begin their tenure without any confusions and misunderstandings caused by the current committee.

One of the members made mention that he was in agreement with the chair and that there was an urgency for the committee to do this handover but that they could not do so not unti the finance department did what was asked of them in regards to the financial reports as requested by the committee and that then and only then should the meeting be closed and the committee be dissolved.

The CDF Desk officer from finance Mr. Chiti did assure the committee that the reports would be ready by the end of the week and that he would be able to share the information with the vice chairperson before it is presented to the committee to allow them to go through the important aspects and specific details and see to it that what is provided is very clear and correct.

CLOSING REMARKS

The chairperson made mention that the meeting was pushed to a further date to be communicated by secretariat and would be waiting for feedback from the finance report from Finance department on the financial statuse from 2020 CDF to 2023 CDF.

He thanked everyone for their patience and understanding during the deliberations and the errors made and their decisions to move forward and bring out solutions as to what could be done to mitigate those drawbacks.

CLOSING PRAYER : A closing prayer was given by Ms. Kabwe at 17:30 hours.