



KAFUE TOWN COUNCIL

MINUTES OF THE 11TH ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE, LUANGWA DRIVE KAFUE, ON FRIDAY, 20TH DECEMBER, 2024, AT 09:30 HOURS

COUNCILORS

PRESENT:

Dr. Malikopo Luvius Maiya-	Vice Council Chairperson
Berejena Robby	- Kambale Ward
Chileshe Boniface	- Chifwema Ward
Kajiye Paul	- Chitende Ward
Katiyo D. Jones	- Chiawa Ward
Malumbe Legitimate	- Chikupi Ward
Mainza Wise	- Magoba Ward
Mikaya John	- Shimabala Ward
Miyanda Emmanuel M.	- Lukolongo Ward
Mwiinga Davyline	- Malundu Ward
Nyambe Modester	- Shabusale Ward
Shabusale S. Edwin	- Kafue Ward
Sampa David	- Kansenje Ward
Siamungala Comply	- Chisakila Ward
Singoyi Justine	- Kabweza Ward
Sinkala Michael	- Matanda Ward
Her Royal Highness	- Chieftainess Chiyaba

ABSENT WITH

APOLOGY

Dr. Buumba Malambo	Council Chairperson
Councillor Kelly Liwanga	Mungu Ward
Councillor Kebby Sikangila	Chisankane Ward
Her Royal Highness Senior Chieftainess Dr. Nkomeshya Mukamambo II	

**OFFICERS
IN ATTENDANCE:**

Mutanya Bupe	-	Council Secretary
Mbowela Arthur	-	Director Human Resource and Administration
Eng. Nketani Maxon	-	Director of Engineering Services
Machila Brenden	-	Director of Finance
Dr. Kabanshi Perfecto	-	District Fisheries and Livestock Coordinator
Dr. Muyaule Raphael	-	District Agriculture Coordinator
Hamaamba Naomi	-	Chief Health Inspector
Chisenga Collins	-	Chief Committee Clerk
Mumpisa S. Mwenge	-	Chief Accountant
Chilombo Chizawu	-	Senior Legal Assistant
Milandu Fredrick		District Community Development Officer
Eng. Kapansa Bwalya	-	Land Surveyor
Mufalo Mwinde	-	Social Economic Planner
Kapatamoyo Connie	-	Procurement Officer
Hacheendo Moono	-	Town Planner
Chola Bethan	-	Administrative Officer
Mangisi Petronella	-	Human Resource Officer
Mpande Lister	-	Ass. Committee Clerk
Musonda Patson	-	Assistant Internal Auditor

**OTHERS IN
ATTENDANCE:**

Mbololwa Lindunda	-	District Administration (Special Division)
Lungu Chileshe	-	District Administration (Special Division)

The meeting was called to order 10:58 hours

NATIONAL ANTHEM

Prior to the commencement of the meeting, the National Anthem was sung followed by a prayer from Councillor Modester Nyambe

C/141/12/24

NOTICE OF MEETING

The Council Secretary read the Notice convening the Meeting

C/142/12/24

CHAIRPERSON'S COMMUNICATION

The Vice Council Chairperson welcomed everyone to the 11th Ordinary Council meeting and expressed hope that the issues to be discussed would bring development to Kafue district. He thereafter made the following announcements on behalf of Her Worship the Council Chairperson that:

- ❖ On 4th October 2024 she hosted a team from ZPPA who came to sensitize suppliers on how to use the EGP system
- ❖ On 14th October 2024, she attended the Zambika Aqua Culture project launch, which was partially funded by the European Union.
- ❖ On 17th October 2024 she monitored Cash for Work Program in Magoba and Mungu wards
- ❖ On 19th October 2024, she attended the Mbambala Traditional Ceremony of the Nsenga-Luzi people of Luangwa District in Lusaka Province.
- ❖ On 26th October 2024, she attended the Chakwela Makumbi traditional ceremony of the Soli people under Senior Chieftainess Dr. Nkomeshya.
- ❖ On 5th November 2024, she travelled to Egypt to attend the World Urban Conference.
- ❖ On 12th November 2024, the Council received an entourage of 35 leaders from Sri-Lanka, Canada, Cambodia, Ghana & Benin to finalise the community project funding under the PMI-WILL project through the Canadian Municipalities.
- ❖ On 13th November 2024 she attended the official opening of the ultra-modern penicillin manufacturing plant by Yashi Life Sciences.

- ❖ On 14th November 2024 she attended the Police officer's pass out at Sondela within Kafue District where 1,323 new police officers were employed.
- ❖ On 21st November 2024, she received a team of Civic leaders from Sinazongwe Town Council led by His Worship Mr Siachibweka who specifically came to learn on how she uses her ceremonial position of Council Chairperson to engage the community and lobby for them as she aligns programmes with the government manifesto.

C/143/12/24

DECLARATION OF INTEREST

No Councilor or officer Declared interest on any item

CONFIRMATION OF THE PREVIOUS COUNCIL MINUTES

C/144/11/24

CONFIRMATION OF MINUTES OF THE 10TH ORDINARY COUNCIL MEETING HELD ON THURSDAY 3RD OCTOBER 2024

The minutes of the 10th Ordinary Council meeting held on Thursday 3rd October 2024 was presented before the meeting for confirmation.

On a proposal by Councillor Paul Kajiye and duly seconded by Councillor Emmanuel Miyanda Moonga it was

RESOLVED THAT: The minutes of the 10th Ordinary Council meeting held on 3rd October 2024 numbered from minute number **C/125/10/24 to C/140/10/24:** be confirmed as a true and correct record of the proceedings of the Council meeting with the following amendments:

Under minute number page 1 the name Councilor Kelly Liwanga be added on the list of Councilors present.

C/145/12/24

RECEIVE, CONSIDER AND ADOPT MINUTES OF THE HEALTH ENVIRONMENT AND SOCIAL SERVICES COMMITTEE MEETING HELD ON FRIDAY 12TH JULY 2024

The minutes of the Health Environment and Social services committee meeting were presented before the Council for consideration

On a proposal by councillor Modester Nyambe and duly seconded by Councillor Emmanuel M. Moonga it was,

RESOLVED THAT: The minutes of the Health Environment and Social services committee meeting held on 17th October 2024 numbered from **HESS/66/10/24** to **HESS 93/10/24**: be received and adopted as part of the Council proceedings.

During consideration of minute number **HESS/89/12/24**, it was noted that some Councillors were not conducting themselves in an honourable manner and had been making running comments while others were on the floor debating during the meeting and when called out, Councillor John Mikaya walked out of the meeting while Councillor Emmanuel Moonga Remained.

However, the actions of the two Councillors did not sit well with the Council and after a lengthy debate and on a proposal by Councillor Justine Singoyi and seconded by Councillor Paul Kajiye it was,

Resolved that

The two Honourable Councillors apologise to the House
Thereafter

The two (2) Honourable Councillors apologised.

C/146/12/24

RECEIVE, CONSIDER AND ADOPT THE MINUTES OF FINANCE, VALUATION AND GENERAL PURPOSES COMMITTEE MEETING HELD ON WEDNESDAY 6TH NOVEMBER 2024.

The minutes of Finance, Valuations and General Purposes Committee meeting were presented before the Council for consideration.

On a proposal by Councillor Wise Mainza and duly seconded by Councillor David Sampa it was,

RESOLVED THAT: The minutes of the Finance, Valuation and General Purposes committee meeting held on 1st August 2024 numbered from **FV&GP/63/11/24** to

FV&GP/78/11/24: be received and adopted as part of the Council proceedings.

C/147/12/24

RECEIVE, CONSIDER AND ADOPT THE MINUTES OF PLANS, WORKS, DEVELOPMENT AND REAL ESTATE COMMITTEE MEETING HELD ON THURSDAY 14TH NOVEMBER 2024.

The minutes of the Plans, Works, Development and Real Estate committee meeting were presented before the Council for consideration.

On a proposal by Councillor Legitimate Malumbe and duly seconded by Councillor Robby Berejena it was,

RESOLVED THAT: The minutes of Plans, Works, Development and Real Estate committee meeting held on 14th November 2024 numbered from **PWDRE/405/11/24** to **PWDRE/420/11/24** be received and adopted as part of the Council proceedings with the following amendments.

Under minute number **PWDRE/417/11/24** on page **56** on Recommendation number **1** the word Nitrogen Chemicals of Zambia be replaced with the word "**road**"

C/148/12/24

RECEIVE, CONSIDER AND ADOPT THE MINUTES OF AUDIT COMMITTEE MEETING HELD ON FRIDAY 29TH NOVEMBER 2024.

The minutes of the Auditing Committee meeting were presented before the Council for consideration.

On a proposal by Councillor Boniface Chileshe and duly seconded by Councillor Michael Sinkala it was,

RESOLVED THAT: The minutes of the Audit committee meeting held on 29th November 2024 numbered from **AUD/131/11/24** to **AUD/137/11/24:** be **received** and **adopted** as part of the Council proceedings with the following amendments.

under minute number **AUD/136/11/24** on page **69** on findings the word **Two** in bold be replaced with **Four**

C/149/12/24

RECEIVE, CONSIDER AND ADOPT THE MINUTES OF THE SPECIAL FINANCE, VALUATION AND GENERAL PURPOSES COMMITTEE MEETING HELD ON WEDNESDAY 18TH DECEMBER 2024.

The minutes of Special Finance, Valuations and General Purposes Committee meeting were presented before the Council for consideration.

On a proposal by Councillor Wise Mainza and duly seconded by Councillor David Sampa it was,

RESOLVED THAT: The minutes of the Special Finance, Valuation and General Purposes committee meeting held on 18th December 2024 numbered from **SFV&GP/79/12/24** to **SFV&GP/82/12/24**: be received and adopted as part of the Council proceedings.

CONSIDERATION OF THE REPORT OF THE COUNCIL SECRETARY

C/150/12/24

KAFUE TOWN COUNCIL CITIZENS ENGAGEMENT PLAN FOR 2025

The Council secretary reported for the consideration of the Council that Kafue Town Council was one of the Councils receiving support from the Zambia Devolution Support Programme (ZDSP). One of the key requirements for the Council to continue receiving this support was to have in place a Citizens Engagement Plan (CEP).

The aim of the CEP was to promote transparency, accountability and the participation of citizens in the budgeting process and execution of all community programmes in the district.

The objective of this plan was to:

- i. Increase citizen's awareness and understanding of the budgeting process and identification of community projects.
- ii. To provide opportunities for citizens to contribute in the overall implementation of process of all developmental activities in the district.
- iii. Promotion some of the tenets of good Governments i.e transparency and accountability.

To this effect the Council, had developed the plan whose target audience were the general populous in Kafue district, Local Businesses and Organizations, Community based organizations as well as Youth and Women groups.

He reported that the engagement strategies for the implementation of this plan were public meetings, Budget hearings at local level, use of Surveys and questionnaires, Social media, creation of Citizen Budget Committees, formulation of partnerships with local organizations, and conducting Budget Education and Training.

The communication mode for the implementation of this plan was the use of language that was simple, clear in all the communication materials and methods. The other mode was the utilization of various communication channels which included the platforms mentioned such as social media, public address systems and radios programmes as well as drama performances and public notices.

He further reported that in terms of the implementation timeline, the activities be undertaken follows and on a quarterly basis;

He stated that in the First Quarter there would be; the establishment of Citizen Budget Committees, social media posts and conducting public meetings, drama performances, radio programmes and distribution of questionnaires for conducting surveys.

In the Second Quarter, the sensitizations through the platforms mentioned such as public meetings and social media publications would continue in all the 18 wards of the district. There would also be the analysis of the feedback gotten from the local citizens on the budgeting process.

In the Third Quarter, sensitizations and budget hearings as well as analysis of the data being gathered will continue.

In the Fourth Quarter, there would be the approval and adoption of the budget and provide for regular updates on the budget expenditure and implementation.

The significance of having this plan in place was the further engagement of the general citizenry in the budgeting process of the local authority.

After due consideration and on a proposal by Councillor Boniface Chileshe and duly seconded by Councillor David Sampa it was,

RESOLVED THAT

The Kafue Town Council Citizens Engagement Plan for 2025 **be approved.**

C/152/12/24

RATING VALUATION TRIBUNAL SITTING FOR THE KAFUE MAIN VALUATION ROLL HELD ON 22ND NOVEMBER, 2024.

The Council Secretary reported for the information of the Council that the 2018 Main Valuation Roll for Kafue Town Council expired on 31st December, 2022 and as such its validity had been extended twice by the Ministry of Local Government and Rural Development effective

- 1st January, 2023 to 31st December, 2023

and

➤ 1st January, 2024 to 31st December, 2024.

The extensions were undertaken in order to finalize the preparation of the 2022 Main Valuation Roll for the Council.

He informed the members that the Kafue Town Council at its Special sitting held on 31st December, 2021 Vide Minute No, **C/12/12/2021** resolved to approve the preparation of the Kafue Town Council Main Valuation Roll. The preparation of the Roll was to be a Joint Venture incorporating Chilanga Town Council which was not a rating authority. The meeting further resolved that Mr. Paul Moyo be appointed to prepare the Roll.

He Further reported that in addition to the Council resolution, the Ministry of Local Government and Rural Development approved the appointment of Mr. Moyo to prepare the Roll.

After the preparation of the Roll, it was then submitted and subjected to scrutiny by the Rating Valuation Tribunal which sat at the Ministry of Local Government and Rural Development Headquarters on 22nd November, 2024.

The Tribunal after deliberations held that;

The Roll was prepared according to the Law as espoused in the Rating Act No. 21 of 2018

He however stated that Chilanga Town Council was not yet a Rating Authority and could therefore not make any submissions to the Tribunal but that all the submissions needed to be done through Kafue Town Council.

The members further heard that the Tribunal indicated in general terms that the preparation of the 2022 Kafue Main Valuation Roll was fine and only require some minor adjustments. When final approval was received, it would lead to an increase in the generation of revenue through property rates.

Thereafter the report was **Noted**.

C/153/12/24

LIQUOR LICENSING COMMITTEE MEETING

The Council Secretary reported for the consideration of the Council that the Liquor Licensing Committee meeting could not take place on 14th November, 2024 as scheduled due to the quorum not being formed. It was thereafter rescheduled to 10th December, 2024 and also could not be held due to the quorum not being formed again.

He informed the meeting that, in view of the above, and looking at other programmes that the Council needed to facilitate such as the submission of the proposed downwards adjustment of the 2024

budget an item discussed in the Finance Committee and also the adoption of the 2025 Estimates of Income and Expenditure, it became imperative to proceed with holding the Ordinary Council meeting.

He however reported that the concern, was that this may disadvantage the community members who had applied to have their liquor licenses either renewed or granted and ultimately affect the generation of revenue by the Council.

During deliberations, members expressed mixed feelings over the Committees failure not to hold its meeting and stated that it was a very important committee which needed to be sustained and help the Council with revenue mobilisation from approvals of Liquor licences.

Members thereafter felt that in order for the committee not to repeat the same experiences of not having meetings due to non-forming of the quorum, there was need to add more members from the other committees to increase the membership. This therefore meant that the members that would be added to the committee would hold dual membership.

After further deliberations, on a proposal by Councillor Wise Mainza, and seconded by Councillor Davyline Mwiinga it was

RECOMMENDED THAT

Councillor Comply Siamungala and Councillor Kebby Sikangila **be appointed** to be members of the Liquor Licensing committee.

However, a Counter proposal was made by Councillor Boniface Chileshe that Councillor Kebby Sikangila was not present in the meeting and the Council could appoint any member who was present, and thus Councillor Edwin Shabusale was proposed and duly seconded by Councillor Legitimate Malumbe to be appointed to the Liquor Licencing Committee.

Pursuant to the provisions of standing orders number 25 (1) the two motions were put to a vote to select who would be appointed to the liquor licensing committee between

Councillor Edwin Shabusale and Councillor Kebby Sikangila

And the results were as follows

s/n	Name	No. of Votes
1	Cllr Kebby Sikangila	1
2	Cllr Edwin S Shabusale	9

Thereafter it was **resolved that**

Councillor Edwin Shabusale and Councillor Comply Siamungala
be appointed as a members of the Liquor Licensing Committee.

**THERE BEING NO OTHER BUSINESS TO TRANSACT THE MEETING WAS
OFFICIALLY CLOSED AT 14:40 HOURS FOLLOWED BY A CLOSING A PRAYER
FROM COUNCILLOR MODESTER NYAMBE.AND NATIONAL ANTHEM**

CONFIRMED THIS DAY OF2024

.....
Dr. Luvious Maiya Malikopo
VICE COUNCIL CHAIRPERSON



KAFUE TOWN COUNCIL

MINUTES OF THE HEALTH, ENVIRONMENT AND SOCIAL SERVICES COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTER, ALONG LUANGWA DRIVE, KAFUE, ON WEDNESDAY 15TH JANUARY 2025 AT 11:30 HOURS

COUNCILLORS

PRESENT:

- | | | |
|---------------------------|---|--|
| 1. Nyambe Modester | - | Chairperson |
| 2. Mikaya John | - | Shimabala Ward |
| 3. Moonga M Emmanuel | - | Lukolongo Ward |
| 4. Dr. Malikopo M Luvius- | - | Deputy Council Chairperson Ex – Officio |

ABSENT WITH APOLOGY:

- | | | |
|--------------------|---|---------------------|
| Dr. Buumba Malambo | - | Council Chairperson |
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OFFICERS IN ATTENDANCE:

- | | | |
|---------------------------|---|--|
| 1. Mutanya Bupe | - | Council Secretary |
| 2. Tozya M Jengajenga | - | Director Planning |
| 3. Namonga Mweene | - | District Social Welfare Officer |
| 4. Eng. Maxon Nketani | - | Director Engineering Services |
| 5. Leah M Mumbi | - | District Community Development Officer |
| 6. Kangwa Prosper | - | District Live Stock Officer |
| 7. Chisenga Chisenga | - | Chief Human Resource Officer |
| 8. Hope Kawewe | - | Community Development Officer |
| 9. Bubala Maila | - | Community Development Officer |
| 10. Chisotwe Muyembe | - | HOP Public Health (DHO) |
| 11. Bethan Chola | - | Administrative Officer |
| 12. Connie C. Kapatamoyo- | - | Assistant Procurement Officer |
| 13. Musandi Lisulo | - | Environmental Planner |
| 14. Godfrey Mushanga | - | Health Inspector |
| 15. Nathan Kamandala | - | Assistant Public Health Officer |
| 16. Bestone Hamaimbo | - | Committee Clerk |
| 17. Lister Mphande | - | Ass. Committee Clerk |
| 18. Lynn Muzilika | - | Ag. Ass. Committee Clerk |

PRAYER

Councillor Modester Nyambe gave an opening prayer

HESS/94/01/2025:

NOTICE OF MEETING

The Council Secretary read the notice convening the meeting at 11:30hrs

HESS/95/01/2025:

CHAIRPERSON'S OPENING REMARKS

The Deputy Council Chairperson welcomed all members present and encouraged them to participate fully.

HESS/96/01/2025:

DECLARATION OF INTEREST

No Councilor or Officer declared interest on any item of the report.

REPORT OF THE DIRECTOR PLANNING

HESS/97/01/2025:

MONITORING REPORT ON CASH FOR WORK PROGRAMME FOR THE PERIOD OCTOBER AND NOVEMBER 2024.

The Director Planning reported for the information of the committee that during the month of October 2024, Kafue Town Council received Cash for Work funding amounting to **2.7 Million Kwacha** in order to increase the number of beneficiaries from 224 to 236 per month. 236 beneficiaries were engaged per month with 118 beneficiaries per 10 days' cycle.

She reported that during the month of October 2024, the Community Development Section undertook a monitoring visit on Cash for Work and 14 wards were covered remaining with the four wards in Chiawa.

She further informed the meeting that during the month of November 2024, Kafue Town Council received more Cash for Work funding amounting to 3.4 Million Kwacha in order to increase the number of beneficiaries from 236 Beneficiaries to 298 per month, 298 beneficiaries were engaged per month while 149 beneficiaries per 10 days' cycle as shown in the table below.

SN	WARD	NUMBER OF BENEFICIARIES	SCOPE OF WORK
1	Matanda	236	All the Zones in Matanda <ul style="list-style-type: none">• Gabbage collection
2	Shabusale	236	Mutendere Zone 4

			<ul style="list-style-type: none"> • Unblocking and opening of drainages <p>Mutendere Zone 9</p> <ul style="list-style-type: none"> • Opening of the link road from flushburt to Soloboni <p>C7 zone 1</p> <ul style="list-style-type: none"> • Gabbage collection
3	Kafue	236	<p>Muchuto Zone</p> <ul style="list-style-type: none"> • Road maintance and digging of a furrow • for putting pipes to take water from muchito compound to muchito basic school. <p>Malila Ngoma Zone</p> <ul style="list-style-type: none"> • Road Maintenance and opening of drainages <p>Shachinyama Zone Road clearing</p> <ul style="list-style-type: none"> • Road maintenance
4	Kabweza	236	<ul style="list-style-type: none"> • Road maintenance
5	Chisankane	236	<p>Chalala Zone</p> <ul style="list-style-type: none"> • Unblocking of culverts • Unblocking of drainages • Clashing or breaking of stones which were in the gravel road. <p>Shaft 5 Zone 1</p> <ul style="list-style-type: none"> • Clearing the road off jiggling road • Collection of garbage in the reserved roads.

			<ul style="list-style-type: none"> • Cleaning in the road reserves • Clashing or breaking of stones which were in the gravel road. <p>Shachibondwe Village</p> <ul style="list-style-type: none"> • Digging of a pit for construction of the toilet • Road maintenance • Clearing and opening the road.
6	Chifwema	236	<p>Chifwema Zone</p> <ul style="list-style-type: none"> • Road maintenance and opening of drainages <p>Nakondo/ Mwachisompola Zone</p> <ul style="list-style-type: none"> • Road maintenance and opening of drainages • Road maintenance and opening of drainages <p>Chilambila Zone</p> <ul style="list-style-type: none"> • Molding of bricks for the construction of a toilet at the headmaster's house • construction of a storeroom • Landscaping at the school • Digging of a foundation for construction of a staff house • Digging of a rubbish pit at Chilambila Primary School • Road maintenance
7	Lukolongo	236	Lukolongo Zone 2

			<ul style="list-style-type: none"> • Road maintenance on the temporary bridge of Chilambela/ Muteba village • Fencing of a borehole in Chilembela Village <p>Lishiko Zone 2</p> <ul style="list-style-type: none"> • Digging of a pit for a toilet at Villa Community School
8	Malundu	236	<p>Malundu Zone</p> <ul style="list-style-type: none"> • Road maintenance Kaziwonele/ Chipongwe Road • Digging of a rubbish pit at Chipapa Clinic
9	Kasenje	236	<p>Kasenje Zone</p> <ul style="list-style-type: none"> • Road Maintenance • Unblocking of culverts and man holes and opening up of drainages
10	Shikoswe	236	<p>Kalundu View Zone</p> <ul style="list-style-type: none"> • Opening of drainages and digging of 4 septic tanks <p>Old Shikoswe Zone</p> <ul style="list-style-type: none"> • Clearing and opening of drainages
11	Shimabala	236	<p>Hetty Denen Zone</p> <ul style="list-style-type: none"> • Opening of drainages in Chitalo Village

			<ul style="list-style-type: none"> • Road maintenance (removing of Debris in the road) • Digging of a foundation for the ablution block • Digging of 2 Septic tanks at Hetty Denin clinic for construction of an ablution block
12	Mungu	236	<p>Mungu Zone</p> <ul style="list-style-type: none"> • Molding of 1,200 bricks for construction of toilets at the graveyard. • Opening up of drainages
13	Magoba	236	<p>Kawama Zone</p> <ul style="list-style-type: none"> • Road maintenance • Opening of drainages
14	Chikupi	236	<p>Chikupi Zone</p> <ul style="list-style-type: none"> • Ferring and construction of a store room and Kitchen at chikupi primary school
15	Chiawa	236	<p>Mugurameno Zone</p> <ul style="list-style-type: none"> • Digging of a toilet at Mugurameno Market • Road Rehabilitation
16	Chitende	236	<p>Kabwadu Zone</p> <ul style="list-style-type: none"> • Stamping and bush clearing
17	Kambale	236	<p>Mufurusta Dandika Zone</p> <ul style="list-style-type: none"> • Cleaning of the drainage <p>Mafungautsi Zone</p> <ul style="list-style-type: none"> • Collection of garbage • Clearing the road

18	Chisakila	236	<p>Malabanyika Zone</p> <ul style="list-style-type: none"> • Moulding bricks for construction of Staff toilet at Malabanyika Primary School
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Thereafter the report was **Noted**

HESS/98/01/2025:

SENSITISATION REPORT ON COMMUNITY SPORTS

The Director Planning reported for information of the Committee that the Sensitisation report covered the Community Sports Sensitisation meetings which were held in Chisakila Ward in four different Zones as follows; Shampeyo Zone, Mboza Zone, Chisakila Zone and Malabanyika Zone. The activity was undertaken from 11th to 12th December 2024.

She further reported that the sensitisation was done in the following Zones as follows for different sports disciplines too: Shampeyo Zone, Mboza Zone, Chisakila Zone and Malabanyika Zone

The meeting was also informed that during the sensitization meeting, the Community Members raised concerns that the sports equipment which were distributed were not enough to cater for all of them in their zones due to vastness of their wards and the following were the challenges faced.

- Lack of Sponsors in the ward.
- Identify other Sports Coordinator in order to spearhead sports programs in their wards.

Thereafter the report was **Noted**

HESS/99/01/2025:

FOOD SAFETY AND INSPECTION OF FOOD PREMISES

Food Sampling

It was reported for information of the committee that the section had continued to conduct food inspection during the period under review and had since seized **228** food articles from various establishments that were in contravention with the Food Safety **Act No.7 of 2019**, and the section had since issued warning/charge notices to offenders to compel them to desist from exposing for sale, food articles that were expired/inadequately labelled, unpackaged or were not in conformity with the Laws of Zambia.

She reported that in a bid to prevent the sale of expired food articles and reduce the prevalence of food borne illnesses, the following measure(s) would be undertaken that:

The section would conduct more routine inspection of premises to deter would be offenders from exposing for sale to the General Public any expired and unwholesome food for human consumption.

Formal Inspections (Renewal of Licenses)

It was reported that the section had been conducting Formal Inspections along with the finance department and other members of the Kafue Town Council Inspectorate team that formulate the Task force teams. These inspections had been initiated in order to generate revenue for the Council and ensure all Trading premises were paid up in their trading licenses.

She further reported that, the following were the areas where the Council had been conducting the inspections as highlighted; Chalala, New Kasama, Mahopo, Shantumbu, Shimabala, Central Business District, Shikoswe and Kafue Estates.

Public Health Enforcement operations

It was reported that during the 4th quarter, the public Health Section carried out enforcement operations in trading establishments including night patrols and Shebeens as shown in the table below.

SN	LOCATION	PURPOSE OF ENFORCEMENT	ACTION TAKEN	NUMBER OF OFFENDERS
1.	Chalala, shantumbu, Mahopo, New Kasama	Early Opening	Penalty charges issued	3
		Late Closure	Closure of premises	11
		Underage patronage	Penalty charges issued	1
		Nonpayment of trading Licenses	Closure of premises	5
2	Shimabala	Illicit shebeens	Seizure of the alcohol	6
		Insufficient sanitation	penalty charges Issued	3

3	CBD	Late Closure	Penalty Charges issued	5
		Noise pollution	Speakers confiscated	5
4	Christmass patrols in Kafue	Late closure	Closure of premises	6
		Noise pollution	Seizure of Speakers	5
		Early Opening	Penalty charges issued	7
		Non-payment of extension of hours	Closure of premises	4

Thereafter the report was **NOTED**

HESS/100/01/2025: NUISANCE ABATEMENT

The Director Planning reported that the Public Health section received a complaint of a Grocery shop was trading in alcoholic Beverages against the provisions of the **Liquor Licensing Act number 20 of 2011** and the provisions of the permitted hours. The contravention was due to the following.

- i. Residential areas are not a permitted location for such a conduct.
- ii. Harboring patrons around such premises in addition to no public toilets being available
- iii. This trade was reported to be going on beyond reasonable hours especially on the weekend causing a nuisance.

Action Taken

- i. Seizure of alcoholic beverages
- ii. Nullification of the liquor related payments

The section also received a complaint of disposal of effluent on an open plot belonging to the complainant. The section verified that such an occurrence happened and engaged the author of the nuisance.

Action Taken

Warning notice issued.

Noise pollution complaint from a bar belonging to Mr. Moses Kauseni that has been blasting loud music at very late hours causing a nuisance for public Order

Thereafter the report was **NOTED**.

HESS/101/01/2025: FUNERALS

It was reported that during the period under review, the department allocated **(84)** burial sites and **(4)** body transfers were issued. Details were shown in the tables below.

NO		CENTRE	AREA	QUANTITY
1		JOIN US CEMENTRY	Low Cost	49
			High Cost	35
			Body Transfer	4

During the discussion, the Committee suggested that the Council engages the Cash for work to clean the cemetery.

Thereafter the report was **Noted**

HESS/102/01/2025 SOLID WASTE MANAGEMENT

During the period under review, a total of approximately **250 tons** of waste was collected in the quarter. The table below shows the routes of waste collection on a daily basis in Kafue;

DAYS	AREA	TYPE OF GARBAGE	TYPE OF VEHICLE AND CAPACITY	LOADS PER DAY	ESTIMATED TONS PER WEEK (PERIOD UNDER REVIEW)
Monday	C5 Market	Domestic waste	SKIP TRUCK	03	30
	Bus Station	Domestic waste	SKIP TRUCK	03	30
	Lodges		SKIP TRUCK	03	30
Sub Total					90
Tuesday	C7 Market	Domestic waste	SKIP TRUCK	03	30
	Kasengele	Domestic waste	SKIP TRUCK	02	20
Sub Total					50
Wednesday	Shikoswe		(TIPPER TRUCK) SKIP TRUCK	02	20

	Nangongwe		(TIPPER TRUCK) SKIP TRUCK	02	20
Sub Total					40
Thursday	C5 Market		(TIPPER TRUCK) SKIP TRUCK	02	20
Sub Total					20
Friday	Zambia Compound market		(TIPPER TRUCK) SKIP TRUCK	05	50
Sub Total					50
GRAND TOTAL					250

a. Clearance of indiscriminate waste

It was reported that the section carried out the clearance of various indiscriminate waste disposal sites with Historical waste around the district such as at Kalukungu Market in ZC and the Beit Hall. The Machinery was donated from NCZ and Infraset that Assisted towards this purpose during the period under review.

b. Dumpsite Clearance

It was reported that the Council hired the services of a Bulldozer from Nakangea Construction services for a duration period of five (5) days. This followed the reports of waste that had accumulated extensively at the dumpsite and had begun to cover the main Road and the access roads.

c. Provision of Skip Bins by Chilufya Motors and Construction

A report was presented before the committee on the services offered by F. Chilufya Motors and Construction where he offered Skip Bins at a charge of K400 per bin to the Council which were to assist in Community 7 (C7), Zambia Compound (ZC), Nangongwe Market, CBD and Kafue Civic Center. This was in exchange for granting him a service zone where he would use part of the same amount to be able to pay for the said zone.

d. Zoning of Zambia Compound

It was reported for consideration of the committee the Zoning of Zambia Compound into solid waste management zones and hereby recommend that a Community based enterprise be engaged to begin the servicing of the aforementioned area.

After due deliberation and on a proposal by Councillor Emmanuel M Moonga, which was duly seconded by Councillor John Mikaya

RECOMMENDED THAT:

The Zoning of Zambia Compound into solid waste management zones and a Community based enterprise be engaged to begin the servicing of the aforementioned area.

e. Quarterly Review Meeting for Franchise Companies.

It was reported that a quarterly review meeting with the franchise contractors from all five (5) waste management zones was held this quarter with the aim of a performance review on their service delivery for the quarter.

Following the above review meeting the section had established that the waste collection service providers were eligible for renewal for service delivery in their respective zones. Reports were submitted by the representatives of the respective companies.

Thereafter the report was **Noted**

HESS/103/01/2025:

ENVIRONMENTAL ASSESSMENT REPORTS

It was reported for the consideration of the committee, that the Environmental Management **Act No 12 of 2011 section 29** part (i) stated that “a person shall not undertake any project that may have an effect on the Environment without written approval of the Agency, and except in accordance with any conditions imposed in that approval”.

It was further reported that the department had a duty to effectively review Environmental Assessment documents received from Zambia Environmental Management Agency to recommend appropriate measures. This was done to ensure that Environmental concerns were mainstreamed into development plans hence promoting Environmental Protection as we develop.

The committee was further informed that the section had reviewed four (4) Environmental Project Briefs namely; **(1)**. Proposed Mineral Exploration in Nankanga Malundu by Daylight

Technologies, (2). Operation and Construction of a block-making factory by Sagiam Investments, (3). Proposed mining and mineral processing activities by Blue copper mining Limited in Shantumbu and (4.) Proposed Development of a Safari Camp by Inorbit safaris Limited in Chiawa.

Upon a proposal by Councillor John Mikaya duly seconded by Councilor Emmanuel Moonga, it was

Recommended that,

A **Tour** be conducted in the said locations to appreciate the developments on the ground.

HESS/104/01/2025

ENVIRONMENTAL EDUCATION

It was reported that Zambia had been experiencing extreme weather events and this had become a pressing concern to the nation. For example, droughts experienced in 2024 had exacerbated dry conditions, water scarcity and food insecurity.

The year 2025, the Country was projected to experience serious flooding, Magoba in particular was usually hot with strong winds and floods. The section therefore carried out sensitizations at Magoba primary and 100 trees planted (fruits and ornamental) were planted. Tree planting helped in promoting Environmental awareness and community engagement in as far as environmental conservation was concerned.

Thereafter the report was **Noted**

HESS/105/01/2025

EXPANDED COMMUNITY BASED CONDOM DISTRIBUTION MECHANISM

It was reported that to support the implementation of the Global AIDS Strategy for 2021-2026, UNFPA had launched a one-year condom distribution program which was building from successful implementation of the condom strategy initiative. The program would be implemented as part of UN HIV combination Prevention Programs.

Kafue District was one of the 10 districts in Zambia selected to implement this program with the support of UNFPA.

The UNFPA specific key objectives in the project was:

- i. Strengthen implementation of integrated services in HIV combination prevention and primary Health care and
- ii. Scale-up condom distribution beyond health facilities.

Thereafter the report was **Noted**

HESS/106/01/2025:

HOTSPOT MAPPING AND TRAINING IN KAFUE DISTRICT

It was reported that the mentioned program- commenced on the 7th of December,2024. Hot Spot mapping was being done with the aim to identify key condom access points in the communities. The Hot spots would have condom dispensers installed with conducive storage. The process was essential for ensuring that condoms were available where there they were most needed, thereby enhancing effectiveness of sexual health and HIV prevention efforts. These access points had and would be deliberately set in points where there was High risk behaviors (high potential of sexual activities). So far, a total number of 63 hot spots had been identified and the exercise was still in progress.

She further reported that, in addition a two (2) days training was conducted at Purview lodge where a total number of sixty three (63) people from the community were trained in managing these new identified Hot spots.

Thereafter the report was **Noted**

HESS/107/01/2025:

HIV ORAL SELF TEST KITS AND CONDOMS

It was reported that during the period under review, DACAs office in collaboration with District Health Office secured 1 million male condoms (ZAMMSA) and 1,000 HIV Oral self-testing kits (NAC) for the Kafue district. This came after the huge demand of the commodities in the district.

Thereafter the report was **Noted**

HESS/108/01/2025:

**WORLD AIDS DAY AND 16 DAYS OF GENDER ACTIVISM
COMMEMORATION**

It was reported that 2024 World'AIDS Day was commemorated under the theme "**Take the Right Path**" on Tuesday 3rd December, 2024 at Twatasha Special School Grounds in Zambia compound. Kafue Town Council and the District HIV/AIDS Committee (DHAC) stakeholders supported the event. Various

Health services were provided by the service providers, which included HIV Counselling and Testing, BP checkups among others. The service providers distributed IEC materials and Condoms.

She also reported that 16 Days of Gender Activism was also commemorated with one satellite activity in Chikupi ward where the community was engaged and sensitized on GBV.

Members of the Committee suggested that during the above program, all the Civic leaders be involved in the year 2025.

Thereafter the report was *Noted*

HESS/109/01/2025: DISTRICT COORDINATION

It was reported that during the period under review, through DACA's office, Churches Health Association of Zambia (CHAZ) in an effort to enhance HIV Prevention coordination among partners and Government institutions in the district, conducted a 4 days training at Mkango Golf view in Lusaka for Kafue and Chongwe districts. A total number of 30 participants from Kafue district were trained. As a result of this training, a Coordination Technical Work Group (CTWG) had been formed to improve coordination in the district. The committee comprised of the key implementers of HIV/GENDER/HUMAN RIGHTS programs.

Thereafter the report was *Noted*

HESS/110/01/2025: DISTRICT DATA REVIEW FOR 2024

It was reported that in closing of the year in 2024, the following was the overview of the District HIV Statistics:

- i. In of 2024, we tested 42,132 people for HIV, from of which 1,248 tested positive accounting for 3% positivity rate.
- ii. From the 1,248 tested positive, only 1,195 were initiated on ART accounting for 96% initiation rate.
- iii. From the total number tested 7,174 were adolescents (10-24 years). of 7,174 adolescents tested, 64 tested positive giving a positivity rate of 0.8%. Out of 64 tested positive, 59 were initiated on ART.
- iv. Kafue district has an estimated number of 20,115 people living with HIV, however, only 18, 899 (cumulative) were on treatment, giving a gap of 1,216.
- v. Of the 18,899 people on treatment, 11,846 (63%) were females and 7,053 (37%) were males.

- vi. As of 2024, Kafue district had an estimated number of 1,391 (cumulative) adolescents living with HIV, however only 1,312 adolescents were on treatment giving a gap of 79.
- vii. Kafue district also recorded a total number of 2,714 teen pregnancies.
- viii. A total number of 23,924 male condoms and 697 female condoms were distributed.

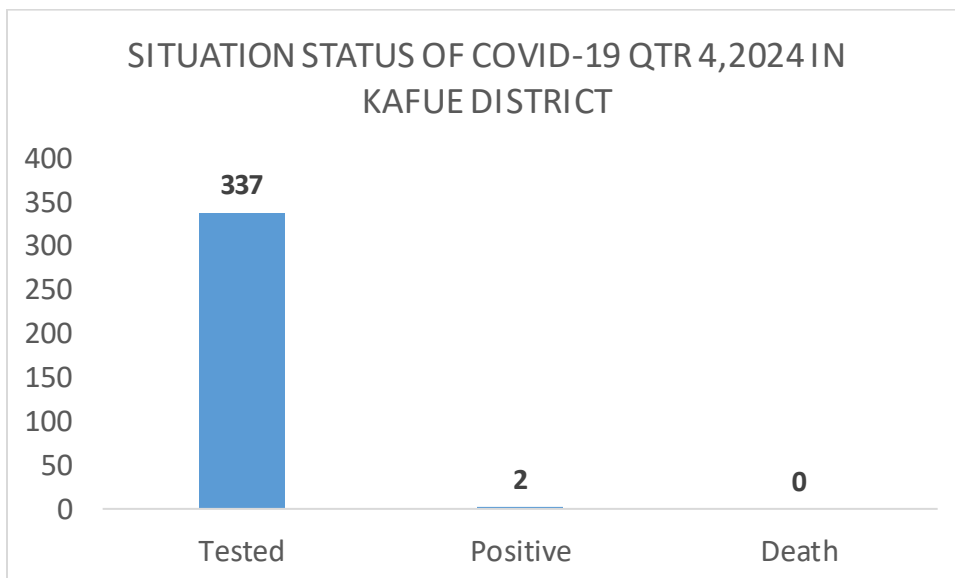
Thereafter the report was **Noted**

REPORT OF THE DIRECTOR HEALTH SERVICES

HESS/111/01/2025: COVID STATUS

It was reported for information of the committee that the district tested 337- suspected cases of Covid-19, in quarter 4, of 2024 of which 2 tested positive and no death was recorded. This yielded a positivity rate of 0.6% with no case fatality recorded during the quarter. The district had therefore tested a cumulative of 209,519 suspected covid-19 cases, with 4,598 positives, 4,551 recoveries and 49 deaths from the onset of Covid-19 to the end of quarter 4, 2024. The district had continued to actively search for these cases.

Below was a table highlighting statistics



Thereafter the report was **Noted**

HESS/112/01/2025: MALARIA SITUATION

It was reported for information of the committee that the District recorded Malaria incidence of: 2.5/1000 in quarter 4, 2024. Stratified Malaria Incidences per facility: The top five facilities were;

- Chisakila –45.3 /1000
- Lukolongo – 41/1000
- Kambale -22.1/1000
- Old Kabweza- 14.6/1000
- Kafue Mission– 5.1/1000

It was further reported that the district working together with Malaria Elimination Centre (NMEC) and Churches Association of Zambia (CHAZ) trained 180 Community Health Workers in Integrated Community Case Managed (ICCM) to facilitate the early detection and treatment of malaria.

Thereafter the report was **Noted**

HESS/113/01/2025: HEALTH INFRASTRUCTURE

It was reported for information of the committee that the council had handed over Chipongwe and Chilambila Rural Health Posts constructed under Constituency Development Funds. Staff had been identified but required accommodation in order to be operationalized. Other items required included Medical equipment and Furniture.

The Director recommended for the consideration of, Construction of staff houses and provision of basic equipment and furniture.

Thereafter, the report was **NOTED**

REPORT OF THE DISTRICT FISHERIES AND LIVESTOCK COORDINATOR

HESS/114/01/2025: UPDATE ON THE VACCINATION OF CATTLE AGAINST FOOT AND MOUTH DISEASE (FMD)

It was reported for information of the committee that the Department of Veterinary Services through the Ministry of Fisheries and Livestock received 18,000 doses of Foot and Mouth Disease vaccines for the vaccination of cattle against Foot and Mouth Disease. The Department managed to vaccinate 15,009

cattle against Foot and Mouth Disease in the all the Veterinary Camps of Kafue District.

Thereafter the report was **Noted**

HESS/115/01/2025:

UPDATE ON THE 2024/2025 FISHING BAN IN UPPER KAFUE FISHERY

It was reported for information of the committee that the Department of Fisheries had been undertaking the Fishing Ban enforcement water and land patrols since 1st December 2024. In the Fourth quarter of 2024, the Department confiscated 1,500m of monofilament nets, 400 Kgs of fresh fish, and 5kgs of fingerlings obtained illegally from the Kafue River. The confiscated items were disposed off through the Courts of Law and that four people were arrested in the process and were appearing in the Courts of Law.

He further reported that the Department would continue to monitor and enforce the Fishing Ban, while providing the necessary guidance to all stakeholders.

Thereafter the report was **Noted**

REPORT OF THE DISTRICT SOCIAL WELFARE

HESS/116/01/2025:

CASH TRANSFERS

It was reported to the Committee that the office received funds to pay beneficiaries for Social Cash Transfer (SCT) and Emergency Cash Transfer (ECT)

WARDS/ACC	18
CWACS	90
NUMBER OF PAY POINTS	40
PAY POINT MANAGERS	39

PAYMENT PERIOD - NOVEMBER- DECEMBER 2024 BI-MONTHLY PAYMENT

1. SOCIAL CASH TRANSFER

The total number of beneficiaries was 9,446 and was paid as follows:

Social Cash Transfer (SCT) Rural Payments

Total Number Of Rural Beneficiaries			Total Number Of Rural Beneficiaries Paid	Total Number Of Rural Beneficiaries Not Paid
OTHER CATEGORIES	DISABILITY	TOTAL		
4026	806	4832	4,793	39

Social Cash Transfer (SCT) Urban payments

Beneficiaries under PSP were paid as shown in table below;

PSP	No OF BENEFICIARIES	PAID	NOT PAID	COMMENT
Airtel	4,426	4394	32	Payments still on-going
Zoona	34	34	0	
MTN	44	0	44	Payments still on-going
Zamtel	30	30	0	
Zanaco	45	45	0	
TOTAL	4,614	4,538	76	

HESS/117/01/2025 EMERGENCY CASH TRANSFER

The total number of beneficiaries was 9,835 and was paid as follows

TOTAL NUMBER OF ECT BENEFICIARIES	TOTAL NUMBER OF ECT BENEFICIARIES PAID	TOTAL NUMBER OF ECT BENEFICIARIES NOT YET PAID	COMMENT
9,835	9620	215	Payments still on-going

Challenges

- Beneficiaries were still losing and blocking Simcards
- Beneficiaries were not being available during payments
- Inadequate office space

- Inadequate transport to respond to increased number of programs

Thereafter the report was **noted**

HESS/118/01/2025: REPORT FROM COMMUNITY DEVELOPMENT OFFICE

Members were informed that the Table below summarized the activities of each subject and the details therein

SUBJECT	DETAILS
VILLAGE BANKING	Monitoring of 30 beneficiaries under village banking
FOOD SECURITY PACK	<p>The Department in collaboration with Department of Agriculture trained the beneficiaries of FSP in all the eight Sub centers on Agricultural best practices.</p> <p>Kafue District had a total number of 1754 caseload. We distributed D Compound: 3,508 bags of 50Kgs Urea, 3,508 D Compound. 1,754 (10Kgs) bags of maize and yet to give all the 1754 a 10 Kgs of legumes.</p> <p>The Department is also recovering paybacks from the 500 traditional wetlands and the 1,800 beneficiaries of Emergency wetlands.</p>
Community Trainings	12 Women clubs were trained in all the seven Sub centers on savings and entrepreneurship and skills management. A total of 349 women were trained.

Thereafter the report was, **Noted**

HESS/119/01/2025: CONFIRMATION OF MINUTES

The minutes of the Health Environment and Social Services Committee were presented before the committee for confirmation

On a proposal by Councillor Emmanuel Miyanda and seconded by Councilor John Mikaya it was

RESOLVED THAT

The minutes of the Health Environment and Social Services held on Wednesday 15th January 2025 be confirmed as a true reflections of the proceedings of the meeting.

CLOSING REMARKS AND PRAYER

The Chairperson thanked all the members for their good contribution and for their endurance and perseverance throughout the period of the meeting.

THERE BEING NO ANY OTHER BUSINESS TO TRANSACT THE CHAIRPERSON
THANKED EVERYONE FOR ATTENDING THE MEETING DECLARED IT CLOSED
AT 15:21 HOURS WITH A PRAYER FROM HOPE KAWWE THE COMMUNITY
DEVELOPMENT OFFICER.

CONFIRMED THIS.....DAY OF2025

.....

Councillor Modester Nyambe
COMMITTEE CHAIRPERSON



KAFUE TOWN COUNCIL

MINUTES OF THE LIQUOR LICENCING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE, ALONG LUANGWA DRIVE KAFUE, ON THURSDAY 23RD JANUARY, 2025 AT 09:55 HOURS.

COUNCILLORS

PRESENT

Kelly Liwanga	-	Chairperson
Comply Siamungala	-	Chisakila Ward
Edwin.S. Shabusale	-	Kafue Ward
Dr Luvius M. Malikopo	-	Deputy Chairperson (EX-OFFICIO)

APOLOGY

Cllr Jones Katiyo	-	Chiawa Ward
Dr. Buumba Malambo	-	Council Chairperson (EX-OFFICIO)

OFFICERS IN ATTENDANCE

Bupe Mutanya	-	Council Secretary
Mbowela Arthur	-	Director Human Resource & Administration
Eng.Maxon Nketani	-	Director Engineering Services
Tozya M. Jengajenga	-	Director Planning
Chilombo Chizawu	-	Senior Legal Assistant
Lucy Kanungwe	-	Chief Licensing Officer
Collins Chisenga	-	Chief Committee Clerk
Kamiji Mbilika	-	Chief Administrative Officer
Connie C. Kapatamoyo	-	Assistant Procurement Officer
Martha G.Chibanga	-	Internal Auditor
Dr.Perfecto. B. Kabanshi	-	Fisheries and Livestock
Justin Phiri	-	CHEPP District Health Office
Chisotwa Muyembe	-	District Health Officer
Besnart Zulu	-	Public Relations Officer
Eng. Bwalya Kapansa	-	Land Surveyor
Nathan Kamandala	-	Environmental Health Technologist
Bestone Hamaimbo	-	Committee Clerk
Lister Mpande	-	Assistant Committee Clerk
Lynn Muzilika	-	Ag. Assistant Committee Clerk

The Meeting was called to order at 09:55 hours

PRAYER

The opening prayer was offered by Mr. Mbowela Arthur
Director Human Resource and Administration

NOTICE OF MEETING

The Notice convening the Meeting was read by the Council
Secretary Mr. Bupe Mutanya

LQLS/16/01/25 ELECTION OF THE COMMITTEE CHAIRPERSON

Pursuant to the provisions of **section 15**, subsection **11 (3)** of the
Local Government **Act No.2 of 2019** as read together with
Standing Orders **No 4 (1)** and on a proposal by Councilor Comply
Siamungala duly seconded by Councillor Edwin S. Shabusale, it
was

RESOLVED THAT

Councillor Kelly Liwanga be elected as Chairperson of Liquor
Licensing Committee

LQLS/17/01/25 CHAIRPERSON'S OPENING REMARKS

The Chairperson welcomed and thanked all members for
attending the meeting and electing him as Chairperson for the
Committee. He also urged the members to Participate freely on
the matters presented before them. Having said that, he declared
the meeting open.

LQLS/18/01/25 DECLARATION OF INTEREST

No officer or Councillor declared interest on any matter.

LQLS/19/01/25 2024 GRANTS AND RENEWAL OF LIQUOR LICENSES

The Senior Legal Officer reported for the information of the
Committee that the list below showed the Trading Premises
inspected by the Public Health Section in the enforcement and
regulation of the Liquor Licensing Act of 2011 for the trading
premises inspected by the public Health team for the 2024
licensing period.

	BUSINESS NAME	LOCATION	PERMIT NUMBER	PHONE	AMOUNT	COMMENT
1	PICK N PAY ZAMBIA LTD	KAFUE RIVER MALL	461	977639777	3500	Renewal
2	SINKALA CHOLA BAR	ZC	462		1500	Grant
3	SHOW TIME BONANZA	KAFUE TOWN	467	779840003	500	Renewal
4	INONGE BAR	KASAMA ROAD	481		1000	Grant
6	TOPS MINIMART	KAFUE	665	961888494	1500	Grant
7	MAMA TS LIQUOR STORE	KAFUE		772144992	3400	Renewal
8	EMPIRE NIGHT CLUB	KAFUE		772144992	6176	Renewal
9	LIQUID VIP LOUNGE	KAFUE	674	777194821	2500	Grant
10	CRESTA MEADAWS BAR	KAFUE	681	766914160	1915	Grant
11	KAFUE DREAMS	KAFUE	670	771013123	3500	Renewal
12	IMANI JOSEPH	MAHOPA	711		500	Underpayment/ Improper Location
13	CHOFRAN DISTRIBUTORS	SHIKOSWE	718	977300346	2000	Renewal
14	KAMINAS WHOLESALE LIQUOR	KAFUE	727	771318636	2000	Renewal
15	RABBECCAS KITCHEN	KAFUE	585		1500	Pending Documentation
16	TAONEKA WHOLESALE	KAFUE	578		1500	Renewal

17	WILDTRACK LODGE	KAFUE LOWER ZAMBEZI	870		3500	Renewal
18	ELVISHATEMBO	KAFUE ZC	872		500	Underpayment
19	TETIWE AGNESS	KAFUE TOWN	891		1500	Grant
20	MATHEWS KASAMA	KAFUE ROD BRIDGE	842	973287610	1500	Grant
21	CHILESHE SASHI	ZC	849	971955167	500	underpaid
22	EMMANUEL CHEWE	SHIKOSWE	832	976280065	500	Grant
23	JULIAN CHIRUKUMA	SHIKOSWE	738	977873759	500	underpaid
24	OUT OF TOWN LODGE BAR	CHAWAMA	821	974892422	1500	Renewal
25	KAKATE KAMINA	KAFUE	727	771318636	2000	Renewal
26	JADOC BAR	KAFUE TOWN	746	972564460	1500	Renewal
27	NAMONJE LIQUOR STORE	SHIKOSWE	838	975452858	1500	Renewal
28	MJ'S CHILL POINT	KAFUE	906	966953551	1500	Renewal
29	FIRST AND BEST MINIMART	LILAYI	937	7703460450	1000	Renewal
30	OUT OF TOWN LODGE BAR	CHAWAMA	933	974892422	1500	
31	SYDNEY MBEWE LIQUOR STORE	SHIKOSWE	942	971766632	1500	improper Location
32	LEXS LODGE AND NIGHT CLUB	CHALALA	946	975705555	1500	Renewal

33	THE BOB PUB AND GRIL	LILAYI	947	962009277	1500	Grant
34	BLUE HAVEN PUB AND GRIL	LILAYI	948	767487516	1500	Renewal
35	SPOT VIEW PUB AND GRILL	CHALALA	949	976823809	150	Gant
36	BEM VINDO PUB AND GRILL	MAHOPO	950	766459957	1500	Renewal
37	ZAMBIAN BREWERIES	KAFUE	951	974506223	5000	renewal
38	PA CHILABI BAR	LILAYI	952	977639261	1500	renewal
39	THE YARD CAFÉ	SHANTUMBO RD	953	962467333	1500	renewal
40	GRADMAS DEN	CHALALA	971	976457606	1000	Grant
41	KAJOCHI MINIMART 2	SHANTUMBU	981	976379110	1000	renewal
42	SECOND LIFE SHOP	LILAYI	982	770800357	1000	renewal
43	INONGE BAR	KASAMA ROAD	481		1000	Grant
44	EDWARD MUMBA		571	977229512	1500	renewal
45	CHEERS MINI MART	LILAYI	572		2500	renewal
46	CLEMENT KATONGO	ESTATES C5	719			renewal
47	KALAYIM INVESTMENTS	TOWN CENTER	754			renewal
48	KAFUE RIVER CLIFF	OLD LIVINGSTONE ROAD	766	966103670	2500	renewal
49	CHITA LODGE		772	955750184	3500	renewal
50	THE LIQUOR BANK	AUGUSTINE LUNGU ROAD	786			renewal

51	CAPTAIN BENSON MPUNDU	SHIKOSWE	898	976668258	1500	Grant
52	BM MALISAWA	SHIKOSWE	926	977416173	1500	renewal
53	BANGWE BAR	KAFUE TOWN	930	972491271	1500	Renewal
54	PALI BA EMMA LIQUOR	SHIKOSWE	942	971766632		renewal
55	THE BOB PUB AND GRILL	LILAYI	946	975705555	1500	grant
56	SHOLA MINIMART	CHALALA	963	976046267	1500	renewal
57	Quiet Waters	Muchuto				Grant
58	MWAZINGATI POOL CLUB	CHALALA		977650853	1500	Grant
59	BLESSING SHOP	CHALALA			500	Underpayment
60	BLESSINGS SAVING	SHIKOSWE		977570176	1000	Underpayment
61	JAFKA PUB 2	SHANTUMBU		971613438	1500	Grant
62	TOGETHER AS ONE	SHANTUMBU		974318822	1500	Grant
63	COGETLAMP SHOP	CHANYANYA		770027315	1500	Grant
64	GRACE OF GOD GROCERY	KAFUE EAST		7766634194	1000	Underpayment
65	NGUZU MALT	FASH BUTT		977699464	1500	Grant
66	QUEENS PUB AND GRILL	APEX AREA		970476271	1500	Grant
67	CHARLES KAUSENI	KAFUE EAST		974193005	1000	Underpayment
68	GUNNERS PUB	Z/C		975208882	1500	Grant
69						

70	SIMAITA ENTERPRISE BAR AND RESTAURANT	SHIMABALA		975607652	1500	Grant
71	PAIX BAR	ZNS ROAD			1500	Renewal

Thereafter the matter was **NOTED**.

LQLS/20/01/25 ONGOING 2025 LIQUOR LICENSING GRANTS AND RENEWAL

It was reported for the information of the committee that the following list of applicants for Grant Liquor Licenses and Renewals for the year 2025 was shown in the table below

BUSINESS NAME	LOCATION	COMMENT	HEALTH PERMIT STATUS	INSPECTION STATUS	STATUS
KAKATE	Kafue Town	Renewal	To be issued once health permits are available.	Inspected	No objection
LUNCH PUB AND DREAMS	Kafue Town	Renewal	To be issued once health permits are available.	Inspected	No objection
MAMA GS	Kafue Town	Renewal	To be issued once health permits are available.	Inspected	No objection
PICK N PAY	Kafue River Mall	Renewal	To be issued once health permits are available.	Inspected	No objection
CHOPPIES	Kafue Town	Renewal	To be issued once health permits are available.	Inspected	No objection
TEZA BAR	Shantumbu	Renewal	To be issued once health permits are available.	New application	No objection
EMPIRE	Kafue Town	Renewal	To be issued once health permits are available.	Inspected	No objection
BIGGIES NIGHT CLUB	Estates	Renewal	To be issued once health permits are available.	Inspected	No objection
ROYAL PARK WATER FRONT	Kafue Road Bridge	grant	To be issued once health permits are available.	New application	No objection
BIG FISH BAR	Kafue Town	Renewal	To be issued once health permits are available.	Inspected	No objection
NAMONJE BAR	Kafue Town	Renewal	To be issued once health permits are available.	Inspected	No objection
POP SOUND BAR	Kafue Town	Renewal	To be issued once health permits are available.	Inspected	No objection
CHEERS SUPERMARKET	Chalala	grant	To be issued once health permits are available.	New application	No objection
G-GREENS BAR	Lilayi	Renewal	To be issued once health permits are available.	Inspected	No objection
KALOS LODGE	Chalala	Renewal	To be issued once health permits are available.	Inspected	No objection

PACHECHE LODGE	Chalala	Renewal	To be issued once health permits are available.	Inspected	No objection
FOX LODGE	Chalala	Renewal	To be issued once health permits are available.	Inspected	No objection
KULU LODGE	Lilayi	Renewal	To be issued once health permits are available.	Inspected	No objection
UMOJA LIQUOR STORE	PS Mall	Renewal	To be issued once health permits are available.	Inspected	No objection
DAHIMU MINIMART	Chalala	Renewal	To be issued once health permits are available.	Inspected	No objection
CHOPPIES NEW KASAMA	New Kasama	grant	To be issued once health permits are available.	New application	No objection
GOLD COMPLEX BAR	Shantumbu	Renewal	To be issued once health permits are available.	Inspected	No objection
JAFKA BAR	Shantumbu	Renewal	To be issued once health permits are available.	Inspected	No objection
BUMBUM LIQUOR STORE	Shantumbu	Renewal	To be issued once health permits are available.	Inspected	No objection

After due consideration and on a proposal by Councilor Comply Siamungala and duly seconded by Councillor Edwin S. Shabusale, it was

RECOMMENDED THAT

The above applications for Grants of Liquor Licences and renewal **be approved**

LQLS/21/01/25. REPORT ON NIGHT PATROL OPERATIONS

It was reported to the committee that the Health Section, accompanied by Council Police and in collaboration with the State Police carried out a night patrol Operation in accordance with the enforcement and regulation of the Liquor Licensing Act of 2011 on the 5th October 2024.

The Purpose of the operations was to follow up on reports /complaints of Noise pollution and late closure of Bars and liquor trading premises, to ensure compliance with the stipulations of the permitted hours of operations.

Members were informed that the following were the activities carried out

- i. Closure of premises due to;
 - Late closure
 - Non-possession of trading permits
- ii Seizure and revocation of trading licenses.
- iii Seizure and confiscation of Alcohol.
- iv Investigations of complaints received.
- iv The number of closed premises were 9 closed down over the long weekend period.

It was further reported that 9 premises were since closed down.

Thereafter the report was Noted

LQLS/21/01/25

CONFIRMATION OF MINUTES

The minutes of the Health Environment and Social Services Committee were presented before the committee for confirmation

On a proposal by Councillor Emmanuel Miyanda and seconded by Councilor John Mikaya it was

RESOLVED THAT

The minutes of the Liquor Licencing held on Thursday 23rd January 2025 be confirmed as a true reflections of the proceedings of the meeting.

CHAIRPERSON'S CLOSING REMARKS

The Chairperson thanked all members present for their fruitful and good contributions and deliberations during the meeting.

THERE BEING BEING NO OTHER BUSINESS TO DELIBERATE ON, THE CHAIRPERSON DECLARED THE MEETING OFFICIALLY CLOSED AT 10:30 HOURS WITH A PRAYER BY COUNCILOR COMPLY SIAMUNGALA.

CONFIRMED THIS.....DAY OF2025

.....

**COUNCILLOR KELLY LIWANGA
COMMITTEE CHAIRPERSON**



KAFUE TOWN COUNCIL

MINUTES OF THE PLANS, WORKS DEVELOPMENT AND REAL ESTATE COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE, ALONG LUANGWA DRIVE KAFUE, ON TUESDAY 18th FEBRUARY 2025 AT 10:55 HOURS.

COUNCILLORS

PRESENT

Malumbe Legitimate	-	Chairperson (Chikupi Ward)
Berejena Robby	-	Kambale Ward
Shikabeta Edwin.S	-	Shabusale Ward
Dr Luvius M. Malikopo	-	Deputy Chairperson (Ex-Officio)

APOLOGY

HRH Chieftainess Chiyaba

OFFICERS IN ATTENDANCE

Bupe Mutanya	-	Council Secretary
Eng.Maxon Nketani	-	Director Engineering Services
Brenden Machila	-	Director Finance
Dr. Raphael Muyaule	-	District Agriculture Coordinator
Naomi Hamaamba	-	Chief Health Inspector
Mumpisa S. Mwenge	-	Chief Accountant
Collins Chisenga	-	Chief Committee Clerk
Kamiji Mbilika	-	Chief Administrative Officer
Moono Hacheendo	-	Town Planner
Connie C.Kapatamoyo	-	Assistant Procurement Officer
Bestone Hamaimbo	-	Committee Clerk

The meeting was called to order at 10:50 hours

OPENING PRAYER

The opening Prayer was offered by Councilor Robby Berejena

PWDRE/422/02/25

NOTICE OF MEETING

The Notice convening the Meeting was read by the Council Secretary Mr. Bupe Mutanya.

PWDRE/423/02/25

CHAIRPERSON 'S OPENING REMARKS

The Chairperson welcomed and thanked all members for attending the meeting he encouraged everyone to participate freely and bear in mind that the decisions being made in the meeting affect the people of Kafue as a whole.

PWDRE/424/02/25

DECLARATION OF INTEREST

The Council Vice Chairperson declared interest during consideration of item number **PWDRE/140/02/25**

REPORT OF THE DIRECTOR OF PLANNING

PWDRE/425/02/25

DEVELOPMENT CONTROL

The Chief Health Inspector reported for information of the committee that the department undertook inspections in various areas for various causes as shown below:

S/N	AREAS INSPECTED	REMARKS
1	Kasengele	Court cases caused by encroachments and boundary disputes. Acquiring of new occupancy Licenses.
2	Shimabala	As per request from ministry of land to upgrade titles.
3	Shikoswe	Change of ownerships and acquiring of occupancy Licenses.
4	Kafue West	Change of Ownerships and acquisition of occupancy licenses.
5	Kafue East	Acquisition of occupancy and change of ownership.
6	Green filed	Court cases. Acquiring of title as requested by ministry of lands.
7	Chawama	Acquiring of new occupancy Licenses.
8	Hill View	Encroachments and acquisition of occupancy licenses.

*Thereafter the report was **Noted**.*

PWDRE/426/02/25

SCRUTINY OF BUILDING PLANS

It was reported for information of the committee that during the quarter under review, a total of thirty one (31) copies of building plans were received by the section for approval, endorsement and scrutiny. Stage by stage inspection was also conducted. The table below tabulated the applications received

S/N	Type Of Development	Number Of Applicants	Disapproved	Approved
1	Residential	24	8	16
2	Commercial	6	1	5
3	Industrial	1	0	1

The table below showed the Building Inspection Stages

S/N	Location of the Developments	No. of Applicants	Number of Stages
1	Kafue East	1	1
2	Kafue West	1	2
3	Community 7 Estates	2	2
4	MFEZ	1	4
5	Kafue township	1	1
6	Shimabala	1	2
7	Kalundu View	1	1

NB: All construction sites mentioned had ongoing construction works in progress.

*The report was **Noted***

PWDRE/427/02/25

BUILDING COMPLIANCE INSPECTIONS

It was reported for information of the committee that the inspections for building compliance had been ongoing and a total number of 102 stop orders had been issued to non-complying developers and land ownership disputes so far.

*Thereafter the report was **Noted***

REPORT OF THE DISTRICT AGRICULTURE COORDINATOR

PWDRE/428/02/25: DROUGHT EMERGENCY RESPONSE AND RESILIENCE PROGRAMME, FOOD AGRICULTURE ORGANISATION

The District Agriculture Coordinator reported for information of the committee that the Ministry of Agriculture in conjunction with the Food Agriculture Organisation (FAO), in response to the drought situation of the 2024, set to operate in Kafue district to assist small holder farmers with agricultural inputs to enhance food security. The programme identified and targeted 1,320 individual farmers from the 7 of the 18 agricultural camps.

He also reported that the camps included Chikupi, Magoba, Kasaka, Kapongo, Nankanga and Chipapa.

The meeting was informed that the pack comprised of 1 x 50Kg D-Compound, 1 x 50Kg Urea, 1 x 2Kg cow peas, 1 x 2Kg common beans and 1 x 5Kg maize seed.

These inputs were distributed starting mid-December, 2024, redeemable with selected agro dealers upon receipt of E-vouchers.

Successes.

- The programme managed to distribute inputs to all the targeted farmers
- The beneficiaries managed to redeem the inputs in the months of December, 2024 and January 2025.

Challenges

- Interrupted network most of the times.
- Unavailability of inputs in the agro shops at the start of the distribution.
- Inability of the district to edit farmer details that were wrongly captured in the initial stages delayed the programme a bit.

The report was **Noted**

PWDRE/429/02/25:

SUSTAINABLE AGRICULTURE FINANCE FACILITY (SAFF)

The District Agriculture Coordinator reported for information of the committee that the Government of the Republic of Zambia, through the Ministry of Agriculture was implementing an enhanced Agricultural Input and implement support through a loan system. Small holder farmers and Small, Medium Enterprises had been afforded an opportunity to borrow at negotiated interest rate with some commercial banks.

He informed the meeting that the programme commenced by offering loans on Seasonal cropping and would soon transition into Livestock and implements loans.

So far 87 loans had been disbursed with amounts ranging from K30,000 to K500, 000.

Challenges

- Little understanding of small holder farmers on who should apply for the facility
- Inadequate funds to go around the overwhelming response.
- Lack of feedback mechanism to the unsuccessful applicants

Thereafter the report was Noted

PWDRE/430/02/25:

FARMER INPUT SUPPORT PROGRAMME (FISP)

The District Agriculture Coordinator reported for information of the committee that the Ministry of Agriculture through support from the Government of the Republic of Zambia had been supporting over 1 million farmers with Agricultural inputs country wide through an electronic voucher system.

He reported that Kafue district had 12,000 targeted small holder farmers selected from 350 cooperatives. The selected farmers had to make a farmer contribution of K400.00 to match the K8,000.00 that government made to make a total of K8,400 E-voucher value.

This amount was meant to redeem 3 x 50Kg bags of D comp, 3 x 50Kg bags of Urea, 1 x 10Kg maize seed, 1 x 20Kg Groundnuts or 1 x 25Kg Soya beans and any other items redeemable in the remaining amount.

The meeting was informed that all the 12, 000 farmers deposited successfully, out of which 5,611 fully and 6,382

partially redeemed respectively. Unfortunately, 07 farmers didn't redeem even when they had received the codes and follow up messages sent to them.

Thereafter the report was **Noted**

PWDRE/431/02/25: YOUTH SKILLS TRAINING SCHOLARSHIPS OPPORTUNITIES

The District Agriculture Coordinator reported for information of the committee that the Government of Zambia had through the Ministry of Agriculture received funding from African Development Bank to support the Chiansi Smallholder Outgrower Support Project (COSP) for a duration of five (5) years. The project is located in Chiansi area under Chikupi ward. The project targets to develop an irrigation scheme covering up to 600 hectares, which will directly benefit 600 households.

He further reported that alongside the irrigation programme came social components that included capacity building in 1500 youths (50% female) within the project areas and it was in this vain that the project had offered to support 500 youths that were willing to develop skills in various disciplines including General Agriculture, Plumbing, Carpentry and Joinery, Electrical ,Tailoring and designing, Home management and catering, Sheet and Metal fabrication, Plastering and Bricklaying and any other relevant skills.

*Thereafter the report was **Noted***

DIRECTOR OF ENGINEERING SERVICES

PWDRE/432/02/25: REPAIR OF THE OLD COUNCIL GRADER

The Director Engineering Services reported for information of the committee that the old Council grader had been down with an engine problem for over a year now and with the rise in demand for road maintenance works, consideration was being proposed to procure a new engine rather than repairing the problematic one.

He reported that with a new engine, there would be guaranteed of more production than down time.

Members wanted to know if there were other mechanical problems with the Grader.

In response, the meeting was informed that the person/company that would be engaged would have to do a thorough assessment of the machine to determine other mechanical problems that might have arose.

After due consideration and on a proposal by Councilor Robby Berejena and seconded by Councilor Edwin Shikabeta it was,

Recommended that

The proposal to procure a new engine for the Grader **be approved**

PWDRE/433/02/25: CDF PROJECT UPDATE

The Director of Engineering Services reported for information of the Committee that the table below highlighted the projects being undertaken, source of funding and the status as at 6th February 2025.

S/N	PROJECT NAME	WARD	FUNDING	STATUS	COMMENT
1.	Magoba 1x3 CRB blown off roof	Magoba	2023 CDF Disaster	100%	Completed and the School was using the facility.
2.	Rehabilitation of Kanyangala RHC and Staff House	Chitende	2023 CDF Disaster	100%	Completed pending handover
3.	Construction of Mahopo Clinic ablution	Chisankane	2023 CDF Disaster	100%	Completed pending handover.
4.	Completion of Shantumbu Police Post	Chisankane	2023 CDF	100%	Completed pending handover.
5.	Supply of 200 Desks – Agreewill Enterprises		2023 CDF	0%	Contractor unresponsive and contract recommended to procurement committee for termination.
6.	Construction of C5/C7 bridge	Kansenje	2023 CDF	98%	The contractor remains with casting of concrete on both approaches to the bridge and painting of guard rails

7.	Completion of Mulangwa Prm Sch	Kambale	2022 CDF	0%	New contract was awarded and the contractor pushed in claim for advance payment high could not be processed at the time due to delayed CDF funding. With the heavy rains experienced, the site had become inaccessible.
8.	Construction of 1x3 CRB at Shikoswe Sec Sch	Shikoswe	2024 CDF	80%	Substructure/ Superstructure block work and the roof was completed. Contractor was currently plastering the structure. Works stalled for over a month due to delayed CDF funding
9.	Construction of 1x3 CRB at Mutendere Sec Sch	Shabusale	2024 CDF	85%	Substructure/ Superstructure block work and the roof was completed. Window/door frames had also been installed. Contractor was plastering the structure. Works stalled for over a month due to delayed CDF funding
10.	Construction of 1x3 CRB at Muchuto Prm Sch	Kafue	2024 CDF	80%	Substructure/ Superstructure block work and roofing was completed. Contractor was now plastering the structure. Works stalled for over a month due to delayed CDF funding
11.	Construction of 1x3 CRB at Shampeyo Prm Sch	Chisakila	2024 CDF	70%	Substructure/ Superstructure block work completed. Contractor currently working on the roof. Works stalled for over a month due to delayed CDF funding
12.	Construction of 1x3 CRB at Shamanjanji Prm Sch	Malundu	2024 CDF	10%	Contractor deserted site and the project had been recommended to procurement committee for termination.
13.	Construction of Dining hall at Chitende Prm Sch	Chiawa Central	2024 CDF	75%	Substructure/ Superstructure block work completed. Contractor is currently on the roof level. Works stalled for over a month due to delayed CDF funding

14.	Spot gravelling on Shantumbu road	Chisankane	2024 CDF	15%	2km had been worked on using community mobilised resources. Works to continue using the delayed cdf funding
15.	4Km of spot gravelling on Kasengele roads	Kafue	2024 CDF	100%	Works were completed.
16.	4Km spot graveling on Matanda roads	Matanda	2024 CDF	0%	Works were Scheduled to commence immediately the works on Shantumbu road were completed.
17.	Completion of Kasenje Pri Sch ablution	Kasenje	2024 CDF	90%	The contractor remaining with painting works and connection of water.
18.	Construction of Kambale market ablution	Kambale	2024 CDF	45%	The contractor had completed the substructure and part of the superstructure blockwork. Works stalled for over a month due to delayed CDF funding
19.	Supply of 3000 Desks	Various Wards	2024 CDF	12.2%	<ul style="list-style-type: none"> • Awarded to 15 suppliers • 5 Suppliers paid advance payment on 31st January, 2025 • 1 Supplier fully completed the works • 2 Suppliers partially supplied the desks

Thereafter the report was **Noted**

PWDRE/434/02/25:

RURAL WATER

The Director of Engineering Services reported for information of the committee that the Council received contractors from the Ministry of Water Development and Sanitation to construct nine (9) water borne ablution blocks in Kafue district. The table below indicated the sites handed over to the contractors.

SN	WARD	LOCATION	CONTRACTOR
1.	Mungu	Chikoka Primary School	Luged Investments Ltd
2.	Matanda	Kasaka Primary School	
3.	Shikoswe	Shikoswe Primary School	
4.	Magoba	Chikwama Primary School	

5.	Kafue	Kaseba Primary School	Sundisk Investment Ltd
6.	Kafue	Nakatete Secondary School	
7.	Kafue	Kafue Day Secondary School	
8.	Chisakila	Chisakila Primary School	
9.	Chiawa	Kanyangala Primary School	

Thereafter the report was **Noted**

REPORT OF THE COUNCIL ADVOCATE

PWDRE/435/02/25: APPLICATION FOR CHANGE OF OWNERSHIP

The Senior Legal Assistant reported for the consideration of the committee that the department of Legal was in receipt of the following applications for change of ownership from various applicants tabulated in the table below.

S/No	Property No	From	To
1	KESS 212	Violet Simamba	Trudy Monde Malamo
2	KAF/2659 ST AMBROSE AREA	Sekeli Sitali	Sydney Siwakwi
3	N/KEE/458	Titamenji. C Meleki	Chama M. Mwewa
4	B29/11	Kelvin Kayuni	Mirriam Ndhlovu
5	HV/P/108	Albertina Banda	Hibajene Mulunda And Catherine Mweene Siakoola Mulunda
6	HV/F/24	Gaston Kankwende	Maxwell Kwembe
7	JVSS / 74	Suzyo Lungu	Mwando Chilala
8	724/1031	Simudenda Akakulubelwa Chiyanika	Matildah Mwangala
9	KESS / 456	Diana Funga	Winnety Michelo
10	NKW/025 A/B	Godwin Chalwe	Moses Simusokwe
11	1/21 Lumumba Section Of Zambia Compound	Joseph Bulongwe	Mary Chileshe
12	KDC/SHIM/030	Cosuny Chiban	Willard Siame
13	B 33/5	Lyness Ngoma	Susan Kamuchanga
14	N.86	Mukuka Chewe	Micheal Leempe
15	FB2/1	Pamela Kalubangwe	Brian Joe Pimpa

After due consideration and on a proposal by Councilor Edwin S Shikabeta and duly seconded by Councilor Robby Berejena it was

RECOMMENDED THAT

The above applications for Change of ownership received from the above applicants **be approved.**

At this juncture the Vice Council Chairperson Dr. Luvious Maiya Malikopo declared interest and left the meeting

PWDRE/436/02/25: APPLICATION FOR OCCUPANCY LICENCES

The Senior Legal Assistant reported for information of the Committee that her department was in receipt of applications for occupancy licenses and offer letters as shown on table 'A' and 'B' respectively.

TABLE A

S/N O	PLOT OWNER	PLOT NUMBER
1	Akufuna Namutabo	NKW/076
2	Micheal Katongo Chiti	S76/22
3	Oliver Mukuwe Mukuwe	KEE 87
4	Getious Choonya	Z8/193B
5	Osward Nsongola	KVE/MC 181
6	Zaziwe Hope Siakajompa And Mzenzi Kasonde Siakajompa	F/458a
7	Linenga Milliner Malwa	KVM/10
8	Winters Mudala	KEE/494
9	Musonda Kabwela And Katongo Kabwela	KEE/462B
10	Clifford Mweene	S11/14
11	Ackim Phiri	KDC/VV/BM1151
12	Ommie Chibuye	KESS/ 119
13	Japhet Phiri	KDC/VV/414

14	Donald Sikayuta	ZSZ10/063B
15	Brian Mwinga	HV/A/193
16	Francis Bweupe	SSZ1/003B
17	Gladys Celine Kakompe	KW/120
18	Nyrongo Faston	KEE/94
19	Willies Mwamba	KW/A99/B
20	Josph Simpungwe	Z1/5
21	Boston Muleya	KW/A109A
22	Simudenda Chiyanika	724/1031
23	Kebby Mulwanda	KDC/KRV/149
24	Asford Mununga	KW/F/130
25	John Chanda Mpundu	724/594
26	Selina Mshanga	HV/ARAB/139
27	Steven Silombwana Simunji	F.36/19
28	Chihonde Chihonde & Ivy Mumba	KV/MC/188
29	Thomas Muwowo	B.11/18
30	Osward Nsongola	HV/N/121
31	Josphat Phiri	KDC/VV/460
32	Chisanga Paarker	F.558/113
33	Laureen Mulemwa	B.28/4
34	Ignatius Chimwenwe	HV/N/A 124
35	Mazili Gwen Nauluta	HV/N/110
36	Catherine Hamakumba	KEE/287
37	Chalwe Godwin	NKW/025
38	Sanny Nathan Lukama	KEE/545 (B) 2
39	Mvula Petersen	HV/P/76
40	Frank Banda & Nevy Silomba	KEE/495(2)
41	Hellen Mambwe Chibuye	KEE/31A
42	Wiliam Chizente	KES/175
43	Irrene Kaila	HV/G/22
44	Mazili Gwen Nauluta	HV/P/110
45	Docrine Mutinta Simukali	KESS/143
46	Suzyo Nyirenda	NHA/E/27
47	Chilala Mwando	JVSS/74
48	Josephine Mtongo	KW/M/10
49	Stanley Kennedy Simwanza	KAF/LN/92726/1B

50	Louis Zulu	HV/B/47
51	Mukubesa Mugungu	KV/218
52	Ivor Nhimbi	HV/N/002
53	Chanda Rex	B27/9A
54	Naphatali Banda	ZSZ/3/07
55	Louis Zulu	HV/B/48
56	Sikanyika Evans Chewe	KW/F/4
57	Julie Stevn Mwanza	KDC/KRV/118
58	Margaret Nyangu	KW/05
59	Louis Zulu	HV/A/COM 34
60	Emmanuel Moonga	HV/N/50
61	Loveness Malambo	HV/30
62	Lumba Moonga	HV/A/65
63	Webster Kandolo	KVZ 2/215
64	Emmanuel Moonga	HV/P/21
65	Chilufya Haggai	KDC/VV/759
66	Chalwe Gordwin	NKW / 025
67	Edinah Siame	KDC/KRV/174
68	Cliford Mweene	S.11/14
69	Osward Nsongola	HV/N/121
70	Morgan Shaba	S.66/11
71	Mary Ngenda	KE/01

72	Karen Nyirenda	KWE/104
73	David Sinko Longo	HV/N/29
74	Ryan And Misiwe	HV/KD/03 & 04
75	Gillian Luputa	B.35/9A
76	Chisanga Parker	F 458C / 113

TABLE B

S/NO	NAME	PLOT NUMBER	N.R.C NO	STATUS
1	OSBORN SHALWANDA	KDC/KRV/074	323414/66/1	

After due consideration and on a proposal by Councilor Edwin S. Shikabeta and duly seconded by Councilor Robby Berejena it was

RECOMMENDED THAT

The above applications for Occupancy Licenses **be approved**

PWDRE/141/02/25: CONFIRMATION OF MINUTES

On a proposal by Councilor Edwin S. Shikabeta and duly seconded by Councilor Robby Berejena it **was**,

RESOLVED THAT

The minutes of the Plans, Works, Development and Real Estate committee meeting held on Tuesday 18th February 2025 be confirmed as a true reflection of the proceedings of the meeting

CHAIRPERSON'S CLOSING REMARKS

Chairperson thanked everyone for their positive contributions.

THEREBEING NO OTHER BUSINESS TO DELIBERATE THE CHAIRPERSON DECLARED THE MEETING OFFICIALLY CLOSED AT 14:40 HOURS AND THE MEETING WAS GRACED WITH A CLOSING PRAYER BY THE ASSISTANT PROCUREMENT OFFICER CONNIE KAPATAMOYO.

CONFIRMED THIS.....DAY OF2025

.....

**COUNCILLOR LEGITIMATE MALUMBE
COMMITTEE CHAIRPERSON**



KAFUE TOWN COUNCIL

MINUTES OF FINANCE, VALUATION AND GENERAL PURPOSE COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER AT THE CIVIC CENTRE, LUANGWA DRIVE ON TUESDAY 4TH MARCH 2025 STARTING AT 09:41 HOURS.

COUNCILLORS

PRESENT

Mainza Wise	-	Chairperson
Justine Singoyi	-	Kabweza Ward
Comply Siamungala	-	Chisakila Ward
David Sampa	-	Kansenje Ward
(Dr) Malikopo Luvious M	-	Vice Council Chairperson Ex – Officio

IN ATTENDANCE

COUNCILLOR

Michael Sinkala	-	Matanda Ward
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APOLOGY:

Dr Buumba Malambo	-	Council Chairperson / Ex- Officio
HRH Chieftainess Nkomeshya	-	Chiawa Chiefdom

OFFICERS

PRESENT

Bupe Mutanya	-	Council Secretary
Mbowela Arthur	-	Director Human Resource and Administration
Brenden Machila	-	Director Finance
Dr. Perfector.B. Kabanshi	-	District Fisheries & Livestock Coordinator
Naomi Hamamba	-	Ag. Director Planning/Chief Health Inspector
Kamiji Mbilika	-	Chief Administrative Officer
Mumpisa Mwenge	-	Chief Accountant
Chilombo Chizawu	-	Senior Legal Officer
Mufalo Mwinde	-	Socio Economic Planner
Paxina. M. Kalembe	-	Senior Valuation Officer
Jovita Kasekula	-	Civil Engineer
Martha G.Chibang	-	Internal Auditor
Connie. C. Kapatamoyo	-	Assistant Procurement Officer
Jessie Doras Jere	-	Senior Committee Clerk
Lister Mpande	-	Assistant Committee Clerk

The meeting was called to order at 09:41 hours

PRAYER

The opening prayer was given by the Director of Human Resource and Administration, Mr. Arthur Mbowela.

NOTICE OF MEETING

The notice convening the meeting was read by the Council Secretary, Mr. Bupe Mutanya.

FV&GP/83/03/25**CHAIRPERSON'S OPENING REMARKS**

The Chairperson welcomed and thanked all members present for attending the meeting and urged the members to participate freely.

FV&GP/84/03/25**DECLARATION OF INTEREST**

Pursuant to the Provisions of Section 15 third schedule paragraph 6 (1) of the Local Government Act No. 2 of 2019, Councillor David Sampa declared interest on an item under Minute Number **FV&GP/81/03/25**.

REPORT OF THE DIRECTOR OF FINANCE**FV&GP/85/03/25:****APPROVAL OF 2025 BUDGET ESTIMATES**

The Director Finance reported for information of the Committee that the 2025 Kafue Town Council Output Based Budget (OBB) amounting to **K138,056,040** for both Income and Expenditure was approved by the Minister of Local Government and Rural Development through circular minute number **MLGRD/71/1/29** dated 2nd January 2025. He also encouraged all the heads of departments to adhere to the approved budget and ensure that key outputs were achieved. See **ANNEXUTURE 'A'**

The above report was **noted**.

FV&GP/86/03/25:

APPROVAL OF 2024 BUDGET ESTIMATES DOWNWARDS ADJUSTMENT BY K17,274,800.00

The Director Finance reported for information of the Committee that the 2024 Kafue Town Council Budget Estimates downwards adjustment by **K17,274,800** was approved by the Minister of Local Government and Rural Development through circular number **MLGRD /71/1/30** dated 13th January 2025. The adjusted budget stood at **K84,813,843**. See **ANNEXTURE 'B'**

Thereafter the report was noted.

FV&GP/87/03/25:

AUTHORITY TO DISPOSE OF NON- SERVICEABLE ASSETS

The Director Finance reported for consideration of the Committee that the disposal Committee had compiled a list of obsolete assets that had been identified to be disposed off and Council engaged the Department of Valuation and Property Management to assess the assets for disposal as requested.

He also reported that the Valuation Report dated 19th December 2024 had been submitted to the committee for scrutiny and approval for disposal purposes. See **ANNEX 'C'**

Therefore, management recommended that in view of the above,

1. The list of assets in the appendix be approved for disposal
2. Council seeks for a ministerial approval to dispose of the assets listed in the Valuation report.

Members of the committee were also informed that the Public Finance Management Act of 2018 section 42 as amended in 2020 authorised the disposal of Non-Serviceable assets.

After a lengthy deliberation and upon a proposal by Councillor Comply Siamungala duly seconded by Councillor Justine Singoyi, it was

RECOMMENDED THAT

1. The request for Authority to disposal of non-serviceable assets **be Approved** and that authority be sort from the Ministry of Local Government and Rural Development to dispose off the assets.

FV&GP/88/03/25:

**THE CURRENT STATUS OF 2022 KAFUE/CHILANGA
MAIN VALUATION ROLL**

The Director Finance reported for the information of the Committee that the Rating Valuation Tribunal sitting took place on 22nd November 2024 in the Conference Room at the Ministry of Local Government and Rural Development to consider the approval of Kafue/Chilanga Main Valuation Roll. The Council was awaiting the award from Rating Tribunal.

He also reported that in light of the said development, implementation of the Valuation roll would be carried out by billing the new rates to property owners in accordance to the rate levies approved by the tribunal.

Thereafter the above report was **Noted**.

FV&GP/90/03/25:

**INCLUSION OF THE CHIEF ACCOUNTANT MR SAMUEL
MWENGE MUMPISA AS A SIGNATORY ON PANEL B OF
KAFUE TOWN COUNCIL ACCOUNTS**

The Director of Finance reported for consideration of the Committee that following the transfer of the Chief Accountant, Mr Samuel Mwenge Mumpisa from Shangombo Town Council to Kafue Town Council authority was being sought from the Committee to include him on Panel B as a signatory for operational effectiveness and efficiency on all Kafue Town Council Bank Accounts except for Kafue Constituency Development Fund account.

Upon a proposal by Councillor Justine Singoyi duly seconded by Councillor David Sampa, it was;

RECOMMENDED THAT

The request for inclusion of the Chief Accountant, Mr. Samuel Mwenge Mumpisa as a signatory on panel B on Kafue Town Council Accounts except for Kafue Constituency Development Fund account. **be Approved.**

FV&GP/91/03/25:

**RECEIPTS AND PAYMENTS FOR THE PERIOD 1ST
JANUARY TO 31ST DECEMBER 2024
INCOME**

The Director Finance reported for information of the committee that Council planned to collect a total of **K 84,813,842** from *January to December 2024* but managed to collect a total of **K 65,061,957** representing 77%, National Support of

K36,582,067 representing **43%** and **K28,479,889** as Own Source Revenue (OSR) representing **34%** of the total collection for the period under review.

EXPENDITURE

He also reported that during the period under review the Council spent a total of **K83,092,588.69** representing **98%** of the planned expenditure of **K84,813,842** and the major expenses were on Personal Emoluments, Non-Financial Assets, CDF empowerment and skills bursaries and Services. **See ANNEXTURE 'D'**.

During deliberations, members expressed the following observations that:

- The Council should also be engaging Ward Councillors when engaging WDC's especially where revenue collection was concerned.
- A Tour to undertake visits in wards be implemented as soon as possible to discover more areas of revenue bases.

Thereafter the report was noted.

FV&GP/92/03/25:DEBTOR'S POSITION AS AT 31ST DECEMBER 2024

The Director Finance reported for information of the Committee that the Council was owed a total sum of **K14,325,524** in respect of revenues such as property rates, rentals and billboards for the period under review;

Opening balance	17,435,822
Add Charge	95,850
	17,531,672
Less payments	3,206,148
Closing balance	14,325,524

He reported that the current measures being taken to improve on debt collection included the following;

- ❖ Implementation of SMS billing
- ❖ Serving of demand notices
- ❖ Use of PA system to carry out announcements
- ❖ Radio adverts
- ❖ Engagement of Court Bailiffs
- ❖ Engagement with property owners in signing up for debt liquidation plans
- ❖ Formation of Taskforce for enforcement

see **ANNEXTURE 'E'**

Members of the Committee were informed that the SMS billing system was operating on a slow pace because of the network being used which was Zamtel

Thereafter, the above report was noted

FV&GP/93/03/25: CREDITOR'S POSITION AS AT 31ST DECEMBER 2024

The Director Finance reported for information of the Committee that the Council was owing creditors a total sum of **K 148,340,291 in** respect of Statutory Contributions, Staff Debtors and Suppliers of Goods & Services as at 31st December, 2024. A summary of creditors position was indicated below;

Opening balance	148,544,547
Add Charge	1,520,259
	150,064,806
Less payments	1,762,905
Closing balance	148,301,901

He reported that the Current measures being taken to improve on debt collection include the following;

- ❖ Implementation of debt payment plans
- ❖ Paying current obligations to avoid accruing more debt
- ❖ Continuous liaison with our creditors to avoid litigations.

see **ANNEX 'F'**

The above report was noted.

REPORT OF THE COUNCIL ADVOCATE

FV&GP/94/03/25:

APPLICATION FOR REFUNDS

The Senior Legal Assistant reported for Consideration of the Committee that the section was in receipt of applications from various applicants requesting for their refunds as tabulated below;

S/N	NAME	PLOT NO	AMOUNT PAID	REASON FOR REFUND
1.	Mambepa M. Joseph	KEE/M2/291	K4,600.00	Non-existence of land
2.	Penelope Musanga Musonda	KW/F/229	K3,500.00	Non-existence of the land

3.	Fellow Banda	KDC/VV/1358	K13,150.00	Double allocation
4	Peter Banda	KW/F/228	K3,500.00	Non-existence of land

During presentation of the report Members were of the view that all management officers would be required to be present in all committee meetings of the Council. This was important to help each other come up with proper resolutions on dealing with issues of fake land documents that people were now using to request for refunds from the Council

It was reported that there were issues going on at the market place where someone was issuing fake land documents to people who later come to the Council to request for refund, therefore it was of importance that all heads of departments to be present to understand the situation and come up with good and positive resolution which could help both parties.

Upon a proposal by Councillor David Sampa and duly seconded by Councillor Justine Singoyi, it was

RESOLVED THAT

The applications for refund received from the above applicants **be approved**

CHAIRPERSON'S CLOSING REMARKS

The chairperson thanked all members for being so active and fruitful contributions. He also thanked the august house for participating well and that all was concluded well for the betterment of the development of the district.

THERE BEING NO ANY OTHER BUSINESS TO TRANSACT, THE MEETING CLOSED AT 13:35 HOURS GRACED WITH A PRAYER BY COUNCILLOR JUSTINE SINGOYL.

CONFIRMED THIS.....DAY OF2025

.....

**COUNCILLOR WISE MAINZA
COMMITTEE CHAIRPERSON**



KAFUE TOWN COUNCIL

MINUTES OF THE AUDIT COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE, ALONG LUANGWA DRIVE KAFUE, ON TUESDAY 6TH MAY 2025 AT 10:00 HOURS

COUNCILLORS

PRESENT

Chileshe Bornface	-	Chairperson
Mwiinga Davyline	-	Malundu Ward
Dr. Malikopo Luvius M	-	Vice Council Chairperson Ex-Officio
Dr. Buumba Malambo	-	Council Chairperson Ex-Officio

ABSENT WITH APOLOGIES

Sinkala Michael	-	Matanda Ward
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OFFICERS IN ATTENDANCE:

Tozya M Jengajenga	-	Director Planning
Mbowela Arthur	-	Director Human Resource and Administration
Machila Brenden	-	Director Finance
Eng. Nketani Maxon	-	Director Engineering Services
Nchimunya Mthetwa	-	Council Advocate
Chisenga Collins	-	Chief Committee Clerk
Martha G.Chibinga	-	Internal Auditor
Precious Chama	-	Internal Auditor
Patson Musonda	-	Assistant Internal Auditor
Connie.C.Kapatamoyo	-	Assistant Procurement Officer
Lisa Ng'oma	-	Public Relations Officer
Jessie D Sievu	-	Committee Clerk
Lynn Mzilika	-	Assistant Committee Clerk

The meeting was called to order at 10:40 hours.

OPENING PRAYER

The opening Prayer was offered by the Director Planning, Ms Tozya Mtawali Jengajenga

NOTICE OF MEETING

The Notice convening the Meeting was read by the Director Planning, Ms. Tozya. M. Jengajenga

AUD/138/05/2025: DECLARATION OF INTEREST

No Councillor or Officer declared interest on any matter.

AUD/139/05/2025: CHAIRPERSON'S OPENING REMARKS

The Audit Committee Chairperson welcomed everyone to the meeting. He further went on to encourage the members to participate and deliberate freely on the matters tabled before them.

AUD/140/05/2025: PRINTING OF RECEIPT BOOKS WITHOUT WRITTEN AUTHORITY FROM THE SECRETARY TO TREASURY

Management control

The Internal Auditor reported for the consideration of the committee that the Public Finance Management General Regulations 2020 Act 107 stipulated that:

- (1) A receipt form shall be obtainable from the strong room superintendent of the ministry responsible for finance and an agent appointed by a controlling officer shall do the collection of the receipt form.
- (2) An officer holder shall not make arrangements for the printing or alteration of a receipt form without the written authority of the Secretary to the Treasury.

Findings:

It was reported that during a review of accountable documents conducted on the 12th February 2025, it was revealed that Kafue Town Council had their receipts printed from Government printers without a written authority from the Secretary to the Treasury.

Potential impact (Risk)

- Loss of public resources

Recommendation

Management should consider the following:

- Management should expedite process and ensure they obtain a written Authority.

Management comments

The Council Secretary would engage the Ministry of Local Government and Rural Development so that the written authority could be availed

It was further noted that authority was granted however, it was not to print from Government Printers

Management action plans

The following action plans represent the agreed management actions to be taken to address the weaknesses and / or areas for improvement, as identified during the internal audit:

	Agreed management action	Position/designation directly responsible for implementation	Implementation date
	To engage the Ministry of Local Government and rural development	Council Secretary	Before receipts run out

After due deliberations and on a proposal by Councillor Bornface Chileshe and duly seconded by Councillor Davyline Mwiinga it was,

RECOMMENDED THAT

Management should expedite the process and ensure there obtained written Authority from the Ministry of Local Government and Rural Development .

AUD/141/05/2025: NON – FOLLOW-UPS ON THE DEBT RECOVERY OF PAYMENT PLANS

Management control

The Internal Auditor reported for the consideration of the committee that Kafue Town Council management entered into payment plans with the clients in order to reduce the debts on the permits and ensure all the funds were collected.

Findings:

It was reported that the following were the audit findings

- Minutes for the payment plans were not availed to audit for the period under review to ascertain the contents in payment plan such as the initial amount to be paid, in order to enter into payment plan and the period for the repayment period.
- A review of the Debt Recovery payment plan availed to audit ,revealed that Kafue Town Council had engaged eight(8) client in 2024 Amounting to **K21,237.00** and(35) thirty Five client in 2025 amounting to **K89,075.98** Eight nine thousand and seventy five kwacha eighty eight ngwee which had been paid up to date as shown below in the appendix n **See Appendix A**
- It was also observed that there was no proper database for the maintenance of the information, making it difficult to reconcile and trace paid up clients.
- The revenue section did not follow up for the committed amounts on the Debt Recovery payment plans.

Root cause

The debts could not be collected at once because each client had a different agreed date of repayment.

Potential impact (Risk)

- Loss of public resources funds

Recommendation

Management should consider the following:

- Management should ensure that the debt recovery payment plan conditions were revealed.
- Finance department through revenue section should be proactive in updating of the information and recovery of debts from clients on payment plans.
- Supervision should be strengthened.

Management comments

The database of the clients entered into payment plans was available and the clients were paying when payments fall due.The task force was enforcing on clients who were not complying with the payment plan.

Management action plans

The following action plans represent the agreed management actions to be taken to address the weaknesses and / or areas for improvement, as identified during the internal audit:

#	Agreed management action	Position/designation directly responsible for implementation*	Implementation date
	Officers would be assigned to deal and make follow ups	Director Finance	As soon as possible

After due deliberations and on a proposal by Councillor Borniface Chileshe and duly seconded by Councillor Davyline Mwiinga it was,

RECOMMENDED THAT

- i. Management should ensure that the Debt Recovery Payment Plan conditions were reviewed.
- ii. Finance department through revenue section should be proactive in updating of the information and recovery of debts from clients on payment plans.
- iii. Supervision should be strengthened.

AUD/142/05/2025 FAILURE TO UTILIZE THE SECURE STRONG ROOM FOR STORAGE OF ACCOUNTABLE DOCUMENTS

Management control

The Internal Auditor reported for the consideration of the committee that the Public Finance Management (General) **Regulations, 2020 Section 3** interpreted the meaning of a Strong Room. It states that “strong room” means a secured room where public funds, public monies, public stores, receipt forms and safes were kept.

Findings:

It was reported that the audit revealed that accountable documents were not properly secured as they were kept in general room, which was not properly secured whilst the local authority had a secure lockable strong room used for the storage of less sensitive materials as **shown in on pictures below**



Entrance to strong room



Strong Room use for storage of less sensitive material (Archives)



General storage room used for storage of accountable documents



Store Room

Root cause

The strong room was full of documents from previous years

Potential impact (Risk)

- Difficulties in accounting for missing Receipt Books if records were not properly maintained and secured.
- High risk of theft of accountable documents that were not properly secured.

Recommendation

Management should consider the following:

- Ensure to utilize the recommendable and secured strong room.

Management comments

In response, management noted the concern; and would ensure that the old documents were secured to provide space

in the strong room for the other sensitive documents being used.

Management action plans

The following action plans represent the agreed management actions to be taken to address the weaknesses and / or areas for improvement, as identified during the internal audit:

#	Agreed management action	Position/designation directly responsible for implementation*	Implementation date
	A separate room was identified and the other less sensitive documents would be moved from the strong room to create space for other sensitive documents in use	Director of Human Resource and Administration	May 2025

After due deliberations and on a proposal by Councillor Borniface Chileshe and duly seconded by Councillor Davyline Mwiinga it was,

RECOMMENDED THAT

Management should ensure to utilize the recommendable and secured strong room.

AUD/143/05/2025 MISSING RECEIPTS IN THE DOVE BILLING SYSTEM

MANAGEMENT CONTROL

The Internal Auditor reported for the consideration of the committee that the Financial Regulation 2020 No. 127 (1) states that where a payment is made electronically a receipt shall be issued in accordance with the electronic communications and transaction Act, 2009 and on confirmation of funds being credited to a public bodies: s designated account.

Part 15 section 99 (20) which states that A person who intentionally and without authority do so interferes with data in a way which cause such data to be modified. Destroyed or otherwise rendered ineffective, commits an offence and is liable, upon conviction to a fine not exceeding five hundred

thousand penalty units or to imprisonment for a period not exceeding five, or to both.

Findings:

It was reported that a review of the receipts issued using the dove receipting system for the period of Oct 2024 to date, revealed that a total number of 19 receipts were missing from the dove receipting system. However, it was difficult to tell what was received on these receipts as shown in the table below

MISSING RECEIPT NUMBERS IN THE DOVE SYSTEM

NO.	RECEIPT NO.	MONTH
1	KTC0285694	OCTOBER
2	KTC0285753	OCTOBER
3	KTC0285774	OCTOBER
4	KTC0285781	OCTOBER
5	KTC0286146	NOVEMBER
6	KTC0286345	NOVEMBER
7	KTC0287120	DECEMBER
8	KTC0287190	DECEMBER
9	KTC0289282	JANUARY
10	KTC0289284	JANUARY
11	KTC0289286	JANUARY
12	KTC0289287	JANUARY
13	KTC0289602	
14	KTC0289842	FEBRUARY
15	KTC0289845	FEBRUARY
16	KTC0290106	FEBRUARY
17	KTC0290108	FEBRUARY
18	KTC0290127	FEBRUARY
19	KTC0290129	FEBRUARY

Root cause

The system was slow because of the capacity of the server which needed upgrade.

Potential impact (Risk)

- Risk of understating/overstating financial statement due to backdating of the issue date.
- Risk of Fraud due to unauthorised changes in the system
- Loss of public funds.
- Suspected human interference in the system

Recommendation

Management should consider the following:

- Strengthening the weak internal controls in management of revenue collection and accountability.
- To enquiry from dove expert if the revenue collectors had rights to delete and backdate without administrative rights.
- The system be changed if no satisfactory answers were given

Management comments

In response, management informed the committee that Dove System Providers had been engaged to submit a report on why some receipts were missing, and was still awaiting for the said report.

Management action plans

The following action plans represent the agreed management actions to be taken to address the weaknesses and / or areas for improvement, as identified during the internal audit:

#	Agreed management action	Position/designation directly responsible for implementation*	Implementation date
	<p>1) Government was in the process of developing a system for all local authorities and Kafue Town Council was awaiting though it had taken so long</p> <p>2) was engaging some systems providers in case government gave us a go a head to procure a different</p> <p>3) separating receipt ranges to avoid cashiers overalapping</p>	<p>Director of Finance</p>	<p>As soon as the system was designed and Given</p>

After due deliberations and on a proposal by Councillor Borniface Chileshe and duly seconded by Councillor Davyline Mwiinga it was,

Recommended that

1. Strengthening the internal controls in management of revenue collection and accountability.
2. Management to enquire from dove expert if the revenue collectors had rights to delete and backdate without administrative rights.
3. The system be changed if no satisfactory answers were given

AUD/144/05/2025 WEAKNESSES IN MANAGEMENT OF COMMUNITY PROJECTS UNDER 2024 CONSTITUENCY DEVELOPMENT FUND (CDF)


Management Control


The Internal Auditor reported for the consideration of the committee that Part Seven of the 2022 CDF Guidelines section 7.5 states that: The Principal Officer shall appoint a Contract Manager for every contract awarded from among the employees of the Local Authority. The Contract Manager shall be appointed taking into account the skills, experience and functions required for the management of the contract. The Contract Manager shall:

- a) Manage the obligation of the local authority specified in the contract; and
- b) Ensure that the supplier or contractor performs the contract in accordance with the terms and conditions specified in the contract.

Findings were stipulated in the table below.

S N	Project Name	Approved Amount	Findings	Picture	STATUS UPDATE FROM ENGINE ERING	Recommendation
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7	Construction of 1*3 classroom block with 75 desks Shimanjanji Community school	1,300,000.00	A site visit to Shimanjanji 1.3 classroom being constructed under 2024 CDF revealed that the contractor was not on site, the project has stalled, as only hips of building stones and digging of foundation had been done as at the time of inspection since the award in Novem		Contract was terminated and has been re-advertised.	Management should ensure that works were delivered within the stipulated time 2024 to avoid carrying over projects to the following year as this had negative impact on the expected achievement.
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			ber 2024.			
14	Procurement of two Motor Bikes for Nkomesha and Chiyaba Chiefdoms	220,000.00	Being handled by the Ministry of Local Government			Management to make a follow up on the status .
15	Procurement of an Ambulance	2,700,000.00	Being handled by the Ministry of Local Government			Management to make a follow up on the status .
18	Construction of an Ablution block-kamba le	320,511.28	A visit to Kamba le Ablution block revealed that the Ablution block was being constructed. However, the project had delayed		Contractor had been warned of the slow pace in the execution of the project. Liquidated damages would be deducted for the delays in the completing the project.	Management should ensure that projects which had been completed were revisited by technocrats for evaluation and community concerns.

			knowing the fact that its construction period elapsed.			
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Root Cause

Slow pace by contractors

Potential Risk

- Delayed implementation of the projects
- Delayed development progress of the community.

Recommendation

Management should ensure that projects were implemented within the timeframe as stated in the CDF guidelines.

Management Action Plan

The following action plans represent the agreed management actions to be taken to address the weaknesses and / or areas for improvement, as identified during the internal audit:

#	Agreed action	management	Position/designation directly responsible for implementation*	Implementation date
	Continuous monitoring of projects		Director Engineering Services	As projects were being executed

After due deliberations and on a proposal by Councillor Bornface Chileshe and duly seconded by Councillor Davyline Mwiinga it was,

RECOMMENDED THAT

Management should ensure that projects were implemented within the timeframe as stated in the Constituency Development Funds (CDF) guidelines.

AUD/146/05/2025 DELAYED SUPPLY AND DELIVERY OF DESKS

Management control.

The Internal Auditor reported for the consideration of the committee that Part Seven (7) of the CDF Guidelines section 7.1 requires Procurement of goods; works and services using the Constituency Development Funds (CDF) shall be in accordance with the Public Procurement (PPA) Act No.8 of 2020 and its Regulations. On-adherence to the provisions of the Act shall attract necessary legal sanctions. The following shall be the guiding principles for procurement:

- a) Transparency and Accountability;
- b) Efficiency and Effectiveness;
- c) Economy;
- d) Value for money;
- e) Competition;
- f) Fair opportunity to all bidders;
- g) Prevention of fraud, corruption and other malpractices; and
- h) Promotion of local capacity

FINDINGS:

A review of the conveyance of notification for approval of 2024 Constituency Development Fund (CDF) for Community Projects and contracts for the supply and delivery of desks revealed that procurement of 3000 desks at a cost of K3,000,000.00 (Three Million Kwacha) was approved.

Further, at the time of audit conducted on 26th February 2025,

- It was observed that out of 3000 desks only 300 were delivered and verified leaving a balance of 2700 undelivered.
- Out of 15 contracts for supply of desks one contract was still running, one had delivered in full while the 13 contracts had their contracts expired at the time of audit.
- It was observed that the 13 contractors had submitted the extension letters but the Kafue Town Council did not approve them. **See the table below.**

KAFUE TOWN COUNCIL

SUPPLY & DELIVERY OF DESKS

								Current Status	
	Name Of Contractor	Start Date	Due Date	Contract Amount	No. Desks To Deliver	No. Desks Delivered	Balance	No. Desks Delivered	Balance
1	Blossom Investment	10.01.25	11.03.25	244,000.00	200		200	60	140
2	Chanona General Dealers	14.11.24	13.01.25	260,000.00	200		200	200	0
3	Chusika Properties & Steel Ltd	23.12.24	21.02.25	256,000.00	200		200	200	0
4	Greysoft Signs Technology Ltd	23.12.24	21.02.25	260,000.00	200		200	200	0
5	Hillcrest Trust Trading Ltd			260,000.00	200		200	105	95
6	Kamusime Engineering	23.12.24	21.02.25	260,000.00	200		200		200
7	Kays Construction Enterprise Ltd	30.12.24	28.02.25	260,000.00	200		200		200
8	Lauricath Mechanical Eng & Construction	14.11.24	13.01.25	240,000.00	200		200	120	80
9	Litavel Engineering and General Dealers	23.12.24	21.02.25	256,000.00	200		200		200
10	Matax Trading Ltd	14.11.24	13.01.25	260,000.00	200		200	200	0
11	Nsombo Investment Zambia	23.12.24	21.02.25	250,000.00	200	100	100	200	0
12	P-Kalabanya Enterprises Ltd	14.11.24	13.01.25	240,000.00	200		200	200	0
13	Promail General Dealers	23.12.24	21.02.25	252,000.00	200		200	200	0
14	Provident Signs Technologies Ltd	23.12.24	21.02.25	260,000.00	200	200	0	200	0
15	RIJ Marks Business	23.12.24	21.02.25	260,000.00	200		200	100	100
				<u>3,818,000.00</u>	<u>3000</u>	<u>300</u>	<u>2700</u>	<u>1985</u>	<u>1015</u>

Root cause

- 10 contractors did not receive their advance payments on time due to delay in receiving the additional Constituency Development Fund (CDF) funding from the ministry. This led to delay in commencement of works. Nevertheless, the prolonged delay beyond the approved extension of contracts was being penalised by the deduction of liquidated damages as stipulated in the contract.

Potential risk

- Delayed delivery of the intended services to the local communities.
- Loss of public fund due to lack of contracts provisions that may safeguard against possible substandard works and / or failure to execute the works.

Recommendation

- Enhancing supervision and monitoring of progress made by suppliers in order to facilitate their completion within approved period.
- Expediting the procurement and distribution process of school desks once funding is received from the ministry

Management Action Plan

The following action plans represent the agreed management actions to be taken to address the weaknesses and / or areas for improvement, as identified during the internal audit:

#	Agreed management action	Position/designation directly responsible for implementation	Implementation date
	Management would keep following up the contractors through the period of liquidated damages as stipulated in the contract, to ensure the desks are supplied before the point of termination is reached.	Director of Engineering Services	Continuous follow ups

After due deliberations and on a proposal by Councillor Bornface Chileshe and duly seconded by Councillor Davyline Mwiinga it was,

RECOMMENDED THAT

- i. Enhancing supervision and monitoring of progress made by suppliers in order to facilitate their completion within approved period.
- ii. Procurement and distribution process of school desks once funding is received from the Ministry should be expedited.

AUD/147/05/2025 CASH FOR WORK

UNSPENT FUNDS

Management Control

The Internal Auditor reported for the consideration of the committee that Section 4.2.0 of Cash For Work guidelines state that- Exclusive use of the Cash For Work (CFW) Funds Other than the administrative funds, the rest of the funds under the Cash For Work (CFW) programme were only meant to pay beneficiaries for various tasks that shall be assigned to them provided they fall into the category of eligible works as described in Cash for Work manual.

Findings

It was reported that a review of Ledgers for Cash for Work revealed that, Kafue Town Council had received a total sum of **K10,484,482.92**, (Ten Million Four Hundred and Eighty Four Thousands Four Hundred and Eighty Two Kwacha Ninety two Ngwee) for the period of September to December ,2024. However, the Council spent **K3,596,940.00** (Three Million Five Hundred and Ninety Six Thousand Nine Hundred and Forty Kwacha) leaving a balance of **K6, 287,542.92** (Six Million Two Hundred and Eighty Seven Thousand Five Hundred Forty Two Kwacha Ninety Ngwee) unspent as at 31st December, 2024.

However, at the time of Audit as at 25th February,2025, Kafue Town Council had received the funding for January amounting to **K3,463,641.04** (Three Million Four Hundred and Sixty Three Thousand Six Hundred and Forty One and Four Ngwee) while **K2,152,200.00** (Two Million One Hundred and Fifty Two Thousand Two hundred Kwacha) was spent leaving an accumulated balance of **K 7,448,983.96** (Seven Million Four

Hundred and Forty Eight Thousands Nine Hundred and Eighty Three Kwacha and Ninety Six Ngwee), un-spent; this was contrary to the Cash For Work Guidelines which stated that communities that were severely affected by the drought in 2023/24 farming season were given opportunities to recover and had some financial resources to buy food in exchange of labour and the Local Authority must play its part at District and Community level to make this programme a success. See table below for details.

<u>Date</u>	<u>Actual Funding</u>	<u>Acumilative Bal</u>	<u>Admin component</u>	<u>Amount for Beneficiariers</u>	<u>Amount Paid</u>	<u>Balance</u>	<u>Monthly Eng. Ben</u>	<u>Act-. Benefici # Paid</u>	<u>Varince- Eng. Ben vs Actual Ben</u>
30.09.24	697,221.24	-	150,000.00	547,221.24	378,000.00	169,221.24	900	900	-
31.10.24	2,705,792.62	2,875,013.86	150,000.00	2,725,013.86	158,400.00	2,566,613.86	4,250	4,069	181
30.11.24	3,433,327.45	5,999,941.31	150,000.00	5,849,941.31	1,619,400.00	4,230,541.31	5,364	5,262	102
31.12.24	3,648,141.61	7,878,682.92	150,000.00	7,728,682.92	1,441,140.00	6,287,542.92	5,364	2,386	2,978
TOTALS	10,484,482.92	-	600,000.00		3,596,940.00	6,287,542.92			
31.01.25	3,463,641.04	9,751,183.96	150,000.00	9,601,183.96	2,152,200.00	7,448,983.96	-	-	-
TOTAL	13,948,123.96	-	750,000.00	26,452,043.29	9,346,080.00	7,448,983.96	14,978	11,717	3,261
	-								

Root Cause

- Inaccurate data from the supervisors
- Inadequate manpower

Potential Impact (Risk)

- Risk of not achieving its objective.
- Loss of public resources
- Programme may not be appreciated

RECOMMENDATION

- Management should ensure that targets were met by ensuring that all beneficiaries were paid on time.
- Management should ensure that payments were done on time and were accurate.

Management comment

The rate for processing of payment was slow, however with the recruitment of data entry clerks they had been a significant improvement in the process

#	Agreed management action	Position/designation directly responsible for implementation*	Implementation date
	Continuous supervision	Director Planning/ Director Finance/	Continuous

After due deliberations and on a proposal by Councillor Bornface Chileshe and duly seconded by Councillor Davyline Mwiinga it was,

RECOMMENDED THAT

- i. Management should ensure that targets were met.
- ii. Management should ensure that payments were done on time and were accurate.

AUD/148/05/2025 WRONG BENEFICIARIES PAID:

Management Control

The Internal Auditor reported for the consideration of the committee that the Cash for Work Programme Manual Guideline Introduction - states that the Ministry of local Government is implementing the Cash for Work (CFW) programme in response to the drought experienced in the 2023/2024 farming season.

She reported that the vulnerability had been worsen by the loss of employment opportunities particularly, in industries driven by micro, small and medium enterprises whose daily operations continue to be negatively impacted by the ongoing power rationing. This proposed CFW Programme, as a short-term measure, will empower individuals with cash to buy food items in exchange for their labour. Further 2.1.0 of CFW Guidelines states that, the local authorities will be responsible for the programme in each constituency. When identifying works to be implemented under this programme as well as beneficiaries.

Findings

A scrutiny of files for cash for work revealed, that in the month of September 2024, 12 beneficiaries had submitted incorrect phone-numbers to which payments were paid Amounting **K7, 200**.

After verification, the correct phone numbers of the beneficiaries were established and Kafue Town Council had to pay the 12 correct beneficiaries a payment of **K7, 200**, it was further observed that the money that was wrongly paid has not been recovered.

TABLE1.CORRECT BENEFICIARIES LIST AFTER CORRECTING THE PHONE NUMBERS.

S/N	Name:	Phone No.	Ward	Amount (K)
1	Luka Kalyata	'260777133588	Magoba	600
2	Evelyn Chilala	'260975128086	Magoba	600
3	Lines Kasongo	'260776148995	Magoba	600
4	Mwila Kasani	'260772136795	Mungu	600
5	Maureen Mbisu	'260779107586	Mungu	600
6	Charity Chanda	'260975999636	Shikoswe	600

7	Brian Banda	'260979860885	Shikoswe	600
8	Ernest Malambo	'260976549322	Chikupi	600
9	Kawingo Siame	'260772130013	Shabusale	600
10	Andrew Kamanga	'260975613680	Shabusale	600
11	Ruth Nyirenda	'260975227534	Kabweza	600
12	Jossy Hachuka	'260974362739	Lukolongo	600
			Total	K 7,200.00

Root cause

The errors were incurred because we had limited human resource to type and verify the number of beneficiaries

Potential impact (Risk)

- Loss of funds

Recommendation

- Management should ensure that the data was tested for the rightful beneficiaries before effecting the payments.
- Management should ensure a follow up was made on those beneficiaries who had worked and had not received their monies and the variances of the funds lost.

Management comments

#	Agreed management action	Position/designation directly responsible for implementation*	Implementation date
	The people who had been paid that were not beneficiaries had been engaged and others were paying while others had not paid back and management had continued to engage them	Director of Planning	Engagements where on going

After due deliberations and on a proposal by Councillor Borniface Chileshe and duly seconded by Councillor Davyline Mwiinga it was,

Resolved that

- Management should ensure that the data was tested for the rightful beneficiaries before effecting the payments.
- Management should ensure follow up were made on those who were wrongly paid.

AUD/149/05/2025 APPOINTMENT OF EXTERNAL MEMBERS TO THE AUDIT COMMITTEE

Management Control

The Internal Auditor reported for the consideration of the committee that the Public Finance Act 2018 Section 19 (4) corporation, stated that State Owned Enterprise shall be appointed by the Board of that statutory corporation or State Owned Enterprises or Local Authorities and shall be comprised of non-executive members.

Section 19 (3) of public finance act states:

- (a) A former public officer with extensive knowledge and experience in auditing or accounting;
- (b) A member of the Zambia Institute of Chartered Accountants;

- Under -Professional Practice of Internal Audit (IIA Standard) it also required that the Council do appoint two (2) co-opted external members to the Audit Committee to form an Audit committee among others –non executive members.

Objective

To verify whether the audit committee in place is in compliance of public finance act 2018 and other regulations.

Findings:

A scrutiny of audit committee composition revealed that the audit committee lacked co-opted members contrary to Professional Practice of internal Audit (IIA Standard) which requires that the Council do appoint two (2) co-opted external members to the audit committee to form an audit committee among other non-executive members.

Recommendation

- Management should ensure that co-opted members were identified and appointed.

The following action plans represent the agreed management actions to be taken to address the weaknesses and / or areas for improvement, as identified during the internal audit:

Management Action Plan

#	Agreed management action	Position/designation directly responsible for implementation*	Implementation date
	Management would write to local institutions to request for accountant	Director of Human Resource and Administration	May 2025

After due deliberations and on a proposal by Councillor Borniface Chileshe and duly seconded by Councillor Davyline Mwiinga it was,

RESOLVED THAT

- Management should ensure that co-opted members were identified and appointed.

AUD/150/05/2025 AUDIT CHARTER FOR THE YEAR 2025

The internal Auditor reported that the Internal Audit Charter for the annual year 2025 was available and was being presented for approval As shown on **appendix 2**

On a proposal by Councillor Boniface Chileshe and seconded by Councillor Davyline Mwiinga it was;

RECOMMENDED THAT:

The 2025 Audit Charter **be approved**

CLOSING REMARKS AND PRAYER

The Chairperson thanked all the members for attending the meeting and emphasized that there was need for management to be informing Councilors on the changes of dates of meeting all the time he also went on to wish the members God's guidance and a prosperous New Year.

In also closing the Council Chairperson gave some remarks where she expressed gratitude and satisfaction for the work that the Audit Committee was doing which had largely contributed to the Institution having no Audit queries on Specific issues on Constituency Development Account when Kafue Town Council appeared before Parliament at the Local Government Accounts Committee. She further encouraged for more hard work to maintain the record.

THEREBEING NO OTHER BUSINESS TO DELIBERATE THE MEETING WAS DECLARED CLOSED AT 12:40 HOURS WITH A CLOSING PRAYER GIVEN BY THE DIRECTOR PLANNING, TOZYA M. JENGAJENGA.

CONFIRMED THIS.....DAY OF2025

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**COUNCILLOR BONIFACE CHILESHE
COMMITTEE CHAIRPERSON**